



SHIRE

of

MEEKATHARRA

MINUTES

of

COUNCIL MEETING

held

AT THE COUNCIL CHAMBERS, MEEKATHARRA

on

SATURDAY, JULY 16th, 2011

COMMENCING AT 9.32 am

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1 DECLARATION OF OPENING/ ANNOUNCEMENT OF VISITORS

1.1 DECLARATION OF OPENING

The Shire President, Cr TR Hutchinson, declared the meeting open at 9:32 am.

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 TR Hutchinson, read the disclaimer aloud.

2 RECORD OF ATTENDANCE/ APOLOGIES/ APPROVED LEAVE OF ABSENCE

Members

Cr TR Hutchinson - President
Cr NL Trenfield - Deputy President
Cr HJ Nichols
Cr RK Howden
Cr PS Clancy - Arrived 9:37am

Staff

Roy McClymont - Chief Executive Officer
Krys East - Corporate & Development Services Manager

Apologies

Cr JE Burgemeister

Approved Leave of Absence

Cr AG Burrows

Observers

Nil

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4 PUBLIC QUESTION TIME

Nil

5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

6.1 ORDINARY MEETING HELD JUNE 18, 2011

Council Resolution:

Moved: Cr NL Trenfield

Seconded: Cr RK Howden

That the minutes from the Ordinary Council Meeting held Saturday June 18, 2011 be confirmed.

CARRIED 4/0

7 PETITIONS/ DEPUTATIONS/ PRESENTATIONS/ SUBMISSIONS

Nil

8 ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Nil

Cr PS Clancy joined the meeting at 9:37am.

9 REPORTS OF COMMITTEES AND OFFICERS

9.1 OFFICERS MONTHLY REPORTS

9.1.1 WORKS & SERVICES MANAGER'S REPORT – JUNE 2011

Ashburton Downs Road Reform and Re-sheet Project progress report

- Reconstruction and gravel sheeting from the PMI turnoff to the Yulga Jinna access road completed.

Road Maintenance and Grading completed

- Peak Hill Road (Ashburton Meekatharra Road Junction to Peak Hill – 16km) Maintenance Grade, Reform, resheet and compact and waterbind sections as required, Re-align and form up 3.5km section. Re-align T Junction
- Meekatharra Mount Clere Road (Hwy to Shire boundary) including surface drains
- Mt Seabrook Talc Mine Access Road
- Murchison Downs Road including surface drains
- Youno Downs Road including surface drains
- Landor Road (Pindar Rd Turn off to Shire boundary)

Road Maintenance and Grading planned over next month

- Ashburton Meekatharra Road (Hwy to Yulga Jinna Access) Maintenance Grade, Resheet, water bind and compact sections were required using in-situ material and cartage where necessary.
- Nannine Polelle Road including surface drains
- Meekatharra Sandstone Road (sections as required)
- Landor Meekatharra Road
- Wiluna North Road including surface drains

Town Maintenance-Monthly Report Finishing 8 July 2011

- Smashed glass strewn across roadways, graffiti to town signs, buildings, lamp posts and footpaths has continued and is taking up a considerable amount of time to remove.

The sweeping of town streets is being done in accordance with Council's directive. At a four to six week interval sweeping along all kerblines is and has been undertaken to avoid sand/leaves build-up. Rubbish has been removed from vacant town blocks.

Weeding of street verges is in progress. The short term casual labourer is still engaged in the weeding of the verges.

The Public Toilets are and have been cleaned on a daily basis each week day.

Graves have been prepared and maintenance carried out on a number of graves.

Goal posts at oval re installed.

Lookout table, bench and bin painted. Torn sheet of tin repaired.

Peace Gorge tables cleaned and rubbish removed.

2 Hand rails situated on the traffic island in front of Farmer Jacks replaced due to truck damage.

Labour Resources

- Current Labour Resources are 7 x Road Construction, 2 x Road Maintenance, 2 x Town Maintenance, 1 x Casual Weed Remover.
- Adrian Baumgarten (Junior) commenced duties as “Plant Operator” Tuesday 29th June. His duties will be as “Plant Operator” with the “Road Construction Team”
- Geoff Thomas commenced duties with the Shire of Meekatharra as “Town Maintenance Operator” on Monday 20th June.

Plant report for the period 11th June to 8th July

- P339 Side Tipper Trailer
Crushed plastic brake air line repaired.
Trailer lights repaired.
Side door hinge straightened and welded.
- P349 Volvo Grader
2 uni joints replaced.
- P357 Maintenance Caravan
Solar batteries replaced.
External light fitting repaired.
Genset fuel problem resolved and fuel cap replaced.
Hot water heater repaired.
- P24 Camp Genset “Yellow”
Alternator and battery replaced.
- P358 12 H Caterpillar Grader
Air conditioner repaired.
- P338 Side Tipping Trailer
Trailer light and plugs repaired.
- Dolly Rego Mk4229
Replaced suspension springs.
Repaired turntable.
Replaced brake booster.

- P421 Ford Ranger Ute
Wheel alignment carried out.
- P100 Tennant Broom
Bonnet gas springs replaced.
- P306 Caterpillar Mini Excavator
Hammer hoses replaced.
- P403 Hilux 4x4 Ute
Tail light lens replaced (left hand side).
- P316 Low Loader
Matting secured to decking.
Cracked weld joint repaired.
- P407 Nissan Prime Mover
Air line repaired.
- P356 Multipac Roller
Repaired broken exhaust bracket.

Jon Jones

Acting - Works and Services Manager

Wednesday July 6th 2011

Officers Recommendation / Council Resolution:

Moved: Cr NL Trenfield

Seconded: Cr RK Howden

That the Works and Services Managers report for June 2011 be received.

CARRIED 5/0

MINUTES OF THE ORDINARY COUNCIL MEETING HELD SATURDAY JULY 16, 2011

Shire of Meekatharra

Major Plant Cost Report

As at: 30/06/11

Percentage of year complete: 100%

Please Note: Due to potential errors in recording data and timing issues, the information in this report is not guaranteed to be 100% accurate.

		Date Acquired	Hours/Kms Life	Hours/Kms YTD	Hours/Kms Avge/week	Repairs/Maint Costs YTD	Fuel Costs To 30/6/11	Status/ Condition/Faults	Last Full Service Date Hrs/Kms	Note
P108	Cat 12H Grader	Oct-05	9352	1183	22.8	39,468	26,465		7/07/11 9,352	
P349	Volvo G720 Grader	Jan-02	10149	151	2.9	56,237	5,188		Jul 09	
P358	Cat 12H Grader	Mar-03	15908	1811	34.8	22,481	25,902		28/05/11 15,513	
P419	Cat 12M Grader	Jan-10	2151	1239	16.9	17,428	20,873		28/05/11 1,900	
P109	Nissan Prime Mover	Oct-05	Meter out	Meter out		11,016	23,170	\$1720 tyres	6/01/11	1
P407	Nissan Prime Mover	Jan-09	58837	26182	208.5	8,910	20,267		6/01/11 47,666	
P387	Nissan Prime Mover	Feb-07	115228	77518	1490.7	12,724	16,903	\$910 tyres	6/01/11 97,771	
P428	Nissan Prime Mover	Feb-11	13286	13286		3,556	6,198	New Prime Mover		
P114	Cat D6N Dozer	Jun-06	2701	570	11.0	19,834	14,970		8/10/10 2,254	
P348	Cat 950G Loader	Jan-02	9984	1513	29.1	39,170	30,502		28/05/11 9,623	
P86	Cat 613 Scraper	May-94	468	262	5.0	11,928	5,531		5/01/11 442	2
P338	Side Tipper	May-00		0		8,240				
P339	Side Tipper	May-00		0		11,565				
P417	Side Tipper	Dec-09				363				
P318	Water Tanker	Dec-97		0		11,252				
P362	Water Tanker	May-03		0		9,730		\$850 tyres		
P356	Multi Tyre Roller	Nov-02	6177	1091	21.0	19,181	6,741		10/01/11 5,660	
P396	Bomag Padfoot Vib Roller	Dec-08	745	186	1.4	3,112	2,997		28/05/11 716	
P418	Vibrator Roller	Jan-10	1197	886		5,335	14,353		28/05/11 1,039	
P405	Hino 9T Crew Cab	Jan-09	68590	23993	191.1	4,242	13,756		14/01/11 55,570	
P408	Hino 2009 Medium Tipper	May-09	19390	13190	2.3	2,798	1,225			
P360	Cat 924G Loader (Depot)	Apr-03	3860	450	8.7	7,056	4,535		8/10/10 3,499	
P93	JD 315D Backhoe (Depot)	May-95	4370	25	0.5	7,275	88		4,054	
P102	Traxcavator	Jun-05	2599			10,122	904			3

Notes

1. P109 odometer not recording kilometres - sensor ordered
2. P86 Scraper hour meter has been replaced - YTD and life figures are therefore not accurate
3. P102 Traxcavator accurate start of year hours not available
- 4.
- 5.
- 6.

9.1.2 AIRPORT MANAGER'S REPORT – JUNE 2011

MEEKATHARRA AERODROME
Monthly Report
June 2011

Aircraft Movements and Statistics

Aircraft movements showed a heavy increase during June when comparing them with the same month of last year. Inclement weather and a shortage of fuel at Plutonic during June has seen an increase in the number of “Mining” charters diverting to Meekatharra for Jet fuel. Bowser problems at RFDS fuel facility also caused 23 fuellings of RFDS aircraft at the AirBP facility. Avgas is showing significant increases each month typifying the increase in exploration activity in the area. We also had a survey company based here for 2 weeks during the month.

Unfortunately, we experienced an aircraft crash landing during the month but on the bright side, there was no one injured, no real damage done to the aerodrome facilities and the emergency was managed extremely well by all concerned. *(A copy of the Reporting Officers report is attached)*

The figures below reflect the difference between June 2010 and June 2011 whilst the next table shows the comparative year to date figures.

	June 2010	June 2011	Variance
General Aircraft Landed:	125	177	+42%
Avgas	19,192 ltrs	33,354 ltrs	+73%
Jet A1	34,258 ltrs	49,260 ltrs	+43%
Total Fuel Sold	53,450 ltrs	82,614 ltrs	+55%
	YTD 2010	YTD 2011	Variance
Aircraft Landed:	746	888	+19%
Avgas	96,440 ltrs	135,036 ltrs	+40%
Jet A1	192,254 ltrs	236,113 ltrs	+23%
Total Fuel Sold:	288,694 ltrs	371149 ltrs	+29%

As can be seen very good increases overall are being achieved over the first half year and in fact, it is the most productive first half year since 2008.

Aerodrome Works:

As it was an extremely busy month with refuellings particularly with RFDS at night, there was not time for too much ground activity during the day.

Aerodrome works for the month include:

- General maintenance upkeep of facilities and equipment.
- Chipping weeds around airport buildings and facilities.
- Erection of shed airside to house our emergency equipment.
- Tidying up of bottlebrush tree basins along access road.

Aerodrome Works Outstanding:

- Finalisation of the fire service system.
- Concrete the floor of the new shed

Aerodrome Security:

- No breaches this month.
- There are a number of changes in legislation regarding Visitor Identification Cards at Security Controlled Airports. Changes will take effect in November 2011 however after careful analysis of the changes, it has been found that it will have little impact on the operations of our airport.

Aerodrome Safety Management:

- There are some minor works arising from the Electrical Inspection with the main problem, an ageing transformer that runs the runway lights. The electrician will provide a quote to replace this unit as it appears to be failing and light intensity is not being maintained to standard. There is a budget item to cover replacement of this unit. ***(Quote has been submitted to CEO)***
- Due to torrential rain during the month of February the runway strip on south side of runway 09/27 from east of taxiway has been scoured due to excessive water over surface. Repair and maintenance works are pending review by shire works manager and shire executive. The surface area does not meet the CASA requirements of an even surface with a gradual/even gradient. ***(Insurance company has confirmed acceptance of insurance liability and has given approval for remedial works to be carried out. This is pending follow up by Shire Works Manager and Shire Executive)***

Airservices Australia Stand By Power

The stand by power (Emergency Gensets) that are located at the airport are currently owned and maintained by Airservices Australia. There are rumours that ASA are going to quit them as they no longer require the emergency back up power for their equipment. Each of their sites out here have their own stand alone battery back up systems.

The gensets are required by the Airport however as back up units if and when the town power fails. It is a requirement that we have back up power for our airport lights.

Hopefully, ASA will transfer the ownership of the generators over to the Shire when they finally dispense with them. If and when this happens, there will need to be some intervention by shire to ensure we get some training in the operations and maintenance of the entire electrical back up system from ASA.

I will keep council posted when I hear something more concrete.

Overall Summary:

It is pleasing to see that we are experiencing increases in our aircraft landings and fuel sales at long last. Hopefully these can be sustained. It is disappointing however that facilities are being made obsolete at the aerodrome by ASA and more responsibility is being placed on the Shire to provide services and facilities previously supplied by the Federal Government.

Mal Trenfield
Airport Manager
05th July 2011

Officers Recommendation / Council Resolution:

Moved: Cr PS Clancy
Seconded: Cr RK Howden

That the Airport Manager's report for June 2011 be received.

CARRIED 5/0

Meekatharra Aerodrome

Incident Report

Day: Wednesday
Date: 15 June 2011

Type of Incident: AIRCRAFT CRASH EMERGENCY

At approx 0820hrs VH-FAL, a Piper Malibu single engine aircraft, was on approach to Rwy 09. Aircraft VH-XUB Embracer 120 Brasilia was back tracking on Rwy 09. ARO Cuthbertson was waiting at the JetA1 cabinet to refuel VH-XUB. VH-FAL made a low level go around and while overhead crosswind for Rwy 09 ARO Cuthbertson noted the engine on VH-FAL stalled and backfired several times and revved loudly. As VH-FAL passed overhead and commenced a left hand downwind for Rwy 09 there was no engine noise coming from the aircraft.

ARO Cuthbertson observed VH-FAL glide for a short distance and then made a sharp left turn for aerodrome. VH-XUB was still back tracking on Rwy 09, Pilot of VH-XUB confirmed later that Pilot of VH-FAL had made a call advising attempt for emergency landing on Rwy 09. VH-XUB exited Rwy 09 and at this stage VH-FAL crashed north of Rwy 09 in scrub outside runway boundary fence after impact there was no initial sign of fire.

Approx 0825hrs ARO Cuthbertson contacted WA Police Operations Centre activating the Aerodrome Emergency Plan and requested Police, Fire & Ambulance services be turned out advising of approximate location of aircraft between Aerodrome and town cemetery. ARO Cuthbertson then made his way along airport access road at which time he was able to establish a visual on VH-FAL noting it was within the airport boundary and access to the crash site would have to be through the aerodrome. At approx 0829hrs ARO Cuthbertson contacted WA Police Operations Centre updated incident information and advised of access route for emergency services would be through gate 1 opposite Met Bureau. ARO Cuthbertson opened the access gate and then made his way to the accident site. At approx 0835 ARO Cuthbertson arrived at accident site and found 2 x PAX approx 100 metres from the aircraft near the runway boundary fence. ARO Cuthbertson confirmed no further persons on board the aircraft, conducted a quick check of the PAX and as injuries were of a minor nature transported the PAX directly to the RFDS base at the airport. At approx 0840 ARO Cuthbertson left the injured PAX with RFDS nurses and met Meekatharra Volunteer Fire & Rescue Services (MVFRS) at the airport terminal and escorted the Light Tanker and HSR appliances to the accident site. The accident site was handed to the Captain of MVFRS to make safe due to Avgas fuel leaking from aircraft fuel tanks. ARO Cuthbertson then returned to access gate and met WA Police and escorted 2 vehicles to the incident site. Control of the incident was handed to WA police at this stage. VH-FAL had sustained extensive damage.

At approx 0845hrs Meekatharra Volunteer St John Ambulance (MVSJA) arrived at the airport and had been advised by WA Police that injured passengers had been transported to the RFDS base and they made their way directly there to attend to injured PAX. MVSJA collected injured PAX and departed aerodrome at approx 0855hrs.

At approx 0858hrs ARO contacted Air Traffic Control in Melbourne to advise of incident and advised aerodrome operations were not affected by the incident and all runways were operational.

At approx 0915hrs ARO Cuthbertson requested Meekatharra Shire CEO Roy McClymont to man the access gate to ensure only authorized persons entered the accident site.

At approx 0930 hrs MVFRS made incident site safe and handed the site to the control of WA Police. MVFRS then departed the aerodrome.

At approx 0940hrs ARO Cuthbertson contacted Australian Transport Safety Bureau and advised John Donnellan of incident.

At approx 0945hrs WA Police were satisfied incident site was sufficiently secured and departed aerodrome. At this time the incident was declared over.

ARO Cuthbertson contacted various services to convene an incident debrief to be held at the Meekatharra Shire council chambers @ 1800hrs 15/06/2011.

Incident attended by:

WA Police

S Hopkins A/Sgt, K Winfield

Meekatharra Volunteer Fire & Rescue Service

C Harvey Capt, G Byrne Lieutenant, J Boatwright, A Greenfield, N Lauritsen, B Lauritsen

Meekatharra Volunteer St John Ambulance

P Clancy Dep Chair, P Clare

Shire of Meekatharra

R McClymont CEO

Royal Flying Doctor Service

J Morris, C Wilkinson

Minutes of the Meekatharra Aerodrome Emergency Committee meeting held in the Meekatharra Council Chamber on Wednesday 15th June 2011

Aerodrome Incident 15 June 2011– Debrief Meeting

Present:

C Harvey	Captain, Meeka Fire & Rescue Services
G Byrne	Lieutenant, Meeka Fire & Rescue Services
J Boatwright	Meeka Fire & Rescue Services
A Greenfield	Meeka Fire & Rescue Services
C McKellar	A/Sgt, Meekatharra Police
M Hendon	Meeka Fire & Rescue Services
C Elston	Meeka Fire & Rescue Services
B Lowe	Meeka Fire & Rescue Services
N Lauritsen	Meeka Fire & Rescue Services
B Lauritsen	Meeka Fire & Rescue Services
C Wilkinson	Royal Flying Doctor Service
J Morris	Royal Flying Doctor Service
P Hurdle	Nurse Manager, Meeka Hospital
K Fuhrmann	Chairman, St Johns Ambulance Meeka
P Clare	St Johns Ambulance Meeka
P Clancy	Deputy Chair, St Johns Ambulance Meeka
M Cuthbertson	Airport Reporting Officer
R McClymont	Meeka Shire CEO

Apologies – from those not present that attended the incident:

Stuart Hopkins	Acting Sergeant Meekatharra Police
K Winfield	Meeka Police

Mike opened the meeting at 1810 hrs, welcomed everyone and advised that the meeting would be a debrief on the incident at the Airport earlier today.

Mike advised the group that the purpose of the debrief was to evaluate the suitability and observance of the Aerodrome Emergency Plan (AEP). The debrief does not aim to critique the performance of individual agencies – that is something for the agencies themselves.

Mike thanked everyone who attended the incident and said that responses were excellent – much better than the last exercise.

Mike then presented his account of the incident:

Each person present was then given the opportunity to comment:

C McKellar; When the Police arrived there was no one manning the gate. Mike advised that at that time he was providing immediate assistance to the two victims who were in the aircraft when it came down – as per the plan. Mike said that with only one person on duty at the airport

this was sometimes unfortunately unavoidable. **Mike suggested that the gates could be numbered and that a map of the airport and gates (numbers) could be included in the AEP. The meeting agreed with this suggestion.**

C Harvey; people arrived later at the incident site without the appropriate PPE – something to avoid in future.

P Clancy; there still seemed to be some issues with agencies using the correct, agreed, radio channel (Ch 28). **Peter suggested that agencies adopt channel 28 as the agreed channel to be used at all emergency incidents. The meeting agreed with this suggestion.** Peter said that St Johns will place prominent signs in their ambulances stating that channel 28 is to be used at all emergencies.

G Byrne; it won't always be possible to establish the location of the battery and isolation switch in different aircraft. This time an experienced local RFDS pilot was able to offer some suggestions as to the location of the battery. **The group discussed this problem and it was agreed that Fire and Rescue should create a list with battery and isolation switch locations for all aircraft that use Meekatharra Airport regularly.**

Meeting closed 1855 hrs

9.1.3 YOUTH CENTRE REPORT – JUNE 2011

WEEKLY PROGRAM FOR YOUTH SERVICE- EVENINGS:

The overall programming has continued into June.

Monday night volleyball is continuing at the Sports Complex and as the weather has been quite cold, less young people are currently attending than in the warmer months (which is to be expected). We are probably averaging 15-20 young people on these nights.

Wednesday nights continue to remain our competition basketball night with Karalundi, and is a very successful night – regardless of the cold nights - with around 40-60 young people normally in attendance.

Thursday evenings is our Family Cooking Night, and is also very well attended with an average of 30-50 young people coming along. Both Juvenile Justice and the Department of Child Protection are actively involved in assisting with this program. One of the local high school teachers is also volunteering her time on Thursday night, and over the last few weeks has brought in her sewing machine, and is teaching the kids how to make cushions. Surprisingly, it was the boys that engaged really well in the activity and have requested for her to come back again.

Friday night continues to be highly successful, with ‘Open Nights’ at the Youth Centre on a permanent basis. This continues to run extremely smoothly due to the number of casual staff available to assist in appropriate supervision of young people whilst in attendance at the Centre. We continue to have a regular Police Officer who volunteers his Friday nights (when not on duty), to assist us. The Centre operates a junior time – from 5.30-7.30, and then a seniors time from 7.45-9pm. The number of young people in attendance ranges anywhere between 50-90 on any given Friday night.

AFTER SCHOOL ACTIVITY PROGRAM

We have continued the term working jointly alongside Meekatharra District High, to deliver an After School Program for school attendees.

The Hip Hop/Jazz Dance class for students has been well attended by primary school aged kids, but not older youth. The classes average 12 young people per session.

The Art program, being run in conjunction with Meekatharra District High on Wednesdays, has also been well attended, with young people participating in a range of art and craft activities.

Thursday’s Girls Zone – aimed at girls in Years 10-12, finished with a camp to Geraldton. For the girls that attended this camp, it was a great opportunity for them to explore some career options, and we spent a lengthy period of time at the Geraldton Police Station learning about

career opportunities within the Police Force. An indigenous officer spoke with the girls and offered ongoing support (via email) and discussed the Recruit program that the girls could become involved in at Meekatharra, once they turn 16. The girls then experienced some very challenging physical activities (sand boarding was a highlight), and workshop based activities.

Thursday also sees the Youth Centre open after school for kids that want to 'hang out' and play pool, basketball etc. Friday continues to be the music program conducted at the Youth Centre for young people who have been identified by David for displaying good behaviour at school.

MUSIC PROGRAM AT LUNCH TIMES

This program is run in collaboration with Meekatharra District High, and involves young people who are struggling with school attendance. David Hicks is heading up the program, alongside a teacher at the high school, and they have experienced some phenomenal results. Some kids who had only been at school a few days for the entire year are now turning up regularly, to have their 'turn' at music. Both Juvenile Justice workers and high school staff have expressed their support of the program.

As we launch into July, Stormco will be holding their annual Holiday Program for the first week of the school holidays. Other scheduled activities will also take place over this period.

Belinda Hicks
Youth Officer

Officers Recommendation / Council Resolution:

Moved: Cr PS Clancy
Seconded: Cr HJ Nichols

That the Youth Centre report for June 2011 be received.

CARRIED 5/0

9.1.4 RANGERS REPORT – JUNE 2011

Details to report

I attended Meekatharra on Wednesday 8, Friday 10, Saturday 11 and Sunday 12 June 2011. Patrols were conducted of the townsite and surrounding area and license enquiries made. Four unwanted dogs were handed in for destruction. One dog was impounded then returned to the owner when fines and fees were paid.

During my visit on Wednesday, Friday and Saturday I assisted the visiting Veterinarian from Murdoch.

There was one outstanding complaint regarding Shay's dog.

I was called back to Meekatharra on Sunday 19 and Monday 20 June at the request of the Corporate and Development Services Manager to investigate a vicious dog attack. During the attack, one dog was killed in front of witnesses including children. As a result of the callout, the two dogs responsible for the attack were seized. Following an investigation, both dogs were destroyed. The owner completed a destruction notice in his own handwriting and signed and dated it. The dogs were destroyed at the pound with Police in attendance.

Officers Recommendation / Council Resolution:

Moved: Cr NL Trenfield

Seconded: Cr PS Clancy

That the Ranger's report for June 2011 be received.

CARRIED 5/0

9.1.5 STATUS REPORTS

Council Decisions – Status Report

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

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

MINUTES OF THE ORDINARY COUNCIL MEETING HELD SATURDAY JULY 16, 2011

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

MINUTES OF THE ORDINARY COUNCIL MEETING HELD SATURDAY JULY 16, 2011

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19/07/08	9.4.1	Entry Statements. Contact the water corp about re-painting the tanks	CDAO	Enquiries to the water corp in regard repainting the welcome sign and clearing under growth. Painting a welcome sign on the south tank.	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
18/12/09	9.3.1	Relocation Main Street Park Displays	CEO	Copy to Rigby & Cameron 22/12/09 Works to be undertaken	Complete In progress
22.5.10	9.3.5	Royalties for Regions – Country Local Government Fund (CLGF) 2009-10 FCWP, Asset Mgt Plan, Strategic Plan, Acquittals etc.	CEO	Actions ongoing to 30.6.11 FCWP sent 9/9/10 Audited acquittal sent 27/10/10	In progress Complete Complete
21.8.10	9.3.2	Installation of CCTV in Main Street Meekatharra	CEO	Write to 4 Council's with recent systems – seeking any relevant info. Report info received to Meeka Council	Complete In progress
18.9.10	9.4.1	Local Government Industry Award 2010	DCEO	Implement new rates, consult employees, Create Policy 5wks leave	Complete In progress
18.9.10	10.1.2	Lot 205 & 207 Unbudgeted Expenditure	DCEO	Amend budget Arrange works – concrete Landscaping	Noted Complete In progress
16.10.10	9.4.2	Capital Improvements – Meekatharra Rodeo Arena Council to consider changes to rodeo	CDAO	Festival Committee & CDAO to undertake	In progress

MINUTES OF THE ORDINARY COUNCIL MEETING HELD SATURDAY JULY 16, 2011

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22.01.11	9.4.1	Book Donation – Gascoyne Region	CDAO	Donate books for Carnarvon and Gascoyne Junction Libraries	Complete
19.02.11	10.1.1	Airport Storm Damage	CDSM/WSM	Budget amendments Obtain insurance quotes Do works – high priority Works to be commenced first week in August	Complete Complete Not started
19.03.11	9.4.1	Donation – Meekatharra Rifle Club Inc	CDAO	Letter sent Donation cheque to Rifle Club	Complete Complete
19.03.11	9.5.1	Delegation of Council Powers under the Food Act 2008	EHO CDSM	Delegation Register to be amended to reflect this	In progress
16.04.11	9.5.1	Kintyre Uranium Project	EHO CDSM	Send letter to EPA advising that Council wish to be fully consulted and informed in regards to the Transport Risk Study for the Kintyre Uranium Project. Awaiting further correspondence from DEC or Kintyre	Complete
16.04.11	9.6.1	Council policy – bituminous seals	CEO	Lay on table to July 2011 meeting	
16.04.11	9.6.2	Council policy – crossovers	CEO	Lay on table to July 2011 & for Works Group Committee to discuss	
20.05.11	9.3.3	Lease K076047 – Meekatharra Lots 589, 590, 591, 598, 599 & 600 – Paddy's Flat	CEO	Email sent 26.05.11 – Renew Lease Check Status, request freehold	Complete In progress

MINUTES OF THE ORDINARY COUNCIL MEETING HELD SATURDAY JULY 16, 2011

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20.05.11	9.3.5	Management/Structure Review	CEO	Liaise/advise staff Amend/create PD's & Infopacks	Complete Not Started
20.05.11	9.4.1	Meekatharra Trails Project – Financial Reimbursement Mid West Development Commission	CDAO	Advise MWDC & return funds Invoice to be sent & funds returned Awaiting MWDC Invoice	Complete In progress In progress
18.06.11	9.3.1	Adoption of 2011/2012 Annual Budget	DCEO	Emailed to DLG as per requirement of LG (Financial Management) Regs	Complete
18.06.11	9.3.2	CEO Annual Leave and Appointment of acting CEO	CEO	Engage John Read, write order etc for 5 days in August	Complete
18.06.11	9.3.3	Council Policy – Camping allowance amendment	CEO	Email WSM, OO, Payroll 20/6/11 Letter to crew 24/6/11 Policy amended 24/6/11 Distribute amendment	Complete Complete Complete Not yet
18.06.11	9.4.1	Donation – Meekatharra Community Health	CDAO	Write letter Send donation	Complete Complete
18.06.11	9.4.2	Fees and Charges – Meekatharra Festival Weekend	CDAO	Waive vendor fees festival weekend	Complete
18.06.11	9.4.3	Donation – For Kerry Salmon to attend an Awards Ceremony on behalf of the Community of Meekatharra	CDAO	Write letter Send donation	Complete Complete
18.06.11	9.5.1	Planning – Development Assessment Panels – Progress and Members	DCEO	DAP Nomination From Completed and Emailed 20.06.11	Complete

MINUTES OF THE ORDINARY COUNCIL MEETING HELD SATURDAY JULY 16, 2011

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18.06.11	10.4	Lot 208 Hill Street – Renovations	DCEO	Architect contacted to commence drawing of plans. Awaiting quote.	In Progress
18.06.11	10.5	Purchase of Secondhand Landcruiser Ute for Maintenance Grading	CEO	CDSM emailed – budget amendment WSM advised 20/6/11	Complete Complete
18.06.11	10.6	Liquor Restrictions	CEO	Arrange meeting with local police acting OIC Letter to Premier, Ministers etc	Complete In progress
18.06.11	10.1	Tender – Sale of Lot 246 Darlot Street	DCEO	Letters sent to Tenderers and Settlement Agent appointed 21.06.11	In Progress
18.06.11	10.5	Budget Amendments – Peak Hill Road Works 10/11 and 11/12	CEO	Email CDSM & WSM – budget amendments and works	Complete
18.06.11	9.3.4	Election 2011 – Postal/In person	CEO	Email WAEC 21/6/11 Agenda Item for July 2011	Complete Complete

Officers Recommendation / Council Resolution:

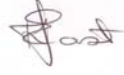

Moved: Cr NL Trenfield

Seconded: Cr PS Clancy

That the Status reports be received.

CARRIED 5/0

9.2 FINANCE

Title/Subject:	MONTHLY FINANCIAL REPORT PERIOD ENDED JUNE 30, 2011
Agenda/Minute Number:	9.2.1
Applicant:	Nil
File Ref:	ADM 171
Disclosure of Interest:	Nil
Date of Report:	11 July 2011
Author:	Krys East Corporate & Development Services Officer
	
	<i>Signature of Author</i>
Senior Officer:	Roy McClymont Chief Executive Officer
	
	<i>Signature Senior Officer</i>

Summary:

Monthly Financial Report

Background:

Financial Activity Statement Report – s.6.4

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

(a) presented to the council –

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

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

And

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

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

(6) In this regulation –

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

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

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

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

Comment:

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

Consultation:

Ron Back – Local Government Consultant

Statutory Environment:

Local Government Act 1995 Section 6.4 Financial Report

Financial Management Regulations 34 & 35

Policy Implications:

Nil

Financial Implications:

Nil

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

Officers Recommendation / Council Resolution:

Moved: Cr PS Clancy

Seconded: Cr NL Trenfield

That the financial report for the period ending June 30, 2010 be received.

CARRIED 5/0



**Monthly Financial Statements
for the period ended 30 June 2011.**

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Shire of Meekatharra		Monthly Financial Report		
<i>for the period ended 30 June 2011.</i>		Income Statement		
	2010/11	2010/11	2010/11	
	Amd Budget	YTD Budget	30 Jun 2011	
	\$	\$	\$	
OPERATING EXPENDITURE				
Governance	454,434	454,434	361,705	
General Purpose Funding	288,068	288,068	204,074	
Law, Order, & Public Safety	168,612	168,612	111,788	
Health	153,162	153,162	112,860	
Education and Welfare	436,840	436,840	324,947	
Housing	17,500	17,500	(3,009)	
Community Amenities	672,686	672,686	441,382	
Recreation and Culture	919,506	919,506	702,513	
Transport	3,460,702	3,460,702	2,941,747	
Economic Services	389,596	389,596	316,272	
Other Property and Services	93,000	93,000	177,395	
OPERATING EXPENDITURE	7,054,106	7,054,106	5,691,674	
OPERATING REVENUE				
Governance	24,496	24,496	22,667	
General Purpose Funding	5,633,737	5,633,737	6,644,506	
Law, Order, & Public Safety	52,966	52,966	33,658	
Health	950	950	605	
Education and Welfare	95,528	95,528	94,930	
Housing	18,500	18,500	19,731	
Community Amenities	238,600	238,600	250,394	
Recreation and Culture	47,550	47,550	60,505	
Transport	479,769	479,769	473,077	
Economic Services	175,480	175,480	142,812	
Other Property and Services	41,500	41,500	56,594	
OPERATING REVENUE	6,809,076	6,809,076	7,799,477	
GRANTS/CONTRIBUTIONS FOR THE DEVELOPMENT OF ASSETS				
Recreation and Culture	30,000	30,000	-	
Transport	1,710,177	1,710,177	1,116,833	
Economic Services	177,057	177,057	-	
Total	1,917,234	1,917,234	1,116,833	
PROFIT/(LOSS) on DISPOSAL				
Education and Welfare	3,801	3,801	3,801	
Transport	8,730	8,730	8,730	
PROFIT/(LOSS) on DISPOSAL	12,531	12,531	12,531	
NET RESULT	1,684,735	1,684,735	3,237,167	

Shire of Meekatharra		Monthly Financial Report			
<i>for the period ended 30 June 2011.</i>		Statement of Financial Activity			
	2010/11				
	Note	2010/11 Amd Budget \$	2010/11 YTD Budget \$	2010/11 30 Jun 2011 \$	
Expenditures					
Governance		(454,434)	(454,434)	(361,705)	20%
General Purpose Funding		(288,068)	(288,068)	(204,074)	29%
Law, Order, Public Safety		(168,612)	(168,612)	(111,788)	34%
Health		(153,162)	(153,162)	(112,860)	26%
Education and Welfare		(436,840)	(436,840)	(324,947)	26%
Housing		(17,500)	(17,500)	3,009	117%
Community Amenities		(672,686)	(672,686)	(441,382)	34%
Recreation and Culture		(919,506)	(919,506)	(702,513)	24%
Transport		(3,460,702)	(3,460,702)	(2,941,747)	18%
Economic Services		(389,596)	(389,596)	(316,272)	19%
Other Property and Services		(93,000)	(93,000)	(177,395)	(91%)
Less Depreciation on Assets		2,486,610	2,486,610	2,838,902	(14%)
Expenditures	3	<u>(4,567,496)</u>	<u>(4,567,496)</u>	<u>(2,852,772)</u>	38%
Revenues					
Governance		24,496	24,496	22,667	(7%)
General Purpose Funding		2,615,985	2,615,985	3,390,265	30%
Law, Order, Public Safety		52,966	52,966	33,658	(36%)
Health		950	950	605	
Education and Welfare		95,528	95,528	94,930	(1%)
Housing		18,500	18,500	19,731	7%
Community Amenities		238,600	238,600	250,394	6%
Recreation & Culture		47,550	47,550	60,505	27%
Transport		479,769	479,769	473,077	(1%)
Economic Services		175,480	175,480	142,812	(19%)
Other Property and Services		41,500	41,500	56,594	36%
Revenues	1	<u>3,791,324</u>	<u>3,791,324</u>	<u>4,545,236</u>	20%
Adjustments for Non-Cash items					
Non current liabilities/assets		(2,214)	(2,214)	-	
Net operating requirements		<u>(778,386)</u>	<u>(778,386)</u>	<u>1,692,464</u>	
CAPITAL Income and outlays()					
Contributions/Grants	2	1,917,234	1,917,234	1,116,833	(42%)
Land & Buildings	4	(853,852)	(853,852)	(579,858)	32%
Plant & Equipment	4	(798,752)	(798,752)	(355,229)	56%
Furniture and Equipment	4	(126,500)	(126,500)	(37,548)	70%
Infrastructure	4	(3,835,809)	(3,835,809)	(2,720,983)	29%
Proceeds from Disposal of Assets		55,262	55,262	55,262	0%
Transfers to Reserves	5	(1,267,790)	(1,267,790)	(1,357,341)	(7%)
Transfers from Reserve	5	156,652	156,652	250,000	60%
Net capital requirement		<u>(4,753,555)</u>	<u>(4,753,555)</u>	<u>(3,628,865)</u>	
ADD Net Current Assets 1st July B/Fwd		2,514,189	2,514,189	1,729,285	(31%)
LESS Net Current Assets Year to Date		-	1	(3,047,125)	
Amount Raised from Rates		<u>3,017,752</u>	<u>3,017,752</u>	<u>3,254,241</u>	8%

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

Shire of Meekatharra **Monthly Financial Report**
Statement of Financial Activity
for the period ended 30 June 2011. **2010/11**

SIGNIFICANT VARIANCES IN THE STATEMENT OF FINANCIAL ACTIVITY REPORT

General Comments

Accounts are subject to end of year adjustments for accruals and provisions. The information is unaudited and could be subject to audit adjustments.

Budget generally tracking below budget estimates. Variations arising tend to be from the timing of budget estimates. Notes on variations are included at page 26

REVENUES & CAPITAL INCOME

OPERATING INCOME

Year elapsed 100.% versus income to annual budget 113.4%



Comments

Amd Budget YTD Budget 30 Jun 2011

- 1 Revenues are within 13.4% of estimated budget as at 30 Jun 2011. The following material variations are present -

The Federal Government has paid the first instalment for 2011/12 (WALGGC) in June 2011. Not included in 2010/11 budget.

CAPITAL INCOME/CONTRIBUTIONS

Year elapsed 100.% versus income to annual budget 58.3%



Comments

YTD \$1,116,833 Total Budget \$1,917,234

- 2 Revenues are within 41.7% of estimated budget as at 30 Jun 2011. The following material variations are present -

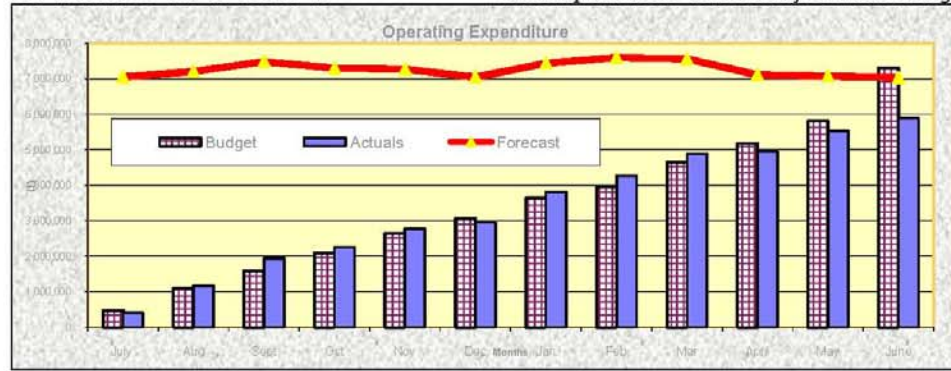
Royalties for Regions grant for 2010/11 (\$.593m) not received.

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

Shire of Meekatharra **Monthly Financial Report**
Statement of Financial Activity
for the period ended 30 June 2011. **2010/11**

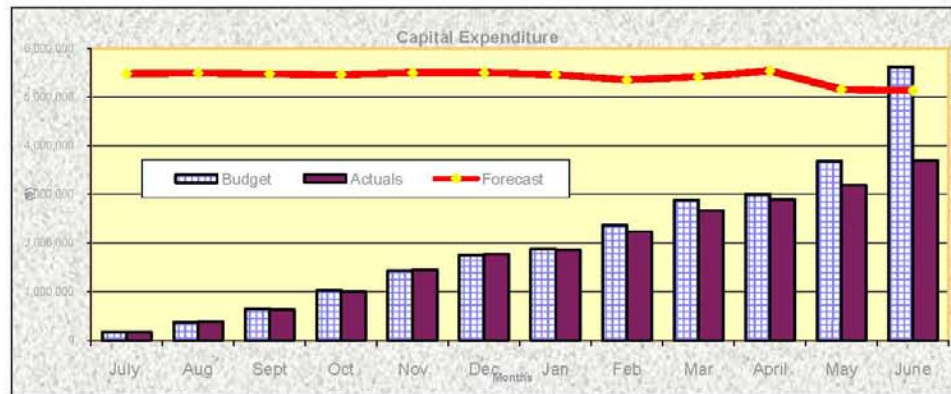
OPERATING EXPENSES & CAPITAL OUTLAYS

OPERATING EXPENDITURES Year elapsed 100.% versus outlays to annual budget 80.7%



Comments YTD \$5,691,674 Total Budget \$7,304,106
 3 Total operating expenses are 19.3% below budget estimates.. Excluding the effect of depreciation the expenses are 36.5% below budget estimates as at 30 Jun 2011

CAPITAL OUTLAYS Year elapsed 100.% versus outlays to annual budget 65.8%



Comments YTD \$3,693,619 Total Budget \$5,614,913
 4 Total capital expenses are 34.2% below budget estimates as at 30 Jun 2011. The following material variations are present -
 Capital works program not completed this year will be carried forward to 2011/12 budget.

Shire of Meekatharra

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

for the period ended 30 June 2011.

2010/11

1. SIGNIFICANT ACCOUNTING POLICIES

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

a) Basis of Accounting

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

b) The Local Government Reporting Entity

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

2 CASH AND CASH EQUIVALENTS

a) Reconciliation of cash

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

Cash assets	2010/11 Amd Budget	2010/11 YTD Budget	2010/11 30 Jun 2011
Cash - Unrestricted	600	(3,304)	1,112,533
Cash - Restricted	7,592,545	7,592,545	8,732,236
	<u>7,593,145</u>	<u>7,589,241</u>	<u>9,844,769</u>
<i>Cash assets are represented by -</i>			
Cash on hand	600	600	2,343
Municipal Bank Account	-	(3,904)	205,365
Bank Term Deposits	-	-	2,011,066
Reserve Accounts Bank	7,592,545	7,592,545	7,625,994
	<u>7,593,145</u>	<u>7,589,241</u>	<u>9,844,769</u>
Cash backed reserves	7,592,545	7,592,545	7,625,994
Grants/Contributions	-	-	1,106,242
	<u>7,592,545</u>	<u>7,592,545</u>	<u>8,732,236</u>

3 STATEMENT OF NET CURRENT ASSETS

	2010/11 Amd Budget	2010/11 YTD Budget	2010/11 30 Jun 2011
CURRENT ASSETS			
Cash & Cash Equivalents	7,593,145	7,589,241	9,844,769
Trade and other receivables	250,000	250,000	941,827
Inventories	95,000	95,000	74,814
	<u>7,938,145</u>	<u>7,934,241</u>	<u>10,861,409</u>
LESS: CURRENT LIABILITIES			
Trade and other payables	258,526	258,526	95,276
Provisions	87,074	87,074	92,451
	<u>345,600</u>	<u>345,600</u>	<u>187,727</u>
NET CURRENT ASSETS	7,592,545	7,588,641	10,673,682
Less: Cash - Restricted	(7,592,545)	(7,592,545)	(7,625,994)
ESTIMATED SURPLUS/(DEFICIENCY) C/FWI	<u>-</u>	<u>(3,904)</u>	<u>3,047,688</u>

Shire of Meekatharra	Monthly Financial Report
<i>for the period ended 30 June 2011.</i>	Notes to the Financial Statements
	2010/11

4 NON CURRENT ASSETS

a) Asset acquisitions by class	2010/11 Amd Budget	2010/11 YTD Budget	2010/11 30 Jun 2011
<u>Land and Buildings</u>			
Housing - capital improvements	383,200	383,200	254,579
Upgrade Pool Chanerrooms, Kiosk, Grounds	170,000	170,000	143,610
Construct Oval Toilets	100,000	100,000	-
Race Course Buildings	15,000	15,000	7,537
Town Hall - capital improvements	9,000	9,000	17,229
Mt Gould Police Station - security	20,000	20,000	-
Youth Centre Office Carpets	19,500	19,500	-
Property Acquisition Lloyds Shops	156,652	156,652	156,904
<u>Plant and Equipment</u>			
Security cameras for mainstreet	100,000	100,000	743
New People Mover - 7 Seats Min	50,000	50,000	49,231
Youth Centre - Furniture/Equipment	3,500	3,500	1,650
Cdo Computer Purchase	3,500	3,500	2,901
Pool - Upgrade Tank to 20,000 litres	25,000	25,000	32,997
Cornish Lift	35,000	35,000	-
Sports Complex Equipment	28,000	28,000	1,308
New Pump/fittings - oval	15,000	15,000	15,237
Gym & Brushcutters	6,000	6,000	3,345
Playground Equipment	15,000	15,000	-
<u>Transport</u>			
Miscellaneous Plant (Small Equipment)	47,000	47,000	4,360
Various Utilities	48,812	48,812	48,812
Grader	30,540	30,540	30,540
Crew Cab 9T Truck	197,000	197,000	196,809
Communication Equipment	46,400	46,400	-
Caravans and equipment	75,000	75,000	4,844
Engines & pumps	20,000	20,000	-
Generators	25,000	25,000	-
Airport Fire Fighting System	25,000	25,000	-
Trailers	30,000	30,000	-
<u>Furniture and Equipment</u>			
New Furniture for Chambers	15,000	15,000	-
Office Equipment - Administration Office	5,000	5,000	-
Office Furniture - Administration Office	35,000	35,000	-
<u>Other</u>			
Collection of Mining Relics	10,000	10,000	-
Airconditioner Gym	15,000	15,000	-
<u>Infrastructure Assets Roads</u>			
Road Contruction	2,564,456	2,564,456	1,663,468
Ashburton	403,933	403,933	720,593
Town Streets - reseal	35,000	35,000	32,358
<u>Infrastructure Assets Other</u>			
Reseal Runway Shoulders	360,687	360,687	269,881
Meeka Heritage Drive Trails	54,835	54,835	-
Meeka North Heritage Drive Trails	90,302	90,302	-
Meeka South Drive - Heritage	120,016	120,016	-
Entry Statements & Signs	30,000	30,000	-
Parks & Gardens - Capital	55,000	55,000	13,756
BBQ & Light Oval Park	11,580	11,580	20,927
Viewing platform at headframe (view mosaic	30,000	30,000	-
Lukes Pit Water Scheme	80,000	80,000	-
	5,614,913	5,614,913	3,693,619

Shire of Meekatharra	Monthly Financial Report		
<i>for the period ended 30 June 2011.</i>	Notes to the Financial Statements		
	2010/11		

5 CASH BACKED RESERVES	2010/11	2010/11	2010/11
a) Infrastructure & Economic Development I	Amd Budget	YTD Budget	30 Jun 2011
Opening Balance	843,548	843,548	698,182
Amount Set Aside / Transfer to Reserve	50,643	50,643	24,470
Amount Used / Transfer from Reserve	(156,652)	(156,652)	-
	<u>737,539</u>	<u>737,539</u>	<u>722,652</u>
b) Leave Reserve			
Opening Balance	42,569	42,569	42,822
Amount Set Aside / Transfer to Reserve	2,554	2,554	1,501
Amount Used / Transfer from Reserve	-	-	-
	<u>45,123</u>	<u>45,123</u>	<u>44,323</u>
c) Shire Water Reserve			
Opening Balance	136,009	136,009	136,820
Amount Set Aside / Transfer to Reserve	8,161	8,161	4,795
Amount Used / Transfer from Reserve	-	-	-
	<u>144,170</u>	<u>144,170</u>	<u>141,615</u>
d) Plant Reserve			
Opening Balance	1,495,095	1,495,095	1,504,003
Amount Set Aside / Transfer to Reserve	89,705	89,705	52,712
Amount Used / Transfer from Reserve	-	-	-
	<u>1,584,800</u>	<u>1,584,800</u>	<u>1,556,715</u>
e) Building Reserve			
Opening Balance	772,973	772,973	777,578
Amount Set Aside / Transfer to Reserve	46,378	46,378	27,253
Amount Used / Transfer from Reserve	-	-	(250,000)
	<u>819,351</u>	<u>819,351</u>	<u>554,831</u>
f) Transport Reserve			
Opening Balance	310,584	310,584	312,435
Amount Set Aside / Transfer to Reserve	18,635	18,635	10,950
Amount Used / Transfer from Reserve	-	-	-
	<u>329,219</u>	<u>329,219</u>	<u>323,385</u>
g) Airport Runway Reserve			
Opening Balance	2,007,861	2,007,861	2,019,824
Amount Set Aside / Transfer to Reserve	120,472	120,472	70,791
Amount Used / Transfer from Reserve	-	-	-
	<u>2,128,333</u>	<u>2,128,333</u>	<u>2,090,614</u>
h) Airport Operating Reserve			
Opening Balance	708,385	708,385	712,605
Amount Set Aside / Transfer to Reserve	42,503	42,503	24,975
Amount Used / Transfer from Reserve	-	-	-
	<u>750,888</u>	<u>750,888</u>	<u>737,581</u>
i) Reseal & Rejuvenation of Sealed Roads Reserve			
Opening Balance	164,383	164,383	164,383
Amount Set Aside / Transfer to Reserve	288,739	288,739	284,637
Amount Used / Transfer from Reserve	-	-	-
	<u>453,122</u>	<u>453,122</u>	<u>449,020</u>
j) Interpretive Centre Reserve			
Opening Balance	-	-	-
Amount Set Aside / Transfer to Reserve	600,000	600,000	850,000
Amount Used / Transfer from Reserve	-	-	-
	<u>600,000</u>	<u>600,000</u>	<u>850,000</u>
k) Digital TV Reserve			
Opening Balance	-	-	150,000
Amount Set Aside / Transfer to Reserve	-	-	5,257
Amount Used / Transfer from Reserve	-	-	-
	<u>-</u>	<u>-</u>	<u>155,257</u>
Total Cash Backed Reserves	<u>7,592,545</u>	<u>7,592,545</u>	<u>7,625,994</u>

All of the above reserve accounts are to be supported by money held in financial institutions.

SHIRE OF MEEKATHARRA

Management Budgets

for the period ended 30 June 2011.



Shire of Meekatharra	Management Budget SUMMARY		
<i>for the period ended 30 June 2011.</i>	2010/11		
SUMMARY	2010/11 Amd Budget	2010/11 YTD Budget	2010/11 30 Jun 2011
OPERATING EXPENDITURE	\$	\$	\$
Governance	454,434	454,434	361,705
General Purpose Funding	288,068	288,068	204,074
Law, Order, & Public Safety	168,612	168,612	111,788
Health	153,162	153,162	112,860
Education and Welfare	436,840	436,840	324,947
Housing	17,500	17,500	(3,009)
Community Amenities	672,686	672,686	441,382
Recreation and Culture	919,506	919,506	702,513
Transport	3,460,702	3,460,702	2,941,747
Economic Services	389,596	389,596	316,272
Other Property and Services	93,000	93,000	177,395
	<u>7,054,106</u>	<u>7,054,106</u>	<u>5,691,674</u>
OPERATING INCOME			
Governance	24,496	24,496	22,667
General Purpose Funding	5,633,737	5,633,737	6,644,506
Law, Order, & Public Safety	52,966	52,966	33,658
Health	950	950	605
Education and Welfare	95,528	95,528	94,930
Housing	18,500	18,500	19,731
Community Amenities	238,600	238,600	260,394
Recreation and Culture	47,550	47,550	60,505
Transport	479,769	479,769	473,077
Economic Services	175,480	175,480	142,812
Other Property and Services	41,500	41,500	56,594
	<u>6,809,076</u>	<u>6,809,076</u>	<u>7,799,477</u>
PROFIT ON SALE			
Education and Welfare	3,801	3,801	3,801
Transport	8,730	8,730	8,730
	<u>12,531</u>	<u>12,531</u>	<u>12,531</u>
Net operating excl capital contributions	(232,499)	(232,499)	2,120,334
Capital Grants/Contributions	1,917,234	1,917,234	1,116,833
Net operating result	<u>1,684,735</u>	<u>1,684,735</u>	<u>3,237,167</u>
CAPITAL GRANTS/CONTRIBUTIONS	Amd Budget	YTD Budget	30 Jun 2011
Recreation and Culture	30,000	30,000	-
Transport	1,710,177	1,710,177	1,116,833
Economic Services	177,057	177,057	-
	<u>1,917,234</u>	<u>1,917,234</u>	<u>1,116,833</u>
PROCEED FROM SALES			
Education and Welfare	9,955	9,955	9,955
Transport	45,307	45,307	45,307
	<u>55,262</u>	<u>55,262</u>	<u>55,262</u>
CAPITAL WORKS			
Governance	55,000	55,000	-
Law, Order, & Public Safety	100,000	100,000	743
Education and Welfare	76,500	76,500	53,782
Housing	383,200	383,200	254,579
Recreation and Culture	629,580	629,580	255,946
Transport	3,908,828	3,908,828	2,971,665
Economic Services	461,805	461,805	156,904
	<u>5,614,913</u>	<u>5,614,913</u>	<u>3,693,619</u>
Net funding for capital	<u>(3,642,417)</u>	<u>(3,642,417)</u>	<u>(2,521,524)</u>

Shire of Meekatharra		Management Budget General Purpose Funding		
<i>for the period ended 30 June 2011.</i>		2010/11		
RATE REVENUE		2010/11	2010/11	2010/11
		Amd Budget	YTD Budget	30 Jun 2011
Operating Expenditure				
101920	Valuation & Title Search	10,000	10,000	7,233
103420	Legal Expenses - Rates	7,500	7,500	1,467
102430	Sale of Properties for Non-Payment of Rates	-	-	7,157
101120	Administration Allocated	112,307	112,307	82,280
Total Operating Expenditure		<u>129,807</u>	<u>129,807</u>	<u>98,137</u>
Operating Income				
100310	Rates Levied	3,042,752	3,042,752	3,363,131
101020	Less Concessions	-	-	(108,890)
102330	Rates Written Off	(25,000)	(25,000)	-
102210	Rate Instalment Fee	6,000	6,000	6,840
101410	Rate Instalment Interest	5,500	5,500	11,381
101510	Rates Non-Payment Penalty	60,000	60,000	117,094
102810	Legal Fees Recovered	3,000	3,000	1,892
Total Operating Income		<u>3,092,252</u>	<u>3,092,252</u>	<u>3,391,450</u>
GENERAL PURPOSE GRANTS				
Operating Expenditure				
103320	Administration Allocation	15,385	15,385	11,253
Total Operating Expenditure		<u>15,385</u>	<u>15,385</u>	<u>11,253</u>
Operating Income				
101810	General Purpose Grant	1,303,878	1,303,878	1,754,003
102110	Local Road Component Grant	743,943	743,943	1,021,835
Total Operating Income		<u>2,047,821</u>	<u>2,047,821</u>	<u>2,775,838</u>
OTHER GENERAL PURPOSE FUNDING				
Operating Expenditure				
105520	Bank Charges	4,800	4,800	3,500
105550	Sundry Debtor Write Offs	5,000	5,000	472
102310	Doubtful Debts Expense	10,000	10,000	-
105530	Administration allocated	123,076	123,076	90,706
106820	Rounding Adjustment	-	-	7
Total Operating Expenditure		<u>142,876</u>	<u>142,876</u>	<u>94,684</u>
Operating Income				
103110	Esl Administration Fee	4,000	4,000	4,000
102830	Other Minor Income	750	750	2,345
192230	Interest on Municipal Investments	100,000	100,000	61,156
192240	Interest on Reserve Investments	388,914	388,914	409,718
Total Operating Income		<u>493,664</u>	<u>493,664</u>	<u>477,219</u>
Net Funding Demands		<u>5,345,669</u>	<u>5,345,669</u>	<u>6,440,432</u>

Shire of Meekatharra		Management Budget Governance		
<i>for the period ended 30 June 2011.</i>		2010/11		
MEMBERS OF COUNCIL		2010/11	2010/11	2010/11
		Amd Budget	YTD Budget	30 Jun 2011
Operating Expenditure				
102320	President's Allowance	8,000	8,000	8,000
112020	Deputy President Allowance	2,000	2,000	2,000
103020	Members - Meeting Fees	13,520	13,520	10,710
103120	Members Travelling	2,500	2,500	3,251
102020	Fax & Email Costs	500	500	127
102120	Conference, Training, Uniforms	17,500	17,500	2,933
102420	Refreshments/Receptions	10,000	10,000	9,762
102720	Members Insurance	5,674	5,674	4,440
102820	Members Subscriptions	19,586	19,586	22,015
102920	Members - telephone	500	500	-
102220	Election Expenses	1,500	1,500	100
102520	Donations	15,950	15,950	14,577
102550	Native Title Claims	2,500	2,500	3,995
102620	Council Chambers Mtce	2,000	2,000	51
106220	Audit	12,000	12,000	18,270
103220	Depreciation	170	170	167
105620	Admin Alloc-Governance	332,305	332,305	243,022
Total Operating Expenditure		<u>446,205</u>	<u>446,205</u>	<u>343,421</u>
Capital Expenditure				
102540	Furniture & Equipment	15,000	15,000	-
Total Capital Expenditure		<u>15,000</u>	<u>15,000</u>	<u>-</u>
ADMINISTRATION				
Operating Expenditure				
106940	Staff Uniform Expenses	3,000	3,000	2,746
103520	Salaries - Admin	553,970	553,970	404,912
103920	Super - Admin	66,180	66,180	46,942
104020	Fringe Benefit Tax	30,000	30,000	17,207
104120	Office Operations	5,000	5,000	15
104220	Office Maintenance	27,506	27,506	15,726
104520	Stationery	14,000	14,000	11,483
105020	Telephone	17,500	17,500	25,474
105320	Postage	4,500	4,500	4,250
104320	Advertising	16,000	16,000	25,579
105420	Equipment Maintenance & Consumabl	30,000	30,000	28,732
107120	Computer Software	23,000	23,000	30,912
105220	Computer Hardware	17,500	17,500	4,961
106920	Accounting & Consulting Services	191,230	191,230	118,287
105720	Other	10,000	10,000	6,741
106020	CEO Vehicle	12,000	12,000	13,872
106030	DCEO Vehicle	8,500	8,500	6,845
106620	Accommodation/Travel	30,500	30,500	5,174
104620	Training & Conferences	16,150	16,150	5,590
106420	Staff Recruitment &Relocation	10,000	10,000	3,520
107020	Legal Fees	15,000	15,000	3,994
107220	Depreciation	41,850	41,850	30,691
103820	Insurance	24,908	24,908	24,816
104920	Housing Allocations	70,695	70,695	79,691
110820	Admin Allocated to Functions	(1,230,760)	(1,230,760)	(899,876)
Total Operating Expenditure		<u>8,229</u>	<u>8,229</u>	<u>18,284</u>

Shire of Meekatharra		Management Budget Governance		
<i>for the period ended 30 June 2011.</i>		2010/11		
continued		2010/11	2010/11	2010/11
		Amd Budget	YTD Budget	30 Jun 2011
Operating Income				
111230	Reimbursements	9,000	9,000	10,036
111250	Fees And Charges	-	-	140
111830	Title Search Income	-	-	153
111530	Insurance - Refunds	15,496	15,496	12,337
Total Operating Income		24,496	24,496	22,667
Capital Expenditure				
113240	Office Equipment	5,000	5,000	-
113260	Office Furniture	35,000	35,000	-
Total Capital Expenditure		40,000	40,000	-
Net Funding Demands		(484,938)	(484,938)	(339,038)

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Shire of Meekatharra		Management Budget Law, Order & Public Safety		
<i>for the period ended 30 June 2011.</i>		2010/11		
FIRE PREVENTION		2010/11	2010/11	2010/11
		Amd Budget	YTD Budget	30 Jun 2011
Operating Expenditure				
115720	Bush Fire Control	5,100	5,100	-
115820	Vehicle Operational Costs	16,000	16,000	14,744
115620	Fire Insurance	3,375	3,375	1,938
115520	Depreciation	590	590	564
115420	Protective Burning	500	500	-
Total Operating Expenditure		25,565	25,565	17,246
Operating Income				
115630	FESA - BFB Grant	711	711	711
Total Operating Income		711	711	711
ANIMAL CONTROL				
Operating Expenditure				
119220	Pound Maintenance	3,500	3,500	1,918
119020	Animal Control Expenses	47,000	47,000	42,865
119230	Dog Control Expenses Other	9,000	9,000	9,110
Total Operating Expenditure		59,500	59,500	53,893
Operating Income				
119730	Fines & Penalties	200	200	525
119830	Impounding Fees	200	200	-
119930	Dog Registration	1,800	1,800	1,202
Total Operating Income		2,200	2,200	1,726

Continued...

Shire of Meekatharra		Management Budget Law, Order & Public Safety		
<i>for the period ended 30 June 2011.</i>		2010/11		
continued.....		2010/11	2010/11	2010/11
OTHER LAW, ORDER & PUBLIC SAFETY	Amd Budget	YTD Budget	30 Jun 2011	
Operating Expenditure	\$	\$	\$	
Ranger Services				
116250 Insurance	2,194	2,194	1,938	
116320 Vehicle Operating Costs	11,000	11,000	5,314	
116010 Administration Allocated	12,308	12,308	9,002	
116420 Miscellaneous	2,000	2,000	216	
Ranger Services	27,502	27,502	16,471	
Other Expenses				
120020 State Emergency Services	17,000	17,000	3,941	19
120060 Donation of Assets	35,968	35,968	17,984	20
120120 Administration	3,077	3,077	2,254	
Total Operating Expenditure	83,547	83,547	40,649	
Operating Income				
120030 FESA - SES Grant	14,087	14,087	13,237	
120050 Proceeds on Sale of Assets	35,968	35,968	17,984	21
Total Operating Income	50,055	50,055	31,221	
Capital Expenditure				
120270 Security Cameras	100,000	100,000	743	22
Total Capital Expenditure	100,000	100,000	743	
Net Funding Demands	(215,646)	(215,646)	(78,872)	

Shire of Meekatharra		Management Budget Health		
<i>for the period ended 30 June 2011.</i>		2010/11		
continued.....		2010/11	2010/11	2010/11
INSPECTIONS & ADMINISTRATION	Amd Budget	YTD Budget	30 Jun 2011	
Operating Expenditure	\$	\$	\$	
122960 Health Consultancy	72,350	72,350	48,451	
121320 Insurance	4,665	4,665	4,105	
122920 Depreciation	120	120	119	
121920 Subscriptions & Journals	1,000	1,000	100	
122980 Other Expenses	14,000	14,000	3,924	
Total Operating Expenditure	92,135	92,135	56,699	
Operating Income				
123000 Health Fees & Licenses	200	200	-	
123930 Itinerant vendors Fees	500	500	605	
123010 Other Income	250	250	-	
Total Operating Income	950	950	605	
PREVENTATIVE SERVICES - PEST CONTROL				
Operating Expenditure	\$	\$	\$	
123720 Mosquito Control	7,000	7,000	7,055	
123820 Depreciation	450	450	434	
Total Operating Expenditure	7,450	7,450	7,489	
PREVENTATIVE SERVICES - OTHER				
Operating Expenditure	\$	\$	\$	
124020 Analytical Expenses	500	500	355	
124040 Administration Allocated	3,077	3,077	2,251	
Total Operating Expenditure	3,577	3,577	2,606	

Continued...

Shire of Meekatharra <i>for the period ended 30 June 2011.</i>	Management Budget Health		
	2010/11	2010/11	2010/11
continued.....	2010/11	2010/11	2010/11
OTHER HEALTH	Amd Budget	YTD Budget	30 Jun 2011
Operating Expenditure	\$	\$	\$
112220 Donation - RFDS	50,000	50,000	46,065
Total Operating Expenditure	50,000	50,000	46,065
Net Funding Demands	(152,212)	(152,212)	(112,256)

Shire of Meekatharra <i>for the period ended 30 June 2011.</i>	Management Budget Education and Welfare		
	2010/11	2010/11	2010/11
PRE SCHOOL	Amd Budget	YTD Budget	30 Jun 2011
Operating Expenditure			
120520 Pre-School Centre Mtce	2,500	2,500	1,342
120430 Insurance	307	307	342
124260 Depreciation	5,800	5,800	5,653
120440 Administration Allocated	12,308	12,308	9,004
Total Operating Expenditure	20,915	20,915	16,341
OTHER EDUCATION	\$	\$	\$
Operating Expenditure			
120720 Telecentre Costs	10,000	10,000	5,676
Total Operating Expenditure	10,000	10,000	5,676
DAY CARE CENTRE	\$	\$	\$
Operating Expenditure			
124120 Day Care Centre Maintenance	7,000	7,000	2,740
Total Operating Expenditure	7,000	7,000	2,740
COMMUNITY DEVELOPMENT	\$	\$	\$
Operating Expenditure			
124570 Salaries	70,266	70,266	66,850
124580 Superannuation	6,246	6,246	8,341
124640 Staff Replacement & Relocation	5,000	5,000	-
124650 Training & Conferences	4,500	4,500	310
124630 Housing	11,783	11,783	12,497
124590 Vehicle Expenses	4,500	4,500	2,308
124530 Insurance	2,056	2,056	1,906
124660 Telephone	1,500	1,500	82
124560 Fund Raising Activities	500	500	-
124500 Administration Allocated	40,000	40,000	29,263
124320 Activities	13,000	13,000	5,341
124420 Miscellaneous Grant Expenses	10,000	10,000	-
Total Operating Expenditure	169,351	169,351	126,897

Continued...

Shire of Meekatharra		Management Budget Education and Welfare		
<i>for the period ended 30 June 2011.</i>		2010/11		
continued.....		2010/11	2010/11	2010/11
COMMUNITY DEVELOPMENT		Amd Budget	YTD Budget	30 Jun 2011
Operating Income		\$	\$	\$
124600	Miscellaneous Grants	10,000	10,000	-
124510	Reimbursements	500	500	-
Total Operating Income		10,500	10,500	-
Capital Expenditure				
124540	CDO Computer	3,500	3,500	2,901
Total Capital Expenditure		3,500	3,500	2,901
YOUTH CENTRE OPERATIONS				
Operating Expenditure				
124220	Salaries - Youth Co-ordinator	99,087	99,087	70,953
125260	Superannuation	9,298	9,298	8,821
125290	Staff Training, Accommodation & Travel	6,500	6,500	1,846
125340	Staff Replacement and Relocation	4,000	4,000	1,292
125230	Insurance	4,662	4,662	4,312
125520	Administration Allocated	36,923	36,923	26,460
125220	Depreciation	13,250	13,250	12,883
125120	Youth Centre Building Maintenance	18,854	18,854	13,484
125130	Youth Centre Operational Costs	17,000	17,000	12,832
125210	Vehicle Operational Costs	-	-	6,181
125350	Activities Expenses Various	15,000	15,000	14,228
124160	Miscellaneous Grants Activity Expense	5,000	5,000	-
Total Operating Expenditure		229,574	229,574	173,292
Operating Income				
124190	OSCH	12,638	12,638	12,828
124210	DCD Youth Services	66,890	66,890	69,532
124170	Miscellaneous Grants	5,000	5,000	9,500
124110	Reimbursements	500	500	3,069
124690	Profit On Sale Of Asset	3,801	3,801	3,801
Total Operating Income		88,829	88,829	98,730
Capital Expenditure				
124470	Youth Centre Office	19,500	19,500	-
124450	F&E - Floor Scrubber	3,500	3,500	1,850
124480	Youth Vehicle	50,000	50,000	49,231
Total Capital Expenditure		73,000	73,000	50,881
Capital Income				
124700	Proceeds Sale Of Assets	9,955	9,955	9,955
Total Capital Income		9,955	9,955	9,955
Net Funding Demands		(404,056)	(404,056)	(270,044)

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Shire of Meekatharra		Management Budget Housing		
<i>for the period ended 30 June 2011.</i>		2010/11		
STAFF HOUSING		2010/11	2010/11	2010/11
		Amd Budget	YTD Budget	30 Jun 2011
Operating Expenditure				
125420	Staff Housing Maintenance	111,030	111,030	91,242
126650	Housing Rental Subsidy	24,960	24,960	20,072
126630	Insurance	33,396	33,396	32,129
126620	Depreciation	60,200	60,200	73,083
126820	Allocated to Function Areas	(212,086)	(212,086)	(219,535)
Total Operating Expenditure		<u>17,500</u>	<u>17,500</u>	<u>(3,009)</u>
Operating Income				
127130	Housing Rental - Staff	17,500	17,500	17,026
128830	Reimbursements - Other	1,000	1,000	2,705
Total Operating Income		<u>18,500</u>	<u>18,500</u>	<u>19,731</u>
Capital Expenditure				
127040	Staff Housing Upgrades	383,200	383,200	254,579
Total Capital Expenditure		<u>383,200</u>	<u>383,200</u>	<u>254,579</u>
Capital Income				
170500U	Building Reserve	-	-	250,000
Total Capital Income		<u>-</u>	<u>-</u>	<u>250,000</u>
Net Funding Demands		<u>(382,200)</u>	<u>(382,200)</u>	<u>18,161</u>

Shire of Meekatharra		Management Budget Community Amenities		
<i>for the period ended 30 June 2011.</i>		2010/11		
SANITATION		2010/11	2010/11	2010/11
- HOUSEHOLD REFUSE		Amd Budget	YTD Budget	30 Jun 2011
Operating Expenditure		\$	\$	\$
128320	Refuse Collection	90,301	90,301	96,721
128420	Refuse Site Maintenance	75,150	75,150	66,863
128350	Insurance	2,509	2,509	2,330
129140	New Bins & Equipment	2,500	2,500	3,875
129160	Litter Control/Town Tidying	72,671	72,671	41,063
128220	Administration Allocated	15,385	15,385	11,253
Total Operating Expenditure		<u>258,516</u>	<u>258,516</u>	<u>222,105</u>
Operating Income				
128630	Refuse Collection	80,000	80,000	78,890
129030	Sale of Bins	1,500	1,500	3,115
129150	Sale of scrap	3,000	3,000	150
Total Operating Income		<u>84,500</u>	<u>84,500</u>	<u>82,155</u>
SEWERAGE				
Operating Expenditure				
129920	Sewerage Pond Maintenance	70,000	70,000	6,008
129740	Insurance	1,116	1,116	1,156
129720	Depreciation	3,200	3,200	3,096
129700	Administration Allocated	6,154	6,154	4,501
Total Operating Expenditure		<u>80,470</u>	<u>80,470</u>	<u>14,761</u>
Operating Income				
129830	Septic Tank Fees	500	500	505
Total Operating Income		<u>500</u>	<u>500</u>	<u>505</u>

Continued...

Shire of Meekatharra		Management Budget Community Amenities			
<i>for the period ended 30 June 2011.</i>		2010/11	2010/11	2010/11	
continued.....		2010/11	2010/11	2010/11	
TOWN PLANNING AND REGIONAL DEVELOPMENT					
Operating Expenditure		Amd Budget	YTD Budget	30 Jun 2011	
131010	Scheme Amendments	1,000	1,000	-	
131030	Consultants	12,000	12,000	-	
131120	Insurance	1,116	1,116	1,181	
131000	Administration Allocated	7,692	7,692	5,671	
131040	Other	5,000	5,000	4,500	
Total Operating Expenditure		<u>26,808</u>	<u>26,808</u>	<u>11,353</u>	
PROTECTION OF THE ENVIRONMENT					
Operating Expenditure					
130340	Waste Oil Facility	3,000	3,000	1,214	
130320	Tyre Recycling	15,000	15,000	14,065	
Total Operating Expenditure		<u>18,000</u>	<u>18,000</u>	<u>15,280</u>	
Operating Income					
132430	Waste Oil Facility Rebate	650	650	718	
Total Operating Income		<u>650</u>	<u>650</u>	<u>718</u>	
OTHER COMMUNITY AMENITIES					
Operating Expenditure					
132120	Cemetery Operations	64,760	64,760	24,196	29
131920	Burial plot preparations	27,760	27,760	40,588	30
132020	Hearse & Shed Costs	1,000	1,000	2,058	
132620	Depreciation	1,700	1,700	1,624	
132720	Insurance	1,116	1,116	1,156	
132820	Administration Allocated	13,846	13,846	10,173	
132520	Public Toilets	14,760	14,760	15,721	
132330	Contribution to ADSL+	160,950	160,950	81,000	31
132220	SPQ Mcleary St "Paddy's Flat"	3,000	3,000	1,367	
Total Operating Expenditure		<u>288,892</u>	<u>288,892</u>	<u>177,883</u>	
Operating Income					
132630	Charges - Cemetery Fees	15,000	15,000	29,065	
132830	Contributions - Shires Adsl 2+	112,300	112,300	112,301	
132730	Direct Grants	25,650	25,650	25,650	
Total Operating Income		<u>152,950</u>	<u>152,950</u>	<u>167,016</u>	
Net Funding Demands		<u>(434,086)</u>	<u>(434,086)</u>	<u>(190,988)</u>	

Shire of Meekatharra		Management Budget Recreation & Culture			
<i>for the period ended 30 June 2011.</i>		2010/11	2010/11	2010/11	
continued.....		2010/11	2010/11	2010/11	
PUBLIC HALLS AND CIVIC CENTRES					
Operating Expenditure		Amd Budget	YTD Budget	30 Jun 2011	
133620	Town Hall Maintenance	25,000	25,000	33,586	
133420	Insurance	16,923	16,923	16,277	
133720	Depreciation	11,800	11,800	11,765	
133550	Administration Allocated	21,538	21,538	15,754	
Total Operating Expenditure		<u>75,261</u>	<u>75,261</u>	<u>77,382</u>	
Operating Income					
134630	Hall Hire Fees	3,500	3,500	2,075	
Total Operating Income		<u>3,500</u>	<u>3,500</u>	<u>2,075</u>	

Continued...

Shire of Meekatharra		Management Budget Recreation & Culture		
<i>for the period ended 30 June 2011.</i>		2010/11		
continued.....		2010/11	2010/11	2010/11
PUBLIC HALLS AND CIVIC CENTRES		Amd Budget	YTD Budget	30 Jun 2011
Capital Expenditure				
138440	Town Hall - capital improvements	9,000	9,000	17,229
Total Capital Expenditure		9,000	9,000	17,229
SWIMMING POOL				
Operating Expenditure				
135420	Swimming Pool Contract	110,000	110,000	106,239
136020	Housing	11,783	11,783	11,347
135620	Insurance	6,506	6,506	5,893
135920	Swimming Pool Maintenance	21,500	21,500	22,533
135720	Swimming Pool Water/Sewerage Rates	6,500	6,500	4,389
135520	Swimming Pool Chemicals/Gas/Freigh	18,000	18,000	5,089
135820	Swimming Pool Electricity	17,000	17,000	12,280
137040	Swimming Pool Other	5,000	5,000	1,461
136620	Depreciation	17,450	17,450	17,087
135320	Administration Allocated	9,231	9,231	6,752
Total Operating Expenditure		222,970	222,970	193,069
Operating Income				
136530	Swimming Pool Subsidy	3,000	3,000	12,500
136430	Swimming Pool Admission	14,000	14,000	9,065
136830	Reimbursements	500	500	338
Total Operating Income		17,500	17,500	21,904
Capital Expenditure				
136660	Upgrade Pool Grounds	170,000	170,000	143,610
137140	Pool Equipment	25,000	25,000	32,997
Total Capital Expenditure		195,000	195,000	176,607
Capital Income				
136630	CSRFF Grant	30,000	30,000	-
Total Capital Income		30,000	30,000	-
RECREATION OFFICER				
Operating Expenditure				
136170	Salaries	89,589	89,589	51,053
136180	Superannuation	7,750	7,750	4,609
136190	Staff Replacement & Relocation	4,000	4,000	220
136210	Vehicle Operating Costs	7,000	7,000	10,931
136150	Administration Allocated	36,923	36,923	27,012
137620	Insurance	15,515	15,515	14,630
136220	Staff Training & Travel Expenses	7,500	7,500	-
136270	Other expenses	1,500	1,500	203
136250	Activities	15,000	15,000	6,027
136200	Misc Grant Activities	5,000	5,000	-
Total Operating Expenditure		189,777	189,777	114,684
Operating Income				
136230	Reimbursements	500	500	-
136260	Miscellaneous Grants	5,000	5,000	-
Total Operating Income		5,500	5,500	-

Continued...

Shire of Meekatharra		Management Budget Recreation & Culture		
<i>for the period ended 30 June 2011.</i>		2010/11		
continued.....		2010/11	2010/11	2010/11
OTHER RECREATION AND SPORT		Amd Budget	YTD Budget	30 Jun 2011
Operating Expenditure				
138100	Housing Allocation	11,783	11,783	11,698
138120	Reticulation Maintenance	5,000	5,000	-
138020	Picture Gardens	500	500	361
137920	Parks, Gardens & Reserves	60,420	60,420	64,736
137420	Scheme Water	5,000	5,000	1,087
137320	Sports ground (oval) maintenance	35,000	35,000	28,721
137220	Sports Complex Maintenance	20,000	20,000	22,834
138920	Other Building Maintenance	5,000	5,000	1,043
138720	Gym Building Maintenance	6,253	6,253	5,001
138260	Gym Operating Costs	1,500	1,500	887
138250	Community Bus Operating costs	15,000	15,000	11,583
138520	Miscellaneous Costs - Gym	1,200	1,200	286
138620	Utilities - Gym	3,000	3,000	41
138130	Insurance	4,599	4,599	3,659
138810	Gym Equipment	5,000	5,000	71
139720	Depreciation	74,600	74,600	79,690
138110	Administration Allocated	24,615	24,615	18,010
Total Operating Expenditure		278,470	278,470	249,708
Operating Income				
139630	Complex Fees	2,500	2,500	2,906
139930	Gym Fees	3,000	3,000	2,340
138930	School Oval Contribution	12,000	12,000	11,946
138850	Community Bus fees	1,500	1,500	4,829
137130	Recreation Grants	-	-	13,727
139230	Complex Fees Squash	1,500	1,500	-
139430	Complex Fees Tennis	-	-	33
Total Operating Income		20,500	20,500	35,781
Capital Expenditure				
139740	Gym & Brushcutters	6,000	6,000	3,345
136340	Construct Oval Toilets	100,000	100,000	-
136540	Air conditioner Gym	15,000	15,000	-
139440	Luke Pit Water Scheme	80,000	80,000	-
139040	Play ground Equipment	15,000	15,000	-
137840	BBQ & Light	11,580	11,580	20,927
136240	Cornish Lift	35,000	35,000	-
136370	Viewing platform at headframe	30,000	30,000	-
138940	Sports Complex Equipment	28,000	28,000	1,308
139140	New Pump/fittings - oval	15,000	15,000	15,237
140160	Race Course Buildings	15,000	15,000	7,537
140260	Parks & Gardens - Capital	55,000	55,000	13,756
Total Capital Expenditure		405,580	405,580	62,110

Continued...

Shire of Meekatharra		Management Budget Recreation & Culture		
<i>for the period ended 30 June 2011.</i>		2010/11		
continued.....		2010/11	2010/11	2010/11
TELEVISION AND RADIO BROADCASTING		Amd Budget	YTD Budget	30 Jun 2011
Operating Expenditure				
139860	Administration Allocated	3,077	3,077	2,251
140820	Depreciation	1,350	1,350	4,288
139880	Insurance	461	461	521
139920	Operating Costs	2,000	2,000	(481)
139820	Site Sharing Costs	6,500	6,500	4,933
	Total Operating Expenditure	13,388	13,388	11,512
LIBRARIES				
Operating Expenditure				
140120	Book exchange costs	2,000	2,000	476
140620	Lost/damaged/replaced stock	10,000	10,000	1,707
140520	Library operations	5,000	5,000	1,395
140420	Insurance	461	461	195
140320	Book Purchases	1,000	1,000	523
140180	Administration Allocated	49,846	49,846	36,465
140720	Depreciation	280	280	269
	Total Operating Expenditure	68,587	68,587	41,029
Operating Income				
140530	Library Charges	200	200	204
	Total Operating Income	200	200	204
OTHER CULTURE				
Operating Expenditure				
141320	25 Mile Well Maintenance	1,500	1,500	-
141420	Mt Gould Police Station	12,400	12,400	-
141520	Museum Maintenance	1,000	1,000	194
141720	Municipal Inventory Review	15,000	15,000	-
141730	Preservation of Historical Images	22,000	22,000	-
141120	Insurance	768	768	852
141820	Administration Allocated	15,385	15,385	11,258
141620	Depreciation	3,000	3,000	2,825
	Total Operating Expenditure	71,053	71,053	15,129
Operating Income				
141530	Masonic Lodge Income	350	350	540
	Total Operating Income	350	350	540
Capital Expenditure				
141810	Mt Gould Police Station - security	20,000	20,000	-
	Total Capital Expenditure	20,000	20,000	-
	Net Funding Demands	(1,471,536)	(1,471,536)	(897,955)

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Shire of Meekatharra		Management Budget Transport			
<i>for the period ended 30 June 2011.</i>		2010/11			
MAINTENANCE - ROADS, BRIDGES & DEPOTS		2010/11	2010/11	2010/11	
		Amd Budget	YTD Budget	30 Jun 2011	
Operating Expenditure					
149020	Administration Allocated	107,692	107,692	78,952	45
148800	Depot Maintenance	127,760	127,760	64,321	46
148720	Upgrade of Roman	15,000	15,000	-	47
148400	Lighting of Streets	42,000	42,000	39,188	
148500	Street Cleaning Sweeping	50,521	50,521	78,077	48
148200	Street Maintenance	45,000	45,000	66,535	49
149000	Signage of Streets & Roadworks	35,000	35,000	3,083	50
147500	Rural Roads Maintenance - Day Labour	600,000	600,000	303,209	51
148550	Rehabilitation of Gravel Pits	55,000	55,000	-	52
148600	Contract & Consulting Supervision Costs	10,000	10,000	-	
148820	Infrastructure Depreciation Expense	1,742,900	1,742,900	1,775,721	
Total Operating Expenditure		2,830,873	2,830,873	2,409,085	
Operating Income					
145910	Grant - MRWA Direct	159,269	159,269	159,269	
148430	Street Lighting - Operating Grant	1,400	1,400	6,494	
Total Operating Income		160,669	160,669	165,763	
CONSTRUCTION - ROADS, BRIDGES & DEPOTS					
Capital Expenditure					
142000	Road Construction	2,564,456	2,564,456	1,663,468	53
	Ashburton	403,933	403,933	720,593	54
	Town Streets - reseal	35,000	35,000	32,358	
Total Capital Expenditure		3,003,389	3,003,389	2,416,420	
Capital Income					
146210	Grant - Roads to Recovery (R2R)	715,532	715,532	715,532	
146910	Grant - Roads 2020 (Regional Road Group)	269,289	269,289	269,289	
146510	Royalties for regions	593,344	593,344	-	55
Total Capital Income		1,578,165	1,578,165	984,821	
Operating Income					
151310	Profit on Sale of Asset	8,730	8,730	8,730	
Total Operating Income		8,730	8,730	8,730	
ROAD PLANT PURCHASES					
Capital Expenditure					
151640	Trailers	30,000	30,000	-	56
150840	Utility Various	48,812	48,812	48,812	
151240	Truck	197,000	197,000	196,809	
151340	Grader(new motor etc)	30,540	30,540	30,540	
150340	Caravans & Equipment	75,000	75,000	4,844	57
152840	Gen Set (Construction)	25,000	25,000	-	58
151540	Pumps	20,000	20,000	-	59
153140	Communication Equipment	46,400	46,400	-	60
150140	Miscellaneous Plant (Small Equipment)	47,000	47,000	4,360	60
Total Capital Expenditure		519,752	519,752	285,364	
Capital Income					
151050	Proceeds Sale of Plant	45,307	45,307	45,307	
Total Capital Income		45,307	45,307	45,307	

Continued...

Shire of Meekatharra	Management Budget Transport		
<i>for the period ended 30 June 2011.</i>	2010/11		
continued.....	2010/11	2010/11	2010/11
AIR BP	Amd Budget	YTD Budget	30 Jun 2011
Operating Expenditure			
160520 Administration Allocated	12,308	12,308	9,002
160320 Cost of Fuel Sold	65,000	65,000	30,548
160420 Bank Charges	450	450	33
160720 Other Charges	100	100	-
Total Operating Expenditure	77,858	77,858	39,583
Operating Income			
151130 Fuel Sales - Cash	71,500	71,500	46,399
151630 BP Monthly Retainer	57,000	57,000	47,500
Total Operating Income	128,500	128,500	93,899
AERODROME			
Operating Expenditure			
150600 Training and Conferences	3,500	3,500	-
151620 Housing Allocations	11,783	11,783	9,443
150210 Consultancy	18,000	18,000	3,929
150220 Utilities & Other Costs	48,000	48,000	43,161
150620 Insurance	11,872	11,872	11,875
150520 Aerodrome Maintenance	32,000	32,000	36,793
150900 Security Operating Expenses	8,000	8,000	210
160150 Debt Collection	14,500	14,500	1,219
150550 Transformer repairs	43,201	43,201	43,201
150720 Depreciation	181,500	181,500	177,859
151420 Administration Allocated	8,615	8,615	6,388
152020 Management contract	171,000	171,000	159,001
Total Operating Expenditure	551,971	551,971	493,079
AERODROME			
Operating Income			
152030 Airport Landing Charges	150,000	150,000	163,437
150130 Airport Leases	24,000	24,000	21,689
151930 RFDS Refuelling	10,000	10,000	11,900
150330 Reimbursements	20,000	20,000	34,469
150530 Reimbursements Telephone	1,500	1,500	1,282
150630 Reimbursements Other	100	100	-
Airport Diesel Operations			
153030 Sales	235,000	235,000	186,846
150920 Issues	(250,000)	(250,000)	(206,209)
Cost of goods sold	(250,000)	(250,000)	(206,209)
Profit/(Loss) on fuel operations	(15,000)	(15,000)	(19,362)
Total Operating Income	190,600	190,600	213,415
Capital Expenditure			
152160 Airport Fire Fighting System	25,000	25,000	-
151040 Airport Construction	360,687	360,687	269,881
Total Capital Expenditure	385,687	385,687	269,881
Capital Income			
151830 RADS Grant	132,012	132,012	132,012
Total Capital Income	132,012	132,012	132,012
Net Funding Demands	(5,125,547)	(5,125,547)	(4,269,465)

Shire of Meekatharra		Management Budget Economic Services			
<i>for the period ended 30 June 2011.</i>		2010/11			
RURAL SERVICES		2010/11	2010/11	2010/11	
		Amd Budget	YTD Budget	30 Jun 2011	
Operating Expenditure					
153020	MRVC Vermin Control	6,550	6,550	6,514	
153120	Noxious Weeds and Pests	3,000	3,000	-	
157520	Stockyard Maintenance	2,500	2,500	2,036	
157420	Shop Premises Maintenance	2,500	2,500	853	
157620	Depreciation	13,000	13,000	12,807	
Total Operating Expenditure		<u>27,550</u>	<u>27,550</u>	<u>22,209</u>	
Operating Income					
157430	Shop Premises Rent	2,600	2,600	2,000	
157630	Wesfarmers Yard Lease	590	590	550	
157750	Bill Board Rental	790	790	750	
157730	Reimbursements	13,000	13,000	2,411	64
Total Operating Income		<u>16,980</u>	<u>16,980</u>	<u>5,712</u>	
TOURISM AND AREA PROMOTION					
Operating Expenditure					
159250	Administration Allocated	63,076	63,076	46,049	65
159220	Depreciation	33,400	33,400	32,093	
153820	Tourism Promotions	34,750	34,750	25,318	
154620	Maps & Souvenirs	12,000	12,000	-	66
154220	Information Bays	4,000	4,000	1,256	
159260	Maintenance Trails & Lookouts	25,521	25,521	11,880	
153920	Community Events	136,000	136,000	136,198	
154030	Meekatharra Rodeo	35,000	35,000	33,171	
154420	Local Newspaper Production	2,600	2,600	2,600	
154720	Town Beautification	5,000	5,000	2,294	
Total Operating Expenditure		<u>351,347</u>	<u>351,347</u>	<u>290,861</u>	
Operating Income					
153930	Community Events	87,000	87,000	77,793	
154920	Meekatharra Rodeo Income	12,000	12,000	6,026	
154330	Local Newspaper Revenue	3,500	3,500	3,322	
154730	Sale of Maps & Souvenirs	2,500	2,500	2,682	
154430	Meeka Dust Advertising	7,500	7,500	6,350	
154130	Community Event grant	20,000	20,000	20,000	
Total Operating Income		<u>132,500</u>	<u>132,500</u>	<u>116,174</u>	
Capital Expenditure					
153940	Meeka Heritage Drive Trails	54,835	54,835	-	67
153870	Meeka North Heritage Drive Trails	90,302	90,302	-	68
153880	Meeka South Drive - Heritage	120,016	120,016	-	69
153970	Collection of Mining Relics	10,000	10,000	-	
154240	Entry Statements & Signs	30,000	30,000	-	70
Total Capital Expenditure		<u>305,153</u>	<u>305,153</u>	<u>-</u>	
Capital Income					
153810	Trails Grant	177,057	177,057	-	71
Total Capital Income		<u>177,057</u>	<u>177,057</u>	<u>-</u>	

Continued...

Shire of Meekatharra		Management Budget Economic Services		
<i>for the period ended 30 June 2011.</i>		2010/11		
BUILDING CONTROL		Amd Budget	YTD Budget	30 Jun 2011
Operating Expenditure				
156420	MRH S Building Costs	2,000	2,000	-
157740	Insurance	2,161	2,161	2,032
156520	Demolition costs	5,000	5,000	-
157720	Administration Allocated	1,538	1,538	1,170
Total Operating Expenditure		<u>10,699</u>	<u>10,699</u>	<u>3,202</u>
Operating Income				
156830	Building Permit Fees	20,000	20,000	20,477
156930	Building Demolition Fees	1,000	1,000	450
156730	Building-Reimbursement	5,000	5,000	-
Total Operating Income		<u>26,000</u>	<u>26,000</u>	<u>20,927</u>
OTHER ECONOMIC SERVICES				
Capital Expenditure				
154250	Property Acquisition Lloyds Shops	156,652	156,652	156,904
Total Capital Expenditure		<u>156,652</u>	<u>156,652</u>	<u>156,904</u>
Capital Income				
170100U	Infrastructure & Economic Development	156,652	156,652	-
Total Capital Income		<u>156,652</u>	<u>156,652</u>	<u>-</u>
Net Funding Demands		<u>(342,212)</u>	<u>(342,212)</u>	<u>(330,365)</u>
Shire of Meekatharra		Management Budget Other Property & Services		
<i>for the period ended 30 June 2011.</i>		2010/11		
PRIVATE WORKS		2010/11 Amd Budget	2010/11 YTD Budget	2010/11 30 Jun 2011
Operating Expenditure				
159520	Private Works	1,000	1,000	14,718
Operating Income				
159630	Charges - Private Works	1,500	1,500	32,172
PUBLIC WORKS OVERHEAD				
Operating Expenditure				
180120	Supervision - Salaries	171,474	171,474	199,832
181320	Superannuation of Workmen	87,816	87,816	54,388
180320	Annual Leave, Sick Leave, Public Holiday	50,947	50,947	35,235
185620	LSL Contribution to other Shires	21,300	21,300	-
180720	Relocation & Recruitment Costs	5,000	5,000	271
181520	Allowances and Incentives	67,781	67,781	94,852
180820	Camping Telephone Costs	23,000	23,000	9,103
180920	Travelling and Conference Expenses	32,500	32,500	9,937
181020	Protective Clothing & Equipment	9,000	9,000	1,763
182320	Allocation from Housing	94,260	94,260	94,756
180220	Engineering - Office and Other Expenses	6,500	6,500	4,055
180420	Insurance on Works	53,875	53,875	48,367
182720	Occupational Health & Safety	7,000	7,000	-
181420	Work Supervisors Vehicle	20,000	20,000	13,551
187730	Lease of parking reserve	700	700	1,121
182520	Administration Allocated	98,461	98,461	72,029
181820	Less PWO allocated to works	(727,614)	(727,614)	(689,030)
Total Operating Expenditure		<u>22,000</u>	<u>22,000</u>	<u>(49,769)</u>
Operating Income				
181330	Reimbursements - Stores & Telephone	10,000	10,000	5,058
Total Operating Income		<u>10,000</u>	<u>10,000</u>	<u>5,058</u>

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Shire of Meekatharra		Management Budget Other Property & Services		
<i>for the period ended 30 June 2011.</i>		2010/11		
PLANT OPERATION COSTS		2010/11	2010/11	2010/11
		Amd Budget	YTD Budget	30 Jun 2011
Operating Expenditure				
183020	Fuel and Oil	370,000	370,000	333,472
183320	Parts and Repairs (external)	520,000	520,000	406,108
183420	Repairs - Wages	81,547	81,547	62,673
183220	Tyres	50,000	50,000	64,645
183620	Consumable Stores	40,000	40,000	15,813
184320	Replacement Tools	10,500	10,500	4,670
183520	Licenses	2,000	2,000	697
183820	Insurance	41,863	41,863	42,047
183230	Mechanics Vehicle	9,000	9,000	-
183920	Cutting Edges	7,500	7,500	12,249
183010	Administration Allocated	44,615	44,615	32,678
183720	Radio Maintenance	1,000	1,000	-
187740	Minor running expenses	-	-	95,557
184020	Less Alloc To Works	(1,178,025)	(1,178,025)	(1,106,424)
Total Operating Expenditure		-	-	(35,815)
Operating Income				
183030	Diesel Fuel Rebate	30,000	30,000	16,676
Total Operating Income		30,000	30,000	16,676
PLANT DEPRECIATION				
Operating Expenditure				
183120	Depreciation	280,000	280,000	596,183
184040	Less Plant Depreciation Allocated	(210,000)	(210,000)	(347,922)
Total Operating Expenditure		70,000	70,000	248,261
SALARIES AND WAGES				
185300	Salaries & Wages	1,641,987	1,641,987	1,381,974
185400	Salaries & Wages Alloc	(1,641,987)	(1,641,987)	(1,381,974)
Total Operating Expenditure		-	-	-
Operating Income				
181230	Contributions- W/Comp	-	-	2,689
Total Operating Income		-	-	2,689
Net Funding Demands		(51,500)	(51,500)	(120,801)

Shire of Meekatharra **Management Budget**
Notes on Variations

for the period ended 30 June 2011.

2010/11

Variations for revenues and expenses that are greater than \$10,000 and 10.0% when compared to the budget year to date estimates. New items reported in this reporting period are identified with an #.

Ref	Act	Description	Anl Budget	YTD Budget	30 Jun 2011	
1	101120	Administration Allocated	112,307	112,307	\$ 82,280	#
		<i>Offset by lower Administration expenses</i>			27%	
2	100310	Rates Levied	3,042,752	3,042,752	\$ 3,363,131	
		<i>See note # 2 as off set by concessions</i>			11%	
3	101020	Less Concessions	-	-	\$ (108,890)	
		<i>Concessions for UV properties</i>				
4	101510	Rates Non-Payment Penalty	60,000	60,000	\$ 117,094	
		<i>Under-estimate of revenues</i>			95%	
5	101810	General Purpose Grant	1,303,878	1,303,878	1,754,003	
		<i>2011/12 instalment paid in advance</i>			35%	
6	102110	Local Road Component Grant	743,943	743,943	1,021,835	
		<i>2011/12 instalment paid in advance</i>			37%	
7	105530	Administration allocated	123,076	123,076	90,706	#
		<i>Offset by lower Administration expenses</i>			26%	
8	192230	Interest on Municipal Investments	100,000	100,000	61,156	
		<i>Lower interest returns</i>			39%	
9	105620	Admin Alloc-Governance	332,305	332,305	243,022	#
		<i>Offset by lower Administration expenses</i>			27%	
10	102540	Furniture & Equipment	15,000	15,000	-	#
		<i>Cfwd to 2011/12 Budget</i>			100%	
11	105220	Computer Hardware	17,500	17,500	4,961	#
					72%	
12	106920	Accounting & Consulting Services	191,230	191,230	118,287	#
					38%	
13	106620	Accommodation/Travel	30,500	30,500	5,174	#
					83%	
14	104620	Training & Conferences	16,150	16,150	5,590	#
					65%	
15	107020	Legal Fees	15,000	15,000	3,994	#
					73%	
16	107220	Depreciation	41,850	41,850	30,691	#
		<i>Non cash depreciation expense. No effect on budget outcome.</i>			27%	
17	110820	Admin Allocated to Functions	(1,230,760)	(1,230,760)	(899,876)	#
		<i>Lower Administration expenses for the year</i>			27%	
18	113260	Office Furniture	35,000	35,000	-	
		<i>Cfwd to 2011/12 Budget</i>			100%	
19	120020	State Emergency Services	17,000	17,000	3,941	
					77%	
20	120060	Donation of Assets	35,968	35,968	17,984	#
		<i>Proceeds of sale donated</i>			50%	
21	120050	Proceeds on Sale of Assets	35,968	35,968	17,984	#
		<i>see donated assets</i>			50%	
22	120270	Security Cameras	100,000	100,000	743	
		<i>Cfwd to 2011/12 Budget</i>			99%	
23	124500	Administration Allocated	40,000	40,000	29,263	
		<i>Offset by lower Administration expenses</i>			27%	
24	125520	Administration Allocated	36,923	36,923	26,460	
		<i>Offset by lower Administration expenses</i>			28%	
25	126620	Depreciation	60,200	60,200	73,083	#
		<i>Non cash depreciation expense. No effect on budget outcome.</i>			21%	
26	127040	Staff Housing Upgrades	383,200	383,200	254,579	
		<i>Cfwd to 2011/12 Budget</i>			34%	
27	170500U	Building Reserve	-	-	250,000	
		<i>Special allocation for 2010/11</i>				

Shire of Meekatharra		Management Budget Notes on Variations		
<i>for the period ended 30 June 2011.</i>		2010/11		
28	129920 Sewerage Pond Maintenance	70,000	70,000	6,008 91%
29	132120 Cemetery Operations <i>Off set with other preparation costs</i>	64,760	64,760	24,196 63%
30	131920 Burial plot preparations <i>Under budgeted</i>	27,760	27,760	40,588 46%
31	132330 Contribution to ADSL+ <i>Contributed funds to be restricted as at 30 June</i>	160,950	160,950	81,000 50%
32	136660 Upgrade Pool Grounds	170,000	170,000	143,610 16%
33	136630 CSRFF Grant	30,000	30,000	- 100%
34	137130 Recreation Grants <i>Adjustment of GST, new grant.</i>	-	-	13,727
35	136340 Construct Oval Toilets <i>Cfwd to 2011/12 Budget</i>	100,000	100,000	- 100%
36	136540 Air conditioner Gym <i>Cfwd to 2011/12 Budget</i>	15,000	15,000	- 100%
37	139440 Luke Pit Water Scheme <i>Cfwd to 2011/12 Budget</i>	80,000	80,000	- 100%
38	139040 Play ground Equipment <i>Cfwd to 2011/12 Budget</i>	15,000	15,000	- 100%
39	136240 Cornish Lift <i>Cfwd to 2011/12 Budget</i>	35,000	35,000	- 100%
40	136370 Viewing platform at headframe <i>Cfwd to 2011/12 Budget</i>	30,000	30,000	- 100%
41	138940 Sports Complex Equipment <i>Cfwd to 2011/12 Budget</i>	28,000	28,000	1,308 95%
42	140260 Parks & Gardens - Capital <i>Cfwd to 2011/12 Budget</i>	55,000	55,000	13,756 75%
43	140180 Administration Allocated <i>Offset by lower Administration expenses</i>	49,846	49,846	36,465 27%
44	141810 Mt Gould Police Station - security <i>Cfwd to 2011/12 Budget</i>	20,000	20,000	- 100%
45	149020 Administration Allocated <i>Offset by Administration allocations</i>	107,692	107,692	78,952 27%
46	148800 Depot Maintenance	127,760	127,760	64,321 50%
47	148720 Upgrade of Roman <i>Cfwd to 2011/12 Budget</i>	15,000	15,000	- 100%
48	148500 Street Cleaning Sweeping <i>Previously allocated to the wrong account.</i>	50,521	50,521	78,077 # 55%
49	148200 Street Maintenance <i>Allocations to be reviewed.</i>	45,000	45,000	66,535 48%
50	149000 Signage of Streets & Roadworks	35,000	35,000	3,083 91%
51	147500 Rural Roads Maintenance - Day Labour	600,000	600,000	303,209 49%
52	148550 Rehabilitation of Gravel Pits <i>Cfwd to 2011/12 Budget</i>	55,000	55,000	- 100%
53	142000 Road Construction <i>Cfwd to 2011/12 Budget</i>	2,564,456	2,564,456	1,663,468 35%
54	143900 Ashburton <i>Cfwd to 2011/12 Budget</i>	403,933	403,933	720,593 78%
55	146510 Royalties for regions <i>Cfwd to 2011/12 Budget</i>	593,344	593,344	- 100%

Shire of Meekatharra		Management Budget		
<i>for the period ended 30 June 2011.</i>		2010/11	Notes on Variations	
56	151640 Trailers <i>Cfwd to 2011/12 Budget</i>	30,000	30,000	- 100%
57	150340 Caravans & Equipment <i>Cfwd to 2011/12 Budget</i>	75,000	75,000	4,844 94%
58	152840 Gen Set (Construction) <i>Cfwd to 2011/12 Budget</i>	25,000	25,000	- 100%
59	151540 Pumps <i>Cfwd to 2011/12 Budget</i>	20,000	20,000	- 100%
60	153140 Communication Equipment <i>Cfwd to 2011/12 Budget</i>	46,400	46,400	- 100%
61	153030 Sales <i>Billing behind due to staff shortages.</i>	235,000	235,000	186,846 20%
62	152160 Airport Fire Fighting System <i>Cfwd to 2011/12 Budget</i>	25,000	25,000	- 100%
63	151040 Airport Construction <i>Cfwd to 2011/12 Budget</i>	360,687	360,687	269,881 25%
64	157730 Reimbursements <i>To be reviewed</i>	13,000	13,000	2,411 81%
65	159250 Administration Allocated <i>Offset by lower Administration expenses</i>	63,076	63,076	46,049 27%
66	154620 Maps & Souvenirs <i>Cfwd to 2011/12 Budget</i>	12,000	12,000	- 100%
67	153940 Meeka Heritage Drive Trails <i>Cfwd to 2011/12 Budget</i>	54,835	54,835	- 100%
68	153870 Meeka North Heritage Drive Trails <i>Cfwd to 2011/12 Budget</i>	90,302	90,302	- 100%
69	153880 Meeka South Drive - Heritage <i>Cfwd to 2011/12 Budget</i>	120,016	120,016	- 100%
70	154240 Entry Statements & Signs <i>Cfwd to 2011/12 Budget</i>	30,000	30,000	- 100%
71	153810 Trails Grant <i>Cfwd to 2011/12 Budget</i>	177,057	177,057	- 100%
72	170100U Infrastructure & Economic Development <i>Funds to be transferred</i>	156,652	156,652	- # 100%

Title/Subject: OUTSTANDING DEBTORS

Agenda/Minute Number: 9.2.2

Applicant: Nil

File Ref: ADM 171

Disclosure of Interest: Nil

Date of Report: 11 July 2011

Author: Sam Needle
Debtors & Creditors



Signature of Author

Senior Officer: Roy McClymont
Chief Executive Officer



Signature Senior Officer

Summary:

Attached is a copy of the detailed outstanding Sundry Debtors.

Background:

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

The following applies to all outstanding debtors –

>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 RK Howden

That Council receives the outstanding monthly Debtor Trial Balance for June 30, 2011.

CARRIED 5/0

MINUTES OF THE ORDINARY COUNCIL MEETING HELD SATURDAY JULY 16, 2011
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*** SHIRE OF MEEKATHARRA ***

		Debtors Trial Balance					
		As at today					
Debtor #	Name	01.04.2011		01.05.2011	31.05.2011	30.06.2011	Total
		GT 90 days	Age Of Oldest Invoice (90Days)	GT 60 days	GT 30 days	Current	
D046	ACRAMAN HOLDINGS PTY LTD	0.00	0	121.92	0.00	0.00	121.92
B043	ADRIAN BAUMGARTEN	0.00	0	0.00	0.00	170.96	170.96
A345	AERODROME MANAGEMENT SERVICES	0.00	0	0.00	0.00	22.94	22.94
U001	AEROQUEST AIRBOURNE	0.00	0	0.00	392.69	203.20	595.89
A049	AIR AUSTRALIA INTERNATIONAL	0.00	0	0.00	0.00	31.43	31.43
B2	AIR BP AUSTRALIA PTY LTD - ATTN: ANN SHA	0.00	0	0.00	0.00	426.49	426.49
C7	AIRSERVICES AUSTRALIA	0.00	0	0.00	0.00	1641.97	1641.97
A051	ALLIGATOR AIRWAYS PTY LTD	0.00	0	0.00	49.40	0.00	49.40
A093	AUS WEST AIRLINES PTY LTD	0.00	0	0.00	0.00	93.56	93.56
A097	AUSTRALIAN BUREAU OF STATISTICS	0.00	0	0.00	52.25	0.00	52.25
B016	BELELE STATION	624.00	1522	0.00	0.00	0.00	624.00
S074	BRENT SMOOTHY	44.00	330	0.00	0.00	0.00	44.00
B5	BROOME AVIATION PTY LTD	0.00	0	0.00	0.00	28.43	28.43
C106	CARDINAL TECHNOLOGIES (AUSTRALIA) PTY LT	0.00	0	0.00	0.00	50.50	50.50
C087	CAVENDISH CAPITAL MANAGEMENT PTY LTD	0.00	0	0.00	0.00	25.44	25.44
C026	CHINA SOUTHERN W/AUSTRALIA	112.89	93	0.00	235.88	0.00	348.77
C105	CHOPPER DOC HANGERS PTY LTD	0.00	0	22.08	0.00	0.00	22.08
B022	CLARK BUTSON	83.29	148	28.43	28.43	0.00	140.15
C107	COMBINED UNIVERSITIES CENTRE FOR RURAL H	0.00	0	0.00	0.00	359.60	359.60
C021	COMPLETE AVIATION SERVICES	0.00	0	0.00	280.68	1496.96	1777.64
C21	COOLABAH AVIATION PTY LTD	0.00	0	0.00	0.00	100.72	100.72
J031	CROSSLANDS RESOURCES	0.00	0	2000.00	0.00	0.00	2000.00
D1	DEPT OF EDUCATION	0.00	0	0.00	0.00	21088.00	21088.00
D030	DIRECT AIR CHARTER	147.44	125	0.00	0.00	0.00	147.44
F033	FARMER JACKS	0.00	0	100.00	166.00	0.00	266.00
C099	FIGHTER COMBAT INTERNATIONAL PTY LTD	0.00	0	0.00	0.00	0.30	0.30
F026	FLINDERS ESTATE	0.00	0	23.20	0.00	0.00	23.20
F1	FOSSILS ENTERPRISES PTY LTD	112.64	406	0.00	0.00	0.00	112.64
F014	FUGRO AIRBORNE SURVEYS	0.00	0	0.00	0.00	50.51	50.51
O009	GEOFF OSBORN	513.27	632	0.00	0.00	0.00	513.27
S085	GEORGE SIMPSON	0.00	0	0.00	0.00	158.00	158.00
G011	GERALDTON AIR CHARTER	389.87	148	0.00	158.64	48.66	597.17
G23	GREAT OCEAN RD HELICOPTERS	418.00	267	0.00	0.00	0.00	418.00
H026	HAWKER PACIFIC PTY LTD	419.14	414	0.00	0.00	0.00	419.14
H004	HILLVIEW STATION	0.00	0	801.60	0.00	0.00	801.60

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*** SHIRE OF MEEKATHARRA ***



Debtor #	Name	Debtors Trial Balance As at today		01.05.2011 GT 60 days	31.05.2011 GT 30 days	30.06.2011 Current	Total
		01.04.2011 GT 90 days	Age Of Oldest Invoice (90Days)				
H066	IAN HOLMES	0.00	0	0.00	22.00	0.00	22.00
L058	JESSICA LUNKEN	-23.27	106	0.00	0.00	0.00	-23.27
J060	JINGLE HOLDINGS	0.00	0	0.00	346.50	288.75	635.25
S086	JOAN SHAY	0.00	0	0.00	0.00	37.40	37.40
P055	JULIE PEAKHAM	194.72	1609	0.00	0.00	0.00	194.72
K004	KILLARA STATION	0.00	0	0.00	0.00	2455.20	2455.20
L029	LEIMAC BUILDING PTY LTD	26.93	211	0.00	53.86	0.00	80.79
W044	LEONARD WALKER	86.96	538	0.00	0.00	0.00	86.96
M118	MATTHEW GRAHAM	204.07	538	0.00	0.00	0.00	204.07
M134	MEEKA CAFE	198.00	514	0.00	0.00	0.00	198.00
M083	MEEKA MEATS	0.00	0	0.00	23.80	0.00	23.80
MC1D	MEEKATHARRA CARAVAN PARK	0.00	0	-7.60	0.00	0.00	-7.60
M9	MEEKATHARRA DISTRICT HIGH SCHOOL	0.00	0	0.00	0.00	361.26	361.26
M2	METEOROLOGY DEPT OF	0.00	0	0.00	0.00	430.74	430.74
B052	MICHAEL BRAYBROOK	0.00	0	0.00	22.00	0.00	22.00
H05	MICHAEL HARLEY	0.00	0	0.00	0.00	15.67	15.67
T2	ML & GJ TRENFIELD CONTRACTING	0.00	0	0.00	0.00	44.35	44.35
M052	MOBIL OIL AUSTRALIA PTY LTD	0.00	0	0.00	0.00	1258.18	1258.18
N002	NETWORK AVIATION	0.00	0	0.00	224.21	448.42	672.63
U003	NEVILLE ULPH	103.46	414	0.00	0.00	0.00	103.46
N001	NEWMAN VETERINARY HOSPITAL	0.00	0	23.80	23.80	0.00	47.60
N022	NGOONOORU WADJARI PEOPLE'S TRUST	0.00	0	0.00	0.00	66.00	66.00
N020	NORTHAM AIR SERVICES	0.00	0	0.00	0.00	23.20	23.20
O023	OFFICE FOR THE ARTS	0.00	0	0.00	7299.60	0.00	7299.60
P006	PAROO STATION	0.00	0	0.00	0.00	811.20	811.20
L011	PAUL LYONS AVIATION PTY LTD	0.00	0	0.00	0.00	313.23	313.23
P073	PHILLIP HALL	0.00	0	0.00	0.00	30.89	30.89
P058	POLICE AIR WING SUPPORT UNIT	0.00	0	0.00	0.00	23.20	23.20
P072	POOL MANAGEMENT SERVICES (PSR)	371.98	104	98.07	0.00	0.00	470.05
Q005	QUESTAIR PTY LTD	0.00	0	0.00	22.00	0.00	22.00
R043	RACHLAN HOLDINGS PTY LTD	104.50	637	0.00	0.00	0.00	104.50
R030	RAMINEA PTY LTD	0.00	0	0.00	0.00	26.93	26.93
M26	REBECCA MARU	0.00	0	0.00	291.55	0.00	291.55
R061	REGIONAL EXPRESS HOLDINGS LIMITED	0.00	0	0.00	246.00	0.00	246.00
W049	RICHARD WELLS	0.00	0	856.56	0.00	0.00	856.56

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*** SHIRE OF MEEKATHARRA ***

		Debtors Trial Balance					
		As at today					
Debtor #	Name	01.04.2011		01.05.2011	31.05.2011	30.06.2011	Total
		GT 90 days	Age Of Oldest Invoice (90Days)	GT 60 days	GT 30 days	Current	
S100	ROBERT SIMPSON	0.00	0	0.00	0.00	80.82	80.82
R009	ROYAL AERO CLUB OF WA	0.00	0	44.00	0.00	0.00	44.00
R005	ROYAL FLYING DOCTOR SERVICE	0.00	0	0.00	0.00	2202.77	2202.77
S055	SHINE AVIATION SERVICES	0.00	0	0.00	619.77	578.66	1198.43
S007	SKIPPERS AVIATION	0.00	0	0.00	0.00	3686.80	3686.80
S078	STAR AVIATION PTY LTD	12.48	93	0.00	0.00	106.59	119.07
S066	SUKARJEN HOLDINGS PTY LTD	0.00	0	0.00	54.62	0.00	54.62
T031	TEX INVESTMENTS PTY LTD	0.00	0	0.00	0.00	41.25	41.25
T040	THOMSON AVIATION PTY LTD	0.00	0	0.00	0.00	682.32	682.32
T046	TRAIN PRINTING PTY LTD	0.00	0	0.00	26.93	0.00	26.93
T044	TRENK CONTRACTING	1.00	218	92.01	92.01	30.67	215.69
T015	TURNBULL VANESSA & RICK	0.00	0	0.00	0.00	57.55	57.55
L060	VERONICA LAMBRECHT	0.00	0	0.00	57.20	0.00	57.20
W039	WARWICK JOHN, POINTON	7.48	574	0.00	0.00	0.00	7.48
B070	WATSON-BATES, JOHN	0.00	0	0.00	-6.58	0.00	-6.58
W034	WILLIAMBURY HELICOPTERS	0.00	0	0.00	0.00	22.00	22.00
Y008	YAMATJI MARLPA ABORIGINAL CORPORATION	0.00	0	0.00	242.00	110.00	352.00
Y1D	YULELLA ABORIGINAL CORPORATION	0.00	0	0.00	0.00	149.60	149.60
Totals		4152.85		4204.07	11025.24	40381.32	59763.48

Title/Subject:	LIST OF ACCOUNTS ENDED JUNE 2011	
Agenda/Minute Number:	9.2.3	
Applicant:	Nil	
File Ref:	ADM 171	
Disclosure of Interest:	Nil	
Date of Report:	11 July 2011	
Author:	Sam Needle Debtors & Creditors	 <i>Signature of Author</i>
Senior Officer:	Roy McClymont Chief Executive Officer	 <i>Signature Senior Officer</i>

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: \$	424,073.15
Trust Account	Voucher No's	Amount: \$	9,313.22
Air BP	Voucher No's	Amount: \$	14,125.32

Consultation:

Roy McClymont – Chief Executive Officer

Statutory Environment:

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

Policy Implications:

Nil

Financial Implications:

Accounts to be paid

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

Officers Recommendation / Council Resolution:

Moved: Cr PS Clancy

Seconded: Cr HJ Nichols

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

CARRIED 5/0

MINUTES OF THE ORDINARY COUNCIL MEETING HELD SATURDAY JULY 16, 2011

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SHIRE OF MEEKATHARRA

Accounts Due and Payed under Delegated Authority and Submitted to Council on the 16 July 2011

Chq/EFT	Date	Creditor	Description	MUNICIPAL	AIR BP	TRUST
EFT5668	01/06/2011	DEPARTMENT OF TRANSPORT OPERATING	REFUND OF MONEY RECEIPTED NOT INTENDED FOR SHIRE		-	-516.20
EFT5669	01/06/2011	ROHAN SALMON	REFUND OF SHIRE HOUSING BOND		-	-400.00
EFT5670	15/06/2011	AIR LIQUIDE WA PTY LTD	OXY & ACETYLENE	-16.46	-	-
EFT5671	15/06/2011	AIRPORT LIGHTING SPECIALISTS	FLOOD LIGHTS	-297.22	-	-
EFT5672	15/06/2011	ATYEO'S ENVIROMENTAL HEALTH SERVICES PL	EHO DUTIES JUNE 2011	-4204.71	-	-
EFT5673	15/06/2011	AUSTRALIA POST	POSTAGE MAY 2011	-352.48	-	-
EFT5674	15/06/2011	AUSTRALIAN TAXATION OFFICE	PAYG DEDUCTED	-20806.22	-	-
EFT5675	15/06/2011	BAJRAI ENTERPISES PTY LTD	REPAIR CAMERA SYSTEM	-264.00	-	-
EFT5676	15/06/2011	BOC GASES	CYLINDER RENT OXY & ACETYLENE	-164.61	-	-
EFT5677	15/06/2011	BROADCAST AUSTRALIA PTY LTD	REIMBURSEMENTS OF MONTHLY EXPENSES	-191.57	-	-
EFT5678	15/06/2011	BUNNINGS GROUP LIMITED	PLANTS FOR SHIRE HOUSES	-1001.27	-	-
EFT5679	15/06/2011	BURROWS A.G.	HIRE OF ROAD TRAIN ASHBURTON RD	-34809.50	-	-
EFT5680	15/06/2011	C & B WILLIAMS	PAINTING AND REPAIRS SHIRE HOUSES	-3445.75	-	-
EFT5681	15/06/2011	CLEVERPATCH	SCRATCH BOARD	-21.78	-	-
EFT5682	15/06/2011	COATES HIRE	VARIOUS PLANT HIRE	-80.44	-	-
EFT5684	15/06/2011	COMMERCIAL HOTEL MEEKATHARRA	COUNCIL DINNERS 20.05.11	-325.10	-	-
EFT5685	15/06/2011	COURIER AUSTRALIA	VARIOUS FREIGHT CHARGES	-576.97	-	-
EFT5687	15/06/2011	FARMER JACKS	VARIOUS ITEMS	-2665.25	-	-
EFT5688	15/06/2011	FUJI XEROX AUSTRALIA PTY LTD	PHOTOCOPYING COLOUR, B&W COPIES	-2175.82	-	-
EFT5689	15/06/2011	GERADLTON TURF FARM	WINTERGREEN LAWN	-838.00	-	-
EFT5690	15/06/2011	GERALDTON FUEL COMPANY	BULK DIESEL DELIVERED	-18165.52	-	-
EFT5691	15/06/2011	HOWDEN R.K.	TRAVEL REIMBURSEMENT 120KM@66.4C/KM	-79.68	-	-
EFT5692	15/06/2011	JUPPS CARPETS AND CERAMICS PTY LTD	VERTICAL BLINDS	-320.00	-	-
EFT5693	15/06/2011	KALGOORLIE PRECAST CONCRETE	CONCRETE BBQ WITH HOT PLATE + FREGHT	-1438.80	-	-
EFT5694	15/06/2011	LANDGATE	RURAL UV GEN VALS FIRST 500	-1314.01	-	-
EFT5695	15/06/2011	MARKET CREATIONS	MONTHLY PR CONTRACT	-605.00	-	-
EFT5696	15/06/2011	MEEKATHARRA CORNER STORE	VARIOUS ITEMS	-1154.49	-	-
EFT5697	15/06/2011	MITCHELL & BROWN	MOBILE PHONE CHARGER	-24.00	-	-
EFT5698	15/06/2011	MURCHISON MAIL & FREIGHT SERVICES	VARIOUS FREIGHT CHARGES	-2270.73	-	-
EFT5699	15/06/2011	MURCHISON POWER SERVICES	CUT TREES NEAR POWER LINES	-1831.50	-	-
EFT5700	15/06/2011	OFFICEWORKS BUSINESS DIRECT	STATIONARY SUPPLIES	-353.50	-	-
EFT5701	15/06/2011	ORICA AUSTRALIA P/L	CHLORINE CYLINDER RENTAL	-129.16	-	-
EFT5702	15/06/2011	PERTH AMBASSADOR HOTEL	ACCOMODATION FOR YOUTH OFFICER	-693.00	-	-
EFT5703	15/06/2011	RIPPER ENGINES	ELECTRICAL REPAIRS TO CDO UTE	-155.75	-	-
EFT5704	15/06/2011	SADLEIRS-NEXUS LOGISTICS	VARIOUS FREIGHT CHARGES	-145.81	-	-
EFT5705	15/06/2011	THE HONDA SHOP	SOLAR LIGHT FOR RCLIP ROUND 3	-8990.00	-	-
EFT5706	15/06/2011	TOLL EXPRESS	VARIOUS FREIGHT CHARGES	-468.17	-	-
EFT5707	15/06/2011	TOLL IPEC PTY LTD	VARIOUS FREIGHT CHARGES	-111.58	-	-
EFT5708	15/06/2011	TRENFIELD B & E	PARKS AND GARDENS CONTRACT	-4812.50	-	-
EFT5709	15/06/2011	TRENNY'S REFRIGERATION & AIR-CONDITIONING	LIGHT REPAIRS AT SPORTS COMPLEX	-672.12	-	-
EFT5710	15/06/2011	TRISSET BOSS PTY LTD	2500 TAX INVOICE/STATEMENT	-2088.00	-	-
EFT5711	15/06/2011	TRUCK CENTRE WESTERN AUSTRALIA	VARIOUS PARTS FOR SHIRE VEHICLES	-2671.68	-	-
EFT5712	15/06/2011	UHY HAINES NORTON CHARTERED ACCOUNTANTS	FINANCE OUTSOURCING	-23529.00	-	-
EFT5713	15/06/2011	VIDGUARD SECURITY SYSTEMS	FULL SYSTEM MAINTENANCE	-396.00	-	-
EFT5714	15/06/2011	WESTRAC EQUIPMENT	VARIOUS PARTS FOR SHIRE VEHICLES	-7110.16	-	-
EFT5715	15/06/2011	YULELLA VISION	REPLACEMENT ITEMS FOR CARAVAN	-101.50	-	-
EFT5716	21/06/2011	BUILDERS REGISTRATION BOARD	BRB REFUND		-	-453.00

MINUTES OF THE ORDINARY COUNCIL MEETING HELD SATURDAY JULY 16, 2011

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SHIRE OF MEEKATHARRA

Accounts Due and Paid under Delegated Authority and Submitted to Council on the 16 July 2011

Chq/EFT	Date	Creditor	Description	MUNICIPAL	AIR BP	TRUST
EFT5717	22/06/2011	COMFORT INN GERALDTON	ACCOMODATION N.TRENFIELD	-147.50	-	-
EFT5718	22/06/2011	GREENFIELD TECHNICAL SERVICES	PROVISION OF PROFESSIONAL SERVICES AS ENGINEERING	-24392.95	-	-
EFT5719	22/06/2011	SALMON, KERRY	DONATION TOWARDS ACCOMODATION - GREATEST SHAVE	-800.00	-	-
EFT5720	22/06/2011	TRENFIELD MOTORS	VARIOUS PARTS AND REPAIRS TO SHIRE VEHICLES	-44643.55	-	-
EFT5721	22/06/2011	TRENFIELD, NORMAN	REIMBURSEMENTS OF FUEL EXPENSES + COUNCIL MEETING	-222.00	-	-
EFT5722	22/06/2011	TRUCK CENTRE WESTERN AUSTRALIA	REPAIRS TO PRIME MOVER	-1000.88	-	-
EFT5723	29/06/2011	BT FINANCIAL GROUP WESTPAC	Superannuation contributions	-344.48	-	-
EFT5724	29/06/2011	BURROWS A.G.	HIRE OF ROAD TRAIN - ASHBURTON ROAD	-12822.25	-	-
EFT5725	29/06/2011	C & B WILLIAMS	SECURE ROOF ON RAILWAY SHED	-550.00	-	-
EFT5726	29/06/2011	CANINE CONTROL	RANGER SERVICES JUNE 2011	-2502.50	-	-
EFT5727	29/06/2011	CHILD SUPPORT AGENCY	Payroll deductions	-579.02	-	-
EFT5728	29/06/2011	CJD EQUIPMENT PTY LTD	REPAIRS TO VOLVO GRADER	-213.27	-	-
EFT5729	29/06/2011	CLARK RUBBER - GERALDTON	MATRESS AND MATRESS PROTECTOR	-269.95	-	-
EFT5730	29/06/2011	COMMERCIAL HOTEL MEEKATHARRA	MEALS AND ACCOMODATION D.CARBONE AND D.LONG	-993.60	-	-
EFT5731	29/06/2011	COURIER AUSTRALIA	VARIOUS FREIGHT CHARGES	-131.12	-	-
EFT5732	29/06/2011	DAVINCI TILES & FURNITURE	TILES FOR BATHROOM RENOVATION	-2814.75	-	-
EFT5733	29/06/2011	DEPARTMENT OF ENVIRONMENT AND CONSERVATION	MEEKATHARRA REFUSE SITE LICENCE RENEWAL	-676.88	-	-
EFT5734	29/06/2011	DEPARTMENT OF TREASURY AND FINANCE SHARED	DAMAGED BOOK	-37.40	-	-
EFT5735	29/06/2011	E & MJ ROSHER PTY LTD	PARTS	-57.95	-	-
EFT5736	29/06/2011	FIRE & EMERGENCY SERVICES AUTHORITY OF WA	ESL RETURN JUNE 2011	-3850.57	-	-
EFT5737	29/06/2011	G&T FAMILY TRUST	DOMESTIC COLLECTION CONTRACT PAYMENT	-16726.86	-	-
EFT5738	29/06/2011	GERALDTON TROPHY CENTRE	STAFF UNIFORMS FOR OFFICE	-915.00	-	-
EFT5740	29/06/2011	HICKS SUPERANNUATION FUND	Superannuation contributions	-1034.69	-	-
EFT5741	29/06/2011	HILLE THOMPSON & DELFOS	PLOTTING OF GRAVE FOR ACCURATE SITE PLAN	-10527.00	-	-
EFT5742	29/06/2011	HOWDEN R.K.	MEETING ATTENDANCE FEE ORDINARY COUNCIL	-199.68	-	-
EFT5743	29/06/2011	HUTCHINSON T.R.	MEETING ATTENDANCE FEE ORDINARY COUNCIL, H,B & T P	-270.00	-	-
EFT5744	29/06/2011	IT VISION COMPUTER SYSTEMS	RENEW SYNERGYSOFT AND UNIVERSE ANNUAL LICENSE FEES	-16995.00	-	-
EFT5745	29/06/2011	JO-ANNE BURGEMEISTER	MEETING ATTENDANCE FEE ORDINARY COUNCIL, H,B & TP	-150.00	-	-
EFT5746	29/06/2011	K E ANDERSON	FINAL BUDGET PREP	-480.00	-	-
EFT5747	29/06/2011	KILLARA STATION CO.	SUPPLY AND ERECT CHAIN MESH FENCES	-9829.88	-	-
EFT5748	29/06/2011	KLEENHEAT GAS	GAS CYLINDER RENTAL AIRPORT	-56.00	-	-
EFT5749	29/06/2011	KRYS EAST	REIMBURSEMENT FOR TRAVEL	-68.71	-	-
EFT5750	29/06/2011	LANDGATE	TITLE SEARCH AND MINING TENEMENTS	-178.00	-	-
EFT5751	29/06/2011	LAURITSEN MECHANICAL	VARIOUS PARTS AND REPAIRS ON SHIRE VEHICLES	-1494.08	-	-
EFT5752	29/06/2011	LGIS RISK MANAGEMENT	CONTRACTED MURCHISON REGION OSH SERVICES	-9075.00	-	-
EFT5753	29/06/2011	LGRCEU (FORMERLEY) MUNICIPAL EMPLOYEES UNION	Payroll deductions	-166.00	-	-
EFT5754	29/06/2011	LO-GO APPOINTMENTS	CONTRACT PAYMENTS AND TRAVEL ALLOWANCE J.JONES	-7846.52	-	-
EFT5755	29/06/2011	MIDWEST FIRE PROTECTION SERVICES	HALF YEARLY SERVICE OF FIRE EXTINGUISHERS, LABOUR,	-1717.10	-	-
EFT5756	29/06/2011	MIDWEST YELLOW RIBBON FOR LIFE	YOUTH MENTAL HEALTH FIRST AID TRAINING B.HICKS	-150.00	-	-
EFT5757	29/06/2011	MINTER ELLISON	WATCHING BREIF: VARIOUS GOLDFIELDS CLAIMS	-3016.74	-	-
EFT5758	29/06/2011	MURCHISON COUNTRY ZONE WALGA	MURCHISON COUNTRY ZONE WALGA SUBSCRIPTION 2011/12	-2100.00	-	-
EFT5759	29/06/2011	MYCUPPA	COFFEE BEANS	-148.60	-	-
EFT5760	29/06/2011	OFFICEWORKS BUSINESS DIRECT	STATIONARY SUPPLIES	-384.71	-	-
EFT5761	29/06/2011	PERFECT COMPUTER SOLUTIONS PTY LTD (PCS)	5 PORTABLE USB HDD 500GB, COMPUTER REPAIRS	-1370.88	-	-
EFT5762	29/06/2011	ROBERT JAMES TRENFIELD	ERECT NEW SHED AT AIRPORT	-2635.50	-	-
EFT5763	29/06/2011	SADLEIRS-NEXUS LOGISTICS	VARIOUS FREIGHT CHARGES	-345.71	-	-
EFT5764	29/06/2011	SKIPPERS AVIATION PTY LTD	FLIGHTS FOR B. HASLETT	-894.00	-	-

MINUTES OF THE ORDINARY COUNCIL MEETING HELD SATURDAY JULY 16, 2011

SHIRE OF MEEKATHARRA

Accounts Due and Paid under Delegated Authority and Submitted to Council on the 16 July 2011

Chq/EFT	Date	Creditor	Description	MUNICIPAL	AIR BP	TRUST
EFT5765	29/06/2011	SPORTS POWER GERALDTON	VOLLEY BALLS X4	-160.00	-	-
EFT5766	29/06/2011	ST. JOHN OF AMBULANCE, GERALDTON SUB CENTRE	FIRST AID COURSE B.ROBINSON	-160.00	-	-
EFT5767	29/06/2011	THE DIESEL ENGINE COMPANY PTY LTD	OIL PRESSURE SENDER	-132.00	-	-
EFT5768	29/06/2011	TOLL IPEC PTY LTD	VARIOUS FREIGHT CHARGES	-89.20	-	-
EFT5769	29/06/2011	TRENFIELD B & E	PARKS AND GARDENS CONTRACT PAYMENT	-4812.50	-	-
EFT5770	29/06/2011	TRENFIELD MOTORS	VARIOUS PARTS AND REPAIRS ON SHIRE VEHICLES	-23525.09	-	-
EFT5771	29/06/2011	TRENFIELD, NORMAN	MEMBERS MEETING FEES ORDINARY COUNCIL	-120.00	-	-
EFT5772	29/06/2011	TRENNY'S REFRIGERATION & AIR-CONDITIONING	REPAIR POWER IN KITCHEN	-500.23	-	-
EFT5773	29/06/2011	TRISSET BOSS PTY LTD	RATES NOTICES, ENVELOPES, INVOICES	-1001.00	-	-
EFT5774	29/06/2011	WA LOCAL GOVT. SUPERANNUATION PLAN PTY LTD	Superannuation contributions	-14729.79	-	-
EFT5775	29/06/2011	WESTERN AUSTRALIAN LOCAL GOVERNMENT	DIFFERENTIAL RATES ADVERT	-478.92	-	-
EFT5776	29/06/2011	WESTRAC EQUIPMENT	VARIOUS PARTS AND REPAIRS ON SHIRE VEHICLES	-854.48	-	-
EFT5777	29/06/2011	YARLARWEEELOR PASTORAL CO.	GRADING MT CLERE ROAD	-1320.00	-	-
EFT5778	29/06/2011	YULELLA INCORPORATED	REPAIRS TO SHED DOOR	-110.00	-	-
EFT5779	29/06/2011	YULELLA MECHANICAL	REPAIR AIR CONDITIONERS	-1218.32	-	-
24064	07/06/2011	PETTY CASH	PETTY CASH RECOUP	-394.05	-	-
24066	15/06/2011	GERALDTON REGIONAL LIBRARY	LOST BOOK	-57.55	-	-
24067	15/06/2011	HORIZON POWER	ELECTRICITY CHARGES	-6360.58	-	-
24068	15/06/2011	J HAYES & CO	CLEAN AND REPAIR GRID	-1100.00	-	-
24069	15/06/2011	MEEKATHARRA RIFLE CLUB INC.	DONATION FROM COUNCIL	-2000.00	-	-
24070	15/06/2011	PETTY CASH	PETTY CASH RECOUP	-314.95	-	-
24071	15/06/2011	TELSTRA CORPORATION LIMITED	TELEPHONE CHARGES OFFICE, SHIRE HOUSES, DEPOT, SWIMMING POOL,	-2614.30	-	-
24073	15/06/2011	WATER CORPORATION	WATER CHARGES 19.01.11-16.05.11	-11380.55	-	-
24074	22/06/2011	DEPARTMENT OF TRANSPORT	12 MONTH LICENCE AND 3RD PARTY	-273.15	-	-
24075	22/06/2011	MEEKATHARRA COMMUNITY HEALTH	DONATION TOWARDS BUS HIRE	-1000.00	-	-
24076	22/06/2011	DEPARTMENT OF TRANSPORT	12 MONTH LICENSE AND THIRD PARTY INSURANCE ALL SHIRE VEHICLES	-6458.15	-	-
24077	22/06/2011	DEPARTMENT OF TRANSPORT	12 MONTH LICENCE 3RD PARTY	-273.15	-	-
24078	29/06/2011	AUSTRALIAN SUPER	Superannuation contributions	-339.83	-	-
24079	29/06/2011	NICHOLS H.J.	MEETING ATTENDANCE FEE ORDINARY COUNCIL	-120.00	-	-
24080	29/06/2011	PETER CLANCY	ORDINARY COUNCIL MEETING	-120.00	-	-
24081	29/06/2011	PETTY CASH	FLOAT FOR TRIVIA NIGHT 2ND JULY	-500.00	-	-
24082	29/06/2011	PIVOTEL SATELLITE PTY LTD	SATELLITE PHONES	-712.32	-	-
24083	29/06/2011	PRIME SUPER	Superannuation contributions	-299.52	-	-
24084	29/06/2011	RETAIL EMPLOYEES SUPERANNUATION TRUST	Superannuation contributions	-395.44	-	-
24085	29/06/2011	SHIRE OF MEEKATHARRA	Payroll deductions	-535.52	-	-
24086	29/06/2011	TWJUSUPER	Superannuation contributions	-368.50	-	-
24087	29/06/2011	WESTSCHEME	Superannuation contributions	-1550.97	-	-
DD9325.1	15/06/2011	BP OIL (AIR BP)			-9313.22	-
100822	17/06/2011	HOWDEN R.K.	REFUND OF NOMINATION DEPOSIT		-	-80.00
100823	17/06/2011	HUTCHINSON T.R.	REFUND OF NOMINATION DEPOSIT		-	-80.00
100824	17/06/2011	JO-ANNE BURGEMEISTER	REFUND OF NOMINATION DEPOSIT		-	-80.00
100825	17/06/2011	PETER CLANCY	REFUND OF NOMINATION DEPOSIT		-	-80.00
100826	21/06/2011	BUILDING & CONSTRUCTION IND TRAINING FUND	BCITF REFUND		-	-12410.32
100827	21/06/2011	SHIRE OF MEEKATHARRA	BCITF REFUND		-	-25.80

- 424,073.16 - 9,313.22 - 14,125.32

MINUTES OF THE ORDINARY COUNCIL MEETING HELD SATURDAY JULY 16, 2011
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SHIRE OF MEEKATHARRA

Accounts Due and Payed under Delegated Authority and Submitted to Council on the 16 July 2011

<u>Chq/EFT</u>	<u>Date</u>	<u>Creditor</u>	<u>Description</u>	<u>MUNICIPAL</u>	<u>AIR BP</u>	<u>TRUST</u>
THIS SCHEDULE OF ACCOUNTS PAID UNDER DELEGATED AUTHORITY COVERS:						
				MUNICIPAL ACCOUNT -	424,073.15	
				AIR BP ACCOUNT -	9,313.22	
				TRUST ACCOUNT -	14,125.32	
					<u>- 447,511.69</u>	

TOTALLING \$447,511.69 AND WAS SUBMITTED TO EACH MEMBER OF COUNCIL ON THE 16/07/2011 AND WHICH HAVE BEEN DULY CERTIFIED AS TO THE RECEIPT OF GOODS AND THE RETENTION OF SERVICES AS TO THE COSTING AND ARE AMOUNTS PAID.

ROY McCLYMONT
CHIEF EXECUTIVE OFFICER

9.3 ADMINISTRATION

Title/Subject:	ANNUAL LEAVE AND LOCAL GOVERNMENT PUBLIC HOLIDAY POLICY
Agenda/Minute Number:	9.3.1
Applicant:	Nil
File Ref:	ADM 239
Disclosure of Interest:	Nil
Date of Report:	4 July 2011
Author:	Krys East Corporate and Development Services Manager
	
	<i>Signature of Author</i>
Senior Officer:	Roy McClymont Chief Executive Officer
	
	<i>Signature Senior Officer</i>

Summary/Matter for Consideration:

Council to adopt a new policy regarding staff local government public holidays and annual leave entitlements.

Attachments:

Draft policy – Staff Annual Leave and Local Government Public Holidays

Background:

During the 18th September 2010 Council Meeting, Council resolved the following:

“

1. *That the Customer Service Officer, Administration Assistant, Debtors and Creditors Officer, Rates/Payroll Officer, Youth and Recreation Officers and Youth Officers be paid 21% above the award rate based on the allocated award levels and that this increase take effect from the date of implementation of the Local Government Industry Award 2010.*
2. *Retain the above award negotiated rates for both Leading Hand and Maintenance Grader Operator.*
3. *The Leading Hand allowance is additional to the existing rate.*
4. *Staff to create a policy to allow all staff to have five weeks annual leave and two local government public holidays for the next Policy Manual review.*

CARRIED 7/0”

A draft policy has since been prepared in regards to the fourth point of the above resolutions.

Comment:

The Local Government Industry Award 2010 (LGIA) makes provision for annual leave under the National Employment Standards, which is for four weeks of paid annual leave. Under the Local Government Officers' (Western Australia) Award 1999 (LGOA) employees in remote areas were entitled to five weeks paid annual leave but this was reduced for the LGIA to four weeks. At a Training Course attended by the Corporate and Development Services Manager, she was informed by Simon White, who was active in creating the LGIA that the reasoning for the reduction in the annual leave was that today with advances in transport and technology nobody is truly remote anymore. Most employees choose to leave Meekatharra for their annual holidays by vehicle for convenience and financial reasons. It must be argued that therefore having to undertake at least a five and a half hours drive to Geraldton and seven and a half hours to Perth would still allow Meekatharra to be classified as remote.

In the conversion to LGIA staff members that were employed previously under the LGOA, as assurance that they were 'no worse off' which was a requirement when converting to the new award, have retained their five weeks annual leave. The 'outside crew' who were employed under the Municipal Employees' (Western Australia) Award 1999 receive four weeks annual holidays. This new draft policy written is to give all employees of the Shire of Meekatharra five weeks annual leave which will standardise annual leave for all staff.

It is becoming more difficult to attract and retain staff at Meekatharra and the extra week's holiday plus additional two public holidays will be an attractive incentive for those people willing to move to the region. A council policy which allows for the extra week holiday and two local government public holidays will ensure that staff will continue to receive their present entitlements. This will ensure morale is kept high and that any future employee's transition in to the Shire will be kept in line with the current staff members entitlements.

This new policy will need to be backdated to July 1st 2011.

Consultation:

Roy McClymont

Statutory Environment:

Nil

Policy Implications:

Local Government Industry Award 2010

Local Government Officers' (Western Australia) Award 1999

Municipal Employees' (Western Australia) Award 1999

Budget/Financial Implications:

Nil

Strategic Implications:

Nil

Voting Requirements

Simple Majority

Officers Recommendation / Council Resolution:

Moved: Cr PS Clancy
Seconded: Cr HJ Nichols

That Council adopts the attached policy to allow for five weeks annual leave for all staff and two Local Government Public Holidays.

CARRIED 5/0

POLICY: STAFF ANNUAL LEAVE AND LOCAL GOVERNMENT PUBLIC HOLIDAYS

POLICY NO:

SECTION: STAFF

COUNCIL MEETING HELD:

DATE TO BE REVIEWED: DECEMBER 2012

The 'outside employees' received four weeks paid annual leave as per the Municipal Employees' (Western Australia) Award 1999 (MEA) after a period of twelve months of continuous services.

Administration staff and community development staff employed under the Local Government Officers' (Western Australia) Award 1999 (LGOA) received five weeks paid annual leave. The extra weeks annual leave is a location 'allowance' due to the Shire of Meekatharra falling in the 26th parallel of latitude.

Council resolved to convert from both the LGOA and MEA to the 'new' Local Government Industry Award 2010 (LGIA) in September 2010. The LGIA makes provision for annual leave under the National Employment Standards, which is for four weeks of paid annual leave. This means that employees previously employed under the LGOA would lose a week's annual leave. A requirement when converting to the LGIA is that no employee is to suffer a reduction in their take-home pay.

A possible solution would be to increase hourly rates for the administrative staff and community development workers and reduce their annual leave entitlement to four weeks paid leave.


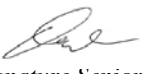
However, as an extra incentive to attract employees to Meekatharra and to standardize annual leave entitlements for all employees the following came into effect from 1st July 2011.

1. All full time staff are entitled to five weeks paid annual leave after a period of twelve months of continuous services.
2. All full-time staff are entitled to an additional two days public holiday for the day following the New Year's day holiday and for Easter Tuesday to be taken at a time as agreed between Management and Employee.

This policy overrides the Local Government Industry Award 2010 as agreed by Council during the September 18th Council Meeting 2010.

Adopted:

Effective:

Title/Subject:	ELECTION 2011 – POSTAL/IN PERSON ELECTION	
Agenda/Minute Number:	9.3.2	
Applicant:	Nil	
File Ref:	ADM 156	
Disclosure of Interest:	Nil	
Date of Report:	11 July 2011	
Author:	Roy McClymont Chief Executive Officer	 <i>Signature of Author</i>
Senior Officer:	Roy McClymont Chief Executive Officer	 <i>Signature Senior Officer</i>

Summary/Matter for Consideration:

On the 18 June 2011 council resolved:

“That Council will consider, at its July 2011 meeting, conducting the ordinary 2011 council elections as a postal election and therefore requests the written approval and agreement of the Electoral Commissioner to be responsible for the conduct of the 2011 ordinary Meekatharra council election and that the Electoral commissioner also quote on the costs to conduct the postal election.”

Council may now consider the method of conducting this year’s ordinary election.

Attachments:

Letter from Electoral Commissioner 22 June 2011

Background:

Historically, since postal election became available to Local Government, Meekatharra has conducted elections as in person elections.

Comment:

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

Council may therefore decide whether to conduct the 2011 election as a postal or in person election.

The Electoral Commissioner has provided an estimate of \$9,000 inc GST. However the actual cost may vary depending on a number of factors. The Electoral Commissioner has not provided any information that would allow further calculations of cost ranges. The Electoral Commissioner proposes that a local Returning officer be appointed and that the count be conducted in Meekatharra.

Postal Election – Major Benefits:

- Greater voter participation – voter turnout usually increases significantly in postal elections.

- Time saving – some election tasks are undertaken by the Electoral Commission – thereby reducing the time burden on existing staff – although the real time savings appear to be minimal.

Postal Election – Major Disadvantages:

- Cost – postal elections are relatively expensive.

The decision/declaration to conduct a postal election and appoint the Electoral Commissioner must be made by 27 July 2011.

Consultation:

Mr Phil Richards, Western Australian Electoral Commission

Statutory Environment:

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

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

(1) Subject to this section the CEO is the returning officer of a local government for each election.

(2) A local government may, having first obtained the written agreement of the person concerned and the written approval of the Electoral Commissioner, appoint* a person other than the CEO to be the returning officer of the local government for —

- (a) an election; or
- (b) all elections held while the appointment of the person subsists.

** Absolute majority required.*

(3) An appointment under subsection (2) —

- (a) is to specify the term of the person's appointment; and
- (b) has no effect if it is made after the 80th day before an election day.

(4) A local government may, having first obtained the written agreement of the Electoral Commissioner, declare* the Electoral Commissioner to be responsible for the conduct of an election, or all elections conducted within a particular period of time, and, if such a declaration is made, the Electoral Commissioner is to appoint a person to be the returning officer of the local government for the election or elections.

** Absolute majority required.*

4.61. Choice of methods of conducting election

(1) The election can be conducted as a —

postal election which is an election at which the method of casting votes is by posting or delivering them to an electoral officer on or before election day; or

voting in person election which is an election at which the principal method of casting votes is by voting in person on election day but at which votes can also be cast in person before election day, or posted or delivered, in accordance with

regulations.

(2) The local government may decide* to conduct the election as a postal election.

** Absolute majority required.*

(3) A decision under subsection (2) has no effect if it is made after the 80th day before election day unless a declaration has already been made in respect of an election for the local government and the declaration is in respect of an additional election for the same local government.

(4) A decision under subsection (2) has no effect unless it is made after a declaration is made under section 4.20(4) that the Electoral Commissioner is to be responsible for the conduct of the election or in conjunction with such a declaration.

Policy Implications:

Nil

Budget/Financial Implications:

Potential cost to engage the Electoral Commissioner to conduct Postal Election. Estimated cost \$9,000.

No allowance has been made in the 2011/2012 budget for a postal election – a budget provision of \$1,500 has been made for the 2011 election. Should Council resolve to conduct a postal election it would need to make a budget amendment or formally acknowledge and authorise over expenditure on the election.

Strategic Implications:

Nil

Voting Requirements:

Absolute Majority

Officers Recommended Options:

Moved:

Seconded:

Option 1:

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

OR

Option 2:

That Council;

- **Declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the 2011 ordinary elections together with any other elections or polls which may also be required; and**

- **Decide, in accordance with section 4.61(2) of the Local Government Act 1995 that the method of conducting the election will be as a postal election.**

Council Decision:

Moved: Cr NL Trenfield

Seconded: Cr RK Howden

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

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



LGE 028

SHIRE OF MEEKATHARRA	
FILE No	
DATE REC'D	24 JUN 2011
OFFICER	CEO
Meeting Date	



WESTERN AUSTRALIAN Electoral Commission

Mr Roy McClymont
Chief Executive Officer
Shire of Meekatharra
Po Box 129
MEEKATHARRA WA 6642

Dear Mr McClymont

Request for estimate to conduct 2011 ordinary election

Thank you for your recent request for a quotation for the Electoral Commission to conduct a postal election in the Shire of Meekatharra for the 2011 ordinary election.

The estimated cost for the 2011 election is \$9,000 inc GST, which has been based on the following assumptions:

- 500 electors;
- response rate of approximately 50%;
- 4 vacancies;
- a local Returning Officer being appointed; and
- count to be conducted at the offices of the Shire of Meekatharra.

Costs not incorporated in this estimate include non-statutory advertising (i.e. additional advertisements in community newspapers and promotional advertising), any legal expenses other than those that are determined to be borne by the Western Australian Electoral Commission in a Court of Disputed Returns and one local government staff member to work in the polling place on election day.

The Commission is required by the *Local Government Act 1995* to conduct local government elections on a full cost recovery basis and you should note that this is an estimate only and may vary depending on a range of factors including the cost of materials or number of replies received. The basis for our charges is all materials at cost and a margin on staff time only. Should a significant change in this figure become evident prior to or during the election you will be advised as early as possible.

The current procedure required by the *Local Government Act 1995* is that my written agreement has to be obtained before the vote is taken. To facilitate the process, you can take this letter as my agreement to be responsible for the conduct of the ordinary elections in 2011 for the Shire of Meekatharra in accordance with section 4.20(4) of the *Local Government Act 1995*, together with any other elections or polls that may also be required.

My agreement is subject to the proviso that the Shire of Meekatharra also wishes to have the election undertaken by the Western Australian Electoral Commission as a postal election.

In order to achieve this, your council will now need to pass the following two motions by absolute majority:

- Declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2011 ordinary elections together with any other elections or polls which may also be required; and
- Decide, in accordance with section 4.61(2) of the *Local Government Act 1995* that the method of conducting the election will be as a postal election.



If you have any questions on this matter please contact Phil Richards, Project Manager Local Government Elections on 9214 0443.

Yours sincerely



Warwick Gately AM
ELECTORAL COMMISSIONER

22 June 2011

Title/Subject:	DRUG AND ALCOHOL MANAGEMENT PLAN – CASR PART 99	
Agenda/Minute Number:	9.3.3	
Applicant:	Nil	
File Ref:	ADM 088	
Disclosure of Interest:	Nil	
Date of Report:	11 July 2011	
Author:	Roy McClymont Chief Executive Officer	 <i>Signature of Author</i>
Senior Officer:	Roy McClymont Chief Executive Officer	 <i>Signature Senior Officer</i>

Summary/Matter for Consideration:

The Civil Aviation Safety Amendment Regulations 2008 (No 1) – CASR Part 99 requires certified aerodromes to develop and implement a Drug and Alcohol Management Plan (DAMP). CASA recently conducted a desk top audit of our DAMP and made a number of findings and observations.

Council may now consider adopting the DAMP, as amended.

Attachments:

Copy Letter (7/4/11) and Desktop Audit Report from CASA
Copy of amended DAMP approved by CASA

Background:

Council adopted the original DAMP in December 2008.

Comment:

Based on the information provided by CASA in their desk top audit, Staff made a number of amendments to the DAMP. The amended plan has since been approved by CASA.

The amendments require Council to have the ability to conduct compliant Alcohol Breath Tests (there is no option or alternative to doing this). The cheapest and best option to achieve this is to have available for use a small supply of single use disposable breath test units. Staff will therefore purchase a small quantity of compliant disposable breath test units.

Consultation:

Mal Trenfield, Contract Aerodrome Manager
Tim Francis, Compliance Officer, AODP – Civil Aviation Safety Authority

Statutory Environment:

CASR Part 99

Policy Implications:

Nil

Budget/Financial Implications:

Nil

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

Officers Recommendation / Council Resolution:

Moved: Cr PS Clancy

Seconded: Cr NL Trenfield

**That Council adopt the attached amended Drug and Alcohol Management Plan
(Meekatharra Aerodrome).**

CARRIED 5/0



Australian Government
Civil Aviation Safety Authority

ARN: 520008

7 April 2011

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

Dear Mr McClymont

Drug and Alcohol Management Plan (DAMP) Desktop Audit Document Review

As previously notified, Regulation 99.090 of the Civil Aviation Safety Regulations 1998 (CASR) provides that the Civil Aviation Safety Authority (CASA) may audit the operation of a DAMP organisation to ensure appropriate development, implementation and enforcement of a DAMP. CASA advised that your organisation had been selected to be audited by the Alcohol and Other Drugs (AOD) Program.

I am a CASA AOD Compliance Officer and have been allocated the job of auditing your organisation's DAMP. I apologise for the delay in providing this response.

The documents previously supplied by your organisation have undergone a desktop audit (documentation audit) to determine their compliance with the requirements of CASR Part 99. The attached Audit Report indicates that the Shire of Meekatharra DAMP has generally been developed in accordance with the requirements of the CASR. However, some deficiencies were noted.

Please address the deficiencies identified and return the amended DAMP to CASA.

The next stage of the audit process may include an onsite audit to verify the implementation of your organisation's DAMP. Addressing the deficiencies identified prior to the onsite audit will reduce the likelihood of the deficiencies being formalised as Requests for Corrective Action (RCA).

The DAMP and relevant documentation may be submitted using one of the following methods:

- email to: aod.damp@casa.gov.au (Preferred)
- fax to: 02 6217 1011
- post to: Civil Aviation Safety Authority
Alcohol and Other Drugs Compliance Team
GPO Box 2005
CANBERRA ACT 2601

If you would like to discuss the Audit Report further, or if you require additional assistance to meet the requirements outlined in this letter, please feel free to call me to discuss the matter on 02 6217 1654.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Tim Francis', with a stylized flourish at the end.

Tim Francis
Compliance Officer
Alcohol and Other Drugs Program



Australian Government
Civil Aviation Safety Authority

CASA reference: EF10/1241

DESKTOP AUDIT REPORT – DRUG AND ALCOHOL MANAGEMENT PLAN (DAMP)

DAMP Organisation:	Shire of Meekatharra	ARN:	520008
Trading Name/s:	N/A		
Business Address:	PO Box 129 MEEKATHARRA WA 6642		
DAMP Version:	1	Implemented:	19 December 2008
DAMP Contact Officer:	Roy McClymont	Phone:	08 9981 1002
AOD Lead Auditor:	Tim Francis	Date:	7 April 2011
AOD Auditor Signature:			

1. Executive Summary

The Drug and Alcohol Management Plan (DAMP) and additional documentation of Shire of Meekatharra were audited by the Civil Aviation Safety Authority (CASA) to determine compliance with Subpart 99.B of the Civil Aviation Safety Regulations 1998 (CASR).

An assessment of the material provided to CASA indicates that the Shire of Meekatharra DAMP has generally been developed in accordance with the requirements of the CASR. However, some issues were noted:

- 4 Non-compliances.
- 4 Observations.

These audit findings are detailed in Section 6, Desktop Audit Findings.

CASA will conduct further audit activities, at a date to be determined, to investigate whether the DAMP has been appropriately implemented and enforced in accordance with the CASR. This may include an onsite audit.

2. DAMP Organisation Overview

Shire of Meekatharra operates a certified aerodrome, which was certified on 13 March 2006, and has approximately 2 SSAA employees.

3. Authority for and Conduct of the Desktop Audit

The desktop audit was carried out by CASA in pursuance of its functions under Regulation 99.090 of the CASR.

This desktop audit report is a confidential document between CASA and Shire of Meekatharra. CASA will not disclose this report or any part of it to any third person except, in pursuance of its functions, with the express permission of the DAMP Organisation, or as required by law.

The desktop audit assesses the adequacy of the DAMP documentation and identifies any deficiencies with the development of the DAMP. It does not purport to be a total systems review of the Shire of Meekatharra DAMP. CASA will conduct further audit activities, at a date to be determined, to investigate whether the DAMP has been appropriately implemented and enforced in accordance with the CASR. This may include an onsite audit.

Desktop audit findings are included in the executive summary and detailed in Section 6. Findings may be summarised as **Non-compliances** or **Observations**.

Non-compliances detail deficiencies which involve non-compliance with the CASR and must be addressed. CASA will verify that action has been taken to address these findings during the conduct of further audit activities at a date to be determined. Failure to adequately address a **Non-compliance** raised in this report will result in the issue of a formal **Request for Corrective Action** (RCA) and possible enforcement action.

An auditor raises an **Observation** to draw attention to latent conditions or minor deficiencies in the DAMP or associated documentation that cannot be attributed to the CASR. The intention is to raise awareness with a view to avoiding problems in the future. Response to **Observations** is not required. However a DAMP Organisation is well advised to take appropriate action as part of their continuous improvement processes.

4. Follow up from Previous Audits

This is the first CASR Part 99 audit of this DAMP organisation.

5. DAMP Content

5.1. Application	Reg. ref.	Audit Finding
5.1.1. The DAMP must identify and provide the contact details for each nominated DAMP Supervisor.	99.045(c)(ii)	Not Compliant
Refer Desktop Audit Findings – Non-compliance 1		
5.1.2. The DAMP must identify and provide the contact details for the nominated DAMP Contact Officer.	99.045(c)(i)	Compliant
5.1.3. The DAMP must state each category of the organisation's SSAA employees covered by the DAMP.	99.015(2), 99.045(a)	Compliant
5.1.4. The policy and procedures of the organisation's DAMP must be recorded using a controlled document protocol.	99.080(2)(c)	Compliant
5.2. Drug and Alcohol Education Program	Reg. ref.	Audit Finding
5.2.1. The DAMP must state that all SSAA employees and DAMP supervisors will attend the organisation's drug and alcohol education program.	99.045(d), 99.080(1)(a)(i) -(iii)	Compliant
5.2.2. The DAMP must state that the drug and alcohol education program will include the following components:	99.010(1), 99.045(b)	Compliant
<ul style="list-style-type: none"> • The organisation's policy on drug and alcohol 		

5.2. Drug and Alcohol Education Program	<i>Reg. ref.</i>	<i>Audit Finding</i>
<p>use; and</p> <ul style="list-style-type: none"> • Drug and alcohol testing in the workplace; and • Support and assistance services for people who engage in problematic use of drugs and alcohol; and • Information about the potential risks to aviation safety from problematic use of drugs and alcohol; and • For DAMP Supervisors, education and training to manage people who engage in problematic use of drugs and alcohol. 		
<p>5.2.3. The DAMP must set out the details of the drug and alcohol education program by:</p> <ul style="list-style-type: none"> • Describing the method used to deliver the drug and alcohol education program to SSAA employees, including how awareness of each of the components is delivered. <p>Refer Desktop Audit Findings – Observation 1</p>	<i>99.045(b)</i>	<i>Compliant</i>
<p>5.2.4. The DAMP must set out the details of the drug and alcohol education program by:</p> <ul style="list-style-type: none"> • Describing the method used to deliver the additional education and training, to manage people who engage in problematic use of drugs and alcohol, to DAMP Supervisors. <p>Refer Desktop Audit Findings – Observation 1</p>	<i>99.045(b)</i>	<i>Compliant</i>
<p>5.2.5. The DAMP must set out the details of the drug and alcohol education program by:</p> <ul style="list-style-type: none"> • Describing the method used to record when the drug and alcohol education program was delivered to SSAA employees. <p>Refer Desktop Audit Findings – Observation 2</p>	<i>99.045(b)</i>	<i>Compliant</i>
<p>5.2.6. The DAMP must set out the details of the drug and alcohol education program by:</p> <ul style="list-style-type: none"> • Describing the method used to record when the additional education and training, to manage people who engage in problematic use of drugs and alcohol, was delivered to DAMP Supervisors. <p>Refer Desktop Audit Findings – Observation 2</p>	<i>99.045(b)</i>	<i>Compliant</i>
<p>5.2.7. The materials used to implement the components of the drug and alcohol education program must be adequate to provide appropriate awareness to the organisation's SSAA employees and, if applicable, DAMP Supervisors.</p>	<i>99.045(b)</i>	<i>Compliant</i>

5.3. Drug and Alcohol Testing Program	<i>Reg. ref.</i>	<i>Audit Finding</i>
5.3.1. The DAMP must state that any testing done under the DAMP organisation's DAMP will be conducted as follows:		
<ul style="list-style-type: none"> • For breath alcohol testing – using a device that meets either: <ul style="list-style-type: none"> • AS 3547, Breath alcohol testing devices for personal use; or • NMI R 126, Pattern Approval Specifications for Evidential Breath Analysers; • For oral fluid testing for drugs — in accordance with AS 4760, Procedures for specimen collection and the detection and quantitation of drugs in oral fluid. • For urine testing for drugs — in accordance with AS/NZS 4308, Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine. 	<p>99.010(1), 99.050(1)(a)(i)</p> <p>99.010(1), 99.050(1)(a)(ii)</p> <p>99.010(1), 99.050(1)(a)(iii)</p>	<p>Compliant</p> <p>Compliant</p> <p>Compliant</p>
5.3.2. The DAMP must state that any devices used in drug or alcohol testing done under the DAMP must be used in a way that is not inconsistent with the instructions of the manufacturer of those devices.	99.060	Compliant
5.3.3. The DAMP must state that drug and alcohol testing of all SSAA employees will be conducted in the following circumstances:		
<ul style="list-style-type: none"> • When the person first joins the DAMP organisation, if the person will be working as a regular SSAA employee, or when the role of an existing employee is to change to that of a regular SSAA employee, unless: <ul style="list-style-type: none"> • The person has been drug and alcohol tested; and • The tests were conducted less than 90 days before the person is required to begin performing or being available to perform a SSAA; and • Each of the test results was not a positive result. • After an accident or serious incident involving a SSAA employee that occurs while he or she is performing, or available to perform, an applicable SSAA, if suitable conditions exist. • If a DAMP Supervisor has reasonable grounds to believe that a SSAA employee may be adversely affected by alcohol or by testable drugs while performing, or available to perform, a SSAA. 	<p>99.050(2)(a)(i)</p> <p>99.050(2)(a)(ii)</p> <p>99.050(2)(a)(iii)</p> <p>99.050(2)(b)</p> <p>99.050(2)(c)</p>	<p>Compliant</p> <p>Compliant</p> <p>Compliant</p> <p>Compliant</p> <p>Compliant</p>

5.3. Drug and Alcohol Testing Program	Reg. ref.	Audit Finding
<ul style="list-style-type: none"> If a SSAA employee is returning to work after a period during which the employee was not permitted, under Part 99, to perform or be available to perform an applicable SSAA because of testable drug use. 	99.050(2)(d)	Compliant
5.3.4. The DAMP must set out the details of the drug and alcohol testing program, as detailed below:	99.045(b)	
5.3.5. The DAMP must describe how the breath alcohol testing conducted under the drug and alcohol testing program complies with the relevant Standard by: <ul style="list-style-type: none"> Stating that the DAMP Organisation will conduct the breath alcohol testing, or identifying the individual or organisation engaged to conduct the breath alcohol testing, if conducted externally. Identifying the device to be utilised in the testing for alcohol. Identifying the standard with which the device complies. 	99.045(b)	Not Compliant
Refer Desktop Audit Findings – Non-compliance 2		
5.3.6. The DAMP must describe how the drug testing conducted under the drug and alcohol testing program complies with the relevant Standard by: <ul style="list-style-type: none"> Identifying the testing organisation engaged to conduct the drug testing and confirming that the organisation is accredited by the National Association of Testing Authorities (NATA) to conduct drug testing to the Standard –AS/NZS 4308 or AS 4760. 	99.045(b)	Not Compliant
Refer Desktop Audit Findings – Non-compliance 3		
5.3.7. If the DAMP Organisation makes use of CASA Exemption EX82/10 for oral fluid collection, urine collection and onsite urine screening of drug test samples, the DAMP must describe how the drug sample collection and/or testing, conducted under the drug and alcohol testing program, complies with the exemption by stating that either: <ul style="list-style-type: none"> The collection and/or testing is being conducted by a trained collector (as defined in the exemption); and The trained collector has completed a course of instruction (as defined in the exemption) under the applicable standard (AS/NZS 4308 or AS 4760) resulting in the receipt of a statement of attainment in accordance with the Australian Quality Framework; and 	99.045(b)	Not Applicable

5.3. Drug and Alcohol Testing Program	<i>Reg. ref.</i>	<i>Audit Finding</i>
<ul style="list-style-type: none"> • Onsite screening of urine specimens is conducted using one of the seven nominated devices (as stipulated at 6(2) in the exemption). <p>Or:</p> <ul style="list-style-type: none"> • The collection and/or testing is being conducted by a doctor or a nurse (as defined in the exemption); and • Onsite screening of urine specimens is conducted using one of the seven nominated devices (as stipulated at 6(2) in the exemption). <p>Or:</p> <ul style="list-style-type: none"> • The collection and/or testing is being conducted by a capable person (as defined in the exemption) because a doctor, a nurse or a trained collector is not reasonably available to do the collection due to the remoteness of the location of the DAMP organisation; and • Onsite screening of urine specimens is conducted by the capable person because a doctor, a nurse or a trained collector is not reasonably available to do the screening, due to the remoteness of the location of the DAMP organisation, and one of the seven nominated devices (as stipulated at 6(2) in the exemption) is used; and • The capable person, before conducting urine testing for drugs, has affirmed in writing to CASA that he or she has completed training in urine testing, has demonstrable competency in such testing, and included in the affirmation the name, address and qualifications of the person who gave the training, and a description of the training. 		
5.4. Drug and Alcohol Response Program	<i>Reg. ref.</i>	<i>Audit Finding</i>
5.4.1. The DAMP must set out the details of the drug and alcohol response program, as detailed below:	99.045(b)	
5.4.2. The DAMP must state that the organisation will not permit an employee to perform, or be available to perform, an applicable SSAA in the following circumstances:		
<ul style="list-style-type: none"> • The organisation is aware that a positive result for an initial drug test has been recorded and the employee has not, in respect of that test result, recorded a test result for a confirmatory drug test that is not a positive result. 	99.065(1)(a)	<i>Compliant</i>
<ul style="list-style-type: none"> • The organisation is aware that a positive result 	99.065(1)(b)	<i>Compliant</i>

5.4. Drug and Alcohol Response Program	<i>Reg. ref.</i>	<i>Audit Finding</i>
for an initial alcohol test has been recorded and the employee has not, in respect of that test result, recorded a test result for a confirmatory alcohol test that is not a positive result.		
• The organisation is aware that:		
• The employee has recorded a positive result for a confirmatory drug or alcohol test result conducted under the DAMP; and	<i>99.065(1)(c)(i)</i>	<i>Not Compliant</i>
• The DAMP medical review officer has not determined that the result could be as a result of legitimate therapeutic treatment or some other innocuous use.	<i>99.065(1)(c)(ii)</i>	<i>Compliant</i>
• The organisation is aware that:		
• The employee has recorded a positive result for a confirmatory drug or alcohol test result conducted under CASA random testing (99.C); and	<i>99.065(1)(d)(i)</i>	<i>Not Compliant</i>
• A CASA medical review officer has not determined that the result could be as a result of legitimate therapeutic treatment or some other innocuous use.	<i>99.065(1)(d)(ii)</i>	<i>Compliant</i>
• The organisation is aware that a SSAA employee after having been required to take a drug or alcohol test has:		
• Refused to take the test; or	<i>99.065(1)(e)(i)</i>	<i>Compliant</i>
• Interfered with the integrity of the test.	<i>99.065(1)(e)(ii)</i>	<i>Compliant</i>
• A DAMP supervisor suspects the employee's faculties may be impaired due to the person being under the influence of a testable drug or of alcohol.	<i>99.065(2)(a)</i>	<i>Compliant</i>
• An accident or serious incident has occurred involving the employee while he or she is performing or available to perform a SSAA and either:		
• For the period that suitable test conditions exist for conducting drug or alcohol tests on the employee — a test has not been conducted; or	<i>99.010(3), 99.065(2)(b)(i)</i>	<i>Compliant</i>
• If tests have been conducted under suitable test conditions the organisation has not been notified of the test results.	<i>99.065(2)(b)(ii)</i>	<i>Compliant</i>

Refer Desktop Audit Findings – Non-compliance 4

- 5.4.3. The DAMP must state that where the organisation has not permitted a SSAA employee to perform, or

5.4. Drug and Alcohol Response Program	Reg. ref.	Audit Finding
<p>be available to perform, a SSAA as a result of a drug or alcohol testing related suspension event, the organisation will only permit the employee to again begin performing or being available to perform a SSAA in the following circumstances:</p> <ul style="list-style-type: none"> • The SSAA employee has undergone a comprehensive assessment for drug or alcohol use. • If the comprehensive assessment recommended the employee commence a drug or alcohol intervention program – the employee has begun participating in a nominated intervention program. • The employee is considered fit to resume performing, or being available to perform, an applicable SSAA by: <ul style="list-style-type: none"> • A DAMP medical review officer; and • The employee’s treating clinician, if any. • If the suspension event related to a drug test – at the time the employee was considered fit to resume performing SSAA duties, the employee receives a confirmatory drug test and records a result that: <ul style="list-style-type: none"> • Was not a positive result; and • A DAMP medical review officer is satisfied indicates the absence of testable drug use. 	<p>99.070(2)(a)</p> <p>99.070(2)(b)</p> <p>99.070(2)(c)(i)</p> <p>99.070(2)(c)(ii)</p> <p>99.070(2)(d)(i)</p> <p>99.070(2)(d)(ii)</p>	<p><i>Compliant</i></p> <p><i>Compliant</i></p> <p><i>Compliant</i></p> <p><i>Compliant</i></p> <p><i>Compliant</i></p> <p><i>Compliant</i></p>
<p>5.4.4. The DAMP must state that the organisation will permit a SSAA employee to attend a nominated drug or alcohol intervention program if:</p> <ul style="list-style-type: none"> • A DAMP medical review officer has advised the organisation that the employee should attend the program. • The employee is returning to work after a period during which the employee was not permitted to perform or be available to perform a SSAA because of a positive test result for testable drug use or alcohol use. 	<p>99.075(1)(a)</p> <p>99.075(1)(b)</p>	<p><i>Compliant</i></p> <p><i>Compliant</i></p>
5.5. Medical Review Officer (MRO)	Reg. ref.	Audit Finding
<p>5.5.1. The DAMP must state that the organisation will consult a medical review officer in the following circumstances:</p> <ul style="list-style-type: none"> • If a drug test conducted under the DAMP returns a confirmatory drug test result for a SSAA employee that is a positive result – to determine 	<p>99.055(a)</p>	<p><i>Compliant</i></p>

5.5. Medical Review Officer (MRO)	<i>Reg. ref.</i>	<i>Audit Finding</i>
if the presence and level of a testable drug detected by the test could be the result of legitimate therapeutic treatment or some other innocuous source;		
<ul style="list-style-type: none"> • To review medical information concerning a person's failure to give a body sample for drug or alcohol testing because of a claimed medical condition; and 	<i>99.055(b)</i>	<i>Compliant</i>
<ul style="list-style-type: none"> • To determine if the employee is fit to resume performing or being available to perform a SSAA. 	<i>99.055(c)</i>	<i>Compliant</i>
5.5.2. The DAMP may identify a DAMP medical review officer who is a medical practitioner, and for drug or alcohol testing under the DAMP, has:	<i>99.010(1), 99.055</i>	<i>Not Compliant</i>
<ul style="list-style-type: none"> • Competence in the field of interpreting drug and alcohol test results; and • Knowledge of substance use disorders; and • Knowledge of the contents of CASR Part 99. 		
Refer Desktop Audit Findings – Observation 3		

5.6. General Content

- 5.6.1. One additional issue has been identified and is detailed in Section 6, Desktop Audit Findings:
- **Observation 4**

6. Desktop Audit Findings

6.1. Non-compliances		
Number	Reg. ref.	Description of finding
1	99.045(c)(ii)	<p><u>Requirement</u> A DAMP must identify and provide the contact details of each DAMP Supervisor.</p> <p><u>Finding</u> The DAMP does not provide the contact details of one of the nominated DAMP Supervisors (Mr Malcolm Trenfield).</p>
2	99.045(b)	<p><u>Requirement</u> A DAMP must set out the details of a drug and alcohol testing program.</p> <p><u>Finding</u> The DAMP does not describe who will conduct the breath alcohol testing, the device to be utilised in the testing for alcohol or the standard with which the device complies.</p> <p>Refer Explanatory Notes – 1</p>

3	99.045(b)	<p><u>Requirement</u> A DAMP must set out the details of a drug and alcohol testing program.</p> <p><u>Finding</u> The DAMP does not identify the organisation which has been engaged to conduct drug testing under the DAMP and does not state that the organisation is accredited by the National Association of Testing Authorities (NATA) to conduct drug testing to the relevant standard.</p> <p>Refer Explanatory Notes – 2</p>
4	99.065(1)(c)(i), 99.065(1)(d)(i)	<p><u>Requirement</u> A DAMP Organisation must not permit an employee to perform a SSAA if a positive confirmatory drug or alcohol test, conducted under the DAMP, has been recorded, or if a positive confirmatory drug or alcohol test, conducted under CASA random testing, has been recorded.</p> <p><u>Finding</u> The DAMP, in section 8 at parts 3.1 and 4.1, does not include a reference to both drug and alcohol tests. The DAMP does not include a reference to alcohol testing conducted under the DAMP at part 3.1. The DAMP does not include a reference to drug testing conducted under CASA random testing at part 4.1.</p>

6.2. Observations

Number	Reg. ref.	Description of finding
1	99.045(b)	<p><u>Requirement</u> A DAMP must set out the details of a drug and alcohol education program.</p> <p><u>Finding</u> The DAMP Organisation, in an email to CASA dated 6 August 2010, stated that the attached checklist for drug and alcohol education program training would be attached to the DAMP, with a notation to its existence at section 6 of the DAMP. Once amended, the DAMP will adequately describe the method used to deliver the drug and alcohol education program to SSAA employees and DAMP Supervisors.</p> <p>Refer Explanatory Notes – 3</p>
2	99.045(b)	<p><u>Requirement</u> A DAMP must set out the details of a drug and alcohol education program.</p> <p><u>Finding</u> The DAMP Organisation, in an email to CASA dated 7 July 2010, provided a sign off sheet for SSAA employees to sign and date as a statement that they have read and understood both the drug and alcohol education program and the DAMP. If this sheet is attached to the DAMP, with a notation to its existence at section 6 of the DAMP, the DAMP will adequately describe the method used to record when the drug and alcohol education program was delivered to SSAA employees and DAMP Supervisors.</p> <p>Refer Explanatory Notes – 4</p>

3	99.055	<p><u>Requirement</u> A DAMP Organisation must consult a medical review officer under certain circumstances.</p> <p><u>Finding</u> The DAMP Organisation has not identified a qualified medical review officer for the purposes of CASR regulation 99.055. Refer Explanatory Notes – 5</p>
4		<p><u>Finding</u> It would be beneficial to CASA for the DAMP to include the DAMP Organisation's ARN on the cover of the DAMP.</p>

7. Explanatory Notes

Number	Additional information
1	<p>The DAMP must identify the organisation, individual or group of individuals who will conduct breath alcohol testing in each of the circumstances outlined in CASR sub-regulation 99.050(2).</p> <p>The DAMP must also identify the device utilised in the testing for alcohol and state the standard with which the device complies (AS 3547 or NMI R 126).</p>
2	<p>The DAMP must identify the organisation which is engaged to conduct drug testing (the testing provider) in each of the circumstances outlined in CASR sub-regulation 99.050(2).</p> <p>The DAMP must also state that the testing provider is accredited, by the National Association of Testing Authorities (NATA), to conduct drug testing in accordance with the relevant Standard (AS/NZS 4308 or AS 4760). It is the responsibility of the DAMP Organisation to ensure that the testing provider holds the relevant NATA accreditation.</p> <p>A DAMP Organisation may make use of CASA Exemption EX82/10 (this exemption expires at the end of 22 September 2011). The exemption allows, under certain circumstances, for the collection of oral fluid and urine drug test samples, and onsite testing of urine drug test samples by a doctor, a nurse, a trained collector or a capable person. NB: The exemption does not allow confirmatory drug testing to be conducted by anyone other than an organisation accredited by NATA to conduct drug testing to the relevant Standard (AS/NZS 4308 or AS 4760). If a doctor, a nurse, a trained collector or a capable person is used for collection and/or onsite screening, this must be outlined in the DAMP, including the relevant information listed below:</p> <ul style="list-style-type: none"> • If a trained collector (as defined in the exemption) is used for collection and/or screening of drug test samples, the person must have completed a course of instruction, in compliance with the relevant standard (AS/NZS 4308 or AS 4760), resulting in the receipt of a statement of attainment in accordance with the Australian Quality Training Framework. It is the responsibility of the DAMP Organisation to ensure that the trained collector holds the relevant qualification. • A doctor or a nurse (as defined in the exemption) may be used for collection and/or screening of drug test samples. • A capable person (as defined in the exemption) may be used for collection and/or screening of drug test samples if a doctor, a nurse or a trained collector is not reasonably available to do the collection, and/or screening, due to the

	<p>remoteness of the location of the DAMP organisation. The capable person, before conducting urine testing for drugs, must affirm in writing to CASA that he or she has completed training in urine testing, has demonstrable competency in such testing, and include in the affirmation the name, address and qualifications of the person who gave the training, and a description of the training. It is the responsibility of the DAMP Organisation to ensure that the capable person has notified CASA.</p> <ul style="list-style-type: none"> • If onsite screening of urine specimens is conducted, one of the seven nominated devices (as stipulated at 6(2) in the exemption) must be used. <p>The exemption may be accessed using the following link: http://www.casa.gov.au/scripts/nc.dll?WCMS:STANDARD:1066825908:pc=PC_91055</p>
3	The DAMP must describe the method used to deliver the Drug and Alcohol Education Program to SSAA employees and DAMP Supervisors (for example, face to face, power point presentation etc).
4	The DAMP must describe the method used to record when the Drug and Alcohol Education Program was delivered to SSAA employees and DAMP Supervisors (for example, signed and dated attendance sheet, certificate of completion, record on personnel file etc).
5	The DAMP should include the name of the appointed Medical Review Officer (MRO), and a statement that the organisation has confirmed the MRO's qualifications in relation to CASR Part 99 requirements. Alternatively, the DAMP should include a statement that an MRO will be sourced from the list of qualified MROs on the CASA website, should one be required. The MRO list may be accessed using the following link: http://www.casa.gov.au/vcmswr/aod/docs/mrolist.pdf

Roy McClymont

From: AOD Damp [AOD.DAMP@casa.gov.au]
Sent: Friday, 10 June 2011 8:04 AM
To: Roy McClymont; AOD Damp
Cc: mal.trenfield
Subject: RE: Shire of Meekatharra DAMP [SEC=UNCLASSIFIED]

Good morning Roy

Thanks for your response to the desktop audit report. This email is confirmation that we received your amended DAMP by email on 9 June 2011.

The changes you have made to the DAMP adequately fulfil the requirements of the Civil Aviation Safety Regulations 1998 (CASR). I note the information you have included at Section 9, regarding the medical review officer (MRO). In the event that you are required to consult an MRO, this can be done by telephone. The MRO does not have to be present in Meekatharra to make a determination regarding a positive confirmatory drug test result. CASA identifies a number of MROs on its website at the following link: <http://www.casa.gov.au/wcmswr/aod/docs/mrolist.pdf>

When an onsite or telephone audit is due to be scheduled, a CASA AOD Compliance officer will contact you to discuss the onsite or telephone audit.

Regards

Tim Francis

Compliance Officer
Alcohol and Other Drugs Program
Industry Permissions
Civil Aviation Safety Authority
GPO Box 2005 Canberra ACT 2601
T: +61 2 6217 1654
F: +61 2 6217 1011
E: tim.francis@casa.gov.au
W: www.casa.gov.au/AOD

Safe skies for all



DRUG AND ALCOHOL MANAGEMENT PLAN

**SHIRE OF MEEKATHARRA
(Meekatharra Aerodrome)
ARN: 520008**

Version: 1.1

Date original version adopted by Council: 19 December 2008

Date Version 1.1 adopted by Council: 16 July 2011

Desk Audit April 2011 – Under Review Pending Approval of amendments by Council

DRUG AND ALCOHOL MANAGEMENT PLAN OF The Shire of Meekatharra

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1. Policy Statement

The health, wellbeing and safety of personnel are of paramount importance to Shire of Meekatharra. All individuals have a right to be safe at a Shire of Meekatharra workplace. Alcohol and Other Drugs (AOD), when present in persons in the workplace, have the potential to increase risk of harm in the workplace and adversely impact upon fitness for work.

Shire of Meekatharra has a duty of care to minimise the risk of accident, incident and injury in the workplace arising from the consumption of alcohol or other drugs. The purpose of this policy is to outline the strategies and processes that will be used by the Shire of Meekatharra to manage the risks associated with use, or recent use, of alcohol or other drugs by persons in the workplace.

Shire of Meekatharra takes a multi-strategy approach that incorporates education, support, testing and performance management. The policy is based on safety outcomes and not whether a positive test result is illicit or legal. This policy also recognises permissible therapeutic drug use under the guidance of a physician or pharmacist.

2. Introduction

This document is the Shire of Meekatharra Drug and Alcohol Management Plan (DAMP). Shire of Meekatharra is required by Part 99 of the Civil Aviation Safety Regulations 1998 (CASRs) to develop and implement a DAMP, covering persons who perform, or are available to perform, a safety-sensitive aviation activity (SSAA).

The requirement for various organisations, including the Shire of Meekatharra, to develop and implement a program has been introduced into the CASRs in order to enhance safety benefits and other outcomes for the aviation sector.

The Shire of Meekatharra is obliged to develop, implement and maintain a program meeting the requirements of the CASRs from 23 March 2009.

This policy is an important document that all personnel should read carefully and familiarise themselves with.

3. Application

This DAMP applies to all Shire of Meekatharra personnel that perform, or are available to perform, an SSAA.

These personnel are:

- persons employed directly by the Shire of Meekatharra;
- contractors engaged by the Shire of Meekatharra;
- subcontractors engaged by contractors of the Shire of Meekatharra; and
- persons employed by those contractors and subcontractors.

In this program these personnel are all referred to as "SSAA employees" even though they may not be directly employed by Shire of Meekatharra.

The Shire of Meekatharra personnel to which this program applies will generally be engaged in the following employment categories:

Airport Manager
Aerodrome Reporting Officer
Airside Maintenance
Aircraft Refueling

4. Content

This program comprises three key elements:

1. a drug and alcohol education program (see A6);
2. a drug and alcohol testing program (see A7); and.
3. a drug and alcohol response program (see A8).

5. Responsibilities

Shire of Meekatharra is legally required to, and will, comply strictly with its obligations under this program.

Shire of Meekatharra expects that all SSAA employees will similarly comply with their obligations under this program. SSAA employees need to be aware that failure to do so may result in:

- them committing an offence against the CASRs, for which prosecution or infringement action may be taken by the Civil Aviation Safety Authority or the Commonwealth Director of Public Prosecutions; and/or
- Shire of Meekatharra taking disciplinary action against its employees (see A12 below) or contractual action against contractors or sub-contractors

Shire of Meekatharra Responsibilities

Shire of Meekatharra must:

- for new SSAA employees, make this program available to each SSAA employee before the that person begins to perform, or become available to perform, an SSAA;
- for current SSAA employees, make this program available to each SSAA employee by the end of the working day on which the employee next performs or is available to perform an SSAA;
- not permit a SSAA employee to perform or be available to perform an SSAA in the following circumstances:
 - if a DAMP Supervisor suspects the employee's faculties may be impaired due to the person being under the influence of a testable drug or of alcohol;
 - if an accident or serious incident has occurred which involved the employee while he or she is performing or available to perform an SSAA and either:
 - for the period that suitable test conditions exist for conducting drug or alcohol tests on the employee - a test has not been conducted; or
 - if tests have been conducted – the Shire of Meekatharra has not been notified of the test results;
 - if an SSAA employee has been required to cease performing, or

being available to perform, SSAA duty because of an incident related to alcohol or drugs, not permit that SSAA employee to again perform or be available to perform SSAA duty until all mandatory pre-conditions have been met; and

- provide periodic reports to the Civil Aviation Safety Authority about its administration of this DAMP or its dealings with its SSAA employees who have been subject to alcohol or drug testing by CASA.

Responsibilities of SSAA Employees of the Shire of Meekatharra

SSAA employees:

- are encouraged to disclose to Shire of Meekatharra if he or she has consumed a level of alcohol, or is taking any drug, that may affect his or her ability to carry out an SSAA;
- must not perform, or be available to perform, an SSAA if aware that he or she is adversely affected by a testable drug or by alcohol, until he or she is no longer adversely affected;
- are subject to drug and alcohol testing under this program while performing, or being available to perform, a SSAA for the Shire of Meekatharra;
- will be required to provide a body sample if they are to be tested for drugs and alcohol by Shire of Meekatharra for the purposes of conducting such tests;
- must cease performing or being available to perform SSAA if they:
- return a positive result for a drug or alcohol test
- fail to comply with a request by an approved tester to provide a body sample for CASA drug and alcohol testing;
- fail to comply with a request to provide a body sample for Shire of Meekatharra drug and alcohol testing under this program;
- interfere with a body sample they provide for drug or alcohol testing by CASA or Shire of Meekatharra;
- if required to cease performing, or being available to perform, SSAA duty because of an incident related to alcohol or drugs, must not again perform or be available to perform SSAA duty until all mandatory preconditions have been met.

Responsibilities of Shire of Meekatharra DAMP Contact Officer

Shire of Meekatharra has appointed the following person as its DAMP contact officer, and their role is to liaise with the Civil Aviation Safety Authority in relation to Shire of Meekatharra responsibilities in connection with this program:

Roy McClymont
Chief Executive Officer
Shire of Meekatharra
PO BOX 129
MEEKATHARRA WA 6642
Tel: 08 9981 1002
Fax: 08 9981 1505
Email: executive@meekashire.wa.gov.au

Responsibilities of Shire of Meekatharra DAMP Supervisors

Shire of Meekatharra has appointed key personnel as DAMP Supervisors.

DAMP Supervisors have been trained about how to form an opinion as to whether a person may be adversely affected by a testable drug or under the influence of alcohol, and are authorised by Shire of Meekatharra to form such an opinion in appropriate cases.

Where a DAMP Supervisor forms that opinion, they must require an SSAA employee to cease performing or being available to perform an SSAA. Where required to do so by a DAMP Supervisor, SSAA employees of Shire of Meekatharra must cease performing or being available to perform an SSAA.

The following personnel are appointed DAMP Supervisors:

Roy McClymont, Chief Executive Officer, (Contacts as above)

Malcolm Trenfield, Aerodrome Manager,
Shire of Meekatharra
PO Box 129
MEEKATHARRA WA 6642
Tel: 99 811179 or mobile 0417 968115
Fax: 99 811179
Email: mal.trenfield@meekashire.wa.gov.au

6. Drug and Alcohol Education Program

All SSAA employees and DAMP Supervisors of the Shire of Meekatharra are required to attend a drug and alcohol education program and be signed off utilizing the checklist at Appendix "A" and the Certification sheet at appendix "B".

Shire of Meekatharra will ensure that all SSAA employees and DAMP Supervisors have access to a drug and alcohol education program:

- (for SSAA employees and DAMP Supervisors as at 23 September 2008) prior to 23 March 2009; or
- (for personnel who are to become SSAA employees and DAMP Supervisors after 23 September 2008) at induction and prior to the employee performing or being available to perform an SSAA.

Shire of Meekatharra will additionally provide refresher education to all SSAA employees at an interval of no longer than 30 months.

The Shire of Meekatharra drug and alcohol education program contains the following components:

1. for SSAA employee's — awareness of:
 - 1.1. Shire of Meekatharra policy on drug and alcohol use; and
 - 1.2. drug and alcohol testing in the workplace; and
 - 1.3. support and assistance services for people who engage in problematic use of drugs and alcohol; and
 - 1.4. information about the potential risks to aviation safety from problematic use of drugs and alcohol; and
2. additionally for DAMP Supervisors — education and training to manage people who engage in problematic use of drugs or alcohol.

The Shire of Meekatharra aims to comply with CASA requirements for education to a minimum possible standard.

7. Drug and Alcohol Testing Program

NOTE: In addition to the drug and alcohol testing conducted by or on behalf of Shire of Meekatharra under this program, SSAA employees (including all persons who perform duties in an aerodrome testing area) may also be subject to random drug and alcohol testing by CASA under Part 99.C of the CASRs.

Substances that will be included in testing

Shire of Meekatharra will test for the following substances:

1. Alcohol
2. Opiates
3. Cannabinoids
4. Cocaine
5. Amphetamines

How Testing will be conducted

Any drug and alcohol testing done under this program will be conducted as follows:

Note: The same organisation, individual or group of individuals listed below will conduct drug and alcohol testing for each of the circumstances listed in CASR sub-regulation 99.050 (2).

The Shire of Meekatharra will make use of CASA Exemption EX82/10 for the purpose of Urine testing. The Meekatharra District Hospital (doctor or nurse) will undertake urine testing. Samples will be sent to PathWest Laboratory Medicine WA by the Meekatharra District Hospital. PathWest Laboratory Medicine WA are NATA Accredited to ISO/IEC 17025 standard.

- for breath testing for alcohol —

This test will be conducted by the DAMP Supervisor responsible at the time. It will be conducted using the following device:

Check.05 Alcohol Test; A single use disposable alcohol tester or an equivalent single use disposable tester which meets AS 3547.

- for urine testing for drugs — in accordance with AS/NZS 4308,

This test will be conducted by the doctor/nurse on call at Meekatharra District Hospital.

Any devices used in drug or alcohol testing under this DAMP must be used in a way that is not inconsistent with the instructions of the manufacturer of

those devices.

When Testing will be conducted

Drug and alcohol testing of all SSAA employees under this program will be conducted in the following circumstances:

1. Prior to commencement in a role performing SSAA

A person will be tested for alcohol and testable drugs when they first join Shire of Meekatharra, if the person will be working as a regular SSAA employee, or when the role of an existing employee is to change to that of a regular SSAA employee, unless:

- the person has been drug and alcohol tested less than 90 days before the person is required to begin performing or being available to perform an SSAA; and the test results were not positive results;

2. Post accident or serious incident

A person will be tested for alcohol and testable drugs after an accident or serious incident involving a SSAA employee that occurs whilst he or she is performing, or available to perform, an SSAA, provided that suitable test conditions exist.

- Suitable test conditions exist where, after an accident or serious incident, testing can be conducted:
 - within 32 hours of the accident or incident for drug testing
 - within 8 hours of the accident or incident for alcohol testing;and
 - it is practicable to conduct a test

3. On reasonable suspicion

A person will be tested if a DAMP Supervisor has reasonable grounds to believe that a SSAA employee may be adversely affected by an alcohol or testable drugs while performing, or available to perform, an SSAA.

4. On return to SSAA work

A person will be tested for alcohol and testable drugs if a SSAA employee is returning to work after a period during which the employee was not permitted under the CASRs to perform or be available to perform an SSAA because of alcohol or testable drug use or a related incident.

Drug Test Results

If a confirmatory drug test conducted under this program returns a positive result, Shire of Meekatharra will consult a DAMP medical review officer to determine if the presence and level of a testable drug detected by the test could be the result of legitimate therapeutic treatment or some other innocuous source.

8. Drug and Alcohol Response Program

SSAA Employees Ceasing SSAAs

Shire of Meekatharra will not permit an SSAA employee to perform, or be available to perform, an SSAA in any of the following circumstances:

1. Where Shire of Meekatharra is aware that a positive result for an initial drug test has been recorded and the employee has not, in respect of that test result, recorded a test result for a confirmatory drug test that is not a positive result;
2. where Shire of Meekatharra is aware that a positive result for an initial alcohol test has been recorded and the employee has not, in respect of that test result, recorded a test result for a confirmatory alcohol test that is not a positive result;
3. where Shire of Meekatharra is aware that:
 - 3.1. a positive result for a confirmatory drug or alcohol test has been recorded for the employee; and
 - 3.2. a DAMP medical review officer (doctor on call at the Meekatharra District Hospital) has not determined that the result recorded could be as because of legitimate therapeutic treatment or some other innocuous source; and
 - 3.3. mandatory preconditions for return to work have not been met (see below);
4. where Shire of Meekatharra is aware that:
 - 4.1. a positive result for a confirmatory drug or alcohol test has been recorded for the employee; and
 - 4.2. a CASA medical review officer (doctor on call at the Meekatharra District Hospital) has not determined that the result recorded could be as a result of legitimate therapeutic treatment or some other innocuous source; and
 - 4.3. mandatory preconditions for return to work have not been met (see below);
5. where Shire of Meekatharra is aware that a SSAA employee who has been required to take a drug or alcohol test has:
 - 5.1. refused to take the test; or
 - 5.2. interfered with the integrity of the test.
6. if a DAMP Supervisor suspects the employee's faculties may be impaired due to the person being under the influence of a testable drug or of

alcohol;

7. if an accident or serious incident has occurred involving the employee while he or she is performing or available to perform an SSAA and either:

7.1. for the period that suitable test conditions exist for conducting drug or alcohol tests on the employee — a test has not been conducted; or

7.2. if tests have been conducted under suitable test conditions — Shire of Meekatharra has not been notified of the test results.

Returning to Safety Sensitive Aviation Activities

Where Shire of Meekatharra has not permitted a SSAA employee to perform, or be available to perform, an SSAA as a result of a drug or alcohol testing related suspension event, Shire of Meekatharra will only permit the employee to again begin performing or being available to perform an SSAA in the following circumstances:

1. the employee has undergone a comprehensive assessment for drug or alcohol use;

2. if the comprehensive assessment recommended the employee commence a drug or alcohol intervention program — the employee has begun participating in a nominated drug or alcohol intervention program;

3. the employee is considered fit to resume performing, or being available to perform, an SSAA by:

3.1. a DAMP medical review officer; and

3.2. the employee's treating clinician, if any;

4. if the suspension event related to a drug test — at the time the employee was considered fit to resume performing, the employee receives a confirmatory drug test and records, for the test, a result that:

4.1. was not a positive result; and

4.2. a DAMP medical review officer is satisfied indicates the absence of testable drug use.

Shire of Meekatharra will permit a SSAA employee time to attend a nominated drug or alcohol intervention program, if:

1. a DAMP medical review officer has advised the Shire of Meekatharra that the employee should attend the program; and

2. the employee is returning to work after a period during which the employee was not permitted to perform or be available to perform an SSAA because of a positive test result for testable drug use or alcohol use.

9. Role of the Medical Review Officer

Shire of Meekatharra will appoint and consult a DAMP medical review officer as part of its responsibilities under this program and the CASRs.

Who is a Medical Review Officer?

A DAMP medical review officer is a medical practitioner that has:

- competence in the field of interpreting drug and alcohol test results; and
- knowledge of substance use disorders; and
- knowledge of the contents of relevant standards and regulations.

What is the role of a Medical Review Officer?

Shire of Meekatharra will consult a DAMP medical review officer in the following circumstances:

1. if a drug test conducted under the program returns a confirmatory drug test result for a SSAA employee of Shire of Meekatharra that is a positive result — to determine if the presence and level of a testable drug detected by the test could be the result of legitimate therapeutic treatment or some other innocuous source; and
2. to review medical information concerning a person's failure to give a body sample for drug or alcohol testing because of a claimed medical condition;
3. to determine, in consultation with the employee's treating clinician (if any) if the employee is fit to resume performing or being available to perform a SSAA after being required to cease performing or being available to perform SSAA for a drug or alcohol testing related incident

Appointed Medical Review Officer (MRO)

The only medical officers reliably available within 427 kilometres of the Meekatharra Aerodrome are the Doctors employed by the Royal Flying Doctor Service WA (RFDS). Each of these doctors is deployed, as required, on a daily basis throughout the state of Western Australia. RFDS also experience a high turnover of these doctors. It is therefore not possible to name any one these officers who can reliably be appointed as a Medical Review Officer.

Therefore, in the event that the services of a suitably qualified MRO are required the Shire of Meekatharra will liaise with RFDS concerning the availability of a qualified MRO.

In the event that the RFDS are not able to provide a suitably qualified MRO the Shire of Meekatharra will investigate the availability of an MRO at Newman, Geraldton or Perth and the best available means to have an MRO perform the required services will be arranged.

10. Disciplinary Action

The Shire of Meekatharra employees who breach this Policy will be subject to disciplinary action which may include termination of employment.

The disciplinary penalties and sanctions which may be imposed by The Shire of Meekatharra in respect of any employee who breaches this policy on a first occasion may include any, or a combination of the following: (add or delete as appropriate):

- An initial written warning.
- Undergoing of further tests for alcohol or for other drugs, as determined by a substance-abuse professional in consultation with a Manager, including on a periodic basis over any period of time.
- Requirement to provide written undertakings, in relation to compliance in the future with the requirements of this procedure.

During this period, and while undergoing any agreed therapeutic intervention as provided in the above, the employee shall take sick leave, annual leave or other accrued paid leave entitlements, such as rostered days off.

Any employee who is required to attend ongoing counselling, or is counselled to seek medical treatment, will be required to attend such counselling or obtain such medical treatment, and provide the Shire of Meekatharra with written confirmation or evidence that they have done so.

Any Shire of Meekatharra contractor, consultant or volunteer who refuses to be tested in accordance with this policy shall be refused entry to Shire of Meekatharra workplaces or requested to leave a Shire of Meekatharra workplace.

They may be denied future access to Shire of Meekatharra workplaces until they produce a negative test result.

Where the employee's paid leave entitlements are insufficient to cover the period of the absence, or where the employee prefers to maintain all or some of those paid entitlements, he/she may apply to the organisation for unpaid leave and, the organisation may agree to such application.

11. Privacy

The *Privacy Act 1988* may apply to information gathered under this program and information held in relation to the outcomes of drug and alcohol testing, whether conducted under the Shire of Meekatharra or by CASA.

The Shire of Meekatharra program is consistent with the requirements of the *Privacy Act 1988* and Shire of Meekatharra will comply with any obligations it may have under that Act in the handling of personal information collected under the program.

12. Review, Audit and Compliance

Shire of Meekatharra will review this program at regular intervals of at least every 5 years, or as directed by CASA, in order to ensure its continued compliance with the requirements of the CASRs.

To ensure the appropriate development, implementation and enforcement of the Shire of Meekatharra program, CASA may audit the Shire of Meekatharra and require it to provide relevant documentation.

13. Provision of Information and Record Keeping

Provision of Information

Shire of Meekatharra will ensure it records and supplies information in respect of:

- drug and alcohol testing;
- drug and alcohol education; and
- drug and alcohol response

to CASA within 21 days of 1 March and 1 September each year, or as otherwise required by CASA.

The information reported to CASA will not contain any additional detail, beyond that required by the CASRs, which might identify individuals employed by Shire of Meekatharra, its contractors or subcontractors.

Additionally, where requested to do so, Shire of Meekatharra will supply information about the identity of a DAMP employee to a CASA approved tester within one hour of such a request being made.

Record Keeping

Shire of Meekatharra will keep all records pertaining to this DAMP that are used to provide information to CASA for a period of 5 years. This information will be kept in a secure location.

Within 6 months of the expiry of the 5 year record keeping period, the Shire of Meekatharra will ensure such records are destroyed or deleted.

14. Variations

Shire of Meekatharra may at any time be required by CASA to make specific changes to this program, or to prepare a new program, to ensure ongoing compliance with the CASRs.

Shire of Meekatharra may implement variations or amendments to this program from time to time and, where relevant, will provide written notice to its employees setting out these changes.

Shire of Meekatharra may implement variations or amendments to this Program at any time. If these changes have not been directed by CASA 3 months written notice will be given to employees to that effect.

Unless otherwise determined, such variations or amendments shall have the same force and effect as if included in this program, from the time at which the 3 months notice expires.

15. Definitions

Accident means an occurrence that arises out of a person performing or being available to perform an SSAA if either or both of the following apply:

- the occurrence results in the death of, or serious harm to a person
- the occurrence results in serious damage to an aircraft or property.

Appropriately qualified alcohol and other drug professional means a person who:

- materially works as a provider of clinical drug and alcohol treatment services and
- holds a bachelor degree, or postgraduate degree in at least one of the following fields:
 - health sciences
 - medical science
 - social sciences
 - behavioural sciences

Approved Tester means a person who is authorised under the CASRs to:

- take body samples for CASA drug or alcohol tests and/or
- conduct initial drug tests and alcohol tests for CASA

Comprehensive Assessment means an examination of a person's physiological and psychosocial indicators carried out:

- by a psychiatrist; or
- by a medical practitioner who is a Fellow of the Australasian Chapter of Addiction Medicine; or
- jointly by:
 - a person entitled to practice as a medical practitioner under a law of a State or Territory; and
 - an appropriately qualified drug and alcohol professional.

DAMP Contact Officer is the person nominated to CASA by the Shire of Meekatharra and charged with overall responsibility for liaison with CASA about Shire of Meekatharra drug and alcohol testing responsibilities.

DAMP Medical Review Officer is a person who meets the following criteria:

- is a registered medical practitioner
- has competence in the field of interpreting drug and alcohol test results
- has knowledge of substance use disorders
- has knowledge of the contents of relevant provisions of the CASRs

DAMP Supervisor is a supervisor of SSAA employees of the Shire of Meekatharra (Meekatharra Aerodrome) who has received training on how to form an opinion as to whether a person may be adversely affected by a testable drug or under the influence of alcohol. It is the DAMP Supervisor to whom employees should report any concerns they may have about the potential work-related effects of any medication that they are taking or alcohol they have consumed. A DAMP Supervisor has access to the DAMP medical review officer for advice and clarification as required.

Drug or Alcohol Intervention Program may consist of any of the following:

- assessment
- treatment, including:
 - education
 - counselling
 - consultation with health care professionals
 - pharmacotherapy
 - residential or non residential treatment programs
- monitoring and follow up action

Permitted Level means

- for alcohol — a concentration of less than 0.02 grams of alcohol in 210 litres of breath
- for a testable drug — a concentration of the testable drug that is specified in a legislative instrument made by CASA for the purposes of Part 99.010 of the CASR

Positive Result means:

- for an initial drug test - a test result above the permitted level.
- for a confirmatory drug test - a test result above the permitted level, verified by a Medical Review Officer (MRO) as a verified positive result
- for an initial alcohol test - a test result above the permitted level
- for a confirmatory alcohol test - a test result above the permitted level

Safety Sensitive Aviation Activities (SSAA) are:

- any actions taken by a person in an aerodrome testing area (including the persons presence in the area) other than as a passenger
- any of the following activities, wherever they occur:
 - calculation of the position of freight, baggage, passengers and fuel on aircraft
 - the maintenance, certification of maintenance or manufacture of aircraft, aeronautical products, ground based navigation aids or radar
 - the fuelling and maintenance of vehicles that will be used to fuel aircraft on aerodrome testing areas
 - activities undertaken by an airport security guard or screening person in the course of their duties as a guard or person
 - activities undertaken by a member of the operating crew of an aircraft in the course of that persons duties as a crew member
 - the loading and unloading of trolleys containing baggage for loading onto aircraft or unloading from aircraft and the driving of such trolleys
 - activities undertaken by an air traffic controller in the course of the controller's duties as a controller, or the supervisor of such a person
 - providing flight information and search and rescue alert services:
 - to a pilot or operator of an aircraft immediately before the flight of the aircraft; or
 - to a pilot or operator of an aircraft, during the flight of the aircraft; or
 - as an intermediary for communications between a pilot or operator of the aircraft and an air traffic controller; and
 - the provision of aviation fire fighting services

Serious Incident is an occurrence that arises out of a person performing or being available to perform an SSAA if either or both of the following applies:

- the occurrence of gives rise to danger of death or serious harm to a person, or
- the occurrence gives rise to danger of serious damage to aircraft or property

Suspension Event means an event where this program requires an SSAA employee to cease performing or being available to perform an SSAA

Testable Drug means any of the following:

- Morphine
- Codeine
- 6-Acetyl morphine
- Amphetamine
- Methylamphetamine
- Methylenedioxymethylamphetamine
- Methylenedioxyamphetamine
- Cocaine
- Δ^9 -tetrahydrocannabinol
- Benzoyllecgonine
- Ecgonine methyl ester

16. Sample Collection Procedures

SCHEDULE 1

Sample Collection Procedures for Drug Tests

Urine

The following procedures are to be used for the collection of samples to be analysed in accordance with Australian Standards AS/NZS 4308:2001 "Recommended Practice for the Collection, Detection and Quantitation of Drugs of Abuse in urine". Any departure from the specified sample collection procedures will not invalidate a drug test result provided that the procedures followed do not cast doubt on the accuracy and reliability of the collection process with due regard to sample security and chain of custody requirements.

2.1. On arrival at the testing area the employee selected for a drug test will be required to show identification or else the identity of the employee will be verified by a Manager. If the individual's identity cannot be established unequivocally, then the Collector will not proceed with the collection.

2.2. The employee will be asked to wash their hands. After this step the individual being tested will remain in the presence of the Collector and will not have any access to water, soap or other materials that might be used to adulterate the sample.

2.3. The employee being tested will provide the sample into a collection beaker in a stall, toilet cubicle or otherwise partitioned area that allows for individual privacy. The employee will then hand the beaker to the Collector.

2.4. Upon receiving the sample, the Collector shall determine that there is sufficient sample to enable all required testing to be performed. In the event that there is insufficient urine for testing an additional sample will be collected.

2.5. The Collector, at this time, will also check the validity of the sample by ensuring that the temperature of the sample is between 33°C and 38°C (90°F and 100°F) when measured within 4 minutes of the sample being passed into the beaker. The temperature will be measured using a device separate or part of the collection beaker.

2.6. After the sample has been provided to the Collector an initial test will be conducted, the employee is then permitted to wash their hands.

2.7. If the validity of the sample cannot be established, or if it is suspected that the sample may have been adulterated or substituted, then another specimen shall be collected as soon as possible using the above procedures. Both samples will be forwarded to an accredited laboratory for testing in accordance with the analysis requirements set out in the Australian Standards AS/NZS 4308:2001.

2.8. Both the Collector and the employee shall keep the sample in view at all times prior to it being sealed and labelled.

2.9. If the initial test is positive the sample shall be transferred from the collection beaker into two bottles in approximately equal proportions. 'Sample A' and 'Sample B';

2.10. The Collector shall request that the donor observe the transfer of the sample into the bottles, the placement of the tamper proof seals or equivalent devices over both bottle caps and down the sides of the bottles as well as the placement of both bottles into a container that will also be sealed in front of the employee whose sample is being collected for drug testing.

2.11. Prior to the samples being sealed in a container, the donor shall initial the identification seals on each bottle to certify that it is the sample collected from him or her. The identification seals will also list two unique identifiers and the date of the collection.

2.12. All the information contained on the identification seals will be entered onto the Drug Test Form and will be signed by both the Collector and the employee, whose sample is being tested, certifying ownership of the sample provided as well as giving consent for the sample to be tested in accordance with the Shire of Meekatharra and the Australian Standards AS/NZS 4308:2001. The employee will be given a copy of the Drug Test Form at the end of the sample collection and sealing procedures for his/her records.

2.13. The samples collected will be sent to a laboratory for testing in accordance with the Standards recommended in AS/NZS 4308:2001.

SCHEDULE 2

Sample Collection Procedures for Breath Alcohol Tests

- 3.1. The procedures for conducting the breath analysis will be explained by the Collector and will be in accordance with the operating manual for the breath analysis machine/tester.
- 3.2. The employee will be asked to blow into a mouthpiece attached to the breath analysis machine.
- 3.3. If the result of the initial test is positive the results from the machine will be recorded on the Breath Alcohol Test Form and if the test is positive a second confirmatory test will be required.
- 3.4. After waiting for a minimum of 15 minutes in the presence of the collector or manager the employee will be require to supply a second sample for confirmatory testing.
- 3.5. If the second test is positive both the Collector and the employee will sign the Breath Alcohol Test Form and the employee will also sign a statement that he/she will cease performing SSAA if the reading for BAC is 0.02% or above.

Appendix A

Checklist for Meekatharra Shire DAEP Training

Officer's Name: _____

	SIGN	DATE
<input type="checkbox"/> Advised of Shire Drug & Alcohol Policy	_____	_____
<input type="checkbox"/> Read Meekatharra Shire DAMP	_____	_____
<input type="checkbox"/> Read Online CASA Resources Factsheet's	_____	_____
<input type="checkbox"/> Took Part in interactive quiz	_____	_____
<input type="checkbox"/> Watched Online Video	_____	_____
<input type="checkbox"/> Viewed and worked though CASA Presentations	_____	_____
<input type="checkbox"/> AOD & AVIATION SAFETY		
<input type="checkbox"/> POLICY		
<input type="checkbox"/> SUPPORT & ASSISTANCE		
<input type="checkbox"/> TESTING		
<input type="checkbox"/> SUPERVISOR TRAINING		



Appendix B

SHIRE OF MEEKATHARRA
 DRUG & ALCOHOL MANAGEMENT PROGRAM (DAMP)
 DRUG & ALCOHOL EDUCATION PROGRAM (DAEP)

By signing below, I certify that I have read and understood the content of the DAMP & DAEP and have been suitably trained in the operations and applications of both programs.

<u>SSAA Name</u>	<u>Position</u>	<u>Date</u>	<u>Signature</u>
<u>M. TRENFIELD</u>	<u>ANALYST MGR</u>	<u>24/9/08</u>	<u>[Signature]</u>
<u>R. McCLYMENT</u>	<u>C.E.O.</u>	<u>24/9/08</u>	<u>[Signature]</u>
<u>M. CURRIERSON</u>	<u>R/O</u>	<u>29/06/10</u>	<u>[Signature]</u>
_____	_____	__/__/__	_____
_____	_____	__/__/__	_____
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9.4 COMMUNITY DEVELOPMENT

Title/Subject:	GLASS FRIDGES FOR SHIRE HALL	
Agenda/Minute Number:	9.4.1	
Applicant:	Kelly Fuhrmann	
File Ref:	ADM 116	
Disclosure of Interest:	Nil	
Date of Report:	5 July 2011	
Author:	Kelly Fuhrmann Community Development/Admin Officer	
		<i>Signature of Author</i>
Senior Officer:	Roy McClymont Chief Executive Officer	
		<i>Signature Senior Officer</i>

Summary/Matter for Consideration:

The Festival Management Committee wishes Council to reconsider the purchase of two double door glass fridges for use at the Shire Hall.

Attachments:

Nil

Background:

A request was submitted from the Community Development Officer to the Corporate and Development Services Manager for the inclusion of two double door glass fridges for use at Council events in the 2011/2012 Budget. During the presentation of the 2011/12 draft budget on May 20th 2011 at the ordinary council meeting Council decided against the inclusion of \$4000 for two double glass door fridges for use at Council events at the Shire Hall.

Comment:

The Festival Committee holds at least 5 events throughout the year at the Meekatharra Town Hall. The current system of transporting eskies has become both cumbersome and time consuming. Particularly on the Festival Weekend given the closeness in time of both the Rodeo and the Outback Ball as numerous large and heavy eskies are required for both these events. The use of ice for these events is also not only time consuming but not cost effective when the drinks could be kept cold without its use. From a safety aspect, the floor becomes slippery when wet which is unavoidable and throughout the evening, particularly at the Outback Ball, numerous trips are required across the dance floor to re-stock the eskies with ice. It is a high probability that there will be an accident, due to volunteers or Shire staff, slipping on the wet floor whilst working behind the bar.

It could be argued that the drinks will be kept colder on ice, however with the current system, we are finding that when working under pressure, the drinks are not stacked correctly and if time or staff resources don't permit trips to 'top up' the ice, the drinks do not become cold.

Glass fridges would improve the efficiency of service by allowing the patrons to see the drinks on offer. Volunteers are not always knowledgeable about the requested drinks and by

having a glass door on the fridges patrons can select from the available supplies. Staff would not have to have numb hands from digging at the bottom of the esky to see if there is any of particular type of drink left. Festival Committee Members would be able to stock the alcohol in these fridges well before the event and quite possibly they would not need to be re-stocked during the course of the evening. This also means more time serving drinks and attending to other matters rather than having to walk across a crowded dance floor with a carton of alcohol, or even worse have to push a trolley through amongst a crowd of people.

There is also the issue of time management, particularly at the end of an evening when eskies have to be emptied and alcohol then repackaged. If we take the Rodeo/Outback Ball as an example, some Committee Members begin work at 7am and the bar at the Outback Ball closes at midnight. This potentially means that these volunteers, who have been on their feet well over 12 hours, must then spend another hour after the event, emptying eskies and sorting out alcohol when this could easily be avoided. Council may also wish to consider that these fridges could be used by other groups for events held in the Shire Hall.

Consultation:

Krys East – Corporate and Development Services Manager

Statutory Environment:

Nil

Policy Implications:

Nil

Budget/Financial Implications:

\$4000 – the cost of two double glass door fridges

Strategic Implications:

Absolute Majority

Officers Recommendation / Council Resolution:

Moved: Cr PS Clancy



Seconded:

That Council authorise a 2011/2012 budget amendment for the inclusion of \$4000 for the purchase of two glass double door fridges for the Shire Hall to be used at Shire Events.

LAPSED

Motion lapsed due to lack of Secunder.

9.5 HEALTH, BUILDING & TOWN PLANNING

Title/Subject:	DISPOSAL OF LAND
Agenda/Minute Number:	9.5.1
Applicant:	Doray Minerals Limited
File Ref:	Lot 1017 High Street
Disclosure of Interest:	Nil
Date of Report:	5 July 2011
Author:	WV Atyeo Principal Environmental Health Officer Building Surveyor
	
	<i>Signature of Author</i>
Senior Officer:	Roy McClymont Chief Executive Officer
	
	<i>Signature Senior Officer</i>

This agenda item replaces agenda item 9.5.1 previously posted to Councillors, Tuesday 12th July 2011. The amended agenda item was provided to Councillors prior to the meeting.

Summary/Matter for Consideration:

To consider the disposal of portion of Lot 1017 High Street to a third party wishing to establish an accommodation village on that portion.

Attachments:

- Letter from Doray Minerals Limited
- Extract from Town Planning Scheme map outlining portion of Lot 1017 High Street.

Background:

In October 1996 at Council's Ordinary Meeting Councillor Nichols reported a proposal by St Barbara Mines to relocate their camp from the minesite to the town of Meekatharra.

16th November 1996 at Council's Ordinary Meeting of Council an agenda item was discussed the issue further in relation to the use of Lot 1017 for accommodating the proposal of St Barbara Mines. A resolution was passed "that Meehan Street be extended to provide access to Lot 1017".

21st December 1996 Council determined the following:

"Resolved: That, in order to continue to support St. Barbara Mines in their expressed aspiration to establish a single persons accommodation village on Meekatharra Lot 1017, the following steps be taken.....

1. *That the conceptual plan of the Village layout, as prepared by Mr. Paul Bashall, be conveyed to St. Barbara's with the advice that it is Councils preferred option.*

-
2. *Proceed with a Town Planning Scheme Amendment which will amend the Zoning of the southernmost 7.5ha of Lot 1017 from Recreation to Special Use- Residential Village.*
 3. (a) *That an advertisement in accordance with section 3.58 of the Local Government Act be prepared for lodgment and containing the following statutory information.*
 - i. *The annual lease fee for the unimproved, unserviced 7.5ha of land be set at \$500 payable in advance with annual CPI adjustments.*
 - ii. *The lease value of the unimproved, unserviced parcel of land be advertised at \$500 p.a.*
 - iii. *Other essential information as required by the Act.*
 - (b) *That Council give consider to all, or any, submissions received as a result of its statutory advertisement.*
 - (c) *That, in the event that no compelling objection is received during the advertising period the Shire's solicitors be instructed to prepare a Lease Agreement for Councils consideration. The Lease Agreement to include the following conditions:*
 - i. *Development of the Lot may only take place in accordance with plans approved by the Council.*
 - ii. *Provision of all services including power, water, effluent disposal, roads, footpaths etc. must be provided by the Lessee from, and to, existing services in accordance with the specification of the relevant authority or service provider.*
 - iii. *Tenure shall be on renewable three yearly basis with the annual consideration as set out in (a) (i) above.*
 - iv. *The area of land, being the subject of the Lease, shall be the area described on a Schedule to the Agreement.*
 - v. *The Company's interest in the land may be secured by lodgment of a Caveat, or similar instrument, on the Certificate of Title and the Shire will make the duplicate certificate available to the Registrar of Titles for that purpose.*
 - vi. *If the approved development is not commenced within six months of the date of the Lease Agreement the Agreement is at an end.*
 - vii. *The day to day conduct of the village must conform, with established health and safety requirements and no unlawful conduct or activity will be allowed on the property.*
 - viii. *The property, the subject of the Lease Agreement, will be subject to rates from both the Water Authority and the Local Government and those rates along with all other costs and charges will be payable by the Lessee.*
 - ix. *The land, and the improvements thereon, may not be sold, sub-let or otherwise disposed of by the Lessee to any other party without the approval of Council.*
 - x. *If the Lessee has no further use for the property, the subject of the Lease, then it shall provide the Council with a first right of refusal for the purchase of any building or transportable structural improvement thereon but fixed improvements, including power lines, water pipes, roadways, footpaths, street lights, fire hydrants, effluent pipes, tanks, metering equipment and similar*

infrastructure shall remain on the property without cost to the Lessor at the conclusion of the Lease Agreement.”

The Shire of Meekatharra is in the process of seeking the WA Planning Commission's support and the Honourable Minister's approval to a Scheme Amendment that reclassifies portion of Lot 1017 High Street, Meekatharra, from 'Rural' zone and 'Recreation' reserve to 'Special Use - Accommodation Village'. All that is now required is the final approval by the Minister and the gazettal of the amendment.

The whole of Lot 1017 comprises of approximately 18 hectares and is owned in fee simple by the Shire of Meekatharra.

In the original plan proposed by St Barbara Mines the plan proposed a substantial landscaping provision to help create a more attractive atmosphere in the village. The development was needed to be separate from the main town activities as the shift work entailed different activity patterns from the mainstream town timetable. The shift change was around the six o'clock turnaround time which would not create undue disruption to the normal town activities. It was originally envisaged at the time of the process to make the amendment that a bus would be provided for employee transport to and from the Blue Bird minesite.

St Barbara Mine is no longer operating in Meekatharra and the lease agreement, even if it was entered into, is no longer valid as per 3.c.vi in the resolution.

Council has now received a letter from Doray Minerals Limited expressing an interest to lease a portion of Lot 1017 High Street from the Shire in order to construct and operate an Accommodation Village for the workforce required for Doray's Andy Well Gold Project. Doray Minerals Limited considers that the basing of the Fly In-Fly Out component of its workforce in Meekatharra would have numerous benefits for both the company and the Town of Meekatharra.

It is proposed by Doray to enter into a lease for an initial five year period, with an additional 2 (two) optional 5 year renewal periods available at the end of each period (i.e. potential total 15 year term). The Village is viewed by Doray as a key component in the attraction and retention of staff to the operation.

As such, Doray would undertake to design and construct the camp to a suitably high and attractive standard to facilitate this. In addition to the cost of developing and upgrading the land suitable for construction of the Village, Doray would also undertake to pay an annual lease for the portion of the Land as agreed between Doray and the council, based on three independent Lease valuations of the Land.

Doray would also grant to the Shire of Meekatharra a First Right of Refusal to purchase the village, should Doray decide to not renew the lease or decide to cease operation of the Village. The Shire would have the option to purchase the Village under such a Right at the agreed scrap value of the individual buildings and associated fittings and chattels, as determined by three independent valuations of such.

All agreements would be subject to final approval by the Doray Minerals Ltd Board of Directors.

As stated, the land is owned in fee simple by the Shire of Meekatharra. The Local Government Act 1995, Part 3, Division 3 Sect 3.58 states how Council must dispose of property owned by local government.

It states:

“(1) In this section —

dispose *includes to sell, lease, or otherwise dispose of, whether absolutely or not;*

property *includes the whole or any part of the interest of a local government in property, but does not include money.*

(2) Except as stated in this section, a local government can only dispose of property to —

(a) the highest bidder at public auction; or

(b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.

(3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —

(a) it gives local public notice of the proposed disposition —

(i) describing the property concerned; and

(ii) giving details of the proposed disposition; and

(iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;

and

(b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

(4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —

(a) the names of all other parties concerned; and

(b) the consideration to be received by the local government for the disposition; and

(c) the market value of the disposition —

(i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or

(ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

(5) This section does not apply to —

(a) a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or

(b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or

(c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or

(d) any other disposition that is excluded by regulations from the application of this section.”

Comments:

If Council wishes to proceed, Council is required to first revoke the motion from the Ordinary Meeting of Council held on the 21st December 1996, as it will be in conflict with any decision made, and some of the figures stated are well and truly below what would be expected these days.

To lease the land to Doray Minerals Limited for the purpose of the development of an accommodation village it is necessary to ascertain the method of undertaking this. The Local Government Act allows for disposal of property via public auction, public tender or by giving local public notice of the proposed disposition. Advertising by Local Public Notice seems the most appropriate method as neither the public auction nor the public tender appear to be suitable options in this instance.

To ensure that all buildings and services are contained in the portion of Lot 1017 classed as “Accommodation Village”, Council will need to authorise staff to organise to have the proposed land to be leased, surveyed and recorded on file.

Decisions will also be required on the period of the lease, lease fee and renewal options. Doray Minerals Limited proposes to enter into an initial five year lease with a further two optional five year periods. Doray Minerals Limited would like three independent Lease valuations to be used as the basis for calculating the annual lease. Council may wish to approach Doray Minerals Limited advising Council will pay for one valuation and Doray Minerals Limited are to organise and pay for the other two. All three valuations will then be available to both Council and Doray Minerals Limited for no additional costs.

On obtaining all three valuations Council can then enter into negotiations with Doray Minerals Limited to set the conditions of the lease including the lease fee. Once the fee is established an advertisement containing the statutory information in accordance with section 3.58 of the Local Government Act can be prepared. There is a period of 14 days for submissions to be lodged. If there are no compelling submissions received during this period a draft lease agreement can be prepared for presentation to Council.

It is important to note that any development of this land will have to comply with the requirements of the Town Planning Scheme, and the amendment which will incorporate a substantial landscaping provision to help create a more attractive atmosphere in the village. The development will need to be separate from the main town activities. The shift changes that could occur and the movement of employees on shift work will require a well thought out and constructed plan so as not to adversely affect the area in which it will be placed.

It will also need to be considered that there will be a need to have power and water connected to the Lot, plus the disposal of effluent. However these matters will need to be considered in the development application period.

Consultation:

Chief Executive Officer – Roy McClymont

Corporate and Development Services Manager – Krys East

Mark Cossom – Representing Doray Minerals Limited
Paul Bashall - PlanWest

Statutory Environment:

- *Local Government Act 1995*
- *Meekatharra Town Planning Scheme*

Policy Implications:

Nil

Budget/Financial Implications:

Not assessed at this stage

Strategic Implications:

Nil

Voting Requirements:

Absolute Majority

Officers Recommendation / Council Resolution:

Moved: Cr HJ Nichols

Seconded: Cr PS Clancy

Council resolve that:

1. The motion from the Ordinary Meeting of Council held on the 21st December 1996 be revoked:

“Resolved: That, in order to continue to support St. Barbara Mines in their expressed aspiration to establish a single persons accommodation village on Meekatharra Lot 1017, the following steps be taken.....

1. *That the conceptual plan of the Village layout, as prepared by Mr. Paul Bashall, be conveyed to St. Barbara’s with the advice that it is Councils preferred option.*

2. *Proceed with a Town Planning Scheme Amendment which will amend the Zoning of the southernmost 7.5ha of Lot 1017 from Recreation to Special Use-Residential Village.*

3. (a) *That an advertisement in accordance with section 3.58 of the Local Government Act be prepared for lodgement and containing the following statutory information.*

iii. *The annual lease fee for the unimproved, unserviced 7.5ha of land be set at \$500 payable in advance with annual CPI adjustments.*

iv. *The lease value of the unimproved, unserviced parcel of land be advertised at \$500 p.a.*

v. *Other essential information as required by the Act.*

(b) That Council give consider to all, or any, submissions received as a result of its statutory advertisement.

(c) That, in the event that no compelling objection is received during the advertising period the Shire's solicitors be instructed to prepare a Lease Agreement for Councils consideration. The Lease Agreement to include the following conditions:

- xi. Development of the Lot may only take place in accordance with plans approved by the Council.*
- xii. Provision of all services including power, water, effluent disposal, roads, footpaths etc. must be provided by the Lessee from, and to, existing services in accordance with the specification of the relevant authority or service provider.*
- xiii. Tenure shall be on renewable three yearly basis with the annual consideration as set out in (a) (i) above.*
- xiv. The area of land, being the subject of the Lease, shall be the area described on a Schedule to the Agreement.*
- xv. The Company's interest in the land may be secured by lodgement of a Caveat, or similar instrument, on the Certificate of Title and the Shire will make the duplicate certificate available to the Registrar of Titles for that purpose.*
- xvi. If the approved development is not commenced within six months of the date of the Lease Agreement the Agreement is at an end.*
- xvii. The day to day conduct of the village must conform, with established health and safety requirements and no unlawful conduct or activity will be allowed on the property.*
- xviii. The property, the subject of the Lease Agreement, will be subject to rates from both the Water Authority and the Local Government and those rates along with all other costs and charges will be payable by the Lessee.*
- xix. The land, and the improvements thereon, may not be sold, sub-let or otherwise disposed of by the Lessee to any other party without the approval of Council.*
- xx. If the Lessee has no further use for the property, the subject of the Lease, then it shall provide the Council with a first right of refusal for the purchase of any building or transportable structural improvement thereon but fixed improvements, including power lines, water pipes, roadways, footpaths, street lights, fire hydrants, effluent pipes, tanks, metering equipment and similar infrastructure shall remain on the property without cost to the Lessor at the conclusion of the Lease Agreement."*

2. The following is agreed:

- a. The portion of Lot 1017, Meekatharra that has been zoned for "Special Site – Accommodation Village" be leased to Doray Minerals Limited for the purpose of constructing and operating an Accommodation Village.**
- b. The lease of a portion of Lot 1017 by the Shire of Meekatharra to Doray Minerals Ltd is to be for an initial five year period with two additional optional periods of 5 years each (possibly 15 years in total).**
- c. Three independent Lease valuations are to be used as the basis for the annual lease fee.**

d. If Doray Minerals Limited choose not to renew the lease or decide to cease operation of the accommodation village that Doray Minerals Limited are to give the Shire of Meekatharra the First Right of Refusal to purchase the village at the agreed scrap value of the individual buildings as determined by three independent valuations.

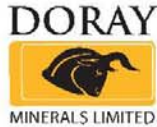
Councils agreement is subject to Public Advertising being undertaken with no compelling objection being received and further negotiating with Doray Minerals Limited.

- 3. Staff are authorised to engage one Valuer to provide Council and Doray Minerals Limited with a valuation of the portion of Lot 1017 zoned for “Special Site – Accommodation Village”. Doray Minerals Limited is to provide Council with copies of two other independent valuations at Doray Minerals Limited expense.**
- 4. After receipt of all three valuations staff are authorised in consultation with Shire President and Deputy Shire President to enter into negotiations with Doray Minerals Limited to decide on various terms and conditions. These include but are not limited to:**
 - a. Who is responsible for the creation of the lease agreement? Council or Doray Minerals Limited.**
 - b. The amount of the annual Lease Fee.**
 - c. Method for factoring in of inflation for the Lease Fee.**
- 5. An advertisement in accordance with section 3.58 of the Local Government Act be prepared and contain the required statutory information.**
- 6. At the close of the required fourteen day period staff will prepare a further agenda item for Councils consideration.**

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

Cr Nichols left the meeting at 10:42 am.

Cr Nichols returned to the meeting at 10:44 am.



Doray Minerals Limited
Level 3, 41-43 Ord St, WEST PERTH WA 6005
PO Box 284, WEST PERTH WA 6872
Ph +61 8 9226 0600
Fax + 61 8 9226 0633
info@dorayminerals.com.au | www.dorayminerals.com.au

May 20, 2011

Roy McClymont
Chief Executive Officer - Shire of Meekatharra
Cnr Main St & Savage St
Meekatharra, WA, 6642

Dear Roy,

RE: Registration of Interest to Lease, Lot 1017 Meekatharra

As discussed previously, this letter is to formally register Doray Minerals interest to seek a lease over the portion of Lot 1017, Meekatharra that has been zoned for "Special Site – Accommodation Village" as per the proposed Shire of Meekatharra Town Planning Scheme No.3 Amendment No.2 dated 21st December 1996 (the "Land"). The purpose of the lease would be to construct and operate an Accommodation Village for the workforce required for Doray's Andy Well Gold Project. Doray considers that the basing of the Fly In-Fly Out component of its workforce in Meekatharra would have numerous benefits for both the company and the Town of Meekatharra.

It is proposed that Doray would enter into a lease for an initial 5 year period, with an additional 2 (two) optional 5 year renewal periods available at the end of each period (i.e. potential total 15 year term). The Village is viewed by Doray as a key component in the attraction and retention of staff to the operation. As such, Doray would undertake to design and construct the camp to a suitably high and attractive standard to facilitate this.

In addition to the cost of developing and upgrading the land suitable for construction of the Village, Doray would also undertake to pay an annual lease for the portion of the Land as agreed between Doray and the council, based on 3 independent Lease valuations of the Land.

Doray would also grant to the Shire of Meekatharra a First Right of Refusal to purchase the village, should Doray decide to not renew the lease or decide to cease operation of the Village. The Shire would have the option to purchase the Village under such a Right at the agreed scrap value of the individual buildings and associated fittings and chattels, as determined by 3 independent valuations of such.

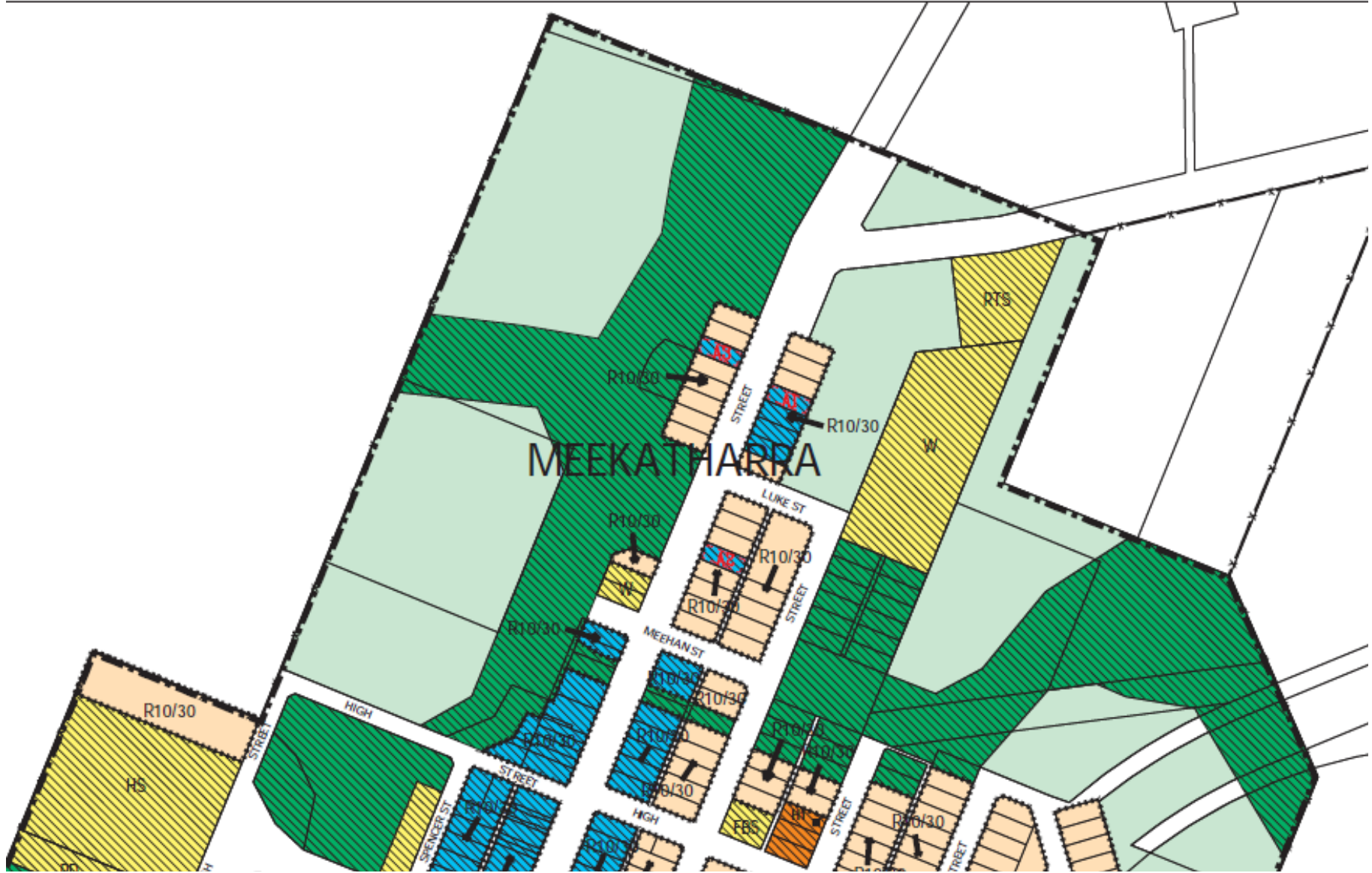
All agreements would be subject to final approval by the Doray Minerals Ltd Board of Directors.

Should you have any queries or require further information, please feel free to contact me.



Sincerely,

A handwritten signature in blue ink, appearing to read "Mark Cossom", is written over a horizontal line.

Mark Cossom



9.6 WORKS AND SERVICES

Title/Subject:	COUNCIL POLICY-BITUMINOUS SEALS	
Agenda/Minute Number:	9.6.1	
Applicant:	Nil	
File Ref:	Nil	
Disclosure of Interest:	Nil	
Date of Report:	8 April 2011	
Author:	Alan Haslett Works and Services Manager	 <i>Signature of Author</i>
Senior Officer:	Roy McClymont Chief Executive Officer	 <i>Signature Senior Officer</i>

Summary/Matter for Consideration:

At its April 2011 Council meeting Council resolved that this item “lay on the table” until the July 2011 meeting.

Council has an existing and possibly a continuing “Construction and seal programme” it does not however have a “Bituminous Sealing Policy” and may wish to set one for all future works.

Attachments:

Proposed “Policy”

Background:

Questions apparently have been asked as to why a two coat seal was not applied to the new construction on Landor road instead of an initial “10mm Prime and Seal” followed up at a later date with a ‘14mm Seal”.

Comment:

A “Construction and Sealing Programme” on the Landor road commenced last year and is continuing it this year.

On a project such as this there are a two ways that a seal is done the choice of which is dependent on a number of factors.

For this project I considered that a two stage bituminous seal to be the appropriate treatment. An initial “Prime and Seal” (Primerseal) which is an application of a 50/50 cutback bitumen (50% Kero, 50% bitumen) prime applied at $0.6L/M^2$ and a further seal coat of 98/2 hot bitumen (98% bitumen, 2% kero) at $1.50L/M^2$ blinded with 10mm aggregate. This to be followed up at least twelve months later with a finished seal coat using 98/2 hot bitumen and blinded with 14mm aggregate.

The other method is to do an immediate two coat seal. This comprises of an initial Prime, a 14mm aggregate 1st seal and a 10mm final seal.

The seal procedure that I chose is the one that Mains Roads adopted many years ago, still uses and recommends for rural highways, secondary and arterial roads. The rationale behind this method is to endeavor to produce a long term sound pavement and seal free of failures resulting in minimal maintenance costs over the life of the seal.

As with all things done by man failures will and do occur. In large scale constructions it is almost impossible to guarantee that no pavement failures will occur. The length of time these failures may occur is very much dependent on traffic volumes and tonnages, quality of materials used and workmanship. In nearly all cases they will occur within a twelve month time frame, a period in which repairs can be effected and thus insure the integrity of the final seal. In the case of the Landor road I was half expecting a failure or two over such a long length and thankfully that has not occurred but that does not mean to say that it won't some stage.

This method also gives a greater assurance that over time the running surface will not; if the correct bitumen applications are applied, flush (become smooth) or become fatty (bleed) as the final running surface is much coarser material. It also provides greater skid resistance more especially so in, during and immediately after inclement weather.

An immediate two coat (14mm & 10mm) seal; though an acceptable treatment, does not afford the benefits as stated above. It also invariably results in a flush, smooth and sometimes a fatty driving surface the degree to which is dictated by the bitumen application rates applied and again traffic volumes and tonnages. An example of this is the first section of the Landor road which is flush. If it had more and heavier traffic since being laid, it would be by today very fatty like you see sections of the highway through and north and south of town. By the same token if there were more and heavier traffic I would have reduced the application rates on the new section.

There is little or no overall time difference taken to undertake either method. The seal coat applied twelve months later in normal circumstances would probably cost extra by way of CPI or 3% to 4% but the overall cost difference between construction and a two stage or a two coat seal would be less than 1%. The actual cost of the seal just completed was 9% less than it would have cost if the seal was done with the primer seal i.e. a two coat seal. This was due to the fierce competition between Bitumen spraying companies and more than likely could be a one of.

The above also applies to all seals whether they be town or rural.

Reseals is also an area that Council should look at.

They should be 10mm aggregate using Class 170 Bitumen, except for the Airport where smaller sized aggregate would be required and Class 320 bitumen with no additives.

Where roads that are to be resealed are extensively weathered and cracked a PMB (Poly Modified Binder) should be used. In using PMB there is no need to do the expensive "Crack Patching" as the product has been manufactured to treat such conditions. Last financial year Council would have save at least \$40,000.00 on the crack patching and resealing by using a PMB for the reseal only.

Consultation:

Roy McClymont
Chief Executive Officer

Statutory Environment:

Nil

Policy Implications:

Council to set a “Bituminous Seal Policy”.

Budget/Financial Implications:

Nil

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

Officers Recommendation:

Moved:

Seconded:

That Council adopts the “Bituminous Seal Policy” as per the attached proposed policy document.

This item to lay on the table.

At The Meeting:

Council request that staff make amendments (as suggested) to the proposed Policy and resubmit at a later Council meeting.

Shire of Meekatharra Policy Manual

POLICY **Bituminous Seals**
POLICY N^o: **5.10**
SECTION: **ENGINEERING**
COUNCIL MEETING HELD: **16th April 2011**
DATE TO BE REVIEWED: **1st July 2012**

This policy sets out Councils guidelines for the application of hot bituminous primes, primer seals, seals and reseals. Application of the policy is subject to the relevant economies of scale for any given circumstance.

Rural roads "Construction and Seals" are to have a minimum pavement width of 10.00 metres and a seal width of 7.20 metres or as otherwise directed by Council.

Town streets "Construction and Seals" are to be to a width as directed by Council.

Bituminous seals are to be laid in two stages. The first stage is a "Prime and Seal" (Primerseal). This is an application of a 50/50 cutback hot bitumen (50% Kero, 50% bitumen) prime applied at the rate of 0.6L/M² and left to penetrate into the pavement for a minimum of one hour before applying a further seal coat of Class 170, 98/2 hot bitumen (98% bitumen, 2% kero) binder at the rate of 1.50L/M² at 15^oC (cold) and blinded with 10mm aggregate.



The "Primerseal" is to be sealed no earlier than twelve months later with a finished seal coat using a Class 170, 98/2 hot bitumen binder and blinded with 14mm aggregate. The calculated application rate to be applied is to be determined by Daily traffic count and the primerseal surface texture and would be in the range of 1.50 to 1.70L/M² at 15^oC. The heavier the traffic volume and the smoother the Primerseal texture the lower the application rate. The converse also applies.

Reseals are applied the same way as seals except they are to be done using 10mm aggregate unless directed otherwise. Again the application rates are dependent on traffic volume and surface texture. Where reseals are to be done on surfaces that have extensive weather deterioration, longitudinal, transverse and or block cracking a Poly modified Binder (PMB) is to be applied instead of a Class 170. Using a PMB removes the requirement to do expensive "Crack Patching" prior to resealing.

Airport reseals are to be done using a Class 320 binder. The aggregate size to be determined at time of reseal.

All aggregates are to be screened and pre-coated with diesel at a minimum rate of 5L/ M³ no earlier than 24 hours before use.

Adopted:

Title/Subject:	COUNCIL POLICY-CROSSOVERS
Agenda/Minute Number:	9.6.2
Applicant:	Nil
File Ref:	Nil
Disclosure of Interest:	Nil
Date of Report:	8 April 2011
Author:	Alan Haslett Works and Services Manager
	 <i>Signature of Author</i>
Senior Officer:	Roy McClymont Chief Executive Officer
	 <i>Signature Senior Officer</i>

Summary/Matter for Consideration:

At its April 2011 Council meeting Council resolved that this item “lay on the table” until the July 2011 meeting.

Council has a “Crossover policy” N^o 5.7.

Attachments:

Existing Policy.

Proposed “Policy and Specifications”

Background:

Clause 1.1 of the policy states, “The crossover shall be constructed by the owner to the Council’s specification

Comment:

”. Council does not have specifications for “Crossovers”. This Policy is ineffective without one as there are no guidelines. Their construction throughout the town could vary greatly in location, size and quality and as such Council should set standards.

Consultation:

Roy McClymont

Chief Executive Officer

Statutory Environment:

Nil

Policy Implications:

Council to set out the “Specifications” for the construction of the various types of “Crossovers”.

Budget/Financial Implications:

There is no allocation in the budget for Council’s contribution towards crossovers. Council may wish to make an allocation in future budgets.

Strategic Implications

Nil

Voting Requirements:

Simple Majority

Officers Recommendation / Council Resolution:

Moved: Cr NL Trenfield

Seconded: Cr RK Howden

That Council adopts the “Crossover Policy” as per the attached proposed policy document.

CARRIED 5/0

Crossover Specifications (Bitumen)

These specifications are for the construction of a Sprayed Bitumen crossover in the road reserve from the constructed road to the property boundary.

1. TWO COAT HOT BITUMEN SEAL

- Basecourse to be compacted to 97% MDD (Maximum Dry Density).
A 50/50 (50% Class 170 bitumen and 50% kerosene) hot bitumen prime applied at the rate of 0.6 litres per m². The primer to be left for a minimum of an hour prior to sealing.
- 1st coat to be a 10mm aggregate seal using 98/2 (98% Class 170 bitumen/2% Kerosene) hot bitumen applied at the rate of 1.3 litres per m².
- 2nd coat to be a 7mm aggregate seal using 98//2 hot bitumen applied at the rate 1.0 litres per m².
- Both coats to be rolled with a multi tyre or combination roller to bed materials.

2. TWO COAT BITUMEN EMULSION SEAL

- Basecourse to be compacted to 97% MDD (Maximum Dry Density).
The surface to be lightly dampened prior to sealing.
- 1st Coat to be a 10mm aggregate seal using 60/40 Cationic Emulsion applied at the Rate of 2.0 litres per m².
- 2nd coat to be a 7mm aggregate seal using 60/40 cationic Emulsion applied at the rate of 1.5 litres perm².
- Both coats to be rolled with a multi tyre or combination roller to bed materials.

3. EXCAVATION

- The “boxing out” shall be to the level, line and grade as given for the site and shall be executed cleanly and efficiently to provide for a firm, sound base free of depressions or soft spots or any deleterious materials to give a minimum of 200mm depth of gravel pavement for residential crossovers and minimum depth of 300mm for commercial crossovers. The base shall be compacted to a minimum of 95% MDD (Maximum Dry Density).
- Refer to drawing (MISC83-C3).
- The pavement shall be a depth of 200mm or 300mm of suitably graded laterite gravel, water bound and compacted to 97% modified AASHO standard.

4. KERBING

- The crossover shall be kerbed with an approved concrete precast kerb on both sides, which will be placed flush with the crossover site.

5. RETURN OF KERBING

Where mountable kerbing exists the finish level of the crossing at the kerblines shall be the top of the kerb. Where semi-mountable or barrier kerbing exists it shall be removed and mountable kerbing laid and the crossing constructed as above or the crossing laid from road level as per Drawing MISC83-C3. whichever is directed by the “Works and Services Manager”.

6. CROSSING SPLAY

In residential streets, the wings of the crossover shall be as shown on the approved plan. A wider splay may be approved on application to the “Works and Services Manager”.

7. CULVERT

In the case of a crossover transversing a watercourse or a table drain, a culvert under the access may be required. If this is the case further advice shall be sought from the “Works and Services Manager”.

8. DIMENSIONS**• *In residential crossover***

- Minimum width at property line: 3.0 metres;
- Maximum width at property line: 6.0 metres;
- Where two residential crossings abut one to the other, they may be combined with a maximum width of 10 metres.

• *Commercial Crossover*

- Minimum width at property line: 3.0 metres;
- Maximum width at property line: 10.0 metres;
- All crossings shall be separated from one another by a pedestrian refuge island, which will have a minimum width of 3.0 meters; and
- The minimum width of the wings is 1.5 metres to a maximum of 6.0 metres. They can be straight or a radius curve.

• *Standard size crossings*

3.0 metre width by 6.5 metre verge length plus 1.35m² for each wing, total area of 22.2m² is a standard crossover.

• *Location*

Vehicle crossings, including wings, shall not be constructed any closer than 6.0 metres of a property line at a street corner or across the adjoining property line.

Where there is difficulty in locating a crossing on a property due to potential traffic problems, the “Works and Services Manager” shall be contacted for further instructions.

Crossovers must be constructed at right angles to the road. In cul-de-sacs and at some other locations, approval may be given for variation of this requirement, please refer to drawing (MISC83-C1).

9. GENERAL

- Existing in-situ kerbing should be cut with a concrete cutting saw or existing precast kerbing should be removed without damage to pavement or remaining kerbing.
- A reinstatement must be made to kerbing, concrete paving or bituminous road surfaces, if damaged during the crossover construction. Any concrete must be totally removed from the road surface.

- The area must be cleared of debris, bitumen and concrete products etc, on the completion of the works.
- The public shall be protected by erection of adequate signage, barricades, flashing warning lights, temporary bridges or any other necessary safety items.
- Adequate measures must be taken to avoid damage to services and other infrastructure works prior to commencement.

10 . GRADIENT

The crossover gradient is to be 2% for a distance of 2.5 metres measured from the verge side of the kerb. From that point to the property boundary a maximum gradient of 5% shall apply.

Driveways from the property boundary with a gradient less than 12% do not require transition.

Driveways from the property boundary to the garage with a gradient greater than 12% and up to a maximum gradient of 20% will require a grade transition top and bottom of no more than 12% for a distance of 3.6 metres to prevent vehicles bottoming.

Driveways with a gradient greater than 20%, will not comply with the “Shire of Meekatharra” specifications. Applications with a gradient greater than 20% will require written application to the “Works and Services Manager” for consideration.

Crossover Specifications (Brick and Block Paving)

These specifications are for the construction of a paved (brick or block) crossover in the road reserve from the constructed road to the property boundary

The following specification is for a residential crossover only. The location of the access shall be in accordance with the approved building plans and drawing (misc83- c2); unless the “Works and Services Manager” prior to construction works commencing agrees to a variation in writing. In the event of a query advice should be sought from the “Works and Services Manager”, please see drawing (misc83 – C2)

1 Excavation

Excavation from the crossing bed shall be taken out to the level line and the grade as required for the site. All excavations shall be executed cleanly and efficiently to provide for a firm, sound base free from depressions, soft spots or any deleterious materials.

2 Base Course

The base course material shall not be either crushed limestone or crushed rock. It shall be a laterite gravel of minimum depth 100mm and compacted to a minimum of 95% MMD. The base course must not extend beyond 100mm past the edge restraint foundation.

3 Edge Restraint

An edge restraint shall be provided. A 150mm x 150mm concrete foundation strip with a edge batter as shown on the drawings to the perimeter of the crossover. The restraint may be formed from the paving bricks/blocks or precast/in-situ concrete to finish flush with the adjoining verge and crossover, to ensure that there is no trip hazard created.

4 Return of Kerbing

Where mountable kerbing exists the finish level of the crossing at the kerblines shall be the top of the kerb. Where semi-mountable or barrier kerbing exists it shall be removed and mountable kerbing laid and the crossing constructed as above or the crossing laid from road level as per Drawing, whichever is directed by the “Works and Services Manager”.

5 Bedding Layer

The bedding layer should be a well-graded, sharp sand (river sand or metal dust) passing a 5mm sieve and free from deleterious materials or impurities. This sand should have uniform moisture content at the time of placing. Do not use brickies sand. The bedding layer shall be a minimum depth of 50mm and compacted to 97% MDD.

6 Paving Units

The paving units can be either brick or block and must not be less than 60mm in thickness for a domestic drive. It is recommended that a herringbone pattern be adopted for vehicle pavements when using brick pavers, please refer to the drawings for brick paving patterns. The paving units shall be laid onto the freshly screed bed with a gap of approximately 2mm between units (some units may have built-in spacers).

Any part of the bricks shall be cut neatly with a bolster, hydraulic guillotine or masonry saw. The finished pavement is to be firmly leveled and bedded by using a large sheet of ply or similar and a small plate compactor. The joints in the paving shall be filled with fine sand, which is to be brushed in. It is important that both units and sand are very dry when this operation is carried out.

7 Culvert

In the case of a crossover transversing a watercourse or a table drain, a culvert under the access may be required. If this is the case further advice shall be sought from the “Works and Services Manager”.

8 Gradient

The crossover gradient is to be 2% for a distance of 2.5 metres measured from the verge side of the kerb. From that point to the property boundary a maximum gradient of 5% shall apply.

Driveways from the property boundary with the gradient less than 12% do not require transition.

Driveways from the property boundary to the garage with the gradient greater than 12% and up to a maximum gradient of 20% will require a grade transition top and bottom of no more than 12% for a distance of 3.6 metres to prevent vehicles bottoming.

Driveways with a gradient greater than 20%, will not comply with the Skire of Meekatharra specifications. Applications with a gradient greater than 20% will require a written application to the “Works and Services Manager” for consideration.

9 Dimensions

• **Residential Crossover**

1. Minimum width at property line: 3.0 metres
2. Maximum width at property line: 6.0 metres
3. Where two residential crossings abut one to the other, they may be combined, provided that the crossovers are of contrasting colour/material (min. width 90mm); and
4. Where combined width would exceed 6.0 metres two crossings should be separated by a pedestrian refuge island of 2.0 metres width unless specifically approved by the Director of Community Infrastructure

10 Standard Size Crossover

3.0 metre width by 6.5 metre verge length plus 1.35m² for each wing, total area 22.2m² is a standard crossing.

• **Location**

Vehicle crossings, including wings, shall not be constructed any closer than 6.0 metres of a property line at a street corner or across the adjoining property line.

Where there is difficulty in locating a crossing on a property due to potential traffic problems, the “Works and Services Manager” should be contacted for further instructions.

Crossovers must be constructed at right angles to the road. In cul-de-sacs and at some other locations, approval may be given for variation of this requirement, please refer to drawing (MISC83-C1).

12 **Completion**

Upon completion of the works, all surplus materials shall be removed and debris cleared away. The “Works and Services Manager” is be contacted in order that a final inspection may be carried out.

Crossover Specifications (Concrete)

These specifications are for the construction of a Concrete crossover in the road reserve from the constructed road to the property boundary.

1. CONCRETE

All concrete used in the works shall develop a minimum compressive strength of 25 MPD after 28 days and shall be composed of a mixture of crushed metal screenings, sand and cement to give strength specified with a maximum slump of 80mm.

2. EXCAVATION

The “boxing out” shall be to the level, line and grade as given for the site and shall be executed cleanly and efficiently to provide for a firm, sound base free of depressions or soft spots or any deleterious materials to give a minimum of 100mm depth of concrete pavement for residential crossover and minimum depth of 150mm for commercial crossovers. The base shall be compacted to a minimum of 95% MDD. Refer to drawings

3. CONCRETE LAYING

The base shall be thoroughly and evenly compacted and then evenly moistened with water (not saturated) immediately prior to placing of the concrete.

Concrete shall be evenly placed to the depth specified and spaded especially at all edges to give maximum density

4. FINISHING

The finish shall be obtained by screeding to correct levels, floated and broom finished to provide a non-slip, dense surface free of any depressions, float mark, jointing marks, honeycomb sections, or accumulation of fine dusty accretions liable to cause excessive surface wear. The final surface finish shall be to the entire satisfaction of the “Works and Services Manager” who shall reserve the right to require the removal of or the correction of any surface deficiencies or finish.

5. JOINTING

Contraction and expansion joints to be placed at spacings as directed by the “Works and Services Manager”.

6. CULVERT

In the case of a crossover transversing a watercourse or a table drain, a culvert under the access may be required. If this is the case further advice shall be sought from the “Works and Services Manager”.

7. RETURN OF KERBING

Where mountable kerbing exists the finish level of the crossing at the kerbline shall be the top of the kerb. Where semi-mountable or barrier kerbing exists it shall be removed and mountable kerbing laid and the crossing constructed as above or the crossing laid from road level as per Drawing MISC83-C3.whichever is directed by the “Works and Services Manager.

8. CURING OF CONCRETE

The crossover shall be cured by spraying the hardening surface with a retardant or by keeping surface wet for at least 24 hours.

9. CROSSING SPLAY

In residential streets, the wings of the crossover shall be as shown on the approved plan. A wider splay may be approved on application to the “Works and Services Manager”.

10. DIMENSIONS

- **Residential crossover**
 - Minimum width at property line: 3.0 metres;
 - Maximum width at property line: 6.0 metres;
 - Where two residential crossings abut one to the other, they may be combined with a maximum width of 10 metres.

- **Commercial Crossover**
 - Minimum width at property line: 3.0 metres;
 - Maximum width at property line: 10.0 metres;
 - All crossings shall be separated from one another by a pedestrian refuge island, which will have a minimum width of 3.0 meters; and
 - The minimum width of the wings is 1.5 metres to a maximum of 6.0 metres. They can be straight or a radius curve.

- **Standard size crossings**

3.0 metre width by 6.5 metre verge length plus 1.35m² for each wing, total area of 22.2m² is a standard crossover.

- **Location**

Vehicle crossings, including wings, shall not be constructed any closer than 6.0 metres of a property line at a street corner or across the adjoining property line.

Where there is difficulty in locating a crossing on a property due to potential traffic problems, the “Works and Services Manager” should be contacted for further instructions.

Crossovers must be constructed at right angles to the road. In cul-de-sacs and at some other locations, approval may be given for variation of this requirement, please refer to drawing (MISC83-C1).

11. GENERAL

- Existing in-situ kerbing should be cut with a concrete cutting saw or existing precast kerbing should be removed without damage to pavement or remaining kerbing.
- A reinstatement must be made to kerbing, concrete paving or bituminous road surfaces, if damaged during the crossover construction. Any concrete must be totally removed from the road surface.
- The area must be cleared of debris, bitumen and concrete products etc, on the completion of the works.
- The public shall be protected by erection of adequate signage, barricades, flashing warning lights, temporary bridges or any other necessary safety items.
- Adequate measures must be taken to avoid damage to services and other infrastructure works prior to commencement.

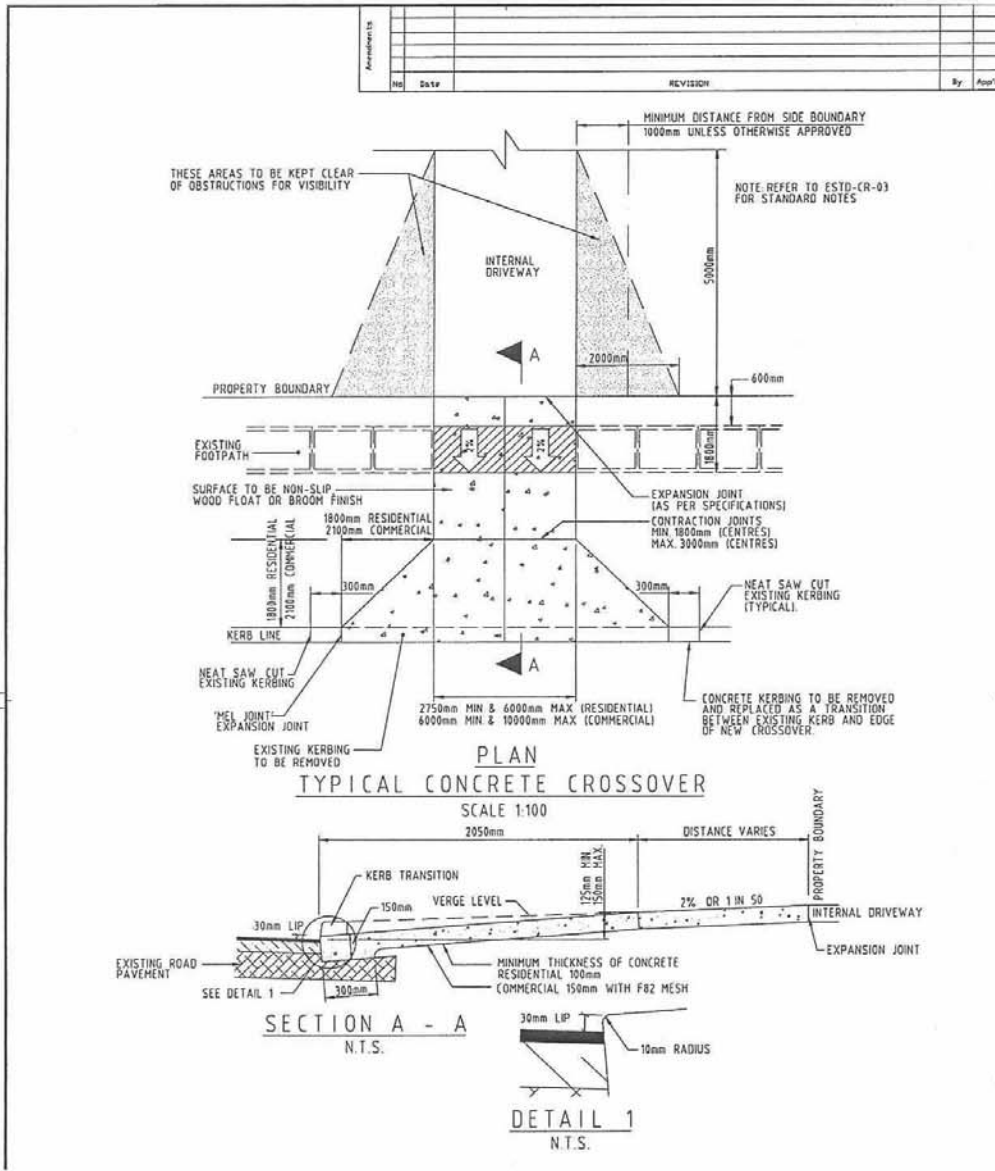
12. GRADIENT

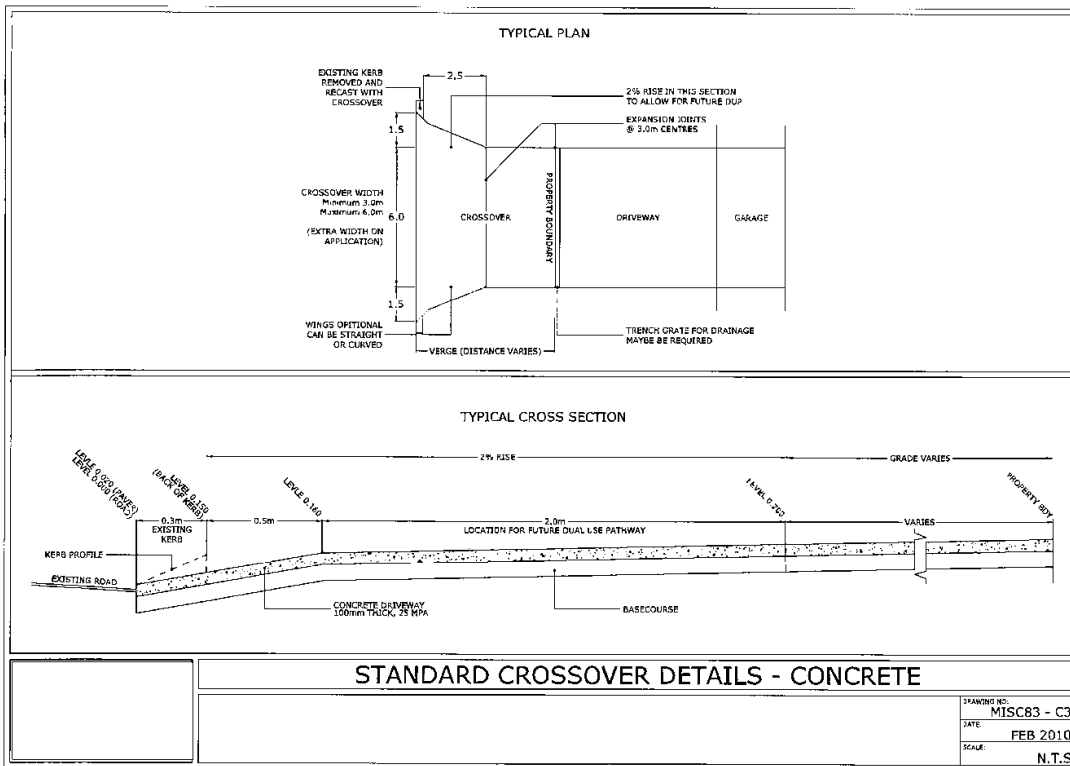
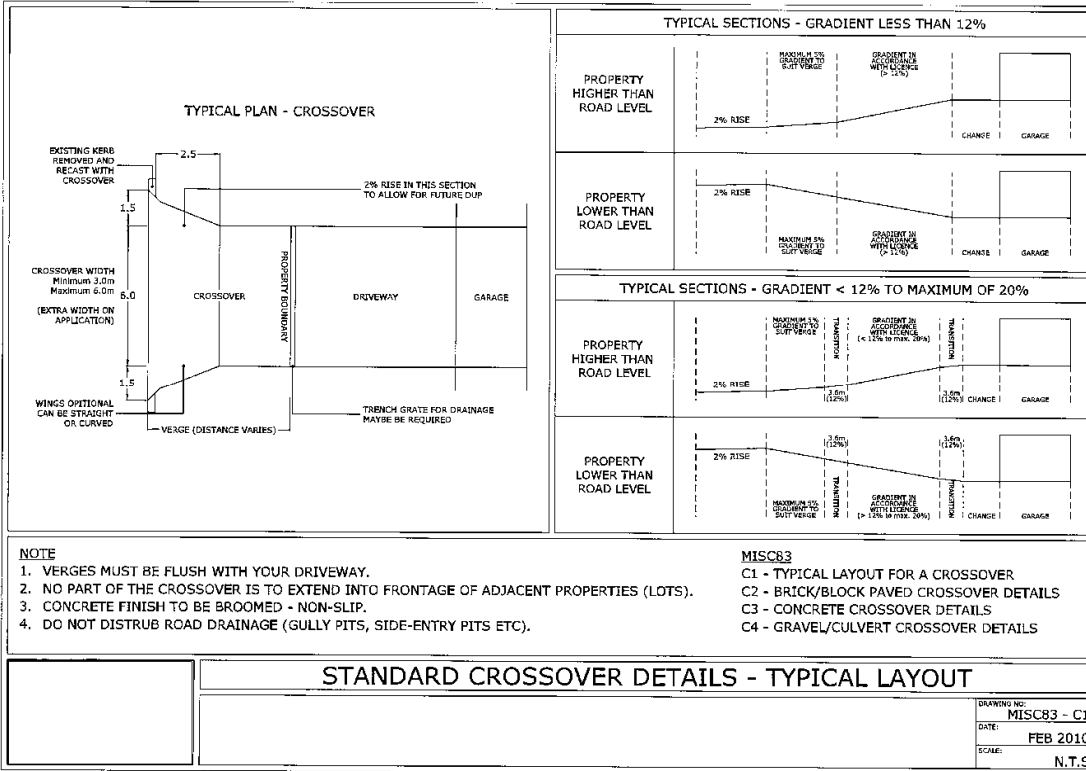
The crossover gradient is to be 2% for a distance of 2.5 metres measured from the verge side of the kerb. From that point to the property boundary a maximum gradient of 5% shall apply.

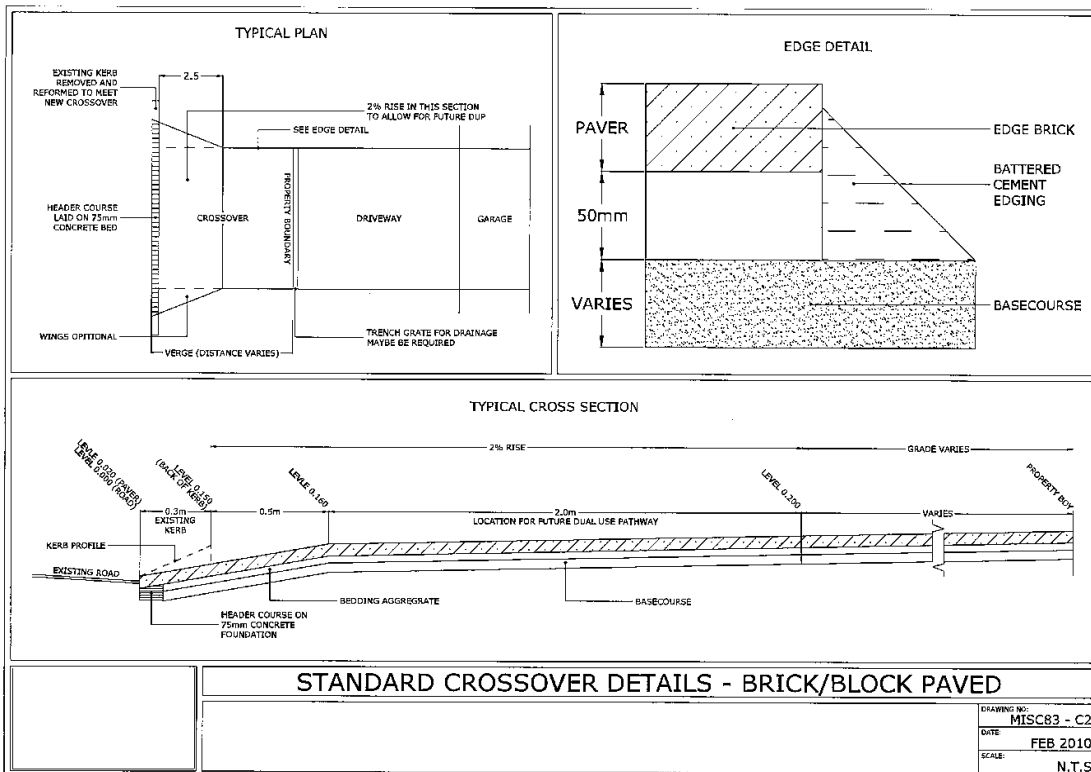
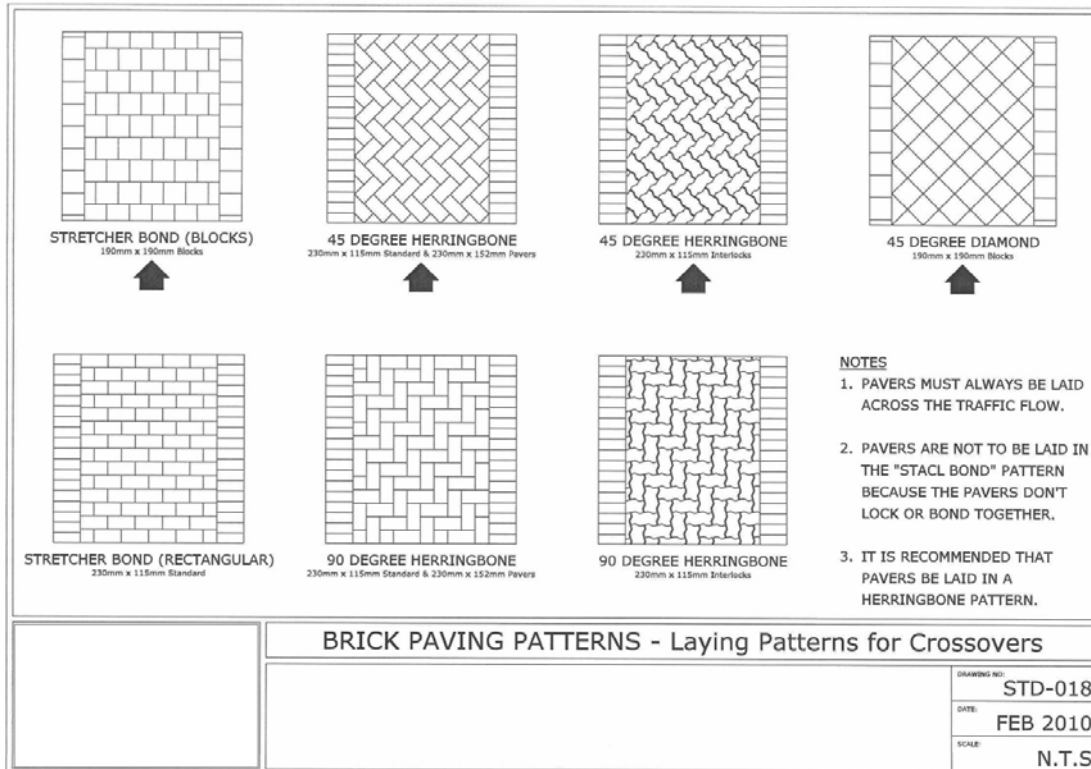
Driveways from the property boundary with a gradient less than 12% do not require transition.

Driveways from the property boundary to the garage with a gradient greater than 12% and up to a maximum gradient of 20% will require a grade transition top and bottom of no more than 12% for a distance of 3.6 metres to prevent vehicles bottoming.

Driveways with a gradient greater than 20%, will not comply with the “Shire of Meekatharra” specifications. Applications with a gradient greater than 20% will require written application to the “Works and Services Manager” for consideration.

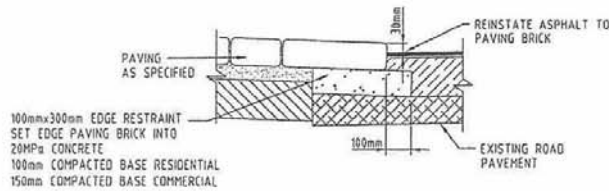






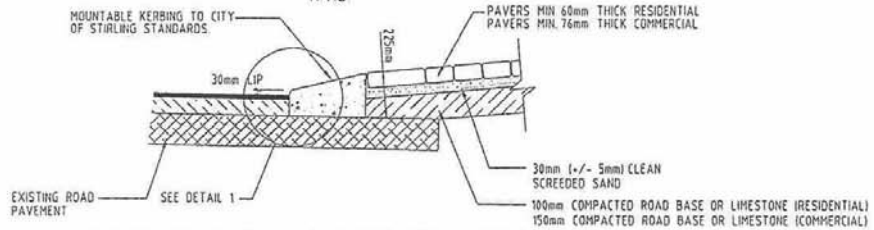
NOTES:

- 1 DIMENSIONS AND LOCATIONS SHALL BE IN ACCORDANCE WITH COUNCIL CROSSOVER SPECIFICATION AND ASSOCIATED DRAWINGS
- 2 SHOULD ANY TREE, POWER POLE, SIGN, GULLY PIT, MANHOLE OR ANY OTHER OBSTRUCTION BE LOCATED ON THE PROPOSED ALIGNMENT OF THE CROSSOVER THE APPLICANT SHALL BE LIABLE FOR THE COSTS ASSOCIATED WITH THE REMOVAL OR ALTERATION OF THE ITEM. ANY REMOVAL OR ALTERATION REQUIRES PRIOR APPROVAL OF THE CITY.
- 3 TRENCH GRATING & SOAKWELL SHALL BE CONSTRUCTED BY THE APPLICANT TO PREVENT RUNOFF INTO THE PROPERTY AND ROAD PAVEMENT.
- 4 VEHICLE CROSSOVERS ABUTTING GUILDFORD RD, WANNEROD RD, KARRINYUP RD, MORLEY DR, WEST COAST HWY, MARMION AVE, & BEACH RD SHALL BE SUBJECT TO BOTH THE CITY AND MAIN ROADS WA APPROVAL
- 5 CROSSOVERS ABUTTING MAJOR ROADS SHALL BE ALSO SUBJECT TO APPROVAL BY THE DEPARTMENT FOR PLANNING AND INFRASTRUCTURE, REFER TO NOTE 4 ABOVE FOR LIST OF MAJOR ROADS
- 6 ALL CROSSOVERS SHALL BE CONSTRUCTED AT RIGHT ANGLES TO THE KERB ALIGNMENT & BOUNDARY UNLESS APPROVED OTHERWISE



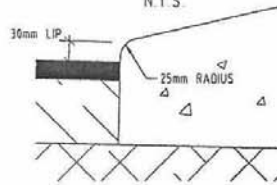
TYPICAL BRICKPAVED CROSSOVER TO ASPHALT EDGE RESTRAINT DETAIL

N.T.S.



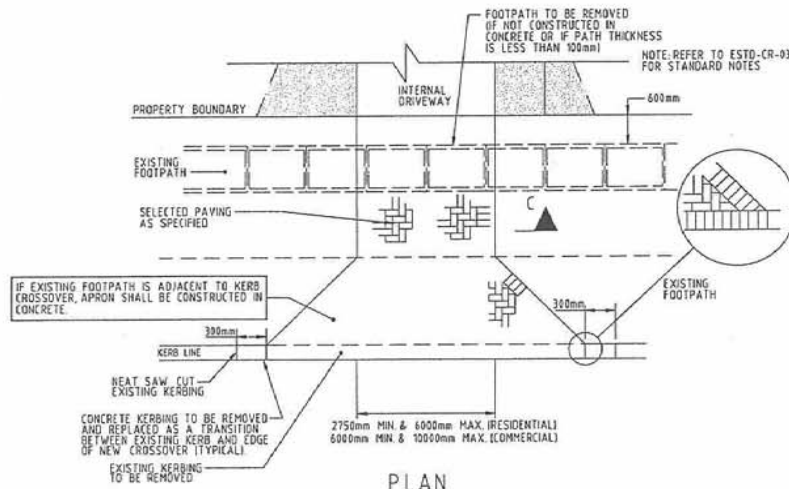
KERBING EDGE RESTRAINT DETAIL FOR BRICK PAVED CROSSOVER

N.T.S.

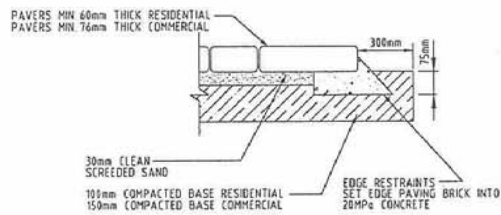


DETAIL 1

N.T.S.



PLAN
 TYPICAL BRICK PAVED CROSSOVER
 SCALE 1:100



TYPICAL SECTION C - EDGE RESTRAINTS
 N.T.S.



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

Moved: Cr HJ Nichols

Seconded: Cr PS Clancy

That the urgent new business be discussed.

CARRIED 5/0

Title/Subject:	MEEKATHARRA WAR MEMORIAL SWIMMING POOL MANAGEMENT
Agenda/Minute Number:	10.1
Applicant:	Nil
File Ref:	ADM 239
Disclosure of Interest:	Nil
Date of Report:	14 July 2011
Author:	Krys East Corporate and Development Services Manager
	 <i>Signature of Author</i>
Senior Officer:	Roy McClymont Chief Executive Officer
	 <i>Signature Senior Officer</i>

Summary/Matter for Consideration:

This report requests Council's endorsement for staff to commence the process for recruiting a Qualified Pool Manager and if unsuccessful to commence tender advertising for the Meekatharra War Memorial Swimming Pool Management tender.

Attachments:

Letter received from PSR Pool Management Services 13th July 2011.

Background:

PSR Pool Management have been managing the Shire of Meekatharra's War Memorial Swimming Pool for the last two years. The contract PSR Pool Management Services entered into with the Shire was for a period of two years with a one year option. PSR Management will not be taking up the additional year option.

Comment:

The 2011/2012 season is due to commence on 26th September 2011.

If Council was to staff the pool in house, then the matter of the off season closure would be encountered, however there are several options to account for this period;

1. Employ the person on a casual basis paying out fully his/her worked hours at their applicable rate and providing no income stream over the off season. This option could mean that Council may have to find a new employee each season due to the previous employee finding other employment in the off season.
2. Essentially the same as above but with Council providing employment in the off season months either in house or through other local employment.
3. Employ the person on a full time Contract basis and paying an annual salary, ie, instead of paying their full entitlement over the pool season, pay a standard fortnightly amount for the full 12 months. This means the prospective employee would be paid less than their entitlements during the pool season but would be paid the same standard rate in the off season months as well. Contract inclusions

would include provisions for paying out annual leave (with or without loading, dependant on the contract) during the off season months and that RDO's are not accrued.

Alternatively tenders can be sought from suitably qualified individuals or organisations to provide management services for a three (3) year period to expire at the end of the 2013/2014 season.

Consultation:

Roy McClymont – Chief Executive Officer

Statutory Environment:

Nil

Policy Implications:

Local Government Act 1995, section 3.57

Local Government (Functions & General) regulations 1996, Part 4

Budget/Financial Implications:

Nil

Strategic Implications:

Nil

Voting Requirements

Simple Majority

Officers Recommendation / Council Resolution:

Moved: Cr HJ Nichols

Seconded: Cr PS Clancy

That Council authorises staff to start the processes for recruiting a suitably qualified Pool Manager (employee) and if unable to procure a suitable applicant, approves the inviting of tenders for the provision of Meekatharra's War Memorial Swimming Pool Management Services for a period of three (3) years with the criteria for deciding the tenders being based on the following:

Price	70%
Capacity	30%
Total	100%

CARRIED 5/0



13 July 2011

Attn: Krys East

Shire of Meekatharra

Main Street

Meekatharra WA

Hi,

In this letter I refer to the signed agreement between the Meekatharra Shire and PSR Pool Management Services. (Meeka Pool Operator Contract (amended draft 2))

I regret to inform you Paul Ryall will not be coming up for the next pool season. Under section 4 'Contract Term and Termination', 4.1 States 'the term of the Contract shall be two (2) years with a one (1) year option over the following periods:

- a) Season one: commencing 8 October 2009 and ending 2 May 2010 (PSR has completed)
- b) Season two: commencing 27 September 2010 and ending 1 May 2011 (PSR has completed)
- c) Season Three: commencing 26 September 2011 and ending 29 April 2012 (PSR has not completed and as above has the option of taking on board or declining).

Please be aware we are advising you early that PSR Pool Management wishes to decline the option of a 3rd year. We understand the accommodation in Meekatharra has furniture in the house and is willing to give some of the furniture to the Shire as a thank you for the offer.





We look forward to your reply and will remove our personal belongings once the reply is received. We suggest contacting the Royal Life Saving Society about advertising online for a pool manager.

Thank you for the business

Regards

Suzanne and Paul Ryall
17 Par Lane
Dunsborough WA 6281
Email: psrpoolmanagement@inet.net.au

Title/Subject:	DONATION – CARNARVON LIONS CLUB
Agenda/Minute Number:	10.2
Applicant:	Kelly Fuhrmann
File Ref:	ADM 063
Disclosure of Interest:	Nil
Date of Report:	15 July 2011
Author:	Kelly Fuhrmann Community Development/Admin Officer
	
	<i>Signature of Author</i>
Senior Officer:	Roy McClymont Chief Executive Officer
	
	<i>Signature Senior Officer</i>

Summary/Matter for Consideration:

Council may wish to consider donating the use of the Meekatharra Sporting Complex Building and Toilets to the Lions Club of Carnarvon on the evening of August 8th 2011 during their fundraising efforts for the Royal Flying Doctors Service.

Attachments:

Nil

Background:

The Lions Club of Carnarvon is running the inaugural Postie Bike Challenge (PBC) from Carnarvon to Meekatharra via Mt Augustus and return. The purpose of the PBC is to raise money for the RFDS and includes school children throughout the region by way of them writing letters to their peers at other schools in the region which the challenge will then deliver between schools. The fundraising event is also a way of including all communities in an event that will highlight the strength and fortitude of the families in the region following the flooding in late December 2010.

The PBC leaves Carnarvon on August 5th 2011 and plans to arrive in Meekatharra on August 8th 2011 with a team of eight challengers on postie bikes and six support crew. The group initially contacted Airport Manger Mal Trenfield regarding the possibility of camping at the airport however with no shower facilities the venue isn't appropriate.

Comment:

The Meekatharra Sporting Complex with its new BBQ facilities, showers and toilets would provide the ideal location for the eight postie bike challengers and three support personnel to camp. The group is self-sufficient with swags etc. and would only need the facility for the evening of Monday the 8th of August 2011. Council has the authority to waive the fee and charge of \$170.50 which takes in to account that one or more of the participants may choose to enjoy an alcoholic refreshment after their long day of travelling.

Consultation:

Roy McClymont
Mal Trenfield

Statutory Environment:

Local Government Act 1995 – Sect 6.12

Policy Implications:

2.9 Donations

Budget/Financial Implications:

Loss of \$170.50 income from rental of the Meekatharra Sports Complex Building and Toilets for one day/night

Voting Requirements:

Simple Majority



Officers Recommendation / Council Resolution:

Moved: Cr NL Trenfield

Seconded: Cr PS Clancy

That Council donates the use of the Sports Complex, Building and Toilets - value of donation \$170.50 – (for overnight use) for the inaugural Postie Bike Challenge on the evening of Monday August 8th 2011

CARRIED 5/0

Title/Subject:	EXPLORATION DRILLING HORSESHOE TOWNSITE	
Agenda/Minute Number:	10.3	
Applicant:	Nil	
File Ref:	Nil	
Disclosure of Interest:	Nil	
Date of Report:	15 July 2011	
Author:	Roy McClymont Chief Executive Officer	 <i>Signature of Author</i>
Senior Officer:	Roy McClymont Chief Executive Officer	 <i>Signature Senior Officer</i>

Summary/Matter for Consideration:

Naracoota Resources Ltd has requested permission to conduct exploration drilling within the boundaries of the Horseshoe Townsite.

Attachments:

Letter from Naracoota Resources Ltd 27 June 2011

Background:

Council has approved similar applications in the past.

Comment:

Staff have not inspected the site, however we are advised that the Horseshoe Town site exists in name only – there is nothing there of any significance (historical or otherwise). Some Councillors may have more detailed knowledge of the current state of the old Horseshoe Town Site.

Consultation:

Nil

Statutory Environment:

Nil

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

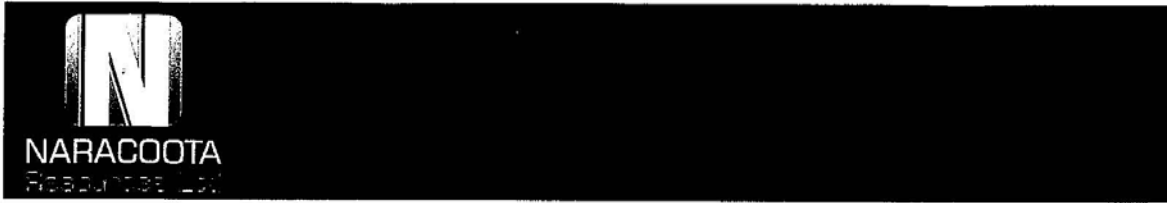
Officers Recommendation / Council Resolution:

Moved: Cr RK Howden

Seconded: Cr PS Clancy

That Council approves the request from Naracoota Resources Ltd to conduct exploration drilling within the boundaries of the Horseshoe Townsite.

CARRIED 5/0



Shire of Meekatharra
Main Street
Meekatharra. WA 6642

*Rec'd 30/6/11
BY HAND*

Attn: Roy McClymont

27/06/2011

Dear Roy,

Further to our phone conversation of last week we are seeking approval from the Department of Mines and Petroleum to carry out a drilling programme at the Horseshoe Range. Part of this drilling programme will be within the boundaries of the Horseshoe Townsite and as such needs approval from the Meekatharra Shire (please find attached email from the DMP)



We are seeking permission from the Shire as soon as possible as this would then complete the approval process.

If you have any queries please contact me on the numbers below.

Yours Sincerely

Steve Woods
0428 528 092
9981 9770

SHIRE OF MEEKATHARRA	
FILE No	_____
DATE REC'D	06 JUN 2011
OFFICER	<i>SBW</i>
Meeting Date	_____

Title/Subject:	SALE OF SECOND HAND STEEL	
Agenda/Minute Number:	10.4	
Applicant:	Nil	
File Ref:	Nil	
Disclosure of Interest:	Nil	
Date of Report:	15 July 2011	
Author:	Roy McClymont Chief Executive Officer	 <i>Signature of Author</i>
Senior Officer:	Roy McClymont Chief Executive Officer	 <i>Signature Senior Officer</i>

Summary/Matter for Consideration:

Yulella Incorporated would like to purchase some old steel casings and drill rods that are stored in the South Eastern corner yard at the Shire Depot.

Attachments:

Letter from Yulella 4 July 2011

Background:

Council has had similar requests in the past (eg. from station owners for old rail line) which have been declined. Council has however donated material to community groups for the purpose of upgrading their facilities which are located on Council owned land.

Comment:

Although this sale would likely be exempt from the provisions of Section 3.58 (Disposing of Property) of the Local Government Act 1995 (due to a market value of less than \$20,000), Council should still be mindful of its moral obligations to remain fair to all residents and ratepayers when considering the sale of any assets or property. That is; if Council wishes to sell any property it should always consider offering the property for sale to the public by tender or quote.

The task of doing a full stock take of all the equipment and material at the depot has been on the "to do" list now for a number of years. The aim is to do a stock take and create a full list of what is held at the depot. Council can then decide what, if anything, should be sold and an auction or tenders would then be organised to sell the items.

Consultation:

Nil

Statutory Environment:

Local Government Act 1995 section 3.58

Local Government (Functions and General) Regulations 1996 Reg 30

Policy Implications:

Nil

Budget/Financial Implications:

Potential unbudgeted income

Strategic Implications:

Nil

Voting Requirements:

Simple Majority


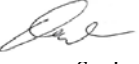
Officers Recommendation / Council Resolution:

Moved: Cr RK Howden

Seconded: Cr NL Trenfield

That Council advise Yulella Incorporated that the old steel casings and drill rods in the south east corner yard of the Shire Depot are not for sale.

CARRIED 5/0

Title/Subject:	NEW POLICY – COUNCILLOR UNIFORMS	
Agenda/Minute Number:	10.5	
Applicant:	Nil	
File Ref:	ADM 254	
Disclosure of Interest:	Nil	
Date of Report:	15 July 2011	
Author:	Roy McClymont Chief Executive Officer	 <i>Signature of Author</i>
Senior Officer:	Roy McClymont Chief Executive Officer	 <i>Signature Senior Officer</i>

Summary/Matter for Consideration:

Council may consider adopting a policy to formalise the provision of uniforms to Councillors and to provide parameters for staff and Councillors to follow when ordering items.

Attachments:

Nil

Background:

Late last year the CEO brought his new uniform shirts to a Council meeting for Councillors to have a look at. Councillors were impressed with the shirts that had the Council Logo embroidered onto them.

Comment:

Councillors often attend meetings, functions and events both in Meekatharra and elsewhere.

Clearly, it is important on these occasions for our Councillors to look professional and promote our shire in a positive way. The provision of shirts for Councillors will enhance the shires image.

It is important when undertaking these improvements that everyone is clear about what will be provided.

Staff therefore propose a new policy that provides guidance to staff and Councillors on the provision of uniform shirts to Councillors.

Consultation:

Nil

Statutory Environment:

Local Government Act 1995

Policy Implications:

New policy proposed

Budget/Financial Implications:

A budget provision in 2011/12 has been made for the provision of 9 shirts for Councillors.

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

Officers Recommendation / Council Resolution:

Moved: Cr NL Trenfield

Seconded: Cr PS Clancy

That Council adopt a new policy as follows, and amended, and that existing Councillors be now issued with shirts in accordance with the policy. Further; that Councillors take time to closely examine the new policy and advise the CEO of any suggested amendments (to be discussed, if required, at the August 2011 meeting).

CARRIED 4/1

Policy:	Councillor Uniforms
Policy Number:	1.19
Section:	Council / Members
Council Meeting Held:	16 July 2011
Date to be Reviewed:	July 2013

Policy Purpose:

To enhance the Council's image by providing Councillors with logo embroidered, button up shirts, to be worn at official meetings, functions and events.

The Council shall supply Councillors with button up shirts in accordance with guidelines set out below.

The provision of shirts will be as follows:

Shire President:

(following election as Shire President immediately after each ordinary election)

3 shirts to a maximum total value of \$300 including GST

Deputy Shire President:

(following election as Deputy Shire President immediately after each ordinary election)

3 shirts to a maximum total value of \$300 including GST

Councillors (other than the President and Deputy President):

(following each ordinary and extraordinary election)

1 shirt to a maximum total value of \$100 including GST

Additional shirts to that stated above can be provided to a Councillor only upon a clear resolution of the council, by simple majority, stating the additional number of shirts to be provided and the total dollar value allowed (including GST). Such a Council resolution is required for the issue of additional shirts in the event that a new President and/or Deputy is/are elected between ordinary elections.

The colour and style of the shirts will be as provided for in Policy 3.11 – Staff Uniforms. All shirts will be full button up and will bear Council's logo.

Shirts are to be issued as above, every two years, following ordinary council elections. Councillors elected at extraordinary elections are to be issued with shirts, as above following extraordinary elections.

Councillors are required to wear the shirts provided at Meekatharra Council Meetings and all other meetings, functions and events where the Councillor is officially representing the Shire of Meekatharra including:

- Officially convened (Council) Civic receptions;
- Visits by Government Ministers and Senior Public Servants;
- Council authorised meetings with government agencies and other councils;
- Conferences, seminars and training courses approved by Council, through a resolution duly passed at a Council meeting;

- Meetings attended as a consequence of an appointment to a committee, organization or board, through a nomination by Council;
- Commemorative Ceremony functions (ANZAC Service, Australia Day etc) as a nominated Council representative. The President will be deemed to be the 'nominated Council representative', unless the President requests another Member to attend in his/her absence; and
- Private Citizenship Ceremonies as a nominated Council representative. The President will be deemed to be the 'nominated Council representative' unless the President requests another member to attend in his/her absence.

Councillors are requested not to wear the uniform shirts:

- At Social engagements (other councils' functions, sporting clubs, community groups and other organizations' functions);
- At Meetings, functions etc where they are not the 'nominated Council representative';
- At Road and other inspections that have not been convened by a resolution of Council or
- Socially or generally in public.

Adopted: 16 July 2011

Effective: 16 July 2011

Reviewed:

10.6 ROAD CONSTRUCTION CREW RECOGNITION

Title/Subject: ROAD CONSTRUCTION CREW RECOGNITION
Agenda/Minute Number: 10.6

Cr NL Trenfield commented on the excellent job carried out on the Peak Hill Road from Ashburton Meekatharra Road Junction to Peak Hill and also on the Ashburton Downs Road from the PMI turnoff to the Yulga Jinna access Road by the Road Construction Crew.

Moved: Cr HJ Nichols

Seconded: Cr PS Clancy

The CEO write to each member of the Construction Crew expressing Council's sincere thanks for an excellent job on the Ashburton Downs Road reform and Peak Hill Road maintenance.

CARRIED 5/0

11 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 CLOSURE OF MEETING

The Shire President, Cr TR Hutchinson, declared the meeting closed at 11:53am.