



SHIRE  
of  
MEEKATHARRA

MINUTES  
of  
COUNCIL MEETING  
held  
AT THE COUNCIL CHAMBERS, MEEKATHARRA  
on  
SATURDAY 16 NOVEMBER 2013  
COMMENCED AT 9.30 AM



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In accordance with Local Government Act, Schedule 2.3 (3), the Chief Executive Officer is to preside at the meeting until the office of Shire President has been filled.

Nominations for the office of President are to be given to the CEO in writing before the meeting or during the meeting before the close of nominations.

**NOTE: ALL APPOINTMENTS TO COMMITTEES MUST BE BY ABSOLUTE MAJORITY – LOCAL GOVERNMENT ACT 1995 SECTION 5.10 (1) (a)**

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

The Chief Executive Officer, Mr Roy McClymont, declared the meeting open at 9.30am

**1.1 ELECTION AND SWEARING IN OF SHIRE PRESIDENT**

The Chief Executive Officer, Mr Roy McClymont, announced that two nominations had been received for the office of Shire President in favour of Cr Norm Trenfield and Cr Peter Clancy. Further nominations were invited, none being received.

An election was conducted by secret ballot. The CEO (Returning Officer) counted the votes while being witnessed and checked by DCEO Krys East. The result was Cr Norm Trenfield - 4 votes, Cr Peter Clancy - 3 votes. The CEO (Returning Officer) declared Cr Norm Trenfield elected as Shire President forthwith and until when the president is next elected at or after the next ordinary elections in 2015.

Cr Trenfield then made a declaration in the prescribed form for the office of Shire President before the Shire CEO. Cr Trenfield then took the chair.

**1.2 ELECTION AND SWEARING IN OF DEPUTY SHIRE PRESIDENT**

The Shire President called for nominations for Deputy Shire President. One nomination was received in favour of Cr Clancy. Further nominations were invited, none being received. The CEO (Returning Officer) declared Cr Clancy elected unopposed as Deputy Shire President forthwith and until the start of the first meeting of the council after the next ordinary elections in 2015.

Cr Clancy then made a declaration in the prescribed form for the office of Deputy Shire President before the Shire CEO.

**1.3 APPOINTMENT TO AUDIT COMMITTEE (STAFF RECOMMENDATION:  
APPOINT WHOLE COUNCIL)**

*CURRENT – FULL COUNCIL*

**Council Resolution:**

Moved: Cr RK Howden

Seconded: Cr AG Burrows

That the whole Council be appointed to the Audit Committee.

**CARRIED 7/0**

**BY AN ABSOLUTE MAJORITY**

**1.4 APPOINTMENT TO HEALTH BUILDING & TOWN PLANNING COMMITTEE**

*CURRENT – CR’S TRENFIELD, HUTCHINSON, BURROWS, CLANCY & BURGEMEISTER*

**Council Resolution:**

**Moved: Cr RK Howden**

**Seconded: CR NE Lyon**

**That Cr’s Trenfield, Burrows, Clancy, Nichols and Binsiar be appointed as members of the Health, Building & Town Planning Committee.**

**CARRIED 7/0**

**BY AN ABSOLUTE MAJORITY**

**1.5 APPOINTMENT TO WORKS GROUP**

*CURRENT – CR’S HUTCHINSON, TRENFIELD, NICHOLS & CLANCY*

**Council Resolution:**

**Moved: Cr PS Clancy**

**Seconded: Cr HJ Nichols**

**That Cr’s Trenfield, Nichols, Clancy and Binsiar be appointed as members of the Works Group.**

**CARRIED 7/0**

**BY AN ABSOLUTE MAJORITY**

**1.6 APPOINTMENT TO RECRUITMENT/SELECTION PANELS FOR CORPORATE SERVICES MANAGER/DCEO, COMMUNITY & DEVELOPMENT SERVICES MANAGER AND WORKS & SERVICES MANAGER**

*CURRENT – CR’S HUTCHINSON, TRENFIELD, NICHOLS, CLANCY & BURROWS*

**Council Resolution:**

**Moved: Cr PS Clancy**

**Seconded: Cr AJ Binsiar**

**That Cr’s Trenfield, Nichols, Clancy and Lyon be appointed as members of the Corporate Services Manager/DCEO and Community & Development Services Manager and Works & Services Manager Recruitment/Selection panel.**

**CARRIED 7/0**

**BY AN ABSOLUTE MAJORITY**

**1.7 APPOINTMENT TO CEO PERFORMANCE REVIEW PANEL**

*CURRENT – CR'S HUTCHINSON, NICHOLS & TRENFIELD*

**Council Resolution:**

**Moved: Cr RK Howden**

**Seconded: Cr AG Burrows**

**That Cr's Nichols, Trenfield and Lyon be appointed as members of the CEO Performance Review Panel.**

**CARRIED 7/0  
BY AN ABSOLUTE MAJORITY**

**1.8 APPOINTMENT TO LOCAL EMERGENCY MANAGEMENT COMMITTEE**

Local Emergency Management Committee

*Current members:*

*Shire CEO,*

*Local Emergency Management Coordinator (OIC Meekatharra Police) (Chairman),*

*Meekatharra Airport Manager,*

*Chief Bush Fire Control Officer.*

*And a representative from each of the following agencies:*

*Department of Fire and Emergency Services*

*St Johns Ambulance Service,*

*Meekatharra Fire and Rescue Service,*

*Meekatharra SES Unit,*

*Department of Child Protection,*

*Meekatharra Hospital,*

*Royal Flying Doctor Service*

*Plutonic Mine*

*Sandfire Resource (Degrussa Mine)*

**Council Resolution:**

**Moved: Cr PS Clancy**

**Seconded: Cr AJ Binsiar**

**That above listed position and agencies be appointed as members of the Local Emergency Management Committee with the addition of a representative from Doray Minerals Ltd (subject to their agreement).**

**CARRIED 7/0  
BY AN ABSOLUTE MAJORITY**

## **1.9 APPOINTMENT OF DELEGATES**

Murchison Zone of the WA Local Government Association

(2 delegates) – plus optional proxy

*Current – President Hutchinson, CEO Roy McClymont and Cr Trenfield (proxy)*

**Appointed: President Trenfield, CEO Roy McClymont and Cr Clancy (proxy).**

Murchison Regional Vermin Council (2 delegates)

*Current – Cr's Nichols and second representative when required*

**Appointed: Cr Nichols and Cr Clancy.**

Regional Road Group – Murchison Sub Group (1 delegate and Staff Member)

*Current – Cr Trenfield and CEO Roy McClymont or his delegate*

**Appointed: Cr Trenfield and CEO Roy McClymont or his delegate.**

Meekatharra Festival Management Committee (optional)

*Current – Cr's Burrows and Clancy and Community Development Officer (Mal Wood)*

**Appointed: Cr's Binsiar and Clancy and Community Development Officer**

Meekatharra/ Mt Magnet Aviation Community Consultation Group

*Current - Cr Trenfield and Cr Clancy (proxy)*

**Appointed: Cr Trenfield and Cr Clancy as proxy.**

Development Assessment Panel for the Shire of Meekatharra

*Appointed 18 June 2011: Cr's Clancy and Nichols and Cr's Burrows (proxy) and Trenfield (proxy)*

**Appointed: Cr's Clancy and Nichols and Cr Trenfield as proxy.**

Meekatharra Liquor Accord Group

*Current - Ceo Roy McClymont*

**Appointed: CEO Roy McClymont**

*Meekatharra Human Services Agency Group – Newly formed.*

**Appointed: CEO Roy McClymont, Cr Clancy and Cr Binsiar**

**Council Resolution (Absolute Majority Required):**

**Moved:** Cr HJ Nichols

**Seconded:** Cr NE Lyon

**That Council approves the above appointments of delegates to committees/organisations.**

**CARRIED 7/0  
BY AN ABSOLUTE MAJORITY**

**1.10 APPOINTMENT OF CHAIRMAN LOCAL RECOVERY COORDINATING COMMITTEE**

*Current – no formal appointment*

*Suggested: Shire President, Deputy or Councillor*

**Recommendation/Council Resolution:**

**Moved:** Cr HJ Nichols

**Seconded:** Cr AJ Binsiar

**That Council appoint the Shire President as Chairman of the Local Recovery Coordinating Committee**

**CARRIED 7/0  
BY AN ABSOLUTE MAJORITY**

**1.11 APPOINTMENT OF LOCAL RECOVERY COORDINATOR**

*Current – no formal appointment*

*Suggested: Shire CEO*

**Recommendation/Council Resolution:**

**Moved:** Cr HJ Nichols

**Seconded:** Cr PS Clancy

**That Council appoint the Shire CEO as the Local Recovery Coordinator**

**CARRIED 7/0  
BY AN ABSOLUTE MAJORITY**

**1.12 APPOINTMENT OF CHIEF BUSH FIRE CONTROL OFFICERS**

Bush Fire Act 1954 Sect 38 (11) & Policy 5.2

Chief Bush Fire Control Officer (CBFCO) and Deputy Bush Fire Control Officer (DCBFCO)

*Current – CEO Roy McClymont (CBFCO) and Cr Norm Trenfield (DCBFCO)*

**Officer Recommendation/Council Resolution:**

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

**That Council appoint the CEO as Chief Bush Fire Control Officer and Cr Trenfield as Deputy Chief Bush Fire Control Officer**

**CARRIED 7/0  
BY AN ABSOLUTE MAJORITY**

***DISCLAIMER READING***

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

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

**The Shire President, Cr NL Trenfield, read the disclaimer aloud.**

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

**Members**

<b>Cr NL Trenfield</b>	<b>Shire President</b>
<b>Cr PS Clancy</b>	<b>Deputy Shire President</b>
<b>Cr AG Burrows</b>	
<b>Cr HJ Nichols</b>	
<b>Cr RK Howden</b>	
<b>Cr NE Lyon</b>	
<b>CR AJ Binsiar</b>	

**Staff**

<b>Roy McClymont</b>	<b>Chief Executive Officer</b>
<b>Krys East</b>	<b>Deputy Chief Executive Officer</b>

**Apologies**

**Nil**

**Approved Leave of Absence**

**Nil**

**Observers**

**Nil**

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

**Nil**

**4 PUBLIC QUESTION TIME**

Nil

**5 APPLICATION FOR LEAVE OF ABSENCE**

Nil

**6 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**6.1 ORDINARY COUNCIL MEETING HELD 19 OCTOBER 2013**

**Council Resolution:**

**Moved: Cr RK Howden**

**Seconded: CR AG Burrows**

**That the minutes from the Ordinary Council Meeting held Saturday 19 October 2013 be confirmed.**

**CARRIED 7/0**

**7 PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS**

Nil

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

Nil

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

### **9.1 OFFICERS MONTHLY REPORTS**

#### **9.1.1 WORKS & SERVICES MANAGER'S REPORT 18 OCTOBER - 8 NOVEMBER 2013**

##### **Road Maintenance – Grading**

- Sandstone Road has been graded to the Shire boundary
- Mingah Springs Road has been graded with additional drains installed

##### **Construction Works**

- Landor Road formation work is now complete to SLK 100700
- New formation works on Landor Road now underway from SLK100700 to SLK103600

##### **Flood Damage Repairs**

- NGE are now finished working on the Mulgul Woodlands Mt Augustus Road
- MTF are working on the Prairie Downs Turee Creek Road
- AG Burrows are now working on the Cogla Downs Road

##### **Water Bores**

- Drill Power have installed water bores on the Tangadee Road and are now installing bores on the Bulla Downs Road and the Prairie Downs Turee Creek Road

##### **Town Maintenance-Monthly Report Finishing 7 November 2013**

- Town Maintenance crew is currently reduced to one person reducing the amount of town maintenance completed.
- Smashed glass strewn across roadways, graffiti to town signs, buildings, lamp posts and footpaths has continued and is taking up a considerable amount of time to remove.
- The sweeping of town streets is being done in accordance with Council's directive. At a four to six week interval sweeping along all kerb lines is and has been undertaken to avoid sand/leaves build-up. Currently Tennant broom is being repaired so Main St was swept by hand.
- The Public Toilets are and have been cleaned on a daily basis each week day and opened over weekends /Public Holiday.
- Shire duplex houses lawns mowed and tidied up
- Verge Clearing throughout town-site
- Heritage Trail maintenance, in excess of 40 boards replaced leaving approximately 40 more to be done.
- Assistance has been provided on construction on Landor Rd, work at airport and sewerage line.
- Two graves prepared.

**Plant Report**

**P109 Nissan UD Prime Mover**

Replaced fan and cowl on small radiator.

**P396 Bomag Padfoot**

Fuel lift pump replaced

**P114 Caterpillar D6N Dozer**

Hydraulic oil overheating problem repaired.

**P86 Caterpillar 613C Scraper**

Seat cushioning system replaced.

**P449 Caterpillar 623F Scraper**

500 hr Serviced

Replaced hydraulic hoses

Replaced cutting edges

Replaced heat sensor

**P453 Haulmore Trailer - Blue**

Carried out repairs on bowl and chassis.

Replaced damaged wheel bearings

**P454 Haulmore Trailer - Blue**

Carried out repairs on bowl and chassis.

Replaced damaged wheel bearings

**P455 Dolly 2 Axle**

Replaced wheel bearings

**P451 Bosich Bogie Dolly**

Repaired A frame

Replaced wheel bearings

Repaired turntable stops

Replaced wheel mud guards

**P418 Caterpillar CS56 Vib Roller**

500hr service

**P358 Caterpillar 12H Grader**

500 hr service

**P434 Bomag BW25RH Roller**

Replaced air conditioner compressor belt.

**Officers Recommendation / Council Resolution:**

**Moved: Cr AG Burrows**

**Seconded: Cr RK Howden**

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

**CARRIED 7/0**

## 9.1.2 AIRPORT MANAGER'S REPORT – OCTOBER 2013

### *Aircraft Movements and Statistics*

Aircraft movements for the month of October showed a 16.6% decrease compared to the same month last year. The large Jet A1 difference is due to the F100's that came in for 6 months last year.

	Oct 2012	Oct 2013	Variance
<b>General Aircraft Landed:</b>	192	160	-16.6%
<b>RFDS Aircraft Landed:</b>	85	84	-1%
Avgas	16,952 ltrs	21,808 ltrs	+28.6%
Jet A-1	164,929 ltrs	87,219 ltrs	- 47%
<b>Total Fuel Sold</b>	<b>181,881 ltrs</b>	<b>109,027 ltrs</b>	<b>- 40%</b>

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

	YTD 2012	YTD 2013	Variance
<b>General Aircraft Landed:</b>	1,555	1,474	-5%
Avgas	175,901 ltrs	133,590 ltrs	-24%
Jet A-1	1,234,420 ltrs	903,668 ltrs	-26.8%
<b>Total Fuel Sold</b>	<b>1,410,321 ltrs</b>	<b>1,037,258 ltrs</b>	<b>-26.5%</b>

### *Aerodrome Works:*

Aerodrome works for the month include:

- General maintenance upkeep of facilities and equipment.
- Chipping & clearing weeds from plane parking area.
- Slashing of runway strips.
- Pruning and weeding of trees that line the entrance road.
- Painting centre line and piano keys etc on sealed runway. 75% complete.
- Chasing up repair of AFRU (Airport Frequency Response Unit).

AFRU is giving incorrect responses for two of the three standard calls.

The issue is a software problem. Unfortunately this particular unit was an Air Services AFRU. Air Services have not been in the supply and maintenance of AFRU's for many years. Having said that they are still being helpful, I have talked to their workshop people and they supplied a chip which they thought would fix the problem. When I went to replace the chip it was found that we have a different AFRU to which they sent the chip for. Due to the Runway lighting going through the AFRU, it cannot be taken out and sent to the Melbourne workshops. I took photos of the AFRU in situ and then opened it up and took

photos of the internals. When they had a look at the photos they stated that they did not recognise the AFRU, they are currently looking for some information on it.

The wiring for this AFRU is different to the AFRU that has been purchased. It most likely will need a rewire of the current system so as to be able to have the Microair AFRU installed.

- Water sub meter to RFDS has been completed.
- Mark Smith plumbing have repaired a fire hydrant on the edge of the Apron.

***Outstanding budgeted items:***

- Finalise the Fire Service. The conduits and electrical cables have been laid. Most of the trench has been filled in but awaiting on the laying of the water pipes before we can proceed any further with this project.

***Aerodrome Security:***

- No breaches this month.

***Items of Interest:***

The VOR/DME facility at the end of the runway is completed and has been commissioned.

The CASA annual inspection has not yet taken place this year. CASA is under the pump and have no fixed date of our inspection.

The Annual Technical Inspection will be conducted mid November.

Paul Smith  
Airport Reporting Officer  
5 November 2013

**Officers Recommendation / Council Resolution:**

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

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

**CARRIED 7/0**

### **9.1.3 YOUTH AND RECREATION SERVICE REPORT – OCTOBER 2013**

Fifteen day and night activities were held at Kids Zone for 6-12 year olds and the Youth Centre for 12-13 year olds during the October School Holiday Program (2 week period). This does not include additional activities conducted by the Youth Sport and Recreation Officer.

Term 4 programming during October consisted of 9 day and night activities held at Kids Zone and the Youth Centre. Again, this does not include any additional activities conducted by the Youth Sport and Recreation Officer.

Belinda Hicks  
Youth Officer

October has been a good month with the implementation of several new activities at the sports complex. The activities are:

- Tennis
- Volleyball
- Carpet bowls
- Touch football

With the opening of the Swimming Pool we have been able to also provide lots of activities which have increased interest and enjoyment for all.

Recreation activities have been held at the Sports Complex from Monday through to Thursday each week. On Friday night, activities are held at the Swimming Pool.

There have been good attendances at these activities and young people have responded with a marked improvement in social behaviour.

Bevin Rose  
Youth, Sport and Recreation Officer

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

**Moved:** Cr PS Clancy  
**Seconded:** Cr NE Lyon

**That the Youth and Youth Sport and Recreation Officer's report for October 2013 be received.**

**CARRIED 7/0**

#### **9.1.4 RANGERS REPORT –OCTOBER 2013**

I attended Meekatharra on Friday 4 and Saturday 5 October 2013.

I immediately patrolled the streets looking for stray dogs and assessing areas to set cages during the evening. After sighting two small dogs, cages were set in Queen and Darlot Streets. Two unregistered dogs were soon captured and conveyed to the pound.

Some time was spent cleaning the pound and obtaining a food supply.

I attended the Shire office to discuss any outstanding complaints and any other general information. The registration files were checked for compliance.

Cages were set in the early evening and checked at regular intervals throughout the night. Two feral cats that had been trapped were destroyed the next morning and the cages removed.

A welfare check was carried out on the two impounded dogs before leaving Meekatharra.

An assistant ranger attended after 72 hours and destroyed the unclaimed dogs.

I also attended Meekatharra on Monday through to Wednesday 23 Oct 2013.

I attended the Shire to discuss any outstanding complaints and any other general information.

Patrols were conducted on the streets and surrounding areas looking for stray dogs and assessing areas to set cages for the night.

During the early evening, cages were set, and patrols were conducted at intervals throughout the night to check the cages. One dog was impounded.

Cages were checked and collected the following morning and further patrols were conducted with another dog being impounded.

As a result of a complaint regarding an unwanted dangerous dog, the animal was placed in the pound for destruction.

An assistant ranger attended the pound and destroyed all four dogs.

**Officers Recommendation / Council Resolution:**

**Moved: Cr RK Howden**

**Seconded: Cr AG Burrows**

**That the Ranger's report for October 2013 be received.**

**CARRIED 7/0**

**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	CEO/ CONS		Complete
		Not proceeding with Canyon Trail until approvals are presented to Council			Complete
		Advise Agencies that provided grants about halt and ask if funds can be transferred to other sections of project.			In progress
15/07/06	9.5.1	Take steps to secure tenure over historic sites connected to Meeka Heritage Trails Project	CEO/ CONS		
		Determine status of all reserves, vesting orders and roads within the shire.			
15/07/06	9.5.1	Laneway Closure, Land Adjacent to Lots 425,426, 427 & 428 Railway Street	CEO/ CONS	Letter written to Minister for Lands	Complete
		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.		Process to be completed by DOLI	In progress
15/07/06	9.5.2	Permanent Closure of Streets within the Nannine Townsite	CEO/ CONS/ CDAO		
		That Council advise Dept Land Asset Management that Council doesn't wish to close Nannine Townsite		Letter sent to Dept	Complete
		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.			In progress

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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
21/11/09	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
20.05.11	9.3.3	Lease K076047 – Meekatharra Lots 589, 590, 591, 598, 599 & 600 – Paddy's Flat	CEO	Email sent 26.05.11 – Renew Lease Check Status, Request freehold Await response from Landgate	Complete Complete Complete In progress
16.07.11	9.6.1	Council Policy – Bituminous Seals	CEO/WSM	Reword Policy and submit to Council	In Progress
17.09.11	10.2	School Oval Facility – Agreement	CEO	New report to October Council meeting required	In progress
15.10.11	9.3.2	Installation of CCTV in Main Street Meekatharra	CEO	Engage Consultant – rang 20/10/11 Emailed again 27/3/12 - Awaiting on consultant to visit	In progress  Complete

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				Advise local police OIC – email 20/10/11	
18.02.12	9.4.3	Location and Financing of Fitness Equipment	CDAO/DCEO	Amount noted in Budget Review	In progress
21.04.12	10.2	Solar Electricity Installations	CEO	Staff to further research	In progress
14.12.12	9.7.2	Paddy's Flat Lease	CEO	Phone call to Brad Gregg 17/12/12 Letter 21/12/12 <u>Deadline 20/1/13</u> Letter to Chris Atkin 21/12/12	In progress
20.4.13	9.7.6	Tender Concreting and Associated Works Hourly Hire Basis	CEO	Write tender documents Call tenders New processes do not require tenders (under \$100,000 threshold)	Complete
18.5.13	9.6.1	Purchases – Bitumen and Aggregates	CEO	Purchase Orders as required	Complete
				Review delegations & policies	In progress
15.6.13	9.7.3	2012/13-9 Tender – Airport AC Power Remedial Works	A/CDSM	Tenders (4) have been advised that the decision of Council has been postponed due to new information in hand in relations to this project.	In progress
19.10.13	9.3.1	Request for Rates and Penalty Interest Write-off	DCEO	Letter to ratepayer 21/10/13	Complete
19.10.13	9.3.2	Policy – Waiver Funeral Costs – Employees	CEO	Policy updated To be distributed	Complete

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19.10.13	9.3.3	Landor Road – Meekatharra Road Realignment	CEO	Letter to Murchison and Upper Gascoyne Shires	
19.10.13	9.3.4	Adoption of Integrated Planning Strategies and Documents	CEO	Corporate Business Plan amended.	Complete
19.10.13	9.4.1	Facilities Use Plan	CDSM	CCS Strategic, Mark Casserly has been organised to visit Meeka on 27&28 Nov 2013 in response to Council's resolution	Complete
19.10.13	9.4.2	Recycling Depot in Meekatharra	CDSM	Letter sent to applicant advising them of Council decision Assisting group to find suitable location	Complete
19.10.13	9.4.3	Donation Request – KAD Inc	CDSM	Letter sent to applicant advising them of Council decision	Complete
19.10.13	9.5.1	Application to Release Land – Portion Lots 752 and 753, Closed Road and a small portion of Reserve 35295	CDSM/EHO	Email & letter sent to DDL advising of Council resolution	Complete
19.10.13	9.7.1	CEO Annual Leave and Appointment of Acting CEO	CEO	Staff advised of structure during CEO's leave	Complete
19.10.13	9.7.2	CEO Contract Amendment	CEO/Shire President	President and CEO to sign off on amendment.	In progress



**Officers Recommendation / Council Resolution:**

**Moved:** Cr PS Clancy  
**Seconded:** CR HJ Nichols

**That the Status report be received.**

**CARRIED 7/0**

## 9.2 FINANCE

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

### **Summary:**

Monthly Financial Report

### **Background:**

*Financial Activity Statement Report – s.6.4*

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

- (4) *A statement of financial activity, and the accompanying documents referred to in sub-regulation (2), are to be –*  
 (a) *presented to the council –*  
     (i) *at the next ordinary meeting of the council following the end of the month to which the statement relates; or*  
     (ii) *if the statement is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of the council after that meeting;*  
*And*  
 (b) *Recorded in the minutes of the meeting at which it is presented.*
- (5) *Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS 5, to be used in statements of financial activity for reporting material variances.*
- (6) *In this regulation –*  
     *} committed assets~ means revenue unspent but set aside under the annual budget for a specific purpose;*  
     *} restricted assets~ have the same meaning as in AAS 27.*  
*[Regulation 34 inserted in Gazette 31 Mar 2005 p. 1049-50.]*  
*[35. Repealed in Gazette 31 Mar 2005 p. 1050.]*

**Comment:**

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

**Consultation:**

Ron Back – Local Government Consultant

**Statutory Environment:**

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

**Policy Implications:**

Nil

**Financial Implications:**

Nil

**Strategic Implications:**

Nil

**Voting Requirements:**

Simple Majority

**Officers Recommendation / Council Resolution:**

Moved: Cr PS Clancy

Seconded: Cr RK Howden

**That the financial report for the period ending 31 October 2013 be received.**

**CARRIED 7/0**



**SHIRE OF MEEKATHARRA**

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

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<b>Shire of Meekatharra</b>		<b>Monthly Financial Report</b>	
<i>for the period ended 31 October 2013.</i>		<b>Income Statement</b>	
	<b>2013/14</b>		
	<b>Amd Budget</b>	<b>2013/14</b>	<b>2013/14</b>
	<b>\$</b>	<b>YTD Budget</b>	<b>31 Oct 2013</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>OPERATING EXPENDITURE</b>			
Governance	622,126	199,633	187,939
General Purpose Funding	192,688	64,582	64,220
Law, Order, & Public Safety	165,028	48,711	39,830
Health	100,523	29,831	28,248
Education and Welfare	704,411	200,116	167,802
Housing	18,500	5,415	-
Community Amenities	527,745	132,439	116,656
Recreation and Culture	1,196,077	314,834	268,094
Transport	4,027,976	1,100,108	1,137,515
Economic Services	512,908	198,120	181,907
Other Property and Services	492,323	25,886	(36,422)
OPERATING EXPENDITURE	8,560,305	2,319,675	2,155,791
<b>OPERATING REVENUE</b>			
Governance	38,900	13,133	12,550
General Purpose Funding	6,181,836	4,384,556	4,387,925
Law, Order, & Public Safety	11,671	5,021	2,406
Health	1,900	466	980
Education and Welfare	110,573	48,034	44,407
Housing	18,500	6,167	8,479
Community Amenities	203,651	108,401	101,108
Recreation and Culture	206,350	15,847	18,653
Transport	728,414	384,907	404,268
Economic Services	245,450	122,649	119,130
Other Property and Services	58,000	6,000	911
OPERATING REVENUE	7,805,245	5,095,181	5,100,819
<b>GRANTS/CONTRIBUTIONS FOR THE DEVELOPMENT OF ASSETS</b>			
Education and Welfare	40,500	-	-
Recreation and Culture	108,125	-	-
Transport	9,033,583	2,061,000	2,065,479
Total	9,182,208	2,061,000	2,065,479
<b>PROFIT/(LOSS) on DISPOSAL</b>			
Governance	21,444	-	-
Transport	19,062	-	-
PROFIT/(LOSS) on DISPOSAL	40,506	-	-
<b>NET RESULT</b>	<b>8,467,654</b>	<b>4,836,506</b>	<b>5,010,506</b>

<b>Shire of Meekatharra</b>		<b>Monthly Financial Report</b>			
<i>for the period ended 31 October 2013.</i>		<b>Statement of Financial Activity</b>			
		2013/14	2013/14	2013/14	
	Note	Amd Budget	YTD Budget	31 Oct 2013	
<b>Expenditures</b>		\$	\$	\$	
Governance		(622,126)	(199,633)	(187,939)	6%
General Purpose Funding		(192,688)	(64,582)	(64,220)	1%
Law, Order, Public Safety		(165,028)	(48,711)	(39,830)	18%
Health		(100,523)	(29,831)	(28,248)	5%
Education and Welfare		(704,411)	(200,116)	(167,802)	16%
Housing		(18,500)	(5,415)	-	100%
Community Amenities		(527,745)	(132,439)	(116,656)	12%
Recreation and Culture		(1,196,077)	(314,834)	(268,094)	15%
Transport		(4,027,976)	(1,100,108)	(1,137,515)	(3%)
Economic Services		(512,908)	(198,120)	(181,907)	8%
Other Property and Services		(492,323)	(25,886)	36,422	241%
Less Depreciation on Assets		3,298,500	1,099,499	1,148,153	(4%)
Expenditures	3	(5,261,805)	(1,220,176)	(1,007,638)	17%
<b>Revenues</b>					
Governance		38,900	13,133	12,550	(4%)
General Purpose Funding		2,303,528	506,248	504,975	(0%)
Law, Order, Public Safety		11,671	5,021	2,406	(52%)
Health		1,900	466	980	
Education and Welfare		110,573	48,034	44,407	(8%)
Housing		18,500	6,167	8,479	37%
Community Amenities		203,651	108,401	101,108	(7%)
Recreation & Culture		206,350	15,847	18,653	18%
Transport		728,414	384,907	404,268	5%
Economic Services		245,450	122,649	119,130	(3%)
Other Property and Services		58,000	6,000	911	
Revenues	1	3,926,937	1,216,873	1,217,869	0%
<b>Adjustments for Non-Cash items</b>					
Non current liabilities/assets		31,823	31,823	(39,316)	
<b>Net operating requirements</b>		<b>(1,303,045)</b>	<b>28,520</b>	<b>170,914</b>	
<b>CAPITAL Income and outlays()</b>					
Contributions/Grants	2	9,182,208	2,061,000	2,065,479	0%
Land & Buildings	4	(2,042,420)	(76,400)	(61,506)	19%
Plant & Equipment	4	(1,143,678)	(114,971)	(102,711)	11%
Furniture and Equipment	4	(136,256)	(22,000)	(21,964)	0%
Infrastructure	4	(10,069,736)	(2,454,402)	(2,510,594)	(2%)
Proceeds from Disposal of Assets		61,000	-	-	
Transfers to Reserves	5	(1,215,088)	-	-	0%
Transfers from Reserve	5	176,641	-	-	0%
<b>Net capital requirement</b>		<b>(5,187,329)</b>	<b>(606,773)</b>	<b>(631,297)</b>	
<b>ADD Net Current Assets 1st July B/Fwd</b>		2,035,763	2,035,763	1,291,151	(37%)
<b>LESS Net Current Assets Year to Date</b>		576,303	(5,335,818)	(4,713,719)	
<b>Amount Raised from Rates</b>		<b>3,878,308</b>	<b>3,878,308</b>	<b>3,882,950</b>	0%

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

**Shire of Meekatharra**

**Monthly Financial Report  
Statement of Financial Activity**

for the period ended 31 October 2013.

2013/14

**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 variations( reallocations) are detailed on page 24

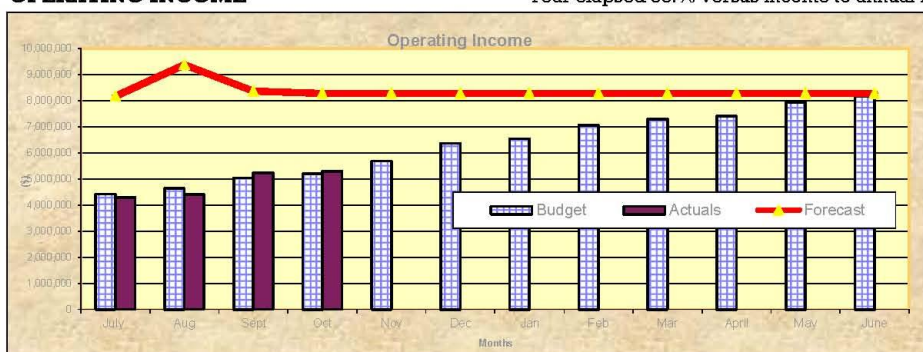
Budget generally tracking below budget estimates. Variations arising tend to be from the timing of budget estimates. Notes on variations are included at page 25

*All bank reconciliation have been completed.*

**REVENUES & CAPITAL INCOME**

**OPERATING INCOME**

Year elapsed 33.% versus income to annual budget 64.9%



**Comments**

Amd Budget

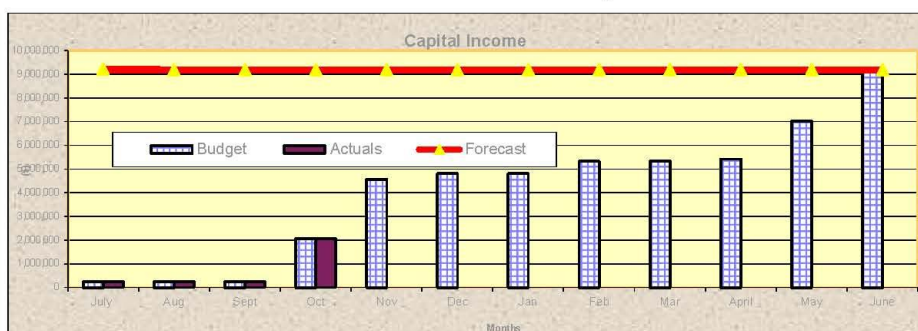
YTD Budget

31 Oct 2013

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

**CAPITAL INCOME/CONTRIBUTIONS**

Year elapsed 33.0% versus income to annual budget 22.5%



**Comments**

YTD \$2,065,479

Total Budget

\$9,182,208

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

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

**Shire of Meekatharra**

for the period ended 31 October 2013.

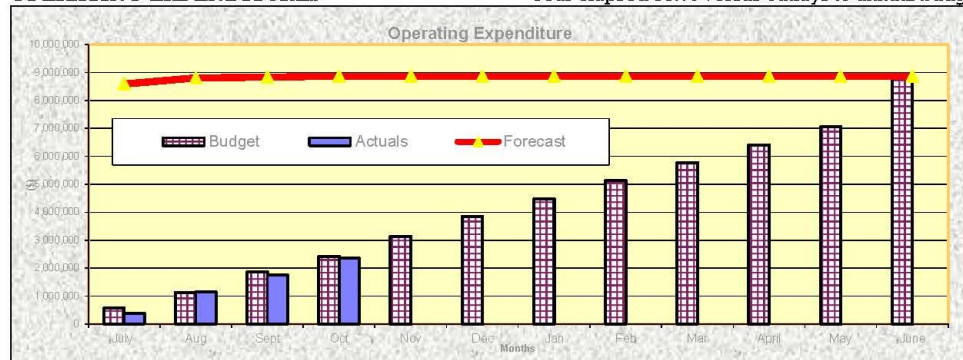
2013/14

**Monthly Financial Report  
Statement of Financial Activity**

**OPERATING EXPENSES & CAPITAL OUTLAYS**

**OPERATING EXPENDITURES**

Year elapsed 33.% versus outlays to annual budget 26.4%



**Comments**

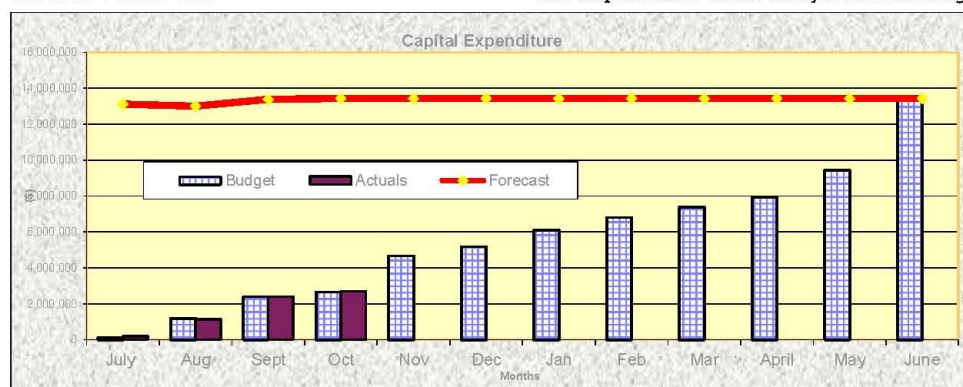
YTD \$2,155,791

Total Budget \$8,930,305

- 3 Total operating expenses are 2.6% below budget estimates.. Excluding the effect of depreciation the expenses are 8.5% below budget estimates as at 31 Oct 2013

**CAPITAL OUTLAYS**

Year elapsed 33.% versus outlays to annual budget 20.1%



**Comments**

YTD \$2,696,776

Total Budget \$13,392,090

- 4 Total capital expenses are 1.1% above budget estimates as at 31 Oct 2013. There are no material variations.

<b>Shire of Meekatharra</b> <i>for the period ended 31 October 2013.</i>	<b>Notes to the Financial Statements</b>		
	<b>Amd Budget</b>	<b>YTD Budget</b>	<b>31 Oct 2013</b>

# 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	2013/14 Amd Budget	2013/14 YTD Budget	2013/14 31 Oct 2013
Cash - Unrestricted	(531,726)	4,232,770	317,524
Cash - Restricted	11,560,370	10,521,923	11,832,812
	<u>11,028,644</u>	<u>14,754,693</u>	<u>12,150,336</u>
<i>Cash assets are represented by -</i>			
Cash on hand	600	78,600	76,585
Municipal Bank Account	(532,326)	3,246,188	543,931
Bank Term Deposits	-	907,982	694,506
Reserve Accounts Bank	11,560,370	10,521,923	10,835,314
	<u>11,028,644</u>	<u>14,754,693</u>	<u>12,150,336</u>
 Cash backed reserves	11,560,370	10,521,923	10,835,314
Grants/Contributions	-	-	997,498
	<u>11,560,370</u>	<u>10,521,923</u>	<u>11,832,812</u>

# 3 STATEMENT OF NET CURRENT ASSETS

	2013/14 Amd Budget	2013/14 YTD Budget	2013/14 31 Oct 2013
<b>CURRENT ASSETS</b>			
Cash & Cash Equivalents	11,028,644	14,754,693	12,150,336
Trade and other receivables	340,000	1,521,346	3,555,429
Inventories	165,423	165,423	(6,871)
	<u>11,534,067</u>	<u>16,441,462</u>	<u>15,698,894</u>
<b>LESS: CURRENT LIABILITIES</b>			
Trade and other payables	550,000	556,667	192,464
Provisions	230,736	198,913	159,597
	<u>780,736</u>	<u>755,580</u>	<u>352,061</u>
<b>NET CURRENT ASSETS</b>	10,753,331	15,685,882	15,346,834
Less: Cash - Restricted	(11,560,370)	(10,521,923)	(10,835,314)
Current Employee Liabilities	230,736	198,913	159,597
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<u>(576,303)</u>	<u>5,362,872</u>	<u>4,671,116</u>

# 4 NON CURRENT ASSETS

## a) Asset acquisitions by class

### Land and Buildings

	2013/14 Amd Budget	2013/14 YTD Budget	2013/14 31 Oct 2013
Administration Building Improvements	4,000	-	-
Re-Roof Office/Administration Building	215,000	-	-
Pound Upgrade	6,000	-	-
Lot 852 Kids Zone Building	41,000	-	-
Youth Centre Office	59,500	14,875	6,698
Meekatharra CRC Building Extension	76,370	-	-
Staff Housing Upgrades	435,050	30,000	28,653
Cemetery Improvements	90,000	9,900	6,155
Construct Oval Toilets	100,000	-	-
Upgrade Pool Grounds	86,500	21,625	20,000

<b>Shire of Meekatharra</b> <i>for the period ended 31 October 2013.</i>	<b>Notes to the Financial Statements</b>		
	<b>Amd Budget</b>	<b>YTD Budget</b>	<b>31 Oct 2013</b>
Rec Centre Floor Coverings	45,000	-	-
New Gym	250,000	-	-
Indoor Cricket Centre	35,000	-	-
Airport Additional Accomodation	150,000	-	-
Stage 1 - Lloyd's Renovations	380,000	-	-
Depot Improvements	95,000	-	-
Terminal - Refurbish Toilets	4,000	-	-
Lot 17 Main Street - Shop Front	11,000	-	-
<b><u>Plant and Equipment</u></b>			
Vehicle Purchase (CEO)	62,000	-	-
Project Officers Vehicle	35,000	-	-
Lot 852 Kids Zone Equipment	83,307	-	-
Vehicle - CDO	26,000	-	-
Hall Equipment	11,000	-	-
Mulcher	21,000	-	-
Cornish Lift	35,000	-	-
Pool Equipment	5,000	-	-
Sports Complex Equipment	16,000	-	-
Play ground Equipment	28,000	-	-
New Pump/fittings - oval	30,000	-	-
Gym equipment upgrade	22,000	22,000	21,964
Tank, Fence & Fittings	95,000	-	-
Miscellaneous Plant (Small Equipment)	10,000	10,000	2,342
Caravans & Equipment	64,000	-	-
Sweeper modifications	10,000	-	-
Grader	150,000	-	-
Engines & Pumps	100,000	11,000	6,398
Airport Fire Fighting System	40,000	-	-
Trailer	30,000	-	-
Communication Equipment	46,400	-	-
Skid steer loader	93,971	93,971	93,971
Plant Purchases - Airport	22,000	-	-
Misc Plant - Purchased Under Council Approval	350,000	-	-
<b><u>Furniture and Equipment</u></b>			
Furniture & Equipment	10,000	-	-
Key System	15,000	-	-
Furniture & Equipment	3,000	-	-
BBQ for Town hall courtyard area	5,000	-	-
Race Course Buildings	18,556	-	-
Airport Furniture and Equipment	2,700	-	-
<b><u>Infrastructure Assets</u></b>			
Road/Infrastructure Contruction	8,719,333	2,283,402	2,344,173
<b><u>Infrastructure Assets - Other</u></b>			
Sewerage Lagoon	80,000	-	40
Viewing platform at headframe	30,000	-	-
BBQ & Light	5,000	-	-
Luke Pit Water Scheme	100,000	11,000	5,305
Pit Water Scheme	50,000	-	-
Parks & Gardens - Capital	13,200	-	-
Improve Drainage between Commercial Hotel a	4,000	-	-
Airport Improvements	472,500	160,000	161,076
Meeka North Heritage Drive Trails	90,302	-	-
Meeka South Drive - Heritage	120,016	-	-
Meeka Heritage Drive Trails	54,385	-	-
Security Cameras	110,000	-	-
Mt Gould Police Station - security	20,000	-	-
	<b>13,392,090</b>	<b>2,667,773</b>	<b>2,696,776</b>

<b>Shire of Meekatharra</b>		<b>Notes to the Financial Statements</b>		
<i>for the period ended 31 October 2013.</i>		<b>Amd Budget</b>	<b>YTD Budget</b>	<b>31 Oct 2013</b>
<b>5 CASH BACKED RESERVES</b>		<b>2013/14</b>	<b>2013/14</b>	<b>2013/14</b>
<b>a) Infrastructure &amp; Economic Development Res</b>	<b>Amd Budget</b>	<b>YTD Budget</b>		<b>31 Oct 2013</b>
Opening Balance	822,182	822,182		824,902
Amount Set Aside / Transfer to Reserve	32,887	-		-
Amount Used / Transfer from Reserve	-	-		-
	<u>855,069</u>	<u>822,182</u>		<u>824,902</u>
<b>b) Leave Reserve</b>				
Opening Balance	50,427	50,427		150,594
Amount Set Aside / Transfer to Reserve	2,017	-		-
Amount Used / Transfer from Reserve	-	-		-
	<u>52,444</u>	<u>50,427</u>		<u>150,594</u>
<b>c) Shire Water Reserve</b>				
Opening Balance	261,119	261,119		261,653
Amount Set Aside / Transfer to Reserve	10,445	-		-
Amount Used / Transfer from Reserve	-	-		-
	<u>271,564</u>	<u>261,119</u>		<u>261,653</u>
<b>d) Plant Reserve</b>				
Opening Balance	2,071,119	2,071,119		2,076,979
Amount Set Aside / Transfer to Reserve	282,845	-		-
Amount Used / Transfer from Reserve	-	-		-
	<u>2,353,964</u>	<u>2,071,119</u>		<u>2,076,979</u>
<b>e) Building Reserve</b>				
Opening Balance	1,226,606	1,226,606		1,412,835
Amount Set Aside / Transfer to Reserve	232,771	-		-
Amount Used / Transfer from Reserve	-	-		-
	<u>1,459,377</u>	<u>1,226,606</u>		<u>1,412,835</u>
<b>f) Transport Reserve</b>				
Opening Balance	567,426	567,426		569,304
Amount Set Aside / Transfer to Reserve	22,697	-		-
Amount Used / Transfer from Reserve	-	-		-
	<u>590,123</u>	<u>567,426</u>		<u>569,304</u>
<b>g) Airport Runway Reserve</b>				
Opening Balance	2,378,551	2,378,551		2,386,420
Amount Set Aside / Transfer to Reserve	95,142	-		-
Amount Used / Transfer from Reserve	-	-		-
	<u>2,473,693</u>	<u>2,378,551</u>		<u>2,386,420</u>
<b>h) Airport Operating Reserve</b>				
Opening Balance	839,165	839,165		841,942
Amount Set Aside / Transfer to Reserve	33,567	-		-
Amount Used / Transfer from Reserve	-	-		-
	<u>872,732</u>	<u>839,165</u>		<u>841,942</u>
<b>i) Reseal &amp; Rejuvenation of Sealed Roads Reserve</b>				
Opening Balance	1,028,125	1,028,125		1,030,700
Amount Set Aside / Transfer to Reserve	458,695	-		-
Amount Used / Transfer from Reserve	-	-		-
	<u>1,486,820</u>	<u>1,028,125</u>		<u>1,030,700</u>
<b>j) Interpretive Centre Reserve</b>				
Opening Balance	1,100,562	1,100,562		1,102,761
Amount Set Aside / Transfer to Reserve	44,022	-		-
Amount Used / Transfer from Reserve	-	-		-
	<u>1,144,584</u>	<u>1,100,562</u>		<u>1,102,761</u>
<b>k) Digital TV Reserve</b>				
Opening Balance	176,641	176,641		177,225
Amount Used / Transfer from Reserve	(176,641)	-		-
	<u>-</u>	<u>176,641</u>		<u>177,225</u>
<b>Total Cash Backed Reserves</b>	<u>11,560,370</u>	<u>10,521,923</u>		<u>10,835,314</u>
All of the above reserve accounts are to be supported by money held in financial institutions.				
<b>SUMMARY</b>				
Opening Balance	10,521,923	10,521,923		10,835,314
Amount Set Aside / Transfer to Reserve	1,215,088	-		-
Amount Used / Transfer from Reserve	(176,641)	-		-
	<u>11,560,370</u>	<u>10,521,923</u>		<u>10,835,314</u>

## **SHIRE OF MEEKATHARRA**

### **Management Budgets**

**for the period ended 31 October 2013.**



Shire of Meekatharra		Management Budget	
for the period ended 31 October 2013.			
SUMMARY			
	Amd Budget	YTD Budget	31 Oct 2013
<b>OPERATING EXPENDITURE</b>			
Governance	622,126	199,633	187,939
General Purpose Funding	192,688	64,582	64,220
Law, Order, & Public Safety	165,028	48,711	39,830
Health	100,523	29,831	28,248
Education and Welfare	704,411	200,116	167,802
Housing	18,500	5,415	-
Community Amenities	527,745	132,439	116,656
Recreation and Culture	1,196,077	314,834	268,094
Transport	4,027,976	1,100,108	1,137,515
Economic Services	512,908	198,120	181,907
Other Property and Services	492,323	25,886	(36,422)
	<u>8,560,305</u>	<u>2,319,675</u>	<u>2,155,791</u>
<b>OPERATING INCOME</b>			
Governance	38,900	13,133	12,550
General Purpose Funding	6,181,836	4,384,556	4,387,925
Law, Order, & Public Safety	11,671	5,021	2,406
Health	1,900	466	980
Education and Welfare	110,573	48,034	44,407
Housing	18,500	6,167	8,479
Community Amenities	203,651	108,401	101,108
Recreation and Culture	206,350	15,847	18,653
Transport	728,414	384,907	404,268
Economic Services	245,450	122,649	119,130
Other Property and Services	58,000	6,000	911
	<u>7,805,245</u>	<u>5,095,181</u>	<u>5,100,819</u>
<b>PROFIT ON SALE</b>			
Governance	21,444	-	-
Transport	19,062	-	-
	<u>40,506</u>	<u>-</u>	<u>-</u>
Net operating excl capital contributions	(714,554)	2,775,506	2,945,028
Capital Grants/Contributions	9,182,208	2,061,000	2,065,479
Net operating result	<u>8,467,654</u>	<u>4,836,506</u>	<u>5,010,506</u>
<b>CAPITAL GRANTS/CONTRIBUTIONS</b>			
Education and Welfare	40,500	-	-
Recreation and Culture	108,125	-	-
Transport	9,033,583	2,061,000	2,065,479
	<u>9,182,208</u>	<u>2,061,000</u>	<u>2,065,479</u>
<b>PROCEED FROM SALES</b>			
Governance	35,000	-	-
Transport	26,000	-	-
	<u>61,000</u>	<u>-</u>	<u>-</u>
<b>CAPITAL WORKS</b>			
Governance	341,000	-	-
Law, Order, & Public Safety	116,000	-	-
Education and Welfare	289,177	14,875	6,698
Housing	435,050	30,000	28,653
Community Amenities	170,000	9,900	6,195
Recreation and Culture	1,401,256	54,625	47,270
Transport	10,363,904	2,558,373	2,607,960
Economic Services	275,703	-	-
	<u>13,392,090</u>	<u>2,667,773</u>	<u>2,696,776</u>
Net funding for capital	(4,148,882)	(606,773)	(631,297)

Shire of Meekatharra		Management Budget		
for the period ended 31 October 2013.				
GENERAL PURPOSE FUNDING				
RATE REVENUE		2013/14	2013/14	2013/14
		Amd Budget	YTD Budget	31 Oct 2013
Operating Expenditure				
101920	Valuation & Title Search	10,000	2,000	2,102
102330	Rates Written Off	10,000	2,000	1,564
103420	Legal Expenses - Rates	7,500	7,500	12,076
101120	Administration Allocated	71,290	25,246	23,046
Total Operating Expenditure		98,790	36,746	38,789
Operating Income				
100310	Rates Levied	3,878,308	3,878,308	3,872,899
101310	Back rates	-	-	10,051
102210	Rate Instalment Fee	22,000	22,000	12,015
101410	Rate Instalment Interest	28,000	18,480	16,719
101510	Rates Non-Payment Penalty	30,000	19,800	26,132
102810	Legal Fees Recovered	3,000	3,000	12,678
Total Operating Income		3,961,308	3,941,588	3,950,494
GENERAL PURPOSE GRANTS		Amd Budget	YTD Budget	31 Oct 2013
Operating Income				
101810	General Purpose Grant	1,220,566	305,142	305,142
102110	Local Road Component Grant	494,435	123,609	123,609
Total Operating Income		1,715,001	428,751	428,750
OTHER GENERAL PURPOSE FUNDING		Amd Budget	YTD Budget	31 Oct 2013
Operating Expenditure				
105520	Bank Charges	5,000	1,667	1,576
105550	Sundry Debtor Write Offs	5,000	-	-
102310	Doubtful Debts Expense	10,000	-	-
105530	Administration allocated	73,898	26,169	23,855
Total Operating Expenditure		93,898	27,836	25,431
Operating Income				
103110	Esl Administration Fee	4,000	4,000	4,000
102830	Other Minor Income	650	217	314
192230	Interest on Municipal Investments	80,000	10,000	4,367
192240	Interest on Reserve Investments	420,877	-	-
Total Operating Income		505,527	14,217	8,681
General Purpose Income - Net funding		5,989,148	4,319,974	4,323,705

Shire of Meekatharra		Management Budget		
for the period ended 31 October 2013.				
GOVERNANCE				
MEMBERS OF COUNCIL		Amd Budget	YTD Budget	31 Oct 2013
Operating Expenditure		\$	\$	\$
102320	President's Allowance	8,000	2,000	3,739
112020	Deputy President Allowance	2,000	500	1,000
103020	Members - Meeting Fees	17,640	5,880	2,650
103120	Members Travelling	4,000	1,333	120
102020	Fax & Email Costs	650	217	95
102120	Conference, Training, Uniforms	17,500	8,750	1,250
102420	Refreshments/Receptions	10,500	2,625	3,143
102720	Members Insurance	6,539	6,539	4,420
102820	Members Subscriptions	24,594	24,594	23,556
102920	Members - telephone	500	167	-
102220	Election Expenses	1,500	1,500	2,657
102520	Donations	23,000	16,000	8,010
112220	Donation - RFDS	66,000	16,500	14,690
102550	Native Title Claims	4,000	-	-
102620	Council Chambers Mtce	6,000	2,000	-
106220	Audit	11,000	5,500	6,777
103220	Depreciation	170	57	152
105620	Admin Alloc-Governance	358,189	126,845	115,681
Total Operating Expenditure		561,782	221,007	187,939
Operating Income				
102230	Election Candidate Nominations	-	-	80
Capital Expenditure				
102540	Furniture & Equipment	10,000	-	-
ADMINISTRATION		Amd Budget	YTD Budget	31 Oct 2013
Operating Expenditure				
103520	Salaries - Admin	693,725	189,179	168,069
103920	Super - Admin	79,613	26,538	21,836
104020	Fringe Benefit Tax	30,000	9,000	6,592
106940	Staff Uniform Expenses	4,000	1,333	-
104120	Office Operations	5,000	1,667	296
104220	Office Maintenance	32,500	9,750	5,848
104520	Stationery	7,200	2,400	649
105020	Telephone	30,000	7,500	5,873
105320	Postage	5,000	1,667	1,763
104320	Advertising	8,000	-	704
105420	Equipment Maintenance & Consumables	22,000	-	4,671
107120	Computer Software	25,033	12,517	16,722
105220	Computer Hardware	20,000	5,000	1,049
106920	Consulting Services	Cfwd 197,000	117,000	119,641
105720	Other	10,000	2,500	450
106020	CEO Vehicle	15,500	5,167	3,567
106030	DCEO Vehicle	8,500	2,833	4,941
106040	Manager Vehicle Expense	8,500	2,833	-
106050	Project Officer Vehicle Expense	8,500	2,833	-
106620	Accommodation/Travel	25,000	6,250	678
104620	Training & Conferences	15,050	3,763	-
106420	Staff Recruitment & Relocation	10,000	3,300	-
107020	Legal Fees	30,000	-	6,078
107220	Depreciation	30,870	10,290	9,330
103820	Insurance	26,677	13,339	16,543
104920	Housing Allocations	103,700	34,567	53,950
110820	Admin Allocated to Functions	(1,391,024)	(492,600)	(449,249)
Total Operating Expenditure		60,344	(21,374)	-

Shire of Meekatharra		Management Budget		
for the period ended 31 October 2013.				
<b>Operating Income</b>				
111230	Reimbursements	12,500	-	578
111250	Fees and Charges	400	133	79
111530	Insurance - Refunds	26,000	13,000	11,813
111240	Profit Sale Of Asset	21,444	-	-
Total Operating Income		60,344	13,133	12,470
<b>Capital Expenditure</b>				
112240	Vehicle Purchase (CEO)	62,000	-	-
113230	Key System	15,000	-	-
113320	Project Officers Vehicle	Cfwd 35,000	-	-
113340	Re-Roof Office/Administration	Cfwd 215,000	-	-
113280	Administration Building	4,000	-	-
Total Capital Expenditure		331,000	-	-
<b>Capital Income</b>				
111260	Proceeds from vehicle trade-	35,000	-	-
Governance - Net funding		(867,782)	(186,500)	(175,389)
<b>LAW, ORDER &amp; PUBLIC SAFETY</b>				
<b>FIRE PREVENTION</b>		<b>Amd Budget</b>	<b>YTD Budget</b>	<b>31 Oct 2013</b>
<b>Operating Expenditure</b>		<b>\$</b>	<b>\$</b>	<b>\$</b>
115720	Bush Fire Control	15,000	-	-
115820	Vehicle Operational Costs	14,500	4,833	2,339
115620	Fire Insurance	3,678	3,678	3,744
115520	Depreciation	570	190	460
115420	Protective Burning	500	-	-
Total Operating Expenditure		34,248	8,701	6,542
<b>Operating Income</b>				
115630	FESA - BFB Grant	4,860	1,215	2,430
<b>ANIMAL CONTROL</b>		<b>Amd Budget</b>	<b>YTD Budget</b>	<b>31 Oct 2013</b>
<b>Operating Expenditure</b>				
119220	Pound Maintenance	8,500	-	146
119020	Animal Control Expenses	55,228	18,409	15,487
119230	Dog Control Expenses Other	10,000	3,333	3,696
Total Operating Expenditure		73,728	21,742	19,299
<b>Operating Income</b>				
119730	Fines & Penalties	600	200	400
119930	Dog Registration	1,000	1,000	930
Total Operating Income		1,600	1,200	1,330
<b>Capital Expenditure</b>				
119970	Pound Upgrade	6,000	-	-
<b>OTHER LAW, ORDER &amp; PUBLIC SAFETY</b>		<b>Amd Budget</b>	<b>YTD Budget</b>	<b>31 Oct 2013</b>
<b>Operating Expenditure</b>				
<b>Ranger Services</b>				
116250	Insurance	2,339	2,339	2,244
116320	Vehicle Operating Costs	6,000	2,000	196
120220	Security Cameras Maintenance	8,500	-	-
116010	Administration Allocated	21,735	7,697	7,008
Total Operating Expenditure		38,574	12,036	9,448
<b>Other Expenses</b>				
120020	State Emergency Services	15,000	5,000	3,418
120120	Administration	3,478	1,232	1,123
Total Operating Expenditure		57,052	18,268	13,989
<b>Operating Income</b>				
120030	FESA - SES Grant	5,211	2,606	(1,354)
Total Operating Income		5,211	2,606	(1,354)
<b>Capital Expenditure</b>				
120270	Security Cameras	Cfwd 110,000	-	-
Law, Order & Public Safety - Net funding		(269,357)	(43,690)	(37,424)

Shire of Meekatharra		Management Budget		
for the period ended 31 October 2013.				
HEALTH				
INSPECTIONS & ADMINISTRATION		2013/14	2013/14	2013/14
Operating Expenditure		\$	\$	\$
122960	Health Consultancy	60,080	15,020	15,999
121320	Insurance	4,806	2,403	3,478
122920	Depreciation	120	40	-
121920	Subscriptions & Journals	200	100	91
121620	Admin Alloc - Secretarial	22,604	8,005	7,323
122980	Other Expenses	2,000	692	-
Total Operating Expenditure		89,810	26,260	26,891
Operating Income				
123000	Health Fees & Licenses	550	183	800
123930	Itinerant vendors Fees	800	200	180
123010	Other Income	250	83	-
Total Operating Income		1,600	466	980
PREVENTATIVE SERVICES - PEST CONTROL		Amd Budget	YTD Budget	31 Oct 2013
Operating Expenditure				
123720	Mosquito Control	8,473	2,824	656
123820	Depreciation	1,740	580	276
Total Operating Expenditure		10,213	3,404	932
Operating Income				
123910	Health Fees & Licenses	300	-	-
PREVENTIVE SERVICES - OTHER		Amd Budget	YTD Budget	31 Oct 2013
Operating Expenditure				
124020	Analytical Expenses	500	167	425
Total Operating Expenditure		500	167	425
Health - Net funding		(98,623)	(29,365)	(27,268)
EDUCATION AND WELFARE				
EDUCATION		2013/14	2013/14	2013/14
Operating Expenditure		\$	\$	\$
124120	Day Care Centre Maintenance	4,000	1,333	611
120720	Telecentre Costs	8,000	2,667	2,749
120430	Insurance	413	413	190
124260	Depreciation	5,650	1,883	1,905
120440	Administration Allocated	46,947	16,625	15,185
Total Operating Expenditure		65,010	22,921	20,640
Capital Expenditure				
196810	Meekatharra CRC Building	76,370	-	-

<b>Shire of Meekatharra</b>		<b>Management Budget</b>		
<i>for the period ended 31 October 2013.</i>				
<b>COMMUNITY DEVELOPMENT</b>		<b>Amd Budget</b>	<b>YTD Budget</b>	<b>31 Oct 2013</b>
<b>Operating Expenditure</b>				
124570	Salaries	64,928	22,475	19,138
124580	Superannuation	6,006	2,002	1,949
124640	Staff Replacement & Relocation	5,000	-	-
124650	Training & Conferences	4,500	-	-
124630	Housing	12,963	4,321	3,909
124430	Uniforms	500	167	-
124590	Vehicle Expenses	4,500	1,500	809
124530	Insurance	2,325	2,325	1,739
124660	Telephone	750	250	150
124560	Fund Raising Activities	500	-	35
124500	Administration Allocated	116,498	41,255	37,647
124320	Activities	14,900	-	177
124420	Miscellaneous Grant Expenses	10,000	-	-
124520	Depreciation	1,700	567	-
Total Operating Expenditure		245,070	74,862	65,552
<b>Operating Income</b>				
124600	Miscellaneous Grants	10,000	-	-
124510	Reimbursements	600	150	-
Total Operating Income		10,600	150	-
<b>Capital Expenditure</b>				
124440	Vehicle - CDO	26,000	-	-
<b>YOUTH CENTRE OPERATIONS</b>		<b>Amd Budget</b>	<b>YTD Budget</b>	<b>31 Oct 2013</b>
<b>Operating Expenditure</b>				
124220	Salaries - Youth Co-ordinator	157,403	31,481	30,522
125260	Superannuation	9,537	3,179	2,952
125290	Staff Training, Accommodation & Travel E	6,500	-	790
125340	Staff Replacement and Relocation	3,000	-	-
125150	Uniforms	500	167	-
125280	Housing Allocated	12,963	4,321	3,234
125230	Insurance	5,285	5,285	3,949
125520	Administration Allocated	73,029	25,862	23,586
125220	Depreciation	14,000	4,667	4,911
125120	Youth Centre Building Maintenance	18,625	6,208	1,483
125130	Youth Centre Operational Costs	17,300	5,767	2,267
125210	Vehicle Operational Costs	15,000	5,000	3,569
125350	Activities Expenses Various	30,000	-	1,744
125160	Lot 852 - Kids Zone Operational Costs	17,625	5,875	81
125170	Lot 852 - Kids Zone Operational Costs	13,564	4,521	2,523
Total Operating Expenditure		394,331	102,333	81,610
<b>Operating Income</b>				
124190	OSCH	13,586	10,190	6,707
124210	DCD Youth Services	75,387	37,694	37,694
124170	Miscellaneous Grants	10,000	-	-
124110	Reimbursements	1,000	-	6
Total Operating Income		99,973	47,884	44,407
<b>Capital Expenditure</b>				
124470	Youth Centre Office	Cfwd 59,500	14,875	6,698
124450	Furniture & Equipment	3,000	-	-
124380	Lot 852 Kids Zone Equipment	83,307	-	-
124390	Lot 852 Kids Zone Building	41,000	-	-
Total Capital Expenditure		186,807	14,875	6,698
<b>Capital Income</b>				
124140	Youth Grant - Playground	40,500	-	-
Education and Welfare - Net funding		(842,515)	(166,957)	(130,093)

Shire of Meekatharra		Management Budget		
for the period ended 31 October 2013.				
HOUSING				
STAFF HOUSING		2013/14	2013/14	2013/14
Operating Expenditure		\$	\$	\$
125420	Staff Housing Maintenance	130,220	36,000	39,952
126650	Housing Rental Subsidy	25,000	8,333	10,000
126630	Insurance	39,931	19,966	22,143
126620	Depreciation	82,600	27,533	32,536
126820	Allocated to Function Areas	(259,251)	(86,417)	(104,632)
Total Operating Expenditure		18,500	5,415	-
Operating Income				
127130	Housing Rental - Staff	17,000	5,667	6,990
128830	Reimbursements - Other	1,500	500	1,489
Total Operating Income		18,500	6,167	8,479
Capital Expenditure				
127040	Staff Housing Upgrades	Cfwd 435,050	30,000	28,653
Housing - Net funding		(435,050)	(29,248)	(20,175)
COMMUNITY AMENITIES				
SANITATION - HOUSEHOLD REFUSE		Amd Budget	YTD Budget	31 Oct 2013
Operating Expenditure		\$	\$	\$
128320	Refuse Collection	80,000	26,667	21,698
128420	Refuse Site Maintenance	75,000	25,000	16,168
128350	Insurance	2,818	2,818	2,113
129140	New Bins & Equipment	7,500	2,500	-
129160	Litter Control/Town Tidying	82,463	10,468	16,134
128220	Administration Allocated	10,433	3,695	3,369
Total Operating Expenditure		258,214	71,148	59,481
Operating Income				
128630	Refuse Collection	101,351	101,351	97,854
129030	Sale of Bins	2,500	833	545
129150	Sale of scrap	2,000	667	683
Total Operating Income		105,851	102,851	99,082
SEWERAGE		Amd Budget	YTD Budget	31 Oct 2013
Operating Expenditure				
129920	Sewerage Pond Maintenance	17,214	5,833	2,626
129740	Insurance	1,389	1,389	423
130420	Caravan Effluent Disposal Point	1,500	-	440
129720	Depreciation	3,100	1,033	1,627
129700	Administration Allocated	8,694	3,079	2,830
Total Operating Expenditure		31,897	11,334	7,946
Operating Income				
129830	Septic Tank Fees	600	300	226
Capital Expenditure				
129840	Sewerage Lagoon	80,000	-	40
TOWN PLANNING AND REGIONAL DEVELOPMENT			YTD Budget	31 Oct 2013
Operating Expenditure				
131030	Consultants	Cfwd 75,000	-	-
131120	Insurance	543	543	423
130820	Town Planning control	3,500	1,167	-
131000	Administration Allocated	22,604	8,005	7,323
131040	Other	5,000	-	-
Total Operating Expenditure		106,647	9,715	7,745
Operating Income				
131230	Fees	200	-	-
131430	Dept Planning LG Assistance Program	75,000	-	-
Total Operating Income		75,200	-	-

<b>Shire of Meekatharra</b>		<b>Management Budget</b>		
<i>for the period ended 31 October 2013.</i>				
<b>PROTECTION OF THE ENVIRONMENT</b>	<b>Amd Budget</b>	<b>YTD Budget</b>	<b>31 Oct 2013</b>	
<b>Operating Expenditure</b>				
130340 Waste Oil Facility	1,000	-	-	
130320 Tyre Recycling	18,062	6,021	3,063	
Total Operating Expenditure	19,062	6,021	3,063	
<b>Operating Income</b>				
132430 Waste Oil Facility Rebate	1,000	-	-	
<b>OTHER COMMUNITY AMENITIES</b>	<b>Amd Budget</b>	<b>YTD Budget</b>	<b>31 Oct 2013</b>	
<b>Operating Expenditure</b>				
132120 Cemetery Operations	33,555	8,389	2,648	
131920 Burial plot preparations	30,308	7,577	5,314	
132020 Hearse & Shed Costs	1,500	500	529	
132420 Cemetery Plaques	5,000	1,250	-	
132620 Depreciation	4,600	1,533	1,826	
132720 Insurance	543	543	423	
132820 Administration Allocated	13,910	4,926	4,493	
132520 Public Toilets	19,509	6,503	3,525	
132220 SPQ Mcleary St "Paddy's Flat"	3,000	3,000	19,663	4
Total Operating Expenditure	111,925	34,221	38,420	
<b>Operating Income</b>				
132630 Charges - Cemetery Fees	21,000	5,250	1,800	
<b>Capital Expenditure</b>				
132920 Cemetery Improvements Cfw	90,000	9,900	6,155	
Community Amenities - Net funding	(494,094)	(33,938)	(21,743)	
<b>RECREATION &amp; CULTURE</b>				
<b>PUBLIC HALLS AND CIVIC CENTRES</b>	<b>Amd Budget</b>	<b>YTD Budget</b>	<b>31 Oct 2013</b>	
<b>Operating Expenditure</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	
133620 Town Hall Maintenance	29,784	9,928	7,830	
133420 Insurance	19,740	9,870	12,706	
133820 Consultant building inspection	7,000	-	-	
133720 Depreciation	11,500	3,833	3,886	
133550 Administration Allocated	24,343	8,621	7,862	
Total Operating Expenditure	92,367	32,252	32,283	
<b>Operating Income</b>				
134630 Hall Hire Fees	3,500	1,167	969	
<b>Capital Expenditure</b>				
135340 Hall Equipment	11,000	-	-	
134840 BBQ for Town hall courtyard area	5,000	-	-	
Total Capital Expenditure	16,000	-	-	
<b>SWIMMING POOL</b>	<b>Amd Budget</b>	<b>YTD Budget</b>	<b>31 Oct 2013</b>	
<b>Operating Expenditure</b>				
135420 Swimming Pool Contract	112,090	12,330	15,445	
136020 Housing	12,962	4,321	3,768	
135620 Insurance	6,905	6,905	5,679	
135920 Swimming Pool Maintenance	5,000	1,000	4,811	
135720 Swimming Pool Water/Sewerage Rates	4,000	800	1,678	
135520 Swimming Pool Chemicals/Gas/Freight	10,000	3,333	570	
135820 Swimming Pool Electricity	21,500	4,300	1,023	
136620 Depreciation	25,500	8,500	8,469	
135320 Administration Allocated	31,298	11,083	10,108	
Total Operating Expenditure	229,255	52,572	51,551	
<b>Operating Income</b>				
136530 Swimming Pool Subsidy	3,000	-	-	
136430 Swimming Pool Admission	10,000	1,430	2,320	
136830 Reimbursements	500	167	-	
Total Operating Income	13,500	1,597	2,320	

<b>Shire of Meekatharra</b>		<b>Management Budget</b>		
<i>for the period ended 31 October 2013.</i>				
<b>Capital Expenditure</b>				
136660	Upgrade Pool Grounds	Cfwd	86,500	21,625
137140	Pool Equipment	Cfwd	5,000	-
Total Capital Expenditure			91,500	21,625
				20,000
<b>RECREATION OFFICER</b>		<b>Amd Budget</b>	<b>YTD Budget</b>	<b>31 Oct 2013</b>
<b>Operating Expenditure</b>				
136170	Salaries	95,435	26,025	19,918
136180	Superannuation	13,850	3,777	1,917
136190	Staff Replacement & Relocation	3,000	3,000	2,778
136210	Vehicle Operating Costs	6,000	1,636	566
137020	Housing Allocation	12,963	4,321	3,234
136180	Administration Allocated	69,551	24,630	22,462
136310	Uniforms	500	167	-
137620	Insurance	18,058	9,029	11,573
136220	Staff Training & Travel Expenses	6,000	1,636	-
136270	Other expenses	2,000	667	108
136250	Activities	93,000	10,230	4,735
Total Operating Expenditure		320,358	85,118	67,292
<b>Operating Income</b>				
		<b>Amd Budget</b>	<b>YTD Budget</b>	<b>31 Oct 2013</b>
136230	Reimbursements	500	-	-
136330	Misc Fees and Charges	550	183	523
136030	Dept Sport & Rec - Kidsport	72,000	-	-
Total Operating Income		73,050	183	523
<b>Operating Expenditure</b>				
138100	Housing Allocation	12,963	4,321	4,206
138120	Reticulation Maintenance	5,000	1,667	285
138020	Picture Gardens	5,000	-	-
137920	Parks, Gardens & Reserves	82,103	27,368	20,125
137420	Scheme Water	2,000	500	530
137320	Sports ground (oval) maintenance	34,623	11,541	9,716
137220	Sports Complex Maintenance	59,629	16,261	6,632
138920	Other Building Maintenance	5,000	1,667	171
138720	Gym Building Maintenance	8,750	2,917	1,343
138260	Gym Operating Costs	1,500	500	13
138250	Community Bus Operating costs	10,000	3,333	2,556
138520	Miscellaneous Costs - Gym	2,000	667	192
138620	Utilities - Gym	2,500	1,250	700
138130	Insurance	4,962	4,962	4,267
138810	Gym Equipment	5,000	-	2,976
138320	Race Course Maintenance	10,000	3,333	8,952
138740	Day/night light on Indoor Cricket Centre	5,000	-	-
139720	Depreciation	85,640	28,547	26,923
138110	Administration Allocated	12,171	4,310	3,953
Total Operating Expenditure		353,841	113,144	93,540
<b>Operating Income</b>				
139630	Complex Fees	2,000	667	716
139930	Gym Fees	6,500	2,167	2,577
138930	School Oval Contribution	30,000	7,500	9,531
138850	Community Bus fees	6,000	2,000	1,874
137130	Recreation Grants	50,000	-	-
139230	Complex Fees Squash	400	133	-
139430	Complex Fees Tennis	100	-	-
138730	CSRFF Grant	20,000	-	-
Total Operating Income		115,000	12,467	14,697

<b>Shire of Meekatharra</b>		<b>Management Budget</b>		
<i>for the period ended 31 October 2013.</i>				
<b>OTHER RECREATION AND SPORT</b>		<b>Amd Budget</b>	<b>YTD Budget</b>	<b>31 Oct 2013</b>
<b>Capital Expenditure</b>				
139740	Gym equipment upgrade	22,000	22,000	21,964
136800	Rec Centre Floor Coverings	45,000	-	-
136340	Construct Oval Toilets	Cfwd 100,000	-	-
139440	Luke Pit Water Scheme	Cfwd 100,000	11,000	5,305
139040	Play ground Equipment	Cfwd 28,000	-	-
137840	BBQ & Light	5,000	-	-
136240	Cornish Lift	Cfwd 35,000	-	-
136370	Viewing platform at headframe	Cfwd 30,000	-	-
138940	Sports Complex Equipment	Cfwd 16,000	-	-
139140	New Pump/fittings - oval	Cfwd 30,000	-	-
140160	Race Course Buildings	18,556	-	-
139940	Tank, Fence & Fittings	95,000	-	-
136140	Mulcher	21,000	-	-
138840	New Gym	250,000	-	-
139540	Pit Water Scheme	50,000	-	-
140360	Indoor Cricket Centre	35,000	-	-
140260	Parks & Gardens - Capital	Cfwd 13,200	-	-
Total Capital Expenditure		893,756	33,000	27,270
<b>Capital Income</b>				
138630	CSRFF Grant	108,125	-	-
Total Capital Income		108,125	-	-
<b>TELEVISION AND RADIO BROADCASTING</b>		<b>Amd Budget</b>	<b>YTD Budget</b>	<b>31 Oct 2013</b>
<b>Operating Expenditure</b>				
139860	Administration Allocated	1,739	616	584
140820	Depreciation	140	47	46
139880	Insurance	619	619	285
139920	Operating Costs	2,000	667	358
139820	Site Sharing Costs	7,300	2,433	215
Total Operating Expenditure		11,798	4,382	1,488
<b>LIBRARIES</b>		<b>Amd Budget</b>	<b>YTD Budget</b>	<b>31 Oct 2013</b>
<b>Operating Expenditure</b>				
140120	Book exchange costs	500	167	190
140620	Lost/damaged/replaced stock	200	67	-
140520	Library operations	4,702	1,567	154
140420	Insurance	619	619	285
140320	Book Purchases	450	150	-
140220	Stationery	100	33	-
140180	Administration Allocated	33,037	11,699	10,692
140720	Depreciation	270	90	-
Total Operating Expenditure		39,878	14,392	11,321
<b>Operating Income</b>				
140530	Library Charges	200	67	26
Total Operating Income		200	67	26
<b>OTHER CULTURE</b>		<b>Amd Budget</b>	<b>YTD Budget</b>	<b>31 Oct 2013</b>
<b>Operating Expenditure</b>				
141320	25 Mile Well Maintenance	1,500	500	-
141420	Mt Gould Police Station	12,400	-	-
141520	Museum Maintenance	2,000	667	35
141720	Municipal Inventory Review	Cfwd 5,000	3,300	2,745
130720	Heritage Survey	Cfwd 57,000	-	-
141730	Preservation of Historical Images	Cfwd 22,000	-	-
141120	Insurance	1,032	1,032	571
141020	Masonic Lodge Maintanace	1,000	333	55
141920	Lloyd's Building Maintenance	3,000	600	1,131
141930	Lloyds Building Assessment & Planning	25,000	-	-
141820	Administration Allocated	15,649	5,542	5,077
141620	Depreciation	3,000	1,000	1,006
Total Operating Expenditure		148,581	12,974	10,619

Shire of Meekatharra		Management Budget		
for the period ended 31 October 2013.				
Operating Income				
141830	Masonic Lodge Income	400	133	118
141830	Sale of History Books	700	233	-
Total Operating Income		1,100	366	118
Capital Expenditure				
141810	Mt Gould Police Station - security	Cfwd 20,000	-	-
141910	Stage 1 - Lloyd's Renovations	Cfwd 380,000	-	-
Total Capital Expenditure		400,000	-	-
Recreation and Culture - Net funding		(2,282,858)	(353,612)	(296,711)

TRANSPORT			
MAINTENANCE - ROADS, BRIDGES & DEPOTS			
	Amd Budget	YTD Budget	31 Oct 2013
Operating Expenditure	\$	\$	\$
149020 Administration Allocated	129,540	45,874	41,825
148800 Depot Maintenance	44,553	20,000	14,397
148720 Upgrade of Roman	15,000	-	-
148400 Lighting of Streets	45,000	15,000	15,679
148500 Street Cleaning Sweeping	27,370	-	2,303
148200 Street Maintenance	52,000	17,333	12,163
149000 Signage of Streets & Roadworks	200,000	-	6,905
147500 Rural Roads Maintenance - Day Labour	700,000	75,000	71,110
148550 Rehabilitation of Gravel Pits	5,000	-	-
148600 Contract & Consulting Supervision Costs	10,000	-	-
148820 Infrastructure Depreciation Expense	2,117,030	705,676	776,778
Total Operating Expenditure	3,345,493	878,883	941,161
Operating Income			
148910 Grant - MRWA Direct	200,000	200,000	197,481
148430 Street Lighting - Operating Grant	4,000	4,000	-
Total Operating Income	204,000	204,000	197,481
CONSTRUCTION - ROADS, BRIDGES & DEPOTS			
Capital Expenditure			
142000 Road Construction	Cfwd 8,719,333	2,283,402	2,344,173
150440 Depot Improvements	95,000	-	-
149940 Improve Drainage between Commercial Hotel	4,000	-	-
Total Capital Expenditure	8,818,333	2,283,402	2,344,173
Capital Income			
146210 Grant - Roads to Recovery (R2R)	511,096	-	-
146910 Grant - Roads 2020 (Regional Road Group)	600,000	240,000	240,000
146510 Royalties for Regions 2010/11	1,293,454	521,000	521,579
146010 Natural Disaster grant	6,629,033	1,300,000	1,303,900
Total Capital Income	9,033,583	2,061,000	2,065,479
ROAD PLANT PURCHASES			
	Amd Budget	YTD Budget	31 Oct 2013
Operating Income			
151310 Profit on Sale of Asset	19,062	-	-
Capital Expenditure			
154140 Misc Plant - Purchased Under Council Approval	350,000	-	-
151340 Grader	150,000	-	-
150340 Caravans & Equipment	Cfwd 64,000	-	-
152640 Trailer	30,000	-	-
151540 Engines & Pumps	100,000	11,000	6,398
150940 Sweeper modifications	10,000	-	-
153340 Skid steer loader	93,971	93,971	93,971
153140 Communication Equipment	Cfwd 46,400	-	-
150140 Miscellaneous Plant (Small Equipment)	10,000	10,000	2,342
Total Capital Expenditure	854,371	114,971	102,711
Capital Income			
151050 Proceeds Sale of Plant	26,000	-	-

<b>Shire of Meekatharra</b>		<b>Management Budget</b>		
<i>for the period ended 31 October 2013.</i>				
<b>AIR BP</b>		<b>Amd Budget</b>	<b>YTD Budget</b>	<b>31 Oct 2013</b>
<b>Operating Expenditure</b>				
160520	Administration Allocated	10,433	3,695	3,145
160220	Salaries	60,000	12,000	9,163
160320	Cost of Fuel Sold	70,000	23,333	25,241
160420	Bank Charges	450	150	-
160720	Other Charges	100	33	-
Total Operating Expenditure		<u>140,983</u>	<u>39,211</u>	<u>37,548</u>
<b>Operating Income</b>				
151130	Fuel Sales - Cash	80,000	26,667	36,064
151630	BP Monthly Retainer	57,000	19,000	19,000
Total Operating Income		<u>137,000</u>	<u>45,667</u>	<u>55,064</u>
<b>AERODROME</b>		<b>Amd Budget</b>	<b>YTD Budget</b>	<b>31 Oct 2013</b>
<b>Operating Expenditure</b>				
151620	Housing Allocations	12,963	4,321	3,431
150210	Consultancy	15,000	9,900	3,525
150220	Utilities & Other Costs	48,000	16,000	8,782
150620	Insurance	12,258	12,258	9,897
150320	Aerodrome Operations (Air)	10,000	2,000	-
150820	Aerodrome Maintenance	35,000	7,000	5,682
150900	Security Operating Expenses	1,000	-	-
150720	Depreciation	194,070	64,690	63,787
151420	Administration Allocated	34,776	12,315	11,231
152020	Management contract	178,433	53,530	52,470
Total Operating Expenditure		<u>541,500</u>	<u>182,014</u>	<u>158,806</u>
<b>AERODROME</b>		<b>Amd Budget</b>	<b>YTD Budget</b>	<b>31 Oct 2013</b>
<b>Operating Income</b>				
152030	Airport Landing Charges	235,000	78,333	72,476
150130	Airport Leases	100,000	20,000	2,249
150330	Reimbursements	34,384	8,596	6,133
150530	Reimbursements Telephone	1,500	500	483
150630	Reimbursements Other	400	-	450
<b>Airport Diesel Operations</b>				
153030	Sales	386,130	128,710	271,531
	Cost of goods sold	<u>(370,000)</u>	<u>(100,899)</u>	<u>(201,599)</u>
	Profit/(Loss) on fuel operations	<u>16,130</u>	<u>27,811</u>	<u>69,932</u>
Total Operating Income		<u>387,414</u>	<u>135,240</u>	<u>151,724</u>
<b>Capital Expenditure</b>				
153640	Airport Furniture and Equipment	2,700	-	-
152160	Airport Fire Fighting System	40,000	-	-
152190	Terminal - Refurbish Toilets	4,000	-	-
151040	Airport Improvements	472,500	160,000	161,076
153450	Airport Additional Accommodation	150,000	-	-
153740	Plant Purchases - Airport	22,000	-	-
Total Capital Expenditure		<u>691,200</u>	<u>160,000</u>	<u>161,076</u>
Transport - Net funding		<u>(4,584,821)</u>	<u>(1,212,574)</u>	<u>(1,275,728)</u>

Shire of Meekatharra		Management Budget		
for the period ended 31 October 2013.				
ECONOMIC SERVICES				
RURAL SERVICES		Amd Budget	YTD Budget	31 Oct 2013
Operating Expenditure		\$	\$	\$
153020	MRVC Vermin Control	18,800	18,800	17,574
153120	Noxious Weeds and Pests	1,000	333	-
157520	Stockyard Maintenance	2,500	833	1,849
157420	Shop Premises Maintenance	2,500	833	301
157620	Depreciation	21,000	7,000	7,282
Total Operating Expenditure		45,800	27,799	27,006
TOURISM AND AREA PROMOTION		Amd Budget	YTD Budget	31 Oct 2013
Operating Expenditure				
159250	Administration Allocated	66,073	23,398	21,339
159220	Depreciation	32,400	10,800	11,246
153820	Tourism Promotions	15,000	3,750	4,809
154620	Maps & Souvenirs	5,000	1,667	1,844
154220	Information Bays	2,000	-	-
159260	Maintenance Trails & Lookouts	74,886	8,237	2,540
153920	Community Events	130,000	42,900	46,139
154030	Meekatharra Rodeo	69,100	69,100	59,677
154420	Local Newspaper Production	800	600	-
154720	Town Beautification	5,000	-	-
154120	Quarterly Publication for Council	5,000	1,250	-
Total Operating Expenditure		405,259	161,702	147,593
Operating Income				
153930	Community Events	45,000	11,250	10,251
154920	Meekatharra Rodeo Income	10,000	10,000	5,827
154330	Local Newspaper Revenue	4,000	1,333	1,394
154730	Sale of Maps & Souvenirs	3,500	1,167	1,491
154430	Meeka Dust Advertising	7,500	3,750	3,658
154130	Community Event grant	35,000	-	-
153830	Commercial Sponsorships	-	-	6,000
153910	Fundraising Misc Income	8,000	2,667	1,919
Total Operating Income		113,000	30,167	30,539
Capital Expenditure				
153940	Meeka Heritage Drive Trails	54,385	-	-
153870	Meeka North Heritage Drive Trails	90,302	-	-
153880	Meeka South Drive - Heritage	120,016	-	-
Total Capital Expenditure		264,703	-	-
BUILDING CONTROL		Amd Budget	YTD Budget	31 Oct 2013
Operating Expenditure				
156420	MRH S Building Costs	2,000	-	-
157740	Insurance	2,461	2,461	1,693
156520	Demolition costs	5,000	-	-
157720	Administration Allocated	17,388	6,158	5,616
Total Operating Expenditure		26,849	8,619	7,309
Operating Income				
156830	Building Permit Fees	26,500	8,833	4,257
156930	Building Demolition Fees	1,000	332	347
156730	Building-Reimbursement	5,000	1,667	-
Total Operating Income		32,500	10,832	4,604

Shire of Meekatharra		Management Budget		
for the period ended 31 October 2013.				
<b>Operating Expenditure</b>				
157920	Economic Development Strategy	35,000	-	-
<b>Operating Income</b>				
157830	Rent - Portion Lot 1017	80,000	80,000	80,000
157330	Lloyd's Building Rent	-	-	1,600
157430	Shop Premises Rent	2,600	867	1,200
157630	Wesfarmers Yard Lease	15,000	-	-
157750	Bill Board Rental	850	283	283
157730	Reimbursements	1,500	500	904
Total Operating Income		99,950	81,650	83,987
<b>Capital Expenditure</b>				
157760	Lot 17 Main Street - Shop Front	11,000	-	-
Economic Serices - Net funding		(543,161)	(75,471)	(62,777)
<b>OTHER PROPERTY &amp; SERVICES</b>				
<b>Operating Expenditure</b>				
159520	Private Works	8,000	2,667	1,249
<b>Operating Income</b>				
159630	Charges - Private Works	8,000	2,667	-
<b>PUBLIC WORKS OVERHEAD</b>		<b>Amd Budget</b>	<b>YTD Budget</b>	<b>31 Oct 2013</b>
<b>Operating Expenditure</b>				
180120	Supervision - Salaries	191,660	66,344	59,633
181220	Unallocated Wages	-	-	2,129
181320	Superannuation of Workmen	86,688	30,007	22,571
180320	Annual Leave, Sick Leave, Public Holidays	63,729	15,932	8,476
180520	Rostered days Off	-	-	(562)
180720	Relocation & Recruitment Costs	5,000	-	-
181520	Allowances and Incentives	102,488	35,477	46,000
180820	Camping Telephone Costs	15,000	5,000	3,906
180920	Travelling and Conference Expenses	15,000	-	(18)
181020	Protective Clothing & Equipment	9,000	3,000	626
182320	Allocation from Housing	77,775	25,925	28,900
180220	Engineering - Office and Other Expenses	10,500	3,635	264
180420	Insurance on Works	55,117	27,559	25,946
182720	Occupational Health & Safety	9,500	4,750	2,154
181420	Work Supervisors Vehicle	40,000	13,333	11,425
182520	Administration Allocated	57,380	20,320	18,554
181820	Less PWO allocated to works	(728,837)	(252,290)	(177,314)
Total Operating Expenditure		10,000	(1,008)	52,687
<b>Operating Income</b>				
181330	Reimbursements - Stores & Telephone	10,000	3,333	911
<b>PLANT OPERATION COSTS</b>		<b>Amd Budget</b>	<b>YTD Budget</b>	<b>31 Oct 2013</b>
<b>Operating Expenditure</b>				
183020	Fuel and Oil	326,626	108,875	44,183
183320	Parts and Repairs (external)	519,652	173,217	109,753
183420	Repairs - Wages	91,295	18,259	17,864
183220	Tyres	100,000	20,000	14,499
183620	Consumable Stores	20,000	6,667	991
184320	Replacement Tools	5,000	1,667	1,707
183520	Licenses	7,000	2,333	550
183820	Insurance	40,094	40,094	49,056
183920	Cutting Edges	4,170	-	-
183010	Administration Allocated	44,339	15,702	14,331
183720	Radio Maintenance	1,000	333	-
184020	Less Alloc To Works	(1,094,176)	(378,753)	(553,108)
Total Operating Expenditure		65,000	8,394	(300,174)
<b>Operating Income</b>				
183030	Diesel Fuel Rebate	40,000	-	-

<b>Shire of Meekatharra</b>		<b>Management Budget</b>		
<i>for the period ended 31 October 2013.</i>				
<b>PLANT DEPRECIATION</b>		<b>Amd Budget</b>	<b>YTD Budget</b>	<b>31 Oct 2013</b>
<b>Operating Expenditure</b>				
183120 Depreciation		662,830	220,943	195,708
184040 Less Plant Depreciation Allocated		(662,830)	(220,943)	(7,654)
Total Operating Expenditure		-	-	188,054
<b>UNCLASSIFIED</b>		<b>Amd Budget</b>	<b>YTD Budget</b>	<b>31 Oct 2013</b>
<b>Operating Expenditure</b>				
104720 Accruals - LSL and AL		31,823	-	-
187740 Minor plant running expenses		75,000	15,000	20,863
187760 Solar Power Research		300,000	-	-
187730 Lease of parking reserve		2,500	833	900
Total Operating Expenditure		409,323	15,833	21,763
<b>SALARIES AND WAGES</b>		<b>Amd Budget</b>	<b>YTD Budget</b>	<b>31 Oct 2013</b>
185300 Salaries & Wages		2,059,785	686,594	543,798
185400 Salaries & Wages Alloc		(2,059,785)	(686,594)	(543,798)
Other Property & Services - Net funding		(434,323)	(19,886)	37,333

Shire of Meekatharra		Management Budget		
for the period ended 31 October 2013.				
Budget Amendments				
Acct	Description	2013/14 Budget	2013/14 Adjustment	2013/14 Amended budget
136030	Dept Sport & Rec - Kidsport Program	-	(72,000)	(72,000)
	Additional grant			
136250	Activities	21,000	72,000	93,000
	Increase in program activity from grants			
154130	Dept Of Ag - Community Event Grant	-	(35,000)	(35,000)
	Increased sponsorship			
153910	Fundraising Misc Income	-	(8,000)	(8,000)
	Increased financial support			
153930	Community Events	(88,000)	43,000	(45,000)
	Increase in program activity from sponsorship/revenues grants			
160010	Opening Surplus(Deficit)	43,977	(1,361,973)	(1,317,996)
	Increase in carredid funds			
101810	Financial Assist'Ce Grant	(2,045,336)	824,770	(1,220,566)
	Advance Payment of \$570,436 received in 12/13			
102110	Local Road Grant	(1,037,359)	542,924	(494,435)
	Advance Payment of \$1,074,680 received in 12/13			
100310	Grv Rates	(4,016,146)	137,838	(3,878,308)
	Lower rates raised due to revals since draft budget			
120030	Ses Operating Grant	(13,130)	7,919	(5,211)
	Dfes advised lower grant due to lower spending in previous year			
115630	Fesa Operating Grant	(4,214)	(646)	(4,860)
	Dfes advised slightly higher grant due to increased costs in previous year			
124140	Youth Grant - Playground	(51,618)	11,118	(40,500)
	Reduction in grant			
124470	Building Maintenance - Capital	9,500	50,000	59,500
	Insulation and cladding of rooms at YC \$16000 not carried over from previous year and Staff request an additional \$34,000 so as to clad two additional rooms.			
124390	Lot 852 Kids Zone Building - Capital	36,000	5,000	41,000
	Requested to level area in old store room and carpet			
127040	Housing - Capital Improvements	348,050	7,000	355,050
	Shade cloth to front verandah carried over from previous year and replace decking on front verandah as dangerous			
153340	Loader	80,000	13,971	93,971
	Price was higher than expected.			
113310	Managers Vehicle	50,000	(50,000)	-
	Purchased in 2012/13			
102520	Donations Various	11,000	3,000	14,000
	Ommitted from budget as no longer operating			
102520	Donations Various	11,000	9,000	20,000
	Shortfall in adopted budget			
142000C	Beringarra-Mt Gould Rd - Construction	-	200,000	200,000
	\$150,000 carried over from 2012/13 plus an extra \$50,000			
159260	Maintenance Trails & Lookouts	32,886	42,000	74,886
	Repair and Improve board walk			
127040	Housing - Capital Improvements	348,050	80,000	428,050
	Damage caused by tenant			
183320	Parts And Repairs (External)	494,652	25,000	519,652
	CATERPILLAR 613C SCRAPER			
124380	Lot 852 Kids Zone Equipment - Capital	53,925	29,382	83,307
			576,303	

Shire of Meekatharra			Management Budget		
for the period ended 31 October 2013.					
NOTES ON VARIATIONS					
Variations for revenues and expenses that are greater than \$10,000 and 10.0% when compared to the budget year to date estimates. New items reported in this reporting period are identified with an #.					
Project carried forward from 2011/12 have been identified in the schedules above.					
Internal allocations have not been reported as they are offset with the corresponding reduction in expenditures.					
Ref	Act	Description	Anl Budget	YTD Budget	31 Oct 2013
1	104920	Administration - Housing Allocations	103,700	34,567	53,950 #
		Allocations to be reviewed			56%
2	120030	Other Law Order Public Safety - FESA - SE	5,211	2,606	(1,354)
		Refund of unexpended grant from previous year			152%
3	126820	Housing - Allocated to Function Areas	(259,251)	(86,417)	(104,632) #
		Allocations to be reviewed			21%
4	132220	Other Community Amenities - SPQ Mclean	3,000	3,000	19,663 #
		Allocations to be reviewed			555%
5	148820	Mtce Roads,Bridges,Depots - Infrastructur	2,117,030	705,676	776,778 #
		Non cash depreciation expense. No effect on budget outcome.			10%
6	150130	Aerodromes - Airport Leases	100,000	20,000	2,249 #
		To be reviewed			89%

## SHIRE OF MEEKATHARRA

## INVESTMENT REGISTER

Total Investments as at 31 October 2013

Account	Institution	Account Type	Maturity Date	Interest Rate	Opening Balance 1/07/2012	Interest Earned to 30/09/2013	Interest Earned This Period	Transfers To Investments	Transfers From Investments	Closing Balance 31/10/2013
410314	Westpac	5 month TD	30/11/2013	4.25%	10,835,314.31					10,835,314.31
26-7466	Westpac	At Call		Variable	890,157.78	4,348.16	1,091.07	800,000.00	( 1,350,000.00 )	345,597.01
TOTALS					11,725,472.09	4,348.16	1,091.07	800,000.00	( 1,350,000.00 )	11,180,911.32

## Investments by Nature

General Ledger Code	Investment Purpose	% of Investment	Opening Balance 1/07/2012	Interest Earned to 30/09/2013	Interest Earned This Period	Transfers To Investments	Transfers From Investments	Closing Balance 31/10/2013
170300	Plant Reserve	19.17%	2,076,978.59	-	-	-	-	2,076,978.59
170500	Building Reserve	13.04%	1,412,834.84	-	-	-	-	1,412,834.84
170200	Water Reserve	2.41%	261,652.51	-	-	-	-	261,652.51
170700	Airport Runway Reserve	22.02%	2,386,420.32	-	-	-	-	2,386,420.32
170800	Airport Operations Reserve	7.77%	841,942.47	-	-	-	-	841,942.47
170600	Transport Reserve	5.25%	569,303.60	-	-	-	-	569,303.60
170100	Infrastructure Reserve	7.61%	824,902.08	-	-	-	-	824,902.08
170150	Leave Reserve	1.39%	150,594.08	-	-	-	-	150,594.08
170250	Reseal & Rejuvenation Reserve	9.51%	1,030,699.49	-	-	-	-	1,030,699.49
173500	Upgrade to Digital TV Reserve	1.64%	177,224.90	-	-	-	-	177,224.90
170450	Interpretive Centre Reserve	10.18%	1,102,761.44	-	-	-	-	1,102,761.44
SUB TOTAL ON RESERVES		100.00%	10,835,314.32	-	-	-	-	10,835,314.31
6001	Municipal Fund	100.00%	890,157.78	4,348.16	1,091.07	800,000.00	( 1,350,000.00 )	345,597.01
TOTAL INVESTMENTS BY NATURE			11,725,472.10	4,348.16	1,091.07	800,000.00	( 1,350,000.00 )	11,180,911.32

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

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

**Title/Subject:** OUTSTANDING DEBTORS  
**Agenda/Minute Number:** 9.2.2  
**Applicant:** Nil  
**File Ref:** ADM 171  
**Disclosure of Interest:** Nil  
**Date of Report:** 6 November 2013  
**Author:** Svenja Clare  
Debtors & Creditors Officer



*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 AG Burrows

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

**CARRIED 7/0**

MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON SATURDAY 16 NOVEMBER 2013

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\*\*\* SHIRE OF MEEKATHARRA \*\*\*

Debtors Trial Balance								
As at today								
Debtor #	Name	Credit Limit	03.08.2013		02.09.2013	02.10.2013	01.11.2013	Total
			GT 90 days	Age	GT 60 days	GT 30 days	Current	
			Of					
			Oldest					
			Invoice					
			(90Days)					
S004	MARK SMITH PTY LTD		0.00	0	0.00	750.75	0.00	750.75
A041	AD ASTRAL AVIATION		0.00	0	0.00	4489.24	0.00	4489.24
B043	ADRIAN BAUMGARTEN		0.00	0	0.00	0.00	314.04	314.04
B092	ADRIAN BAUMGARTEN (JNR)		413.59	113	0.00	413.97	0.00	827.56
U001	AEROQUEST AIRBOURNE		0.00	0	0.00	36.95	0.00	36.95
A054	AFRAN CIVIL CONSTRUCTIONS		0.00	0	0.00	0.00	0.00	-22.00
A017	AUSTRALIAN TAXATION OFFI		0.00	0	0.00	0.00	0.00	-7.72
B016	BELELE STATION		624.00	2377	0.00	0.00	0.00	624.00
B102	BEVAN, KIMBERLEY EDMOND		0.00	0	0.00	44.00	0.00	44.00
B038	BROOME AIR SERVICES PTY LT		0.00	0	0.00	85.05	0.00	85.05
B103	BROWNE, SHAUN		0.00	0	0.00	35.78	0.00	35.78
C118	CAPITAL FINANCE AUSTRALIA		51.27	220	0.00	0.00	0.00	51.27
C120	CASHIN, ROSS		780.00	113	0.00	0.00	0.00	780.00
F014	CGG AVIATION (AUSTRALIA) P		0.00	0	0.00	84.02	0.00	84.02
C026	CHINA SOUTHERN W/AUSTRALIA		0.00	0	0.00	2518.84	0.00	2518.84
B022	CLARK BUTSON		0.00	0	0.00	0.00	0.00	-102.82
C011	COMMERCIAL HOTEL		0.00	0	0.00	0.00	69.30	69.30
C021	COMPLETE AVIATION SERVICES		0.00	0	0.00	1822.79	0.00	1822.79
D1	DEPARTMENT OF EDUCATION		0.00	0	0.00	10483.97	0.00	10483.97
40	DEPARTMENT OF FIRE & EMER		0.00	0	0.00	0.00	4400.00	4400.00
H007	DEPARTMENT OF HOUSING		0.00	0	0.00	0.00	149.90	149.90
D062	DRANSFIELD, LORRI		0.00	0	0.00	119.86	207.75	327.61
E016	EUREKA OPERATIONS PTY LTD		0.00	0	0.00	0.00	176.00	176.00
F039	FIRST NATIONAL REAL ESTATE		0.00	0	0.00	0.00	23.10	23.10
F046	FRIGTECH SERVICES		0.00	0	0.00	40.40	40.40	80.80
F11	FRONTIER SERVICES		0.00	0	0.00	0.00	163.97	163.97
G068	GARY CLARKE ENTERPRISES PT		0.00	0	0.00	0.00	26.54	26.54
G011	GERALDTON AIR CHARTER		39.80	123	24.48	0.00	0.00	64.28
G054	GERALDTON REGIONAL LIBRARY		0.00	0	0.00	0.00	28.50	28.50
G008	GOLDFIELDS AIR SERVICES		0.00	0	0.00	85.05	0.00	85.05
B11	GRAEME BOATMAN		0.90	149	0.00	0.00	0.00	0.90
G23	GREAT OCEAN RD HELICOPTERS		22.00	122	22.00	22.00	0.00	66.00
G053	GREEN MINING PTY LTD		66.00	170	0.00	46.20	23.10	135.30
H014	HELIBITS PTY LTD (HELIWEST		0.00	0	0.00	33.75	0.00	33.75

MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON SATURDAY 16 NOVEMBER 2013

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\*\*\* SHIRE OF MEEKATHARRA \*\*\*

Debtors Trial Balance								
As at today								
Debtor #	Name	Credit Limit	03.08.2013		02.09.2013	02.10.2013	01.11.2013	Total
			GT 90 days	Age	GT 60 days	GT 30 days	Current	
			Of					
			Oldest					
			Invoice					
			(90Days)					
I011	INTERAIR PTY LTD		0.00	0	0.00	44.22	0.00	44.22
W041	JAMES WILLIAMS		0.00	0	0.00	44.00	0.00	44.00
J018	JANDAKOT FLIGHT CENTRE		0.01	149	0.00	0.00	0.00	0.01
D056	JOHN DYER		0.00	0	0.00	0.00	39.19	39.19
J1	JUDAL PASTORAL COMPANY		0.00	0	0.00	0.00	949.60	949.60
J039	JULIE'S BEAUTY		395.50	168	0.00	1840.80	40.40	2276.70
K003	KARALUNDI ABORIGINAL EDUCA		0.00	0	0.00	0.00	69.30	69.30
K053	KITAIR PTY LTD		0.00	0	0.00	24.48	0.00	24.48
L029	LEIMAC BUILDING PTY LTD		0.00	0	0.00	24.48	0.00	24.48
L038	LIBERAL FOR DURACK		0.00	0	0.00	69.30	0.00	69.30
M160	MACFARLANE ANDREW		0.00	0	0.00	22.00	0.00	22.00
M4	MAIN ROADS		0.00	0	0.00	0.00	1303899.54	1303899.54
M083	MEEKA MEATS		0.00	0	0.00	0.00	69.30	69.30
MC1D	MEEKATHARRA CARAVAN PARK		0.00	0	0.00	0.00	50.00	50.00
M021	MEEKATHARRA COMMUNITY RESO		0.00	0	0.00	0.00	69.30	69.30
M03D	MEEKATHARRA CORNER STORE		0.00	0	0.00	0.00	125.00	125.00
C116	MEEKATHARRA SELF STORAGE		0.00	0	0.00	25.00	0.00	25.00
M141	MIDWEST SEPTICS		0.00	0	0.00	0.00	25.00	25.00
M023	MILGUN STATION		0.00	0	0.00	0.00	3350.00	3350.00
T2	ML & GJ TRENFIELD CONTRACT		0.00	0	0.00	0.00	71.74	71.74
M132	MOORARIE STATION - M KIRKH		0.00	0	0.00	0.00	949.60	949.60
N002	NETWORK AVIATION		0.00	0	0.00	2871.44	0.00	2871.44
N001	NEWMAN VETERINARY HOSPITAL		0.00	0	0.00	0.00	25.00	25.00
O018	OBERON AVIATION SERVICES P		0.00	0	0.00	0.00	22.00	22.00
P085	P&R CONTRACTORS		0.00	0	0.00	0.00	23.10	23.10
P006	PAROO STATION		0.00	0	0.00	0.00	1925.60	1925.60
K019	PETER KENNEDY		0.40	186	0.00	0.00	0.00	0.40
R086	PETTERSSON PAINTING SERVIC		0.00	0	0.00	0.00	40.40	40.40
H021	PHILIP HOOPER - COCKLES		0.00	0	0.00	0.00	0.00	-74.25
E21	PILBARA ACCESS PTY LTD (EF		0.00	0	0.00	132.66	0.00	132.66
R030	RAMINEA PTY LTD		0.00	0	0.00	48.96	0.00	48.96
M000	ROY MCCLYMONT		0.00	0	0.00	0.00	86.27	86.27
R009	ROYAL AERO CLUB OF WA		0.00	0	0.00	44.00	0.00	44.00
R013	ROYAL ANTEDILUVIAN ORDER O		0.00	0	0.00	0.00	32.93	32.93

MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON SATURDAY 16 NOVEMBER 2013


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\*\*\* SHIRE OF MEEKATHARRA \*\*\*

		Debtors Trial Balance						
		As at today						
Debtor #	Name	Credit Limit	03.08.2013		02.09.2013	02.10.2013	01.11.2013	Total
			GT 90 days	Age	GT 60 days	GT 30 days	Current	
				Of				
				Oldest				
				Invoice				
				(90Days)				
R005	ROYAL FLYING DOCTOR SERVIC		0.00	0	0.00	8225.85	0.00	8225.85
R006	ROYAL MAIL HOTEL		0.00	0	0.00	0.00	69.30	69.30
S096	S&K ELECTRICAL CONTRACTING		66.00	115	0.00	69.30	69.30	204.60
S068	SECONDHAND SHOP		0.00	0	0.00	440.00	84.47	524.47
S108	SHARP AVIATION		0.00	0	0.00	67.02	0.00	67.02
W045	SIMON WILDING		0.00	0	0.00	0.00	22.00	22.00
S110	SOLAHART INDUSTRIES PTY LT		0.00	0	0.00	0.00	1244.65	1244.65
S073	SOUTHERN AVIATION PTY LTD		0.00	0	0.00	59.70	0.00	59.70
S078	STAR AVIATION PTY LTD		0.00	0	0.00	302.10	0.00	302.10
T058	TAIT MOTORS LIMITED		0.00	0	0.00	24.48	0.00	24.48
N033	THE NATIONALS FOR REGIONAL		0.00	0	0.00	0.00	0.00	-132.00
T018	TRENFIELD MAL		0.00	0	0.00	0.00	6.75	6.75
B070	WATSON-BATES, JOHN		0.00	0	0.00	0.00	6.86	6.86
W056	WEST AUSTRALIAN NEWSPAPERS		0.00	0	0.00	0.00	69.30	69.30
W077	WILTSHIRE, RICHARD		0.00	0	22.00	22.00	0.00	44.00
Y12	YULELLA BUILDING & CONSTRU		0.00	0	0.00	231.00	0.00	231.00
Y018	YULELLA INCORPORATED		0.00	0	0.00	46.20	23.10	69.30
Totals --- Credit Balances:		-338.79	2459.47		68.48	35791.61	1319081.60	1357062.37

<b>Title/Subject:</b>	<b>LIST OF ACCOUNTS ENDED OCTOBER 2013</b>
<b>Agenda/Minute Number:</b>	9.2.3
<b>Applicant:</b>	Nil
<b>File Ref:</b>	ADM 171
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	21 October 2013
<b>Author:</b>	Svenja Clare Debtors & Creditors Officer
<b>Senior Officer:</b>	Roy McClymont Chief Executive Officer

  
*Signature of Author*

  
*Signature Senior Officer*

**Summary:**

Accounts are to be presented to council for payments.

**Background:**

List of accounts

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

**Comment:**

Each month the accounts are presented to council for payment;

Municipal	Voucher No's	Amount:	\$472,341.13
Trust Account	Voucher No's	Amount:	\$ 3,787.69
Air BP	Voucher No's	Amount	\$ 5,138.50
		Total	\$481,267.32

**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 RK Howden

Seconded: Cr HJ Nichols

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

**CARRIED 7/0**

# MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON SATURDAY 16 NOVEMBER 2013

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## SHIRE OF MEEKATHARRA

Accounts Due and Paid under Delegated Authority and Submitted to Council on the  
16th November 2013

Chq/EFT	Date	Creditor	Description	MUNICIPAL	AIR BP	TRUST
EFT8574	04/10/2013	B & E TRENFIELD	PARKS AND GARDENS CONTRACT 16-30 SEPTEMBER 2013	-5152.19		
EFT8575	09/10/2013	ML & GJ TRENFIELD CONTRACTING	SEPTEMBER 2013 AIRPORT MANAGEMENT FEE	-16720.00		
EFT8576	15/10/2013	ABCO PRODUCTS	RESTOCK OF CLEANING PRODUCTS FOR TOWN HALL / OFFICE	-659.01		
EFT8577	15/10/2013	AG BURROWS PLANT	HIRE OF FH12 SEMI WATER CART FOR RACE COURSE MAINTENANCE	-858.00		
EFT8578	15/10/2013	AMPAC DEBT RECOVERY (WA) PTY LTD	COMMISSION FOR RECOVERY OF VARIOUS RATES DEBTS FOR SEPT 2013	-2816.45		
EFT8579	15/10/2013	ANDERSON MUNRO & WYLLIE	VARIOUS GRANT ACQUITTAL AUDITS FOR 2012/13	-2381.14		
EFT8580	15/10/2013	ATYEO'S ENVIROMENTAL HEALTH SERVICES PL	EHO DUTIES 18/09 - 21/09/2013 AND 07/10 - 12/10/2013	-5210.70		
EFT8581	15/10/2013	AURUM PUBLISHING	PROSPECTING THE MURCHISON BOOKS FOR SALE AT FRONT COUNTER	-198.00		
EFT8582	15/10/2013	AUSKI INLAND MOTEL	ACCOMMODATION AND MEALS FOR 6 HILITE SECURITY STAFF FOR FESTIVAL	-6334.50		
EFT8583	15/10/2013	AUSTRALIA POST	POSTAGE SEPTEMBER 2013	-596.10		
EFT8584	15/10/2013	B & E TRENFIELD	PARKS & GARDENS CONTRACT 1-15 OCTOBER 2013	-5152.19		
EFT8585	15/10/2013	BENSONS TRADING COMPANY	SHOWBAGS FOR MEEKA OUTBACK FESTIVAL 2013	-3078.12		
EFT8586	15/10/2013	BOC GASES	CYLINDER RENT OXY & ACETYLENE SEPTEMBER 2013	-162.39		
EFT8587	15/10/2013	BULLIVANTS	TOOLS FOR LIFTING	-528.00		
EFT8588	15/10/2013	CANINE CONTROL	RANGER SERVICES ON 4 - 5/10/2013	-3234.00		
EFT8589	15/10/2013	COATES HIRE	PLANT HIRE PAD FOOT ROLLER	-7990.36		
EFT8590	15/10/2013	COMMERCIAL HOTEL MEEKATHARRA	COUNCILLOR LUNCHES FOR 21 SEPTEMBER 2013 COUNCIL MEETING	-172.20		
EFT8591	15/10/2013	CONTRACT AQUATIC SERVICES	SWIMMING POOL CONTRACT MANAGEMENT FEE; OFF SEASON TURNS	-21335.55		
EFT8592	15/10/2013	COURIER AUSTRALIA	VARIOUS FREIGHT	-344.53		
EFT8593	15/10/2013	COVS AUTOMOTIVE, MINING AND INDUSTRIAL SUPPLIES	VARIOUS SUPPLIES FOR DEPOT & PLANT PARTS	-492.68		
EFT8594	15/10/2013	DAVID STINSON ENTERTAINMENTS	CHILDREN'S ENTERTAINMENT (CLOWNS) AT MEEKA FESTIVAL 2013	-2700.00		
EFT8595	15/10/2013	FILTERS PLUS	OIL FILTER FOR GENSET	-69.30		
EFT8596	15/10/2013	FRIG TECH SERVICES	VARIOUS AIRCONDITIONER REPAIRS AT VARIOUS LOCATIONS & PLANT	-10117.75		
EFT8597	15/10/2013	FUJI XEROX AUSTRALIA PTY LTD	PHOTOCOPYING CHARGES OFFICE & DEPOT PRINTERS SEPTEMBER 2013	-3004.42		
EFT8598	15/10/2013	GERALDTON FUEL	VARIOUS BULK FUEL DELIVERIES & FUEL CARD PURCHASES SEPTEMBER 2013	-161069.48		
EFT8599	15/10/2013	GERALDTON MURCHISON FREIGHT (KL & HS KEYNES)	FREIGHT FOR TRANSPORTING GOODS FROM GERALDTON	-121.00		
EFT8600	15/10/2013	GERALDTON TOYOTA	PARTS FOR LANDCRUISER; SERVICE OF PRADO	-568.73		
EFT8601	15/10/2013	GRANTS EMPIRE	KIDZONE PLAYGROUND COMMUNITY SPACES GRANT APPLICATION PAYMENT	-297.00		
EFT8602	15/10/2013	GREAT NORTHERN RURAL SERVICE	PARTS FOR RETICULATION	-377.59		
EFT8603	15/10/2013	JASON SIGNMAKERS	VARIOUS ROAD SIGNS AND VEHICLE BANNERS	-5702.40		
EFT8604	15/10/2013	JJ & JC MAHONY	LABOUR HIRE - LANDOR ROAD SEPTEMBER 2013	-13640.00		
EFT8605	15/10/2013	LANDGATE	TITLE SEARCHES MINING TENEMENTS; LAND ENQUIRIES	-1020.35		
EFT8606	15/10/2013	LEATHER & LACE	MUSICAL ENTERTAINMENT AT MEEKA FESTIVAL 2013	-2500.00		
EFT8607	15/10/2013	MARK SMITH PTY LTD	NEW WATER PIPEWORK AT PADDYS FLAT; NEW SOLAHART AT 303 DARLOT ST	-26148.30		
EFT8608	15/10/2013	MARKET CREATIONS	CONTENT MANAGEMENT CONTRACT SEPTEMBER	-143.00		
EFT8609	15/10/2013	MEEKA MEATS	MEAT & SAUSAGES FOR VARIOUS EVENTS (FESTIVAL, YC COOKING, STALLS)	-469.70		
EFT8610	15/10/2013	MIDWEST AUTO GROUP	30,000 KM SERVICE OF FORD PX RANGER CREWCAB 1DWR923	-1584.21		
EFT8611	15/10/2013	MIDWEST PEST MANAGEMENT	TREATMENT FOR ANTS, SPIDERS AND RODENTS VARIOUS PROPERTIES	-1067.00		
EFT8612	15/10/2013	MOSES CONTRACTING	CULVERT CONSTRUCTION ON LANDOR ROAD	-21747.00		
EFT8613	15/10/2013	MURCHISON CARPENTRY	PROGRESS PAYMENT FOR POOL DISABLED TOILET UPGRADE	-22000.00		

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SHIRE OF MEEKATHARRA

Accounts Due and Paid under Delegated Authority and Submitted to Council on the  
16th November 2013

Chq/EFT	Date	Creditor	Description	MUNICIPAL	AIR BP	TRUST
EFT8614	15/10/2013	ORICA AUSTRALIA P/L	CHLORINE FOR POOL SEPTEMBER 2013	-204.60		
EFT8615	15/10/2013	OSHGROU PTY LTD	FITNESS FOR WORK INITIAL ATTENDANCE & REPORT ROSS CASHIN	-1372.25		
EFT8616	15/10/2013	PERFECT COMPUTER SOLUTIONS PTY LTD (PCS)	VARIOUS COMPUTER MAINTENANCE; NEW MONITOR, UPS FOR DEPOT	-1342.50		
EFT8617	15/10/2013	PRIME MEDIA GROUP LTD	ADVERTISING ON GWN FOR MEEKA FESTIVAL 2013	-2970.00		
EFT8618	15/10/2013	PUMPS AUSTRALIA PTY LTD	DEPOT MAINTENANCE REPLACEMENT PARTS	-449.02		
EFT8619	15/10/2013	ROYAL FLYING DOCTOR SERVICE	LANDING FEE CONTRIBUTION FOR JULY-AUGUST 2013	-14689.80		
EFT8620	15/10/2013	ROYAL MAIL HOTEL	ACCOMMODATION FOR VARIOUS PERFORMERS FOR MEEKA FESTIVAL 2013	-1989.34		
EFT8621	15/10/2013	S&K ELECTRICAL CONTRACTING PTY LTD	REPLACED SWITCHES AND RCD'S IN SPORTS COMPLEX HOUSE	-436.39		
EFT8622	15/10/2013	SADLEIRS-NEXUS LOGISTICS	VARIOUS FREIGHT	-532.52		
EFT8623	15/10/2013	SAMPSON GRAPHICS	FILMING AND EDITING FOR MEEKA FESTIVAL 2013	-4400.00		
EFT8624	15/10/2013	SAYLOR, TRACEY	DESIGN AND DECORATION FOR MEEKA FESTIVAL OUTBACK BALL 2013	-1000.00		
EFT8625	15/10/2013	SETON AUSTRALIA PTY LTD	BLACK TUNNEL TAPES TO COVER CABLES IN SHIRE OFFICE	-150.70		
EFT8626	15/10/2013	SLIM JIM ENTERPRISES	ENTERTAINMENT FOR MEEKA FESTIVAL 2013	-4970.00		
EFT8627	15/10/2013	THE GOOD GUYS	URN, XBOX AND GAMES FOR KIDSZONE	-543.50		
EFT8628	15/10/2013	TOTAL EDEN PTY LTD	VARIOUS SUPPLIES FOR WATER BORES	-9671.64		
EFT8629	15/10/2013	TRENFIELD MOTORS	SUPERVISION OF CONTRACTORS MAR-APR 2013; VARIOUS REPAIRS & PARTS	-28062.98		
EFT8630	15/10/2013	TRUCK CENTRE WESTERN AUSTRALIA	PARTS FOR NISSAN PRIME MOVER	-397.33		
EFT8631	15/10/2013	TUTT BRYANT EQUIPMENT	REPLACEMENT PARTS FOR BOMAG 16.60 T PADFOOT VIBRATORY ROLLER	-1529.70		
EFT8632	15/10/2013	UHY HAINES NORTON CHARTERED ACCOUNTANTS	PREPARATION OF SUBMISSION AND PRESENTATION TO WA LG GRANTS	-10260.80		
EFT8633	15/10/2013	VENTURE MINERALS LTD	Rates refund for assessment A6345 E53/1419 as requested by owner	-225.90		
EFT8634	15/10/2013	VIDGUARD SECURITY SYSTEMS	SECURITY MONITORING FEES FOR ALL PROPERTIES FOR OCTOBER 2013	-2409.00		
EFT8635	15/10/2013	WESTERN AUSTRALIA SHOWBAG SERVICES P/L	15 AFL FREMANTLE DOCKERS AND 15 WEST COAST EAGLES SHOW BAGS	-637.50		
EFT8636	15/10/2013	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION -	2013 WALGA CONVENTION - N TRENFIELD	-1375.00		
EFT8637	15/10/2013	WESTRAC EQUIPMENT	VARIOUS PLANT REPAIRS & PARTS	-2723.55		
EFT8638	15/10/2013	YULELLA INCORPORATED	REPAIRS TO GYM DOOR LOCK	-528.00		
EFT8639	15/10/2013	ZAP CIRCUS	CIRCUS PERFORMANCES FOR MEEKA FESTIVAL 2013	-6370.00		
24764	15/10/2013	ATW GOLD CORP AUSTRALIA PTY LTD	Rates refund for assessment A5752 P51/2346 as requested by owner	-121.03		
24765	15/10/2013	DIORO EXPLORATION NL	Rates refund for assessment A5931 E52/1997 as requested by owner	-1020.18		
24766	15/10/2013	HORIZON POWER	ELECTRICITY CHARGES 1 -30 SEP 2013 STREET LIGHTS & AIRPORT	-6195.30		
24767	15/10/2013	PETTY CASH	VARIOUS PURCHASES	-346.35		
24768	15/10/2013	RESOURCE DEVELOPMENT CO PTY LTD	Rates refund for assessment A5612 E52/1755 as requested by owner	-547.32		
24771	15/10/2013	TELSTRA CORPORATION LIMITED	TELEPHONE CHARGES SEPTEMBER 2013	-3139.89		
24772	15/10/2013	WATER CORPORATION	WATER CHARGES 87 MAIN, LLOYDS, STOCKYARD	-2146.05		
100842	09/10/2013	BUILDERS REGISTRATION BOARD	BSL REFUNDS BP13-007 & BP13-008			-1295.00
100843	09/10/2013	BUILDING & CONSTRUCTION IND TRAINING FUND	BCITF REFUNDS BP13-007 & BP13-008			-2883.50
100844	23/10/2013	ANDREW BINSIAR	REFUND OF NOMINATION DEPOSIT - ANDREW BINSIAR			-80.00
100845	23/10/2013	FLANAGAN, WANDA	REFUND OF NOMINATION DEPOSIT - WANDA FLANAGAN			-80.00
100846	23/10/2013	HOWDEN R.K.	REFUND OF NOMINATION DEPOSIT - ROSS HOWDEN			-80.00
100847	23/10/2013	LYON, NORMAN	REFUND OF NOMINATION DEPOSIT - NORM LYON			-80.00
100848	23/10/2013	PETER SHANE CLANCY	REFUND OF NOMINATION DEPOSIT - PETER CLANCY			-80.00

# MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON SATURDAY 16 NOVEMBER 2013

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## SHIRE OF MEEKATHARRA

Accounts Due and Payed under Delegated Authority and Submitted to Council on the  
16th November 2013

Chq/EFT	Date	Creditor	Description	MUNICIPAL	AIR BP	TRUST
100849	23/10/2013	SHIRE OF MEEKATHARRA	RETAINING A. BAUMGARTEN JNR HOUSING BOND & D. GEEVES NOMINATION			-480.00
100850	23/10/2013	TRESSIDER, NORMA	REFUND OF NOMINATION DEPOSIT - NORMA TRESSIDER			-80.00
DD10451.1	11/10/2013	WESTPAC CREDIT CARD		-1819.65		
DD10472.1	21/10/2013	BP OIL (AIR BP)			-3787.69	
				<u>-\$ 472,341.13</u>	<u>-\$3,787.69</u>	<u>-\$5,138.50</u>



THIS SCHEDULE OF ACCOUNTS PAID UNDER DELEGATED AUTHORITY COVERS:

MUNICIPAL ACCOUNT - \$	472,341.13
AIR BP ACCOUNT - \$	3,787.69
TRUST ACCOUNT - \$	5,138.50
<u>-\$</u>	<u>481,267.32</u>

TOTALLING \$481,267.32 AND WAS SUBMITTED TO EACH MEMBER OF COUNCIL ON THE 16/11/2013 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**

<b>Title/Subject:</b>	<b>REQUEST FOR RATES WRITE-OFF</b>		
<b>Agenda/Minute Number:</b>	9.3.1		
<b>Applicant:</b>	Nil		
<b>File Ref:</b>	ADM0077		
<b>Disclosure of Interest:</b>	Nil		
<b>Date of Report:</b>	18 October 2013		
<b>Author:</b>	Krys East Deputy Chief Executive Officer		
			
		<i>Signature of Author</i>	
<b>Senior Officer:</b>	Roy McClymont Chief Executive Officer		
			
		<i>Signature Senior Officer</i>	

**Summary/Matter for Consideration:**

Council to grant approval for the write-off of rates as staff deem these amounts to be unrecoverable.

**Attachments:**

Nil

**Background:**

Over time, rates amounts are raised that, for one reason or another, are not able to be collected and need to be written off.

**Comment:**

Following are the details for the rates that need to be written off:

Assess No	Ratepayer Names	Levied	Outstanding	Reason for Write Off
A5782	JOHNSON, RALPH	Rates	\$198.03	Lease surrendered 2008
E52/1888	STIDWORTHY, JERRY	Interest	\$126.29	Searches unsuccessful
	WILLIAMS, SHANE	<b>Total</b>	<b>\$324.32</b>	Further action not recommended
A5824	MARTIN, PAUL	Rates	\$130.00	Lease surrendered 2008
E52/1875		Interest	\$90.11	Searches unsuccessful
		Legal	\$350.70	Legal Charges
		<b>Total</b>	<b>\$570.81</b>	Further action not recommended
A173	STATE OF WA	Rates	\$1856.47	RG Christie's 99 year lease
254	Previous owner: RG	Interest	\$493.85	expired 30/06/2013 hence
Darlot	Christie (deceased)	Legal	\$350.90	property reverted back to State of
Street		Rubbish	\$760.63	WA who does not pay rates
		<b>Total</b>	<b>\$3461.85</b>	Further action not recommended

A6019 P51/2556	GLEDICH, ART	Rates	\$47.60	Lease Surrendered 06/09/2011
		Interest	\$7.51	Ratepayer deceased
		<b>Total</b>	<b>\$55.11</b>	Further action not recommended
A6020 P51/2557	GLEDICH, ART	Rates	\$47.60	Lease Surrendered 06/09/2011
		Interest	\$7.51	Ratepayer deceased
		<b>Total</b>	<b>\$55.11</b>	Further action not recommended
A6024 P51/2564	GLEDICH, ART	Rates	\$51.86	Lease Surrendered 12/09/2011
		Interest	\$8.24	Ratepayer deceased
		<b>Total</b>	<b>\$60.10</b>	Further action not recommended
A6036 P51/2480	GLEDICH, ART	Rates	\$77.30	Lease Surrendered 12/09/2011
		Interest	\$12.28	Ratepayer deceased
		<b>Total</b>	<b>\$89.58</b>	Further action not recommended
A5941 P51/2543	GLEDICH, ART	Rates	\$320.64	Lease surrendered 12/09/2012
		Interest	\$67.65	Ratepayer deceased
		Legal	\$366.95	Legal Charges
		<b>Total</b>	<b>\$755.24</b>	Further action not recommended

**Consultation:**

Nil

**Statutory Environment:**

Local Government Act 1995, section 6.12 (1) (c) allows for the write off of any debt.

**Policy Implications:**

Nil

**Budget/Financial Implications:**

The 2013/2014 budget has an Allocation of \$25,000 towards the write off of Rates.

**Strategic Implications:**

Nil

**Voting Requirements:**

Absolute Majority

**Officers Recommendation / Council Resolution:**

**Moved:** Cr HJ Nichols

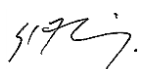

**Seconded:** Cr NE Lyon

**That Council authorise staff to write-off the amounts as per the table below as these amounts are deemed unrecoverable.**

<b>Assess No / Debtor No</b>	<b>Ratepayer / Debtor Name</b>	<b>Total</b>
A5782	JOHNSON, STIDWORTHY, WILLIAMS	\$324.32
A5824	MARTIN	\$570.81
A173	STATE OF WA	\$3461.85
A6019	GLEDICH	\$55.11
A6020	GLEDICH	\$55.11
A6024	GLEDICH	\$60.10
A6036	GLEDICH	\$89.58
A5941	GLEDICH	\$755.24
		<b>\$5372.12</b>

**CARRIED 7/0  
BY AN ABSOLUTE MAJORITY**

## 9.4 COMMUNITY DEVELOPMENT

<b>Title/Subject:</b>	<b>REVITALISATION OF TOWNS GRANT – NORTHERN PLANNING PROGRAM, DEPARTMENT OF PLANNING</b>
<b>Agenda/Minute Number:</b>	
<b>Applicant:</b>	Nil
<b>File Ref:</b>	ADM0324
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	11 November 2013
<b>Author:</b>	Samantha Tarling Acting Community and Development Services Manager
	 Signature of Author
<b>Senior Officer:</b>	Roy McClymont Chief Executive Officer
	 Signature Senior Officer

### **Summary/Matter for Consideration:**

To decide whether to enter into a Funding Agreement for the Revitalisation of Towns through the Northern Planning Program - Central Regions Revitalisation Planning, (NPP-CRRP) Department of Planning, which will fully fund the Facilities Use Plan attached.

### **Attachments:**

CCS Strategic - Proposal – Facilities Use Plan - \$62,515

### **Background:**

At the October 2011 OCM council resolved:

*That Council commences the following actions concerning buildings and space relating to the old Lloyds Outback Centre, Council Chamber and Offices, the Community Resource Centre (Telecentre) and the old Power Station property:*

- 1. Council inspection of Lloyds shops.*
- 2. Clean up Lloyds' floor space, tidy equipment and fittings.*
- 3. Consult/engage community on future uses of Lloyds/Old Power Station/Council Offices/Community Resource Centre*
- 4. Decide (Council) possible future use of buildings and review planned process*
- 5. Undertake feasibility study on various options (including museum/interpretive centre)?*
- 6. Further community consultation?*
- 7. Decide (Council) on final use of buildings and space?*
- 8. Full assessment of Lloyd's building including structural, electrical, plumbing, safety and minor repairs/maintenance required?*
- 9. Engage an architect to draft layout options for allocation of building space?*

- 10. Council decide which option to take?*
- 11. Undertake re-design and renovation processes?*
- 12. Move required facilities to new locations and create required new facilities?*

At the May 2013 OCM a report was presented to council outlining an Expression of Interest from Yulella Inc. in floor space in the Lloyd's Building, to establish a Commercial Art Gallery, Artist Workroom and a commercial Café.  
Council resolved the following:

*That council:*

- 1. Receive this report for information only and consider the matter fully after the Integrated Strategic Plan and Informing Strategies have been adopted at the June 2013 OCM.*
- 2. CEO write to Yulella thanking them for their Expression of Interest and advise that the matter will be given due consideration when council undertakes a Facilities Use Report of council buildings and undertake a feasibility study on various options for the Lloyd's building, a strategy outlined in the draft 2013 – 2023 Strategic Community Plan.*

At the August 2013 OCM a report titled 'Information Update on Lloyd's Building' was presented and Council resolved:

*That council receive this report and acknowledge the process for deciding the future of the Lloyds Buildings as described above under "The process as it stands:"*

***The process as it stands:***

*Whether or not to create a Facilities Use Strategy will be considered by council when the Corporate Business Plan 2012-2022 is adopted. A Facilities Use Strategy will look at all Council facilities (including Lloyds) and examine their best use etc.*

*Once the Strategy is adopted the projects identified within, including Lloyds, will be scheduled and undertaken. This will include further detailed planning and design. Once planning and design details are resolved, the actual renovation process can begin (call tenders etc etc). It is estimated that it will take at least 2 years before actual renovation works will commence.*

In August 2013 the Shire received an email from the Managers of Meekatharra CRC advising the below-mentioned:

Extract:

*'Please accept this email as a formal request/application to relocate the Meekatharra Community Resource Centre (including the Westpac Instore) from the current location (being 55 Main Street, Meekatharra) to the vacant Lloyds Building.*

*We would like to organise a time convenient with yourself (& any other necessary council officers) onsite to discuss the CRC's floor space requirements, availability and what best suits both parties, along with discussions on time frame and what is required.*

*We look forward to hearing from you and hope that this email serves as our formal application to get the process rolling.'*

At the October 2013 OCM a report titled 'Facilities Use Plan' was presented and Council resolved:

*That Council invite Mr Mark Casserly (CCS Strategic) to visit Meekatharra to look at the Shire facilities, meet with Councillors and staff, review the scope of works, buildings/facilities to include in the process and to provide a new quote for the project.*

An excerpt from the October 2013 OCM shows two options the Department of Planning would likely fund the Facilities Use Plan:

*Being across the CCS Strategic proposal attached, will give council an understanding of the Scope of Works to be undertaken to complete this Plan.*

**Option 1 - Comprehensive Facilities Use Plan**

*The A/CDSM has gathered quotes to undertake a Comprehensive Facilities Use Plan. The scope of works was discussed with two preferred suppliers and both quoted approximately \$65,000. One quote was written and one verbal. The written quotation shown in the attachment titled – 'CCS Strategic – Proposal – Facilities Use Plan', as mentioned, outlines the scope of works and what the Shire would expect for \$62,515. This includes a Quantity Surveyor's report and costings.*

*This proposal is comprehensive and achieves other priorities in the Strategic Community Plan that would otherwise be an individual cost if carried out in isolation. The items found in the Draft Corporate Business Plan (shown under another report in the Agenda submitted by the CEO) include Youth Strategy and Parkland Strategy.*

*Time Frame - Commence 28 October 2013, Finish 26 May 2014 – (see pages 14/15 of CCS Strategic proposal).*

*Cost - \$62,515*

*Engaging a consultant who has the expertise and contacts to undertake the specialist work proposed, i.e. quantity surveyor, (providing accurate costing for building renovations etc.) is beneficial to this proposal due to staff not having to search and find this expertise if required and up-skill themselves to undertake the comprehensive plan, if required.*

*The calendar of works for staff for the next 2 years is full and if this project was undertaken by a consultant it could be achieved in a timely manner without too much disruption to the existing schedule of works for shire staff.*

*No in-house staff time would be consumed by this proposal except the project manager.*

**Option 2 - Selective Buildings Facilities Use Plan**

*A Selective Building Facilities Use Plan proposal is proposed to take in only Lloyds, CRC, Shire building and the Gym.*

*The four selected buildings have been chosen because Lloyd's has genuine interest from stakeholders in developing as soon as possible, the Shire Offices because of the need for more office space, the CRC due to the desire to have bigger premises to deliver a service that provides for meeting rooms and greater support in the future to the community where space is not an inhibitor and the gym because council has a grant that needs to be used for the installation of a gym. The location of the gym is not clear cut to officers given users have indicated some would like it relatively close to the main street, some don't mind it going next to the squash court but others do because of the perceived security issues.*

*The cost of this Plan is \$55,495.00.*

*This quote was supplied by CCS Strategic also, to show a comparison. The proposal (as attached) on the Comprehensive Facilities Use Plan consists mostly of fixed costs, hence, the variable costs and reduction of approx. \$7,000 for the Selective Building Facilities Use Plan is minimal.*

*Time Frame - Commence 28 October 2013, Finish 26 May 2014 – (see pages 14/15 of CCS Strategic proposal).*

*Engaging a consultant who has the expertise and contacts to undertake the specialist work proposed, i.e. quantity surveyor, (providing accurate costing for building renovations etc.) is beneficial to this proposal due to staff not having to search and find this expertise if required and up-skill themselves to undertake the comprehensive plan, if required.*

*The calendar of works for staff for the next 2 years is full and if this project was undertaken by a consultant it could be achieved in a timely manner without too much disruption to the existing schedule of works for shire staff.*

*No in-house staff time would be consumed by this proposal except the project managing.*

A recent email was received from the Department of Planning seeking Council's interest in participating in a funding program for the Revitalisation of Towns through the Northern Planning Program - Central Regions Revitalisation Planning, Department of Planning (NPP-CRRP).

**Comment:**

The Department of Planning is keen to see all shires throughout the State capitalize on the available funding for Revitalization of Towns. Hence, the following information received recently outlining the process required to receive funding.

**Step 1:** The Shire to determine the project area, in collaboration with the Northern Planning Program - Central Regions Revitalisation Planning team at the Department of Planning (NPP-CRRP)

**Step 2:** The Shire draft a project brief\* outlining the desired outcomes of the project; these could include items such as:

- Schedule of estimated costs to achieve the planning/design outcomes

- Heritage/historical/municipal register (in those shires that require one)
- Proposed treatments to municipal waste sites and/or relocation/rationalisation (where those sites affect amenity)
- Entry statement design
- Main street/general streetscape enhancements
- Tourism facilities/tourist attractions (upgrades to these and/or signage to direct attention to them)
- Community facilities upgrades (can include sport and community spaces)
- Interpretive signage
- Aboriginal heritage (where appropriate)
- Community assets inventory, which could include tourism attractions, community sporting and meeting facilities and parks. This could highlight what is already in place and what upgrades (if any) could be considered.

The Council can add to this list and an enquiry can be made to see if the projects suggested meet the criteria.

The Shire send the final project brief to the NPP-CRRP team prior to advertising. Once the NPP-CRRP project team has assessed the project brief the shire will be requested to advance to the next step.

**Step 3:** The Shire request quotes, such as via the WALGA e-quotes system as this will guarantee that the quotes will come from suitably qualified consultants.

**Step 4:** The Shire select preferred consultant and forward their full quote to the NPP-CRRP. The NPP-CRRP team will assess the documentation and once they are assured that the project deliverables will be met a Grant Agreement between the Shire and the Department of Planning (DoP) will be drafted.

**Step 5:** Both parties sign the Grant Agreement and DoP will release funds to the Shire upon receipt of an invoice for the full amount.

The NPP-CRRP team are on hand to assist with every step of the process and to give support to manage projects through to completion.

The Dept have advised the funding pool is limited so the earlier shire's begin the process the better the chances of success.

### **Corporate Business Plan**

Council adopted its 2013/14 – 2017/18 Corporate Business Plan at the September 2013 OCM and this shows the undertaking of the Facilities Use Plan as a priority in 2014/15.

### **Facility Use Plan**

Council has a number of options in undertaking a Facilities Use Plan. These are outlined in the attached October OCM agenda report titled Facilities Use Plan.

### **Department of Planning - NPP-CRRP team**

Through enquiries with the Senior Planner, Robert Moore at the Department of Planning, it was first advised in October 2013 that the Revitalisation Plans would attract \$10,000 - \$30,000 funding, depending on what would be delivered. The Department of Planning was sent a copy of

the Shire's Facility Use Plan (this is considered a Revitalisation Plan by the Department of Planning) to assess if this would meet the needs of the funding criteria. The Facility Use Plan surpassed the criteria and the NPP-CRRP team is satisfied that the Plan will give exceptional value to the revitalization of Meekatharra. The Department of Planning, Senior Planner, Robert Moore has confirmed in writing that Step 3 is not required to be met by the Shire. The Department consider the process to be currently situated at the back end of Step 4 and heading into Step 5 of their process outlined above if council accept the offer of funding.

Given the rapid response to our enquiries and the status quo being advised on the day of the writing of this report, the Officer's Recommendation has been written to acknowledge the full process to be undertaken and the advised amount of \$62,515 for the Agreement (as advised by the Senior Planner). If council resolves to support the Officer's Recommendation, a confirmation email will be forwarded to the Department of Planning showing a copy of council's resolution that outlines the formal commencement of entering the Funding Agreement upon the agreed area and brief.

Council will meet with Mark Casserly, CCS Strategic on 27 November 2013 to discuss the Scope of Works. If council chooses to change the Scope of Works which reduces the funded amount of \$62,515, a variation to the Funding Agreement can be made between the Shire and Department of Planning and the unused portion of the funding can be refunded.

**Consultation:**

Senior Planner – Dept of Planning, Robert Moore

**Statutory Environment:**

*Local Government Act 1995s.3.1 (1)*

The general function of the local government is to provide for the good government of persons in its district.

**Policy Implications:**

Nil

**Budget/Financial Implications:**

Council will need to resolve by Absolute Majority the following income and expenditure of the 2013/14 amended budget, if the Officer's Recommendation is supported:

1. Authorise Schedule 14, Other Property Services, Administration, Operating Expenditure, GL account 0692, Integrated Planning, be increased from \$70,000 to \$132,515; and
2. Authorise a new GL account be raised in Schedule 14, Other Property Services, Administration, Operating Income, Northern Planning Program - Central Regions Revitalisation Planning Grant to the value of \$62,515.

**Strategic Implications:**

Strategic Plan 2012-2022:

Governance – Develop partnerships with stakeholders to enhance community services and infrastructure.

**Voting Requirements**

Absolute Majority

**Officers Recommendation / Council Resolution:**

**Moved:** Cr AG Burrows  
**Seconded:** Cr AJ Binsiar

**That Council:**

1. Authorise the CEO to apply for funding under the Northern Planning Program – Central Regions Revitalisation Planning Program and undertake the following steps in the process:
  - Step 1: Determine the project area as the townsite of Meekatharra as outlined in the CCS Strategic Facilities Use Plan, in collaboration with the Northern Planning Program - Central Regions Revitalisation Planning team at the Department of Planning (NPP-CRRP)
  - Step 2: Nominate the project brief as the CCS Strategic prepared Shire of Meekatharra Facilities Use Plan;
  - Step 3: Select CCS Strategic as the preferred consultant and forward their full quote to the NPP-CRRP. The NPP-CRRP team will assess the documentation and once they are assured that the project deliverables will be met a Grant Agreement between the Shire and the Department of Planning (DoP) will be drafted.
  - Step 4: Both parties sign the Grant Agreement and DoP will release funds to the Shire upon receipt of an invoice for the full amount.
2. Authorise Schedule 14, Other Property Services, Administration, Operating Expenditure, GL account 0692, Integrated Planning, be increased from \$70,000 to \$132,515 in the 2013/14 amended budget;
3. Authorise a new GL account be raised in Schedule 14, Other Property Services, Administration, Operating Income, Northern Planning Program - Central Regions Revitalisation Planning Grant to the value of \$62,515 in the 2013/14 amended budget;
4. Authorise the CEO to engage CCS Strategic to undertake the Facilities Use Plan for the value of \$62,515 after the Northern Planning Program - Central Regions Revitalisation Planning Funding Agreement with Department of Planning has been signed; and
5. Authorise the CEO to make decisions that may see minor variations in the CCS Strategic Facilities Use Plan Scope of Work details, e.g. timeframe.

**CARRIED 7/0  
BY AN ABSOLUTE MAJORITY**



## PROPOSAL

## FACILITIES USE PLAN

for



September 2013



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## 1.0 INTRODUCTION

CCS Strategic takes pleasure in submitting this proposal to prepare a strategic facilities use plan for community infrastructure within the Shire of Meekatharra. We offer unrivalled experience in the preparation of strategic plans of this nature and have led the way in developing works and activation programs that improve community function, aesthetic appeal, and participation and engagement rates in communities.

Most importantly, our work on these projects has been underpinned and informed by comprehensive stakeholder engagement programs. This approach ensures that the recommended infrastructure development and activation programs are both theoretically robust and reflective of well understood community aspirations and expectations.

The CCS team for this project will be led in a very hands-on fashion by Principal, Mark Casserly. Mark brings more than 30 years of experience in community development both at an executive management level in local government and as a specialist consultant.

CCS Strategic has extensive direct experience in planning for growth communities and has prepared similar studies for the Shires of Capel, Serpentine Jarrahdale, East Pilbara, Roebourne, Exmouth and Busselton. We have also completed extensive community facilities planning for the Towns of Port Hedland and Northam, and for the Cities of Mandurah, Wanneroo and Rockingham and the new satellite city of Alkimos Eglinton to the north of Perth.

Additional work involving comprehensive community development strategies, site master plans and detailed feasibility studies, feature in recent projects undertaken for Morawa, West Arthur (Darkan), Beverley, Gnowangerup and Toodyay.

We bring broad leisure industry and local government community development experience coupled with the necessary technical expertise in the areas of site master planning, facility design, cost planning, funding strategies, financial analysis and projection of operating and whole of life costs.

CCS can offer the competitive advantage of:

- A proven performer in community facilities and services planning
- A thorough understanding of and extensive first hand local government experience
- A partnering approach to working with the Shire of Meekatharra
- An outstanding track record in effective community engagement
- Demonstrated ability to successfully negotiate community facility outcomes with land developers
- Implementation of a proven methodology including the use of a suite of proprietary community planning tools
- Specialist capital and operating cost determination expertise
- Specialist financial analysis, project funding and implementation capabilities
- Project management capability and experience to bring plans to reality.

## 2.0 ORGANISATIONAL PROFILE

CCS Strategic (trading name of the M&M Family Trust) specialises in advice to local government and the leisure industry. The practice was established in 1994 and is headed by Principal Mark Casserly, BPE, Dip. Teach, Grad. Dip. Bus., AIMM, MPLA.



### 3.0 FINANCIAL POSITION

CCS has been operating without debt for 19 years and is solvent. The Shire of Meekatharra is advised to undertake any checks regarding the financial position of CCS through Newcombe Clifton Atkins, Certified Practising Accountants of 9 Bishop Street Jolimont (contact Mr James Newcombe), who provide financial and accounting services to CCS. Mr Newcombe has been advised of this proposal and authorised to disclose appropriate financial information to the Council upon request.

Mr Newcombe can be contacted on telephone (08) 9387 0000. CCS financial accounts are held with the ANZ Bank. Details regarding BSB Number and Account Number can be provided if required.

### 4.0 KEY PERSONNEL

We have extensive experience in government, facilities development and management, business planning, funding, community planning, service needs assessment and stakeholder consultation. As a brief overview:

- Mark Casserly will be the project leader and hands on consultant for this study. Mark has been involved in facility planning and community development for over 30 years. He has broad experience in infrastructure needs assessment, feasibility studies and community consultation and is regarded as one of the state's leading community planners.
- Stacey Stephens is a town planner and specialist research assistant and brings extensive experience as a project supervisor in the construction industry. She is a member of the CCS team and will provide both investigative and technical input to the community planning and facilities assessment phases.
- Geof Whyte is a long standing and well-credentialed member of the leisure profession in WA. He is a specialist in project planning and procurement documentation, and is highly experienced in preparing and interpreting order of cost budgets. His commitment to long term asset management strongly influences his approach to facility design and procurement. Geof has now joined the CCS team and will play a significant role preparing the functional design brief.
- Melanie Jones is part of the CCS team and brings specialists skills in the area of research, project management and graphic design. Melanie has also previously worked as a professional writer and assists with the production of clear and concise reports, survey design and analysis, and overall project coordination.
- Philip Gresley is a Director of Gresley Abas Architects, winners of the AIA 2007 Emerging Architects Award, the 2009 Sustainable Design Award and the 2012 Public Architecture Award and Alterations and Additions Award. Philip's breadth of experience across scales has given him a unique understanding of the processes and potential of all design projects. His dedication to collaborative design processes has also given him the ability to clearly understand how to distil the needs of large numbers of stakeholders into effective solutions. Gresley Abas has worked with CCS since 2005 over developing many innovative community infrastructure projects.
- Neil Butler, Quantity Surveyor, was a former associate director of leading quantity surveyors Davis Langdon Australia, prior to establishing his own consultancy. Neil has worked with CCS since 1996 on a multitude of projects from sport and recreation conceptual and master plans to specific facility development cost estimates. He brings cost planning and whole of life asset management planning expertise.





## 5.0 REFEREES

CCS has developed successful business relationships with many past and present clients. The following referees are client representatives from comparable projects previously undertaken.

Name	Title	Organisation	Project represented	Contact
Joanne Abbiss	Previously Chief Executive Officer	Serpentine Jarrahdale Shire	Community Facilities and Services Plan to 2020	9525 2156
Chris Burwood	Director Planning and Development	Shire of Capel	Community Facilities and Services Plan to 2031	9727 0222
Shelley Pike	Chief Executive Officer	Shire of Gnowangerup	Swimming Pool Redevelopment Champion Lakes International Regatta Centre Management Plan	9827 1007
Simon Kot	Director Strategic Projects	Shire of Roebourne	Karratha 2020 Vision and Community Plan Bulgarra Sporting Precinct Master Plan	9186 8537
Allen Cooper	Chief Executive Officer	Shire of East Pilbara	Capricorn Sporting Precinct Master Plan	9175 8000

## 6.0 INSURANCE COVERAGE

CCS carries professional insurance as detailed below which is renewed annually at 30 June.

	Professional Indemnity	Public Risk	Workers Compensation
Broker	AON Risk Services Australia	AON Risk Services Australia	AON Risk Services Australia
Insurer	AIG Australia Limited ABN: 93 004 727 753 AFSL: 381686	AIG Australia Limited ABN: 93 004 727 753 AFSL: 381686	CGU Insurance Limited ABN: 27 004 478 371
Cover	\$2,000,000	\$10,000,000	\$50,000,000
Policy	1023335551	1023335551	O/07-35

Certificates of currency will be provided on request.

## 7.0 STUDY AIMS AND OBJECTIVES – DEMONSTRATED UNDERSTANDING

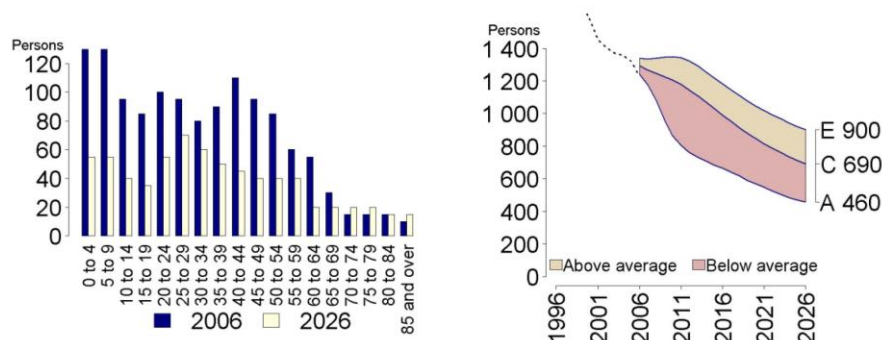
We are pleased to provide this proposal detailing the approach we would take to deliver to the Shire of Meekatharra a comprehensive Facilities Use Study and strategic plan for the future management of its community infrastructure.

This plan will provide the Shire of Meekatharra with a strategic framework that effectively addresses the current and the future community facilities needs for its community in an equitable, effective, timely and affordable manner.

The approach proposed by CCS will centre on ensuring that the necessary facilities for the provision of appropriate community services in the Shire of Meekatharra are provided and are of a standard and nature that meets the needs of the community.

This study will take into account the needs of existing groups, the aspirations of the local community, emerging social, economic and cultural trends, the ability of facilities to function as community meeting-places and the likely changes in the demographic profile over time. The methodology will ensure that stakeholder expectations are managed, understood and matched to funding and cost realities.

The 2011 census reports a resident population in Meekatharra (township) of 734 and a total of 1,377 throughout the Shire. WAPC population projections for the Shire forecast a considerable decline to 2026 across all age groups, except those over 70 years of age. It is noted that that these forecasts underestimate the current population in the Shire as recorded by ABS by as much as 300, however, all trend lines anticipate that the Shire population will reduce over time as shown below.



Source: WA Tomorrow (2012) LGA Profiles - Western Australian Planning Commission

We acknowledge that the Shire of Meekatharra officially comprises three localities including Nannine and Peak Hill, however, we shall restrict our focus to the Meekatharra township itself. Our methodology will seek to determine the unique set of infrastructure and service needs to be met. These needs will be explored through a comprehensive review of the community feedback captured for the Shire's Strategic Community Plan 2012-2022 and subsequently interpreted and validated in a series of targeted stakeholder engagements.

The community's future facility requirements will be assessed in the context of how they satisfy the aspirations and expectations of the Shire and its community. In this sense the Shire's Strategic Community Plan will be a critical guide and the Facilities Strategy that emerges from this project will be consistent with this and other plans adopted by the Shire.

As part of this study, the following must be determined:

- An assessment of the current situation in Meekatharra through a program of research and review of background materials including council publications, plans and reports, the local planning strategy, development data, socio-graphic and leisure participation data and trends
- The current demographic and social profile of the community and a forecast pattern of change in the local resident profile including and assessment by age, gender and aboriginality as well as the impact and requirements of FIFO workers
- Current and trending utilisation levels of the existing community facilities and services throughout the Meekatharra community
- An expression of latent and unmet demand within the community through lack of or inappropriate facility provision
- Forecast demand from local residents, the FIFO community, residents from other localities and visitors
- An assessment of the capacity and fitness for purpose of existing infrastructure against anticipated levels of utilisation of proposed facilities
- Future community infrastructure and service provision requirements based on the population profile and opportunities within existing and potentially available facilities including (but not limited to) the Shire chambers, offices and library, the Lloyd Building, the Community Resource Centre and the old Horizon Power station.
- Development of a gap analysis and priorities for facility and service provision to effectively meet the needs of the community
- Infrastructure provision solutions including options for new developments, refurbishment, reinvention, rationalisation and reuse or replacement of existing facilities
- Cost of securing/provision of community infrastructure (suitable land, public open space and built facilities) by category, by size and by location
- Funding sources for community infrastructure provision including Shire rates and loans, developer contributions and grant funding opportunities; and
- A program of implementation for facility development reflective of financial capacity.

Outcomes and deliverables will include:

- A summary of key findings from the research and literature review phase of the study
- A summary of the stakeholder engagement process and its findings
- A demographic analysis and projection for the rate of population growth in the Shire by age, gender and locality
- An inventory and audit of existing facilities and services showing level of utilisation and fitness for purpose
- An assessment of demand for future facilities and services using a variety of projection techniques including populating based, participating rate based and servicing level based projections
- A philosophical and strategic rationale for the provision of community facilities and services throughout the Shire reflective of the Shire's Strategic community Plan to demonstrate and justify the solutions matrix proposed
- A facilities and services solutions matrix showing how new and existing facilities and services can be combined to meet the community's future needs
- A schedule detailing the future requirement for community facilities and services in town



- A graphical representation of the recommended public open space and community facility allocation by location, orientation, catchment and community connectivity in response to the rationale
- A detailed cost schedule outlining the order of probable cost for all community infrastructure development and land allocation/acquisition requirements
- A funding strategy detailing Shire capacity through rates, loans and grant revenues and private sector and developer contributions; and
- An implementation strategy showing proposed acquisition and development times for land, facilities and services and the resultant cost escalation over time.

## 8.0 METHODOLOGY

This study will be tackled in a number of discrete and sequential stages allowing the Shire to monitor, contribute to and endorse each step through the regular project meeting and reporting schedule. Our aim is to work closely with (rather than independently of) the Shire's appointed Project Manager and, we suggest the establishment of a Working Group with whom we can discuss findings and test ideas throughout the study. We also request that some office space be provided for the consulting team from time to time to carry out interviews and on-site research. The stages of the project are described as follows:

### 8.1 Project Initiation

CCS will meet with the appointed Project Manager and the Working Group at the commencement of the project to confirm our approach and develop a 'Project Charter'. We suggest this meeting is conducted by way of teleconference/ videoconference to reduce cost. The Project Charter will be based on this proposal and your brief, and provide an agreed program which CCS can work towards and be measured against. The key aspects of the Project Charter include:

- Confirmation of the project purpose and outcomes expected by the Shire
- Agreement on the project deliverables, including the format and content of project progress reports (fortnightly progress reports and written interim reports)
- Discussion and finalisation of the project methodology
- Agreement on the project timeline
- Establish communication protocols with the Shire and respective stakeholder groups
- Identify the suite of stakeholders and existing community and facility user group representatives to be targeted for consultation and agree upon the consultation program dates, locations and times
- Identify and take possession of all sources of background information and data available from the Shire for review.

This process has served us well in our previous projects and has been highly regarded by our clients. It provides a clear and agreed program against which to measure progress in the study.

### 8.2 Review of background information and materials

CCS will review all previous and relevant studies and other council provided information and reports to ensure that a thorough understanding of the recent history, current situation and anticipated future is gained. We note the records of consultation already provided and the Shire's Strategic Community Plan and will include this material in our review program.



The review of these documents and other relevant materials will be useful in plotting progress against previous recommendations and to appraise the currency and validity of prior proposals and recommendations related to community facilities and services in Meekatharra.

Additional literature to be sourced as part of the review will refer to emerging national and local trends in facility planning, community development and the recreation/leisure industry.

A summary report will be presented to the Working Group to ensure that our interpretation of the literature is accurate.

### **8.3 Existing Community Facility and Service Provision**

This stage will comprise both inventory and audit components. The first phase will be to compile an inventory of all facilities and services on offer in the town.

#### **8.3.1 Inventory**

The inventory will provide a template for future assessment of community facility and services provision and will seek to capture:

- All land parcels and buildings allocated for community purposes identifying those parcels reserved for active and passive recreation, those available for community purposes, sites designated for conservation and other special purpose areas
- Community sport and recreation infrastructure including hard courts, ovals/playing fields, cricket nets, clubrooms, change rooms, aquatic centres, recreation and community centres, skate and BMX facilities
- Whole of community services and amenities including libraries, resource and information centres, landscaped spaces including parklands, playgrounds, public toilets, BBQs, shade shelters and seating areas and other community facilities, civic facilities including performance and celebration spaces, town halls and meeting places
- Specialist infrastructure provision including youth facilities, seniors facilities, men's sheds, family centres and early childhood centres, equestrian facilities, shooting ranges, golf courses, motor sport complexes and emergency services installations
- State agency provision including health and medical services, schools and other education outlets, government offices, employment and welfare services; and
- Traffic and access infrastructure throughout and at the community purposes sites and precincts including roadways and parking, signage, pedestrian pathways, walk trails and other linkages.

The inventory will be presented as an electronic record complete with spatial mapping and digital photographs of the existing facilities in Microsoft Office format suitable for regular updating. CCS will utilise data (aerial photography/mapping) available from the Shire (or alternatively sourced by the Shire from DLI or other suitable sources) for base level mapping.

#### **8.3.2 Audit**

The second part of the existing facility and service assessment will be an audit of the existing major facilities in town as agreed with the Working Party. This will involve recording and where possible measuring the current level and type of utilisation, catchment, capacity and suitability of the existing provision. Facilities will be assessed on their physical and structural condition, presentation and level of maintenance, size and suitability for purpose. Services will be assessed in terms of their capacity to respond to identified demand, provision of resources and patron satisfaction (to be accessed via available service provider data). We will employ the Moloney Asset Condition rating scale for this purpose.



### **8.3.3 Reporting**

The facility and service inventory and audit reports will be supported by digital photography. CCS has now prepared more than 25 local area inventories and has developed a substantial database of community facilities in the process. This provides CCS with a considerable reference bank of what works and what doesn't work and how innovative approaches have been taken to address community needs. This knowledge bank will be called upon to assist and influence our analysis of the Shire's future community facility and service needs.

## **8.4 Local Demography and Residential Growth Projections**

We will explore the ABS census data (2011) and interpret WAPC and Shire projections to develop a demographic profile for the Shire over the period to 2026.

CCS will also explore broader socio-graphic indicators such as:

- Household size and type
- Household income
- Occupation type
- Education
- Ethnicity
- Computer/internet access
- FIFO population impacts

## **8.5 Stakeholder consultation**

The principal focus of the consultation program will be to verify and test the community's aspirations and expectations for community facility and service provision as outlined in the Shire's Strategic Community Plan. This understanding will be developed through a series of targeted workshops with selected stakeholders as follows:

### **8.5.1 Shire Staff and Elected Members**

It is proposed that a facilitated workshop (approximately 2 hours) be held with relevant Shire staff and councillors. The workshop will consist of discussions oriented around:

- Understanding the extent and impact of township decline, FIFO activity and ageing population and infrastructure
- Defining the role of the Shire in facilities provision and community service delivery
- Clarifying issues related to the management of existing facilities and services
- Defining funding parameters and partnership opportunities

The format would include a presentation on key social and economic trends, ideas on facility and community development, potential challenges and opportunities, the function of local government and an overview of the consultant's impressions of community need.

### **8.5.2 Open Community Workshops**

A focus group style workshop with residents and local organisations such as residents and ratepayers groups, historical and agricultural societies, parents and citizens associations, arts and cultural groups and other community and sporting clubs. The principal purpose of these sessions will be to understand local cultural values, identify the theme and vision that defines the locality and to quantify local aspirations and expectations. Much of this will be testing our interpretation of the Shire's Strategic community Plan and other council plans and strategies.





These sessions will be most effective if the community at large, particularly members of existing organisations that have a purpose, and most likely established views on their community are encouraged to attend.

The focus group sessions will be to elicit responses to the issues described above and to also seek commentary on the level of utilisation and adequacy of existing community facilities and services.

A second workshop will be to inform the group of how their information has been interpreted and assessed in the Facilities Strategy for Meekatharra and to seek commentary and validation on the draft recommendations developed by the consulting team.

This second session will be will also be conducted as an open community meeting and is critical to ensuring that the local community is aware that their input has been considered and how it has been interpreted. It is also essential to the process of managing expectations and securing community support for the Facilities Strategy which is critical given the lag in provision of many facilities.

#### **8.5.3 Specialist Stakeholder Engagement**

Within the community there will be a variety of special stakeholders whose views, input and advice will be critical. Parties included in this category include:

- Local developers and property owners
- Government agencies
- Utilities including Horizon Power and Water Corporation
- Schools
- Other parties as identified by the Working Group

The majority of these parties will be consulted one-on-one either face to face or via telephone interview. It may be beneficial to gather some of the parties together for small focus group sessions (e.g. schools, developers, utility providers) and these arrangements will be determined in discussion with the Project Manager.

#### **8.5.4 Working Group Meetings**

CCS will meet with this group at the commencement of the study and at regular intervals throughout the program. It is our desire to use the Working Group as an advisory body to guide us in ensuring that our engagement program is comprehensive and appropriately targeted, that our interpretation of community feedback is culturally appropriate and that our analysis and assumptions in developing strategies for facility and service provision are both robust and sensible. The Working Group will serve as much as our sounding board as the body to which we regularly report.

#### **8.5.5 Presentation of the Draft Report to Council**

We have allowed for a detailed presentation of the draft report to the Council which ideally will include members of the Working Group and Senior Staff. This presentation is to ensure that the detail of the report has been adequately considered by the Council prior to release for public comment.

#### **8.5.6 Presentation of the Draft Report to the Community**

Critical in strategic planning exercises of this nature is engagement with and support from the community. The engagement strategy outlined above will allow the community adequate opportunity to provide input into the Facilities Strategy during the study process. They will also have the opportunity to consider and comment on the draft report prior to



finalisation and consideration by the council for adoption. The public comment period will be initiated by the second open community workshop.

#### **8.6 Information Synthesis and Analysis**

This critical phase of the project is where CCS will begin to make sense of the data gathered and formulate the solutions matrix components. Included in this phase will be a series of discrete assessments that will:

- Assess community participation and engagement rates and trends and predict demand for facilities and services under the forecast demographic profile;
- Address community facility and service provision trends, contemporary benchmarks and expectations;
- Provide a scenario analysis that accommodates projected needs, the costs and benefits associated with the proposed provision and how this provision is likely to be influenced by trends; and
- Provide a discrete needs assessment for the Shire for community infrastructure.

This analysis will lead to the development of a solutions matrix for community facility and service provision in Meekatharra. The first stage of this process is to carry out a gap analysis to determine what will need to be provided that is currently missing or inadequate. The second phase is to identify the options to address community need including replacement, refurbishment or reinvention of existing facilities, construction of new facilities or in some instances a non-asset solution.

#### **8.7 Community Infrastructure Mapping**

To assist in the presentation and understanding of the range of community facilities and services required, the preferred options from the solutions matrix will be spatially mapped. This will inform location, orientation and broad concept designs including consideration of the catchment population, connections and linkages with other facilities and any socio-cultural barriers. The mapping and broad concepts will be prepared with the assistance of Gresley Abas Architects and will be suitable for use in future grant funding applications.

#### **8.8 Order of Probable Cost**

CCS will work with Quantity Surveyor Neil Butler to prepare a cost schedule for the provision / acquisition and development of the community infrastructure required.

The cost schedule shall be developed based on unit costs and associated project procurement costs for:

- All land parcels allocated for community purposes;
- Community sport and recreation infrastructure;
- Whole of community services and amenities;
- Specialist community infrastructure;
- Traffic and access infrastructure including roadways and parking, signage, pedestrian pathways, walk trails and other linkages; and
- Landscaping and amenity installations inclusive of public art.
- Other elements as advised by the working Group

The cost schedule shall be constructed such that real time costs associated with the nominated delivery date can be calculated by adjusting current cost estimates by an agreed escalation rate.



#### **8.9 Community Infrastructure Funding**

Inherent in the strategy to provide the Meekatharra community with a range of facilities and services is the Shire's capacity to pay for them. This phase of the project will consider the funding and fundraising capacity of the Shire including rates revenue, loans, developer and private sector contributions, grants and special project funding. CCS will develop a schedule that shows the Shire's capacity to deliver the requisite (recommended) infrastructure to the community.

#### **8.10 Implementation**

We shall incorporate into the cost schedule a mechanism for determining the real cost of facility delivery at the recommended time of delivery. The timing of the provision of services and facilities shall be determined in response to community need as identified in 8.6 and in response to cash flow and funding options as determined in 8.9. Each facility shall be scheduled into the delivery program and the cost calculations will be able to be automatically updated to real time costs by altering the year of implementation.

#### **8.11 Finalisation and reporting**

CCS will maintain ongoing dialogue with the Project Manager and the Working Group throughout the course of the study to provide feedback and seek guidance on progress, to coordinate stakeholder engagement events and to test the efficacy and value of ideas and recommendations.

We propose to present the draft Facilities Use Plan to the Shire (Project Manager, Working Group, Councillors and Senior Staff) and following feedback, make any necessary modifications to the report prior to presentation to the community at an open workshop to mark the commencement of a public comment period.

Following the close of the public comment period, CCS will amend the draft report in accordance with Council and community feedback and submit the Final Report.

All reports, maps, drawings and photographs will be in a format compatible with the Microsoft office suite of products. One bound and one unbound copy of the Final Report shall be submitted. All base data, cost schedules and the final report will be provided in electronic format.

### **9.0 TIME FRAME**

CCS has prepared a tentative project schedule. We anticipate commissioning the study in early November and providing the final report, following the mandatory advertising and public comment period by the end of May 2014.

The study program provides for 3 visits to the Shire, the first of them extended to allow for the initial stakeholder engagement program and public workshop.

The draft schedule is shown overleaf in two parts, pre Xmas break, and post Xmas break.



Part 1, pre Xmas Break

Meekatharra Facilities Use Plan	Oct	November					December				
Week Commencing Monday	28	4	11	18	25	2	9	16	23	30	
Task	Week No.	0	1	2	3	4	5	6	7	8	9
Appointment and contracting CCS Strategic											
Project Initiation			T								
Develop the 'Project Charter'											
Review of background information and materials											
Achievement of study recommendations											
Cultural values statement											
Literature review summary report											
Existing Community Facility and Service Provision							V1				
Site and service inspection program											
Photographic library compilation											
Prepare inventory and mapping											
Spatial mapping											
Facility audit report											
Condition and fitness for purpose											
Utilisation schedules											
Service catchment											
Capacity											
Demographic profile											
Population profile											
Social and cultural characteristics											
Stakeholder engagement											
Staff and Councillor Workshop							V1				
Community Workshop Round 1											
Community Workshop Round 2											
Specialist Stakeholder Engagement											
Stakeholder engagement report round 1							V1				
Working Group Meetings			T				M				



Part 2, post Xmas Break

Meekatharra Facilities Use Plan	January					February					March					April					May				
Week Commencing Monday	6	13	20	27	3	10	17	24	3	10	17	24	31	7	14	21	28	5	12	19	26				
Task	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
Condition and fitness for purpose																									
Utilisation schedules																									
Service catchment																									
Capacity																									
Community Workshop Round 2													V2												
Specialist Stakeholder Engagement																									
Working Group Meetings			T				T				M				M										
Information Synthesis and Analysis																									
Assess participation rates and trends																									
Address trends and benchmarks																									
Provide a scenario analysis																									
Cost benefit analysis																									
Prepare needs assessment summary report																									
Present needs assessment summary report																									
Develop Solutions Matrix																									
Justify preferred solution rationale																									
Community Infrastructure Maps and concepts													V2												
Capital costs													V2												
Present order of probable costs schedule													V2												
Community Infrastructure Funding																									
Shire rates revenue and loan capacity																									
Recurrent grants schedule																									
Special grants options																									
Private sector contributions																									
Present funding strategy																									
Devise an implementation schedule																									
Finalisation and reporting																									
Prepare draft report																									
Present draft report to Council																		V3							
Assessment of public comment																									
Amendment of draft report																									
Submit final report to Council																									

## 10.0 FEES

### 10.1 Professional fees and disbursements

Below is an itemised breakdown of the project stages and the costs associated with each stage. The total project cost of \$62,515.00 plus GST includes all professional fees and disbursements and the services of Gresley Abas Architects and Neil Butler Quantity Surveyor.

Project Tasks	Total Hours	Total Cost (ex GST)
Project Initiation	2	\$ 560.00
Develop the 'Project Charter'	2	\$ 560.00
Review of background information and materials	0	\$ -
Achievement of study recommendations	5	\$ 1,170.00
Cultural values statement	4	\$ 890.00



Literature review summary report	5	\$ 1,170.00
Existing Community Facility and Service Provision		\$ -
Site and service inspection program	10	\$ 2,570.00
Photographic library compilation	7	\$ 1,500.00
Prepare inventory	7	\$ 1,385.00
Spatial mapping	15	\$ 1,500.00
Facility audit report		\$ -
Condition and fitness for purpose	3	\$ 840.00
Utilisation schedules	3	\$ 840.00
Service catchment	1	\$ 280.00
Capacity	1	\$ 280.00
Demographic profile		\$ -
Population profile	2	\$ 560.00
Social and cultural characteristics	4	\$ 1,120.00
Stakeholder engagement		\$ -
Staff and Councillor Workshop	4	\$ 1,120.00
Community Workshop Round 1	4	\$ 1,120.00
Community Workshop Round 2		\$ 1,120.00
Specialist Stakeholder Engagement		\$ 2,240.00
Working Group Meetings	7	\$ 1,960.00
Stakeholder engagement report round 1	3	\$ 840.00
Information Synthesis and Analysis		\$ -
Assess participation rates and trends	2	\$ 560.00
Address trends and benchmarks	2	\$ 560.00
Provide a scenario analysis	2	\$ 560.00
Cost benefit analysis	2	\$ 560.00
Prepare needs assessment summary report	4	\$ 1,120.00
Present needs assessment summary report	2	\$ 560.00
Develop Solutions Matrix	1	\$ 280.00
Justify preferred solution rationale	4	\$ 1,120.00
Community Infrastructure Maps and concepts	73	\$ 12,860.00
Order of Probable Cost		\$ -
Capital costs	18	\$ 3,440.00
Present order of probable costs schedule	3	\$ 840.00
Community Infrastructure Funding		\$ -
Shire rates revenue and loan capacity	1	\$ 280.00
Recurrent grants schedule	2	\$ 560.00
Special grants options	3	\$ 840.00
Private sector contributions	2	\$ 560.00
Present funding strategy	3	\$ 840.00
Devise an implementation schedule	2	\$ 560.00
Finalisation and reporting		\$ -
Prepare draft report	16	\$ 3,760.00
Present draft report to Council	2	\$ 560.00
Assessment of public comment	3	\$ 840.00
Amendment of draft report	2	\$ 560.00
Submit final report to Council	4	\$ 1,120.00
<b>Total hours</b>	<b>242</b>	
<b>Total professional fees</b>		<b>\$ 56,565.00</b>
travel		\$ 2,850.00
per diem		\$ 700.00



printing		\$ 150.00
project administration		\$ 2,250.00
<b>Total project On-costs</b>		<b>\$ 5,950.00</b>
<b>Total project cost</b>		<b>\$ 62,515.00</b>

We have allowed for the production of one bound and one unbound copy of the Final Report. All other submissions to the Shire shall be in electronic format compatible with the Microsoft Office suite of products.

Please note that the fee proposal has not allowed for:

- Additional hours outside those nominated in the cost schedule
- Repeated reviews and amendments to the draft report
- Printing more than the specified number of reports specified
- The issue of invitations for stakeholder engagement
- Venue hire and catering for stakeholder engagement

The Shire is requested to arrange for the supply of audio visual materials such as a multi-media projector, screen, flipcharts, name tags and whiteboards for the consultation process, progress meetings and for report presentation purposes.

Advertising of the project and invitations to key stakeholders and residents for the workshop and engagement program is left to the Shire to arrange, although CCS will assist in providing copy for this purpose. Surveys are intended to be conducted on-line. The cost associated with the printing and mailing of any surveys or questionnaires subsequently required by the client and the associated data entry of the returns is not included in the above figure.

## 10.2 Payment Schedule

We propose the following payment schedule.

The payments are milestone based and invoices will be submitted in association with the relevant stage report.

Stage	Fee claim
Commissioning	30%
Needs Assessment summary report	20%
Order of Probable Cost Schedule	20%
Draft final report	15%
Final Report	15%
Total	100%



## **12.0 QUALITY ASSURANCE**

The principal quality management guide adopted by CCS is client satisfaction. Our imperative is to deliver a result to the client that meets or exceeds their expectations.

Mark Casserly has been previously certified as an Approved Advisor for the University of South Australia's CERM Performance Indicator © program; a best practice effectiveness and efficiency measurement program. Mark also maintains active professional association membership of the Australian Institute of Management and Parks and Leisure Australia. He currently serves as President of the Western Australian Region of Parks and Leisure Australia and is a member of the ministerially appointed governing council of the Northern and Remote Country Health Service.



CCS subscribes to the methodology and guidelines for community consultation developed by the Department of the Premier and Cabinet Citizens and Civics Unit. The planning model and the consultation checklist in appendix 2 of the "Resource Guide," published in April 2002 have become useful quality control mechanisms.

CCS has also adopted methodologies recommended by the Department of Sport and Recreation for community consultation related to needs analyses and feasibility studies for leisure services and facilities.

CCS operates within a proven methodology and framework and is aware of and subscribes in general terms to the attributes of utility, feasibility, propriety and accuracy developed by The Joint Committee on Standards for Educational Evaluation.

## **13.0 APPENDIX ONE - CORPORATE PROFILE (.pdf attachment)**



<b>Title/Subject:</b>	<b>DONATION REQUEST – KAD Inc. REVIEW COUNCIL DECISION 19/10/13</b>
<b>Agenda/Minute Number:</b>	9.4.3
<b>Applicant:</b>	KAD Inc.
<b>File Ref:</b>	ADM325
<b>Disclosure of Interest:</b>	Nil
<b>Date of Report:</b>	11 October 2013
<b>Author:</b>	Roy McClymont Chief Executive Officer
	 <i>Signature of Author</i>
<b>Senior Officer:</b>	Roy McClymont Chief Executive Officer
	 <i>Signature Senior Officer</i>

**Summary/Matter for Consideration:**

Council resolved in October 2013 not to make a donation to Kids After Dark Inc..

KAD Inc. have requested that council reconsider this request for a donation for a contribution to food costs of the KAD service.

**Attachments:**

Email from KAD Inc 31 October 2013 including copy of email from Clayton Utz lawyers and page 10 of the KAD Inc constitution.

Email to KAD Inc 8 November 2013

Original email and letter from KAD Inc – 9 October 2013

Copy of KAD Inc Magazine provided with the original application.

Some relevant correspondence received and sent to KAD Inc “September 2007 – October 2009.”

Copies of supporting material provided with the recent Doray Minerals Community Development Trust Application from KAD Inc will be tabled at the meeting.

**Background:**

In July 2009 Council resolved:

*That Council request:*

- 1. A copy of the Kids After Dark Committee Meeting Minutes be provided to the CEO for distribution to Council.*
- 2. A copy of the Kids After Dark Committee Constitution and Membership Application forms be provided to the CEO for distribution to Council*

These items were never provided by KAD Inc (see attached emails) and led to Council making the following decision at the October 2009 OCM Council resolved the following:

*That Council:*

1. *no longer provide any Council representative to the Kids After Dark Inc management committee on the following grounds:*

*This action is taken because the secrecy clauses of the groups' constitution preclude a Council representative from reporting on the group's activities to their supervisor or to Council. Accountability and transparent reporting is a standard Local Government practice and is fundamental to every shire employment contract. The secrecy clauses in the Constitution effectively deny a Council employee or Councillor their obligation and right to report on the activities, progress and issues of the group.*

2. *not provide any further funding (including this years remaining donation) to Kids after Dark Inc on the following grounds:*

*This action is taken because the secrecy clauses of the groups' constitution preclude the group from providing to council any information about the groups' financial records. Council manages its affairs and funds on behalf of the residents and ratepayers of the Shire and is therefore unable to provide funding to any group that is unable to report to Council on its revenues and expenses.*

3. *write to Kids after Dark Inc advising of the above decisions along with a summary of the clauses of concern, and the reasons for concern, in the groups constitution, suggesting that the group may wish to consider reviewing these clauses. Compliance with some of the clauses may even make it difficult for the group to attract funding from some funding sources. A copy of the letter, if possible, is to be sent to every member of Kids after Dark Inc.*

Council has been very supportive of the safe house project in Meekatharra. At the request of Yulella Aboriginal Corporation, in 2007/08, Council made a budget allocation of \$25,000 to Assist with the three priorities that were identified through a community meeting and consultation process conducted by Yulella. This allocation was not spent and was carried forward.

In 2008/09 Council made a net budget allocation for Youth After Dark of \$25,476 (inclusive of capital items). This included operating expense of \$67,233 and income of \$50,000. In that year, councils net actual contribution was \$11,086.

In 2009/10 Council made a budget allocation of \$10,000 donation to the Youth After Dark group.

Council provided finance and accounting services to the group from September 2007 until early in 2010.

Council also provided a representative and secretarial services for the safe house group/committee from March 2007 until October 2009.

In 2008, at the request of Anton Rossouw, Chairman of the Youth After Dark Workgroup, Council approved the use of Meekatharra Youth Centre to run a trial "safe house" service.

**Comment:**

As indicated in the attached email, KAD Inc have not been advised of any specific reason for Councils decision. Therefore the advice from Clayton Utz may or may not be relevant to Council.

Regardless of relevance, the following information is provided as background on this matter.

KAD advised the Shire by email on 22/9/2009 (copy attached); *“A committee meeting was held on 16<sup>th</sup> September 2009 and upon the Advice of our Lawyers Clayton Utz, we are not at liberty to provide you with the KAD Minutes. As an incorporated body we must comply with our constitution. Under that Constitution we are not permitted to supply minutes to any-one outside of the KAD committee. I am sure that you can appreciate that we are only complying with our legal requirements as an Incorporated body.”*

On 30/10/2013 Clayton Utz advised KAD that; *“Clause 9.2 does not impose any restrictions on KAD itself from agreeing to provide, for example, financial records regarding the acquittal of specific funding or any other aspects of its financial or other records to the Shire of anyone else as KAD deems necessary.”*

Clause 9.2 specifically mentions “all financial records and asset registries” but does not mention minutes. It would therefore seem reasonable, based on the email of 22/9/2009, to conclude that KAD “are not permitted to supply” minutes or financial records “to any-one outside of the KAD committee”.

**Consultation:**

Nil

**Statutory Environment:**

Nil

**Policy Implications:**

Policy 2.9 - Donations

**Budget/Financial Implications:**

Budget GL0252 - Other Donations - \$10,000

Council operates a number of youth and recreation programs. This year’s budgets in these areas is summarised below:

Donation Storm Co – school holiday activities - \$1,000

Donation Subiaco Church of Crist – school holiday activities - \$1,000

Youth Services Operations:

Operating expense - \$394,331

Operating Income - \$140,473

Capital Expense - \$157,425

Red Sand Box Maintenance - \$4,000

Youth Ball - \$2,000

Recreation Officer (services are predominantly youth focused)

Operating Expense - \$320,357

Operating Income - \$73,050

The net budgeted contribution from Council for the above services is therefore \$666,590

This excludes services such as the pool (net cost total \$307,255), oval and other recreation facilities that have a high level of use by children and youth.

**Strategic Implications:**

Strategic Plan 2012-2022:

KRA – Governance – Develop partnerships with stakeholders to enhance community services and infrastructure.

**Voting Requirements**

Simple Majority

**Officers Recommendation / Council Resolution:**

**Moved: Cr RK Howden**

**Seconded: Cr PS Clancy**

**That Council not make a donation to Kids After Dark Inc in this instance.**

**CARRIED 7/0**

**Cr PS Clancy left the meeting at 11.07 am.**

**Cr PS Clancy returned to the meeting at 11.08am**



**From:** [kadinc@bigpond.com](mailto:kadinc@bigpond.com) [mailto:[kadinc@bigpond.com](mailto:kadinc@bigpond.com)]  
**Sent:** Thursday, 31 October 2013 1:31 PM  
**To:** Meeka Customer Service Officer  
**Cc:** [Norman.Lyon@health.wa.gov.au](mailto:Norman.Lyon@health.wa.gov.au); [fjmeeka@bigpond.net.au](mailto:fjmeeka@bigpond.net.au)  
**Subject:** Fwd: KAD constitution - confidentiality provisions

Dear Roy and Councillors,

I have sent this advice onto you from the KAD INC Lawyers regarding our latest request for a donation from the Meekatharra Shire for our Aboriginal Organization in Meekatharra to assist us with our Food and other costs for the kids at risk in Meekatharra.

This is the 3rd time the Shire has refused to assist our local Organization based upon an incorrect advice. We are not for profit and are a registered charity.

We respectfully request that you give our latest application further consideration based upon our Lawyers advice.

Kind Regards

KAD INC

0457133932

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On 30/10/2013 6:15 PM Girdler, Scott wrote:

Dear Debranne,

We have reviewed the confidentiality provisions in Kids After Dark Inc's (**KAD's**) constitution having regard to the content of the letter from the Shire of Meekatharra (**Shire**) to KAD dated 23 October 2009 (a copy of which we attach).

The Shire's letter states that KAD's request for a donation was declined because "*the secrecy clauses of the groups' constitution preclude the group from providing to council any information about the groups' financial records*".

By "secrecy clauses" we presume that that Shire means the confidentiality provisions in clause 9 of KAD's constitution (a copy of which we've also attached). Those provisions are standard confidentiality provisions commonly included in the constitutions of incorporated associations. The confidentiality provisions apply to KAD's members (in the same way as all of the other provisions of KAD's constitution apply to KAD's members) and are intended to prevent KAD's members disclosing information obtained by virtue of the person's position as a member of KAD. The relevant provision, clause 9.2, states that "*Subject to the requirements of the Act [i.e. the Associations Incorporation Act 1987], each Member shall also treat as secret and confidential all documentation relating to the Association's activities including, but not limited to, financial records and asset registries of the Association.*" (emphasis added).

Clause 9.2 does not impose any restrictions on KAD itself from agreeing to provide, for example, financial records regarding the acquittal of specific funding or any other aspects of its financial or other records to the Shire or anyone else as KAD deems necessary.

The reason stated in the Shire's letter for it declining funding is incorrect and misconstrues KAD's constitution. We understand that the Shire has recently again declined a funding request on the same, mistaken, basis. We trust that this email will assist the Shire to understand and correct its mistake.

Please let me know if you need anything further.

Regards,

**Scott Girdler, Special Counsel**

**Clayton Utz**

QV.1, 250 St Georges Terrace, Perth WA 6000 Australia | D +61 8 9426 8225 | F +61 8 9481 3095 | M 0421 775 621 | [sgirdler@claytonutz.com](mailto:sgirdler@claytonutz.com)

[www.claytonutz.com](http://www.claytonutz.com)



Please consider the environment before printing this e-mail

This email is confidential. If received in error, please delete it from your system.

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**9. Confidentiality**

**9.1 Personal information**

Subject to the provisions of the Privacy Act 1988 (Cth) and all other applicable laws, each Member shall treat as secret and confidential all Personal Information which is disclosed, provided, or becomes known to the Member in the course of, or in connection with the Association's activities.

**9.2 Association records**

Subject to the requirements of the Act, each Member shall also treat as secret and confidential all documentation relating to the Association's activities including, but not limited to, all financial records and asset registries of the Association.

---

**10. Employees**

Employees of the Association shall act in accordance with all rules as the Association may from time to time prescribe.

---

**11. Use of Association's name**

Membership does not give any rights in respect of the use of the Association's name or in respect of any intellectual property or other assets of the Association. The Association reserves to itself the sole use and control over its name.

---

**12. General meetings**

- (a) A General Meeting of the Association may be convened by the Management Committee when and at such times and places as it thinks fit. A General Meeting shall be convened within fourteen days of receipt of a requisition in writing of no fewer than 25% of the Members specifying the object of the meeting.
- (b) At least 14 clear days before each General Meeting the Secretary of the Management Committee shall give to each Member notice in writing of the meeting and such notice shall specify the place and date and the hour of the meeting and the general nature of the business to be transacted.
- (c) The accidental omission to give notice of a meeting to or the non-receipt of notice of a meeting by any person entitled to receive notice shall not invalidate the proceedings at that meeting.
- (d) The Chairman of all General Meetings shall be the Chairman of the Management Committee. In the Chairman's absence, a member of the Management Committee shall be elected by the Members present as Chairman.
- (e) Members may be present at a General Meeting personally or by a single proxy holder or, in the case of a body corporate, by a representative. Proxy holders and representatives must be appointed in accordance with clause 12(i) and 12(j) respectively. On a poll votes may be given either personally or by proxy.

**Roy McClymont**

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**From:** Roy McClymont  
**Sent:** Friday, 8 November 2013 5:09 PM  
**To:** 'kadinc@bigpond.com'  
**Cc:** 'sgirdler@claytonutz.com'; CDSM  
**Subject:** RE: KAD constitution - confidentiality provisions

Dear Debranne

I am unsure why you have sought legal advice on our letter of 23/10/2009 because it has not been cited as the reason for Council's decision?

I have verbally advised you that a number of documents were provided to Council in relation to your request, including the letter of 23/10/2009 which may have been a contributing factor in Council's decision.

In any case this is a very refreshing news, given that KAD has in the past refused to provide the Shire with any requested information, including a copy of the Constitution and KAD meeting minutes.

This does however seem to be inconsistent; in 2009 upon advice from Clayton Utz, KAD are not permitted to supply minutes to any-one outside the KAD committee (including the Shire) however in 2013 KAD can provide the Shire with financial records under the same constitution?

Council has a very small donations budget, most of which is decided during annual budget deliberations in May each year. Making donations or providing grants is not a fundamental function of Council. Most Council's expenditure each year is on its own programs, functions and assets. Council is not obliged to make donations to any cause and it is entirely Council's decision whether to make a donation or not.

I will however request Council to reconsider your request for a donation.

Regards

**Roy McClymont**  
**Chief Executive Officer**  
Shire of Meekatharra  
Tel: (08) 9980 0600 Fax: (08) 9981 1505

PO Box 129, Meekatharra WA 6642  
Ph: (08) 99800 600 Fax: (08) 9981 1505  
Email : [reception@meekashire.wa.gov.au](mailto:reception@meekashire.wa.gov.au)



**From:** [kadinc@bigpond.com](mailto:kadinc@bigpond.com) [<mailto:kadinc@bigpond.com>]  
**Sent:** Wednesday, 9 October 2013 2:25 PM  
**To:** Meeka Customer Service Officer  
**Cc:** [ruebenmrobinson@gmail.com](mailto:ruebenmrobinson@gmail.com)  
**Subject:** KAD INC REQUEST FOR DONATION

Hi Roy

I have enclosed our letter of request for a donation from the Shire.

I have also enclosed our Magazine to support this request for assistance.

The funding application that I put up for the Doray funding, is quite comprehensive with copies of our Insurance, Agreements etc, you may wish to refer back to this document as support for our request.

Kind Regards  
KAD INC  
Debranne Geeves  
0457133932

# KAD INC



**PO BOX 222, MEEKATHARRA WA 6642 - 0457133932**

**ABN: 62536746517 CHARITY: 62536746517**

Shire Councillors

Meekatharra Shire Council via email

Dear Sirs

**LETTER OF REQUEST FOR A DONATION TO KIDS AFTER DARK**

We write to request a donation from the Shire Council to assist KAD INC with our food costs for the Safe House for our kids.

Our Organizations Insurance costs have risen quite significantly, notwithstanding that we have never made a claim. This additional cost has burdened us and reduced our budget costs for food.

We would be most grateful if the Shire could make a donation of \$3,000.00 towards our food costs for our disadvantaged kids in Meekatharra.

We enclose our Magazine and refer you to our previous and very comprehensive funding application that we lodged last month with the Shire, for Doray funding, for which we were unsuccessful.

Please do not hesitate to contact me if you require anything further.

Kind Regards

For and on behalf of

Kids After Dark Incorporated and Registered Charity

Debranne Geeves

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## KIDS AFTER DARK PROGRAM

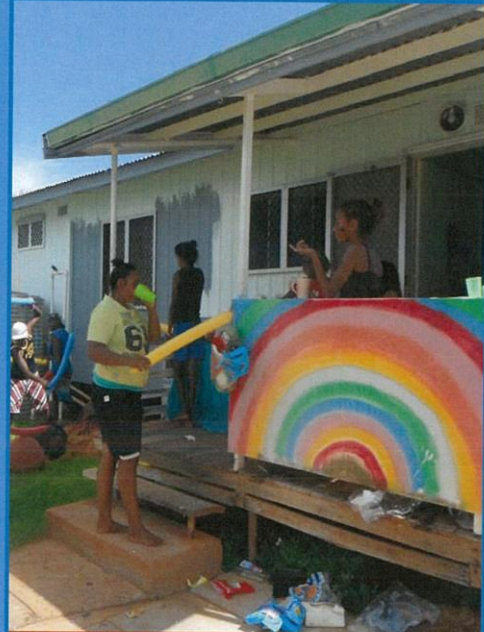
KIDS AFTER DARK PROGRAM WAS ESTABLISHED IN 2007 IN ORDER TO KEEP THE CHILDREN OF MEEKATHARRA OFF THE STREETS AFTER DARK. KAD WAS ESTABLISHED AFTER 12 MONTHS CONSULTATION WITH THE MEEKATHARRA COMMUNITY. WE HELD PUBLIC FORUMS AND HAD BILLY TEA ON CONSULS ROAD.

WE CAME TOGETHER AS A COMMUNITY TO ADDRESS THE KIDS ON THE STREETS AFTER DARK AND KAD WAS BORN, THROUGH HARD WORK, CONSULTATION AND RESPECT FROM OUR COMMUNITY.

KAD INC WAS INCORPORATED IN JUNE 2009 AND THE SAFE HOUSE WAS ESTABLISHED THE SAME YEAR. KAD INC HAS ALWAYS GIVEN OUR KIDS OWNERSHIP OF THE PROGRAM AND THE SAFE HOUSE.

THE KIDS ESTABLISHED A VEGIE GARDEN AT THE SAFE HOUSE AND IT HAS NEVER BEEN BROKEN INTO OR VANDALISED FOR ALL OF THE TIME THAT WE HAVE BEEN OPERATING, AS THE KIDS SEE IT AS THEIR SAFE PLACE IN MEEKATHARRA.

Designed and Developed by:



## MAJOR SPONSOR

Rio Tinto

KAD Incorporated would like to thank Rio Tinto for their support in providing a safe environment for the Kids of Meekatharra

# RioTinto



## ACKNOWLEDGEMENTS

With Appreciated Support

### General

It is important to acknowledge our sponsors both in-kind and financially and in this would like to express our gratitude to the below sponsors

\*Warning\* This magazine may contain names and images of deceased Aboriginal People

© Copyright all rights reserved Kids After Dark Incorporated 2012

### Rio Tinto—Major Sponsor

Not only have Rio Tinto supported KAD Inc financially to make a difference to our kids, but have worked with our community for great outcomes for employment at their Hope Downs Mine. Chris Dawe, John, Simon and the Rio Tinto staff have always shown respect, understanding and passion for improving the lives of Aboriginal people in our community. They have stuck by us for many years and have never wavered.

### Clayton Utz Lawyers—Perth

This law firm has been acting and advising KAD since 2007 as our pro-bono lawyers. They worked with KAD to establish our constitution and legal profile. They have supported and provided KAD Inc with legal advice and direction many times over the past five years and we are and will be eternally grateful to them, as we could not have afforded to pay for the legal advice we have received from Clayton Utz. Thank you, especially Brett Cohen and his team.

### Steve Byers - Abbotts business consultants Perth

Steve was a partner and headed up the aboriginal section of this firm and had offices in Port Headland to support Aboriginal people. Steve had a long association with Debranne (KAD committee member) with other Aboriginal community organisations over many years. Steve set up our business profile for KAD Inc and his support and advice was endless, thank you Steve.

### WA Consultancy

A wholly owned and run aboriginal consultancy firm in Perth.

Wayne Abdullah the principle of that firm has supported, mentored, sponsored our organisation, the safe house and our kids of Meekatharra since inception in 2007. Wayne and his team have always been there for KAD and provided advice, support and sponsored individual kids for specific support for that child's well being. We are so grateful for this firm's support of KAD Inc.

# RioTinto



## ABOUT KAD

Community established owned and operated

*“Through the fire and  
still continuing.”*

### Beginning

Kids After Dark was established after 12 months consultation with the Meekatharra community. We held public forums and had billy tea on consuls road.

- We came together as a community to address the kids on the streets after dark and KAD was born, through hard work, consultation and respect from our community.

KAD inc was incorporated in June 2009 and the safe house was established the same year. KAD inc has always given our kids ownership of the program and the safe house.

The kids established a vegie garden at the sage house and it has never been broken into or vandalised for all of the time that we have been operating, as the kids see it as their safe place in Meekatharra.

### Our Vision

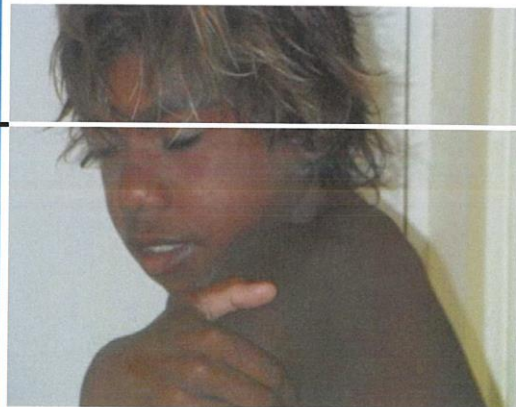
To act in the best interest of the Kids on the streets to be safe. Work with community to identify local solutions to local issues around kids safety that will enable them to be safe in mind, body and spirit.

### Our Mission

- To provide a safe environment for kids after dark via the KAD safe house, provide counselling , education and ongoing support for the kids and families in a cultural way.
- To lead the way in reducing kids on the streets after dark. To work with all agencies for the best outcomes for kids.

[ Its about Us ]

Never lose focus as to why we are here



## IN RECOGNITION

Always Grateful

*"Build from solid foundations."*

### Mavis Curley

Our dear beloved and respected aboriginal ,chairperson for many years - Mavis Curley, (deceased) who said at a Government meeting one time, when it was put to her that the Government did not want to take KAD over, she responded "we wont let you! We are a strong committee who will succeed with or without you, for our kids" we miss you Marja.

### Senior Sgt Peter Pope

OIC of Meekatharra police for 5 years and chairperson and initial founder of the steering committee of KAD. We could not have progressed with out you peter.



### Corissa Boddington and Terry Simpson

Our initial coordinators that where with us for two years. These young aboriginal woman, were an asset to KAD and the growth of our organization. Corissa was supported through KAD for her ongoing education in successfully attending and graduating the twelve month course through challenger TAFE - Perth, of one sky, one path way for young aboriginal leaders of their community. Corissa did all of this whilst brining up beautiful identical twin girls, who at the time were toddlers. Corissa and terry were the young aboriginal youth that built and contributed to our foundations for KAD Inc.

### Sue Van Uden

Health professional for the Murchison and matron of Meekatharra hospital, KAD inc committee member and organised the sponsor for health department to provide the property of 79 Darlot st the "safe house" which is owned by the health dept WA. You are sadly missed Sue.



## EASTER AT KAD

Kids enjoy a magical Easter in Meekatharra

*"Easter egg hunt  
in the bush."*

### Easter Arrives

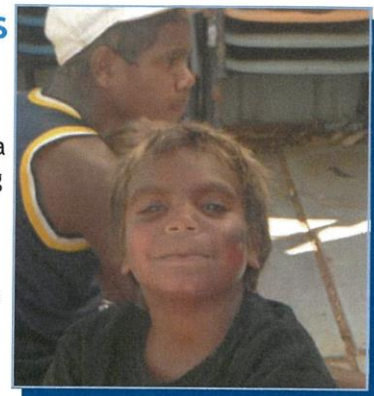
Enjoying the festive season



### Community Festivities

KAD Inc each year provide Easter and Christmas for our kids at the safe house. This year at the safe house for Easter, we had Easter egg hunts, pass the parcel (egg), games, paint facing and a big feed. Kids of all ages attend and it is wonderful to see the big kids helping the little kids.

Our marja, now passed, Mavis Curley's granddaughter, Timika king, was in charge and baked the wonderful bunny cake that the kids loved. The kids helped and were very proud of their cake, whilst eating it covered in icing.



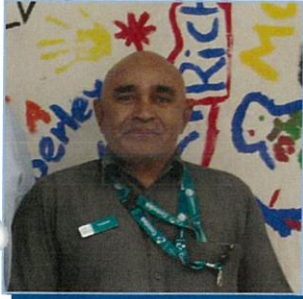
As the community is solely reliant on Centrelink payments, money is very scarce and without KAD Inc, and our sponsors, our kids would not be exposed to the joys of Easter and Christmas. This would not be possible without the financial backing of Rio Tinto.

To witness and be part of, the smiles, giggles and excitement of the kids is a life time experience that could never be gained any where else in the world.

## COMMUNITY FEEDBACK

### Testimonials

*"I would hate to think what would happen to these kids without KAD Inc."*

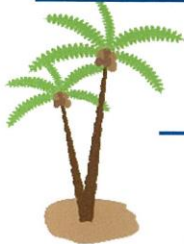


**Thomas Cameron - Amangu Aboriginal Elder**

My observation and involvement with KAD (Whilst working and living in Meekatharra) including hard working KAD staff in Meekatharra have directed and supported our younger generation into a positive direction

KAD must continue to thrive and grow for the survival and future of our young generation (many are my families). Meekatharra does have its isolation being remote which is similar to were my wife, children and I have been based (Burringurrah Community) for 12 months. In remote region of the Gascoyne. for Meekatharra to have a wonderful positive service (KAD) to develop a positive structure whilst exposing and teaching our young people that "yes" we have hope, eg: we have opportunities in life, we can maintain jobs, we can be happy, we can benefit through education, we can be positive role models (particular our Aboriginal younger generation of today)

Keep up your good work KAD Staff.



**Julie Peckham - KAD Inc. Coordinator**

I have been involved with KAD for some years and have lived in the Meekatharra area all of my life, I have been really happy to be a part of KAD and see all the positive things and the kids thriving.

The Kids KAD Band has been a huge winner and has bought the families back with the kids. It has been a great struggle for KAD and the Safe House to survive. I would hate to think what would happen to these kids without KAD INC



**Department for Child Protection - Daniel Houston**

I have had the privilege of playing music with the kids on Saturday mornings at the Kids after Dark Shed. . Through Kids after Dark funding, a full band kit was purchased for the Kids to practice and perform. The local boys have incredible natural rhythm and talent which has lead to the composition of original songs. The Kids after Dark band has played on the Main street of Meekatharra during the festival, played two songs live on Radio Mama, and performed at the local hotel to an appreciative audience.

This music program has been a positive way of reaching hard to engage children. The boys have developed their self esteem, confidence and enjoy the much needed weekend activity. This unique program allows the group to discuss and address contextual issues including solvent abuse, domestic violence, Drug and alcohol and school attendance. Music is the vehicle to re-engage our disillusioned youth

In a town with very few effective service providers the Kids after Dark Organisation provides an option for kids most marginalised in our town. I am very supportive of the organisation and look forward to bigger and better things into the future.

Good Work KAD!

*"Let the music flow  
and the drums  
begin"*

## KAD BAND

Alternative Education Support

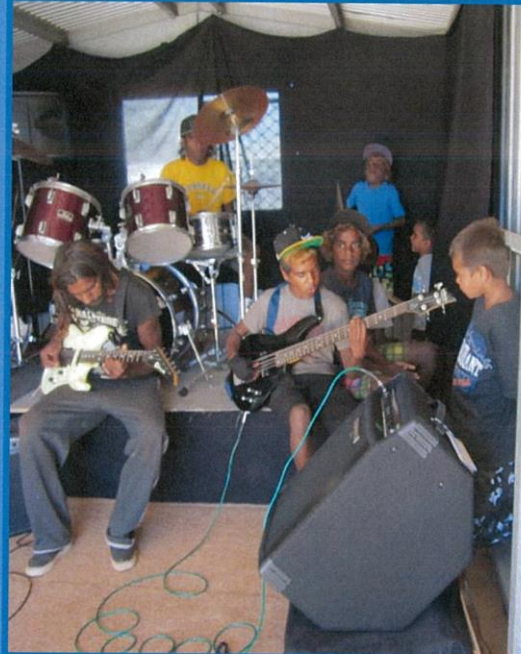
### Overview

Once criticized for buying our band equipment from our limited funds, as "the school has band equipment" "the youth centre has band equipment" our response is : we deal with the kids at risk, those kids in the community, that have fallen through the cracks of a normal environment, they don't go to school, they don't go to the youth centre because they have not been to school, through no fault of there own due to homelessness, drinking and domestic violence at home, this is our kids reality.

### Desert Feet Tour

KAD Inc started the KAD school of rock earlier this year, in a very short time, the kids have appeared in public at the September Meekatharra street festival as well as the Mary G desert feet tour in October this year.

KAD Inc has had the support and expertise as well as their personal time donated every Saturday from; Scott an experienced musician and a RFDS pilot, who bought the drums, back to Meekatharra from Perth on the RFDS plane, Dan from DCP and rowan from the Meeka school. KAD Inc provides a feed and cordial each Saturday and we average between 15 - 30 people, kids from 5 years old to young teenagers and adults that are supporting the kids. The consistency has allowed these kids who otherwise have no consistency, to know that the KAD school of rock is on every Saturday, just for them. Our journey July 2012:-



## KAD BAND

Kids after dark "school of rock"

Where: Safe House

When: Every Saturday

What time: 11 am to 3pm

Bbq provided - all welcome especially our kids

Scott from RFDS and Dan from DCP and Rowan from the Meeka school will be there to help you rock .

KAD Inc has a full band equipment, amps and microphones.

See you on Saturday





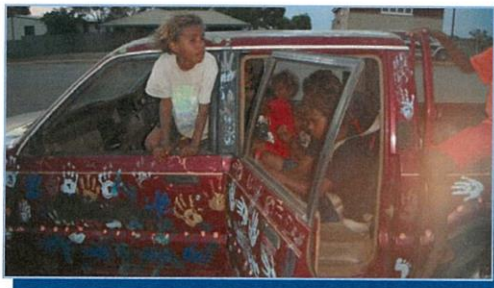
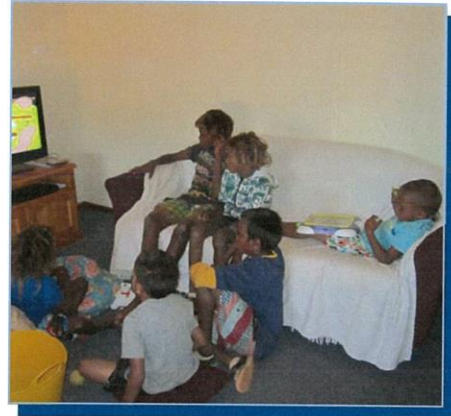
## KAD SAFE HOUSE

### Chillin at the Safe House

#### Watching Sponge Bob Square Pants

Our Kids are Kids at the Safe House they watch cartoons and Listen to music, without worries, abuse or expectations. These kids love to sit down in the cool and watch their favorite Kids show.

Our kids also participate in learning and educational activities As well as healthy activities, they have a veggie garden and love to Cook. They pick the veggies and make an amazing feed for every one.



*"Safety for children is our priority."*

### KAD Car

Kids scoping out the new KAD car,

We had little funding for a flash car, but the kids love our old reliable Ute.

They painted the Ute themselves with their hand



#### Young Fellas having fun

The smiles and larking around in the Safe House is our kids joy and their smiles fill our hearts.

Youth are able to relax in comfortable surroundings and feel like somebody does care

## MANAGEMENT

### Testimonials



**Rueben Robinson—  
Chairperson**

I have been on the KAD in committee since 2009, for the past two years I have been elected as the chairperson. I am an aboriginal man, 25 years old. I am currently studying nursing as my chosen profession. It has been a privilege and an extremely self esteem and educational experience firstly as a committee member and then chairperson of KAD Inc. I have not only witnessed but being involved have participated in the governance of the organization. I have also worked and have been closely involved in the care and commitment for our kids at risk through the KAD Inc safe house and our policies, procedures and protocols that work for our kids and their families. I am very proud of the achievements of KAD Inc and the difference we have made in kids lives for the future.

**Debranne Geeves—Committee Member and CEO**

Debranne Geeves is a founding member of the original steering Committee and was very active in bringing our Community together to address the kids on the streets after dark in Meekatharra. Debranne and our beloved Maja would not give up on our kids and our community and worked tirelessly with Government Departments and Community to get the support that we needed.

Debranne gave all of her time to this project whilst holding the position of The Centrelink Manager in Meekatharra. Debranne worked with the Committee To put our Vision and Mission statements together as well as working to establish The Organisations Policies and procedures and strategic plan.

Debranne left her position as the Centrelink Manager after 5 years and took on the role of the CEO of KAD Inc. We proceeded to Incorporation and established the Organization As a leader in community group sustainability and respect. KAD Inc has gone from Strength to strength and continues to grow after six years of hard work.



**Nelly Mongoo—Committee Member**

I have worked all of my life and feel sad to see our kids today with no culture and no respect.

The parents not caring about the kids. I have been with KAD Inc from the beginning and I teach the kids culture and respect, cause they listen when I talk.

The Safe House is for our kids and is the best place for them to get a feed, a wash and a warm bed. We try hard for our kids in Meekatharra and my grannies have stayed in the safe house.

**Evelyn Fraser—Committee Member**

Evelyn Fraser is a long standing Committee member of KAD Inc, she give up her time to work with and support the KAD Inc Management Committee. Evelyn holds the position of Senior Job Services Advisor for Mission Australia and is passionate about our kids future.



Publication Date



## KAD SAFE HOUSE

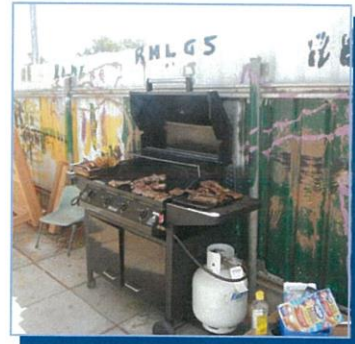
### BBQ at the Safe House

#### Cooking a feed

Our kids love to do a cook up.

KAD Inc holds family BBQs where the families come together with the kids and have a feed play music and play footy.

All events are alcohol free



### Coming Together

Allowing our kids a safe environment and food for energy to keep the smiles glowing

#### Who are we?



We are a community organisation that was formed out of community consultation and concern for the kids on the streets after dark. We have been operating for 5 years and our focus are the kids.

The safe house does not believe in punishing youth for truancy in a social and economic situation that is beyond the control of a youth

We focus on building hope in the minds of young aspiring kids and to let them know that things can get better with a bit of support



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## KIDS AFTER DARK

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79 Darlot Street  
Meekatharra WA 6642

Telephone 0457 133 932  
Email: [kadinc@bigpond.com](mailto:kadinc@bigpond.com)

Postal Address  
PO Box 222  
Meekatharra WA 6642

**TO GIVE OUR KIDS TRUST AND KEEP OUR  
KIDS SAFE**



Our Ref: ADM 325

23 October 2009

Debranne Geeves  
Kids After Dark Committee  
PO Box 222  
MEEKATHARRA WA 6642

Dear Debranne

At its meeting of 17/10/09, Council discussed matters relating to the Kids After Dark (KAD) Association Inc.

Council resolved that it will no longer provide any Council representative to the Kids After Dark Inc management committee on the following grounds:

This action is taken because the secrecy clauses of the groups' constitution preclude a Council representative from reporting on the groups activities to their supervisor or to Council.

Accountability and transparent reporting is a standard Local Government practice and is fundamental to every shire employment contract. The secrecy clauses in the Constitution effectively deny a Council employee or Councillor their obligation and right to report on the activities, progress and issues of the group.

Council also resolved not to provide any further funding (including this years remaining donation) to Kids after Dark Inc on the following grounds:

This action is taken because the secrecy clauses of the groups' constitution preclude the group from providing to council any information about the groups' financial records. Council manages its affairs and funds on behalf of the residents and ratepayers of the Shire and is therefore unable to provide funding to any group that is unable to report to Council on its revenues and expenses.

If you require any further information please do not hesitate to contact me. Should you, or any KAD member wish to discuss any matter with Council please let me know and I will make the necessary arrangements.

Yours sincerely

Cameron Watson  
Acting Chief Executive Officer

cc.  
Peter Pope – Chairman, Meekatharra Interagency Group  
Mavis Curley  
Sue Van Uden  
Jenny Jannings  
Trevor Wingo  
Elaine King  
Steven Besan  
Cameron Watson  
Jarreth Van Wees  
Petina Gilla

Wanda Flanagan  
Helen Gould  
Noeleen Gilla  
Janine Binsa  
Nellie Mongoo  
Anton Rossouw – DCP, Geraldton  
Ron Bradfield – CEO, Yulella Aboriginal Corporation  
Keith Bone – Manager, Yulella Aboriginal Corporation  
Brendan Rodgers – DCP, Geraldton

**Roy McClymont**

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**From:** Roy McClymont [executive@meekashire.wa.gov.au]  
**Sent:** Thursday, 1 October 2009 8:58 AM  
**To:** 'debranne.geeves@centrelink.gov.au'  
**Cc:** . Stella Johnson (cdo@meekashire.wa.gov.au)  
**Subject:** RE: KIDS AFTER DAR INC [SEC=UNCLASSIFIED]  
Hi Debranne

This is very simple request for a copy of documents that should be freely available to any member of the public who may request them.

I am somewhat surprised that you feel the need to refer this simple request to a lawyer.

I made this request on behalf of the Shire of Meekatharra (a Council resolution) – an organisation that has been very supportive of the KAD project since its early inception. The Shire has been a major donor to KAD both in cash and kind. Surely a copy of the Constitution and a Membership Application Form isn't asking too much.

Your response to our requests raises some concerns which leads me to some further questions;

I have attached a copy of our letter of 23/7/09. Was a copy of this letter provided to each committee member prior to discussing the letter?

May I have a copy of the advice from Clayton Utz that you refer to in your email of 22/9/09?

Was a copy of our letter provided to Clayton Utz?

And I ask again; please provide me with a copy of the KAD constitution and membership application form.

In relation to the handover;

Unfortunately Cameron is on leave, however given the financial situation as I read it this shouldn't cause any problems.

Our fortnightly payroll will be finalised today – after this we will know KAD's expenditure to date this financial year.

I looked through the KAD accounts early in the week and they showed a total expenditure of \$6081.46 – mostly wages and superannuation.

No income is showing for KAD so far this financial year. So the KAD account shows a deficit of \$6081.46.

As I have previously advised Council budgeted for a donation of \$10,000 this year to KAD.

Your advice as to how KAD would like to effect the handover will be appreciated.

However, I would now like to see your constitution and allow Council to discuss the KAD donation before any funds are transferred.

Please let me know if this will cause KAD any short term financial problems and I will do my best to assist during the transition.

Regards

Roy McClymont  
Chief Executive Officer  
Shire of Meekatharra  
Tel: (08) 9981 1002 Fax: (08) 9981 1505

-----Original Message-----

**From:** debranne.geeves@centrelink.gov.au [mailto:debranne.geeves@centrelink.gov.au]  
**Sent:** Wednesday, 30 September 2009 12:37 PM  
**To:** Roy McClymont  
**Subject:** RE: KIDS AFTER DAR INC [SEC=UNCLASSIFIED]

12/10/2009

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Dear Roy,

I will refer this to Committee and our Lawyers for advice, could you please advise me, what is the purpose behind your requests please.

As I have advised you the hand over is being effected today with the KAD Accountants and Cameron of the Shire.

Could you also please confirm to me so that I may pass it on accordingly, is the Council still providing the reduced funding of \$10,000.00 this year and if so, it is dependant upon anything.

Regards

Debranne Geeves  
Chairperson  
KAD  
W: 08 99801479  
M: 0427085324  
F: 08 99801406

From: "Roy McClymont" <executive@meekashire.wa.gov.au>  
To: <debranne.geeves@centrelink.gov.au>  
Date: 30/09/2009 10:40 AM  
Subject: RE: KIDS AFTER DAR INC [SEC=UNCLASSIFIED]

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Hi Debranne

Thanks for your notification concerning the KAD minutes. I will pass this information on to Council at its next meeting.

In our letter (23/7/09) we also requested a copy of the KAD Constitution and membership application form.

May I have a copy of these documents please.

Kind regards

Roy McClymont  
Chief Executive Officer  
Shire of Meekatharra  
Tel: (08) 9981 1002 Fax: (08) 9981 1505

**From:** debranne.geeves@centrelink.gov.au [mailto:debranne.geeves@centrelink.gov.au]  
**Sent:** Tuesday, 22 September 2009 10:58 AM  
**To:** ceo@meekashire.wa.gov.au  
**Cc:** Stella Johnson  
**Subject:** KIDS AFTER DAR INC [SEC=UNCLASSIFIED]

Dear Roy

I refer to your correspondence in which you requested copies of the KAD Minutes. A committee meeting was

12/10/2009

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held on 16th September 2009 and upon the Advice of our Lawyers Clayton Utz, we are not at liberty to provide you with the KAD Minutes. As an incorporated body we must comply with our Constitution. Under that Constitution we are not permitted to supply minutes to any-one outside of the KAD committee. I am sure that you can appreciate that we are only complying with our legal requirements as an Incorporated body.

To that end, we would like to take this opportunity of extending our gratitude to yourself, staff and Councillors for supporting us and we are now ready to effect a hand over on the 30th September 2009. I will contact Cameron and Stella prior to that date to set up the hand over.

Stella has our Accountants details for transfer of funds to their trust account.

Once again thank you.

Kind Regards

For and on Behalf of the KAD Committee

Debranne Geeves  
Chairperson  
KAD INC  
W: 08 99801479  
M: 0427085324  
F: 08 99801406

\*\*\*\*\*  
IMPORTANT: This e-mail is intended for the use of the addressee and may contain information that is confidential, commercially valuable or subject to legal or parliamentary privilege. If you are not the intended recipient you are notified that any review, re-transmission, disclosure, use or dissemination of this communication is strictly prohibited by several Commonwealth Acts of Parliament. If you have received this communication in error please notify the sender immediately and delete all copies of this transmission together with any attachments.  
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Version: 8.5.409 / Virus Database: 270.13.110/2385 - Release Date: 09/21/09 17:55:00

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12/10/2009

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Our Ref: ADM 325

Debranne Geeves  
Kids After Dark Committee  
PO Box 222  
MEEKATHARRA WA 6642

Dear Debranne

Council discussed the progress of the Kids After Dark Committee at its meeting held 18 July 2009.

Council is keen to be informed and up to date with the progress and issues facing the committee.

I will therefore be grateful if you could arrange for a copy of the minutes of each meeting to be provided to me. I will then forward a copy to each of our Shire Councillors.

Could I also be provided with a copy of the constitution and membership application form, a copy of which will also be provided to our Councillors.

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

Yours sincerely

**Roy McClymont**  
Chief Executive Officer

cc. Stella Johnson, Community Development Officer



Your Ref:  
Our Ref: ADM0145  
Enquiries: Megan Alchin

28 March 2008

Anton Rossouw  
Youth After Dark Workgroup  
C/- PO Box 21  
MEEKATHARRA WA 6642

Dear Anton,

At the Council meeting held on Saturday 15<sup>th</sup> March 2008, an agenda item was presented regarding your request to use the Meekatharra Youth Centre as a venue for the Youth After Dark Safe House project.

Council approved this request to use the Youth Centre as a facility in which to run a trial 'safe house' service from 10pm to 8am, Friday to Sunday.

We look forward to hearing the results of this trial service and please don't hesitate to contact Megan Alchin on (08) 9981 1002 or at [megan.alchin@meekashire.wa.gov.au](mailto:megan.alchin@meekashire.wa.gov.au) if you have any queries regarding to this matter.

Yours sincerely

Roy McClymont  
Chief Executive Officer



Our Ref: Y/10

17 September 2007

Children After Dark Workgroup  
Per: Megan Alchin  
Shire of Meekatharra  
Community Development Officer

Dear Workgroup Members

**Children after Dark Issues**

I refer to a letter from Mr Ron Bradfield of Yulella Aboriginal Corporation (11/9/07) on behalf of the Children after Dark Workgroup.

At its meeting of 15 September 2007 Council resolved:

That Council authorise the CEO to:

1. expend the \$25,000 budget allocation for Youth After Dark activities/projects on outlays that will progress the three priorities identified above and/or incorporation of a youth focused community group.
2. sign grant applications prepared by the Children after Dark Work group, if necessary.
3. receive grant funds, donations and any other income raised by the Children After Dark Workgroup and hold and expend these funds on behalf of and as authorized by the workgroup (until an incorporated body is formed).
4. request the Children After Dark Workgroup to appoint two or more of its members to be authorized signatories to request and authorize payments on behalf of the group through the CEO (a minimum of two members to sign off on invoices, receipts, requests etc)

Purchase Orders will need to be raised for any expenditure and no expenditure will be allowed without the Council Chief Executive Officer's prior authorisation.

All requests for expenditure should be in writing and signed by two of the Workgroups authorised people (as requested above). Invoices then received will need to be authorised for payment by the same two people who made the original request. Tax invoices are required for all expenditure.

The Workgroup will be responsible for the administration of any funding obtained, including, but not limited to, the accurate acquittal of grants.

On behalf of Council I congratulate the Workgroup on a very successful community consultation process and wish the Workgroup every success in its endeavours to progress the three priorities identified through the community consultation process.

If any group members have any questions or require further information please do not hesitate to contact either Megan Alchin or myself (Roy McClymont).

Yours faithfully



**Roy McClymont**  
**Chief Executive Officer**

cc. Mr Ron Bradfield, Yulella Aboriginal Corporation, PO Box 107, Meekatharra.

**Cr NE Lyon left the meeting at 11.31am.**

**Cr NE Lyon returned to the meeting at 11.32am.**

**9.5 HEALTH, BUILDING AND TOWN PLANNING**

No agenda items.

**9.6 WORKS AND SERVICES**

No agenda items.

**9.7 CONFIDENTIAL ITEMS**

No agenda items.

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

Nil

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

Nil

**12 CLOSURE OF MEETING**

**The Shire President, Cr NL Trenfield, declared the meeting closed at 11.34am.**