



MINUTES FOR THE
ORDINARY COUNCIL MEETING
HELD ON Thursday
16th April 2015



**MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD IN THE
COUNCIL CHAMBERS ON THURSDAY 16th APRIL 2015 AT 5:30PM**

		Page
1.	Declaration of Opening	3
1.1	Recording of those present	
1.2	Apologies	
1.3	Approved leave of absence	
1.4	Welcoming of visitors to the meeting	
1.5	Announcements by the presiding member without discussion	
2.	Public Question Time	3
2.1	Response to previous public questions taken on notice	
2.2	Public question time	
3.	Declarations of Interest	3
4.	Confirmation of Minutes of Previous Meetings	4
4.1	Confirmation of Minutes 17th March 2015 – Ordinary Council Meeting	
5.	Public Statements, Petitions, Presentations and Approved Deputations	5
6.	Method of Dealing with Agenda Business	4
7.	Reports	4
7.1	Reports from committees	4
7.2	Reports from the Chief Executive Officer	5
7.2.1	Status Report	
7.2.1a	Status Report Attachment	
7.2.2	Manager Finance and Accounting	7
7.2.2.1	Accounts Due for Payment	
7.2.2.2	Reconciliations March, 2015	
7.2.2.3	Monthly Financial Statements	
7.2.2.4	Outstanding Rate Debtors – March 2015	
7.2.2.5	Outstanding Debtors – March 2015	
7.2.2.6	Appointment of Auditor	
7.2.3	Community Development Officer	
	Nil	

7.2.4	Project Officer	22
7.2.4.1	Planning Application for House Extension Location 3883 Dreghorn Road Morawa	
7.2.5	Executive Manager	25
7.2.5.1	Child Day Care Centre	
7.2.6	Chief Executive Officer – Other	28
7.2.6.1	Strategic Plan	
7.2.6.1a	Strategic Plan Attachment	
7.2.6.2	Council Meeting Dates 2015	
7.2.6.3	Ausco Lease – White Ave – Exercise of Option to	
7.2.6.4	Waste Collection agreement – Exercise of	
7.2.6.5	Policy and Procedures Manual & Delegations Register Review 2015	
8.	New Business of an Urgent Nature	45
9.	Applications for Leave of Absence	45
10	Motions of Which Previous Notice Has Been Given	45
11	Questions from Members without Notice	45
12	Meeting Closed to Public	45
12.1	Matters for which the meeting may be closed	
12.2	Public reading of resolutions that may be made public	
13.	Closure	45
	Next Meeting	45
	Ordinary Meeting 21st May, 2015	

1 Declaration of Opening

The Shire President to declare that the meeting open at 5.30pm

1.1 Recording of Those Present

Cr K J Chappel	President
Cr D S Carslake	Deputy President
Cr D B Collins	
Cr D S Agar	
Cr K P Stokes	

Mr J Roberts	Chief Executive Officer
Ms F Gledhill	Manager of Accounting and Finance
Ms S Hoad	Community Development Officer

1.2 Recording of Apologies

Cr D J Coaker
Cr M J Thornton

Ms S Smith	Executive Manager
Mr P Buist	Principal Works Manager
Mr J Elliott	Project Officer

1.3 Recording Leave of Absence Previously Approved

1.4 Welcoming of Visitors to the Meeting

1.5 Announcements by the Presiding Member without Discussion

2 Public Question Time

2.1 Response to previous public questions taken on notice

2.2 Public question time

3 Declaration of Interest

Members are to declare financial, proximity and indirect interests.

4 Confirmation of Minutes of Previous Meeting

4.1 17th March 2015 – Ordinary Council Meeting

4.1 Confirmation of Minutes

17th March 2015 – Ordinary Council Meeting

COUNCIL RESOLUTION

Moved: Cr D B Collins

Seconded: Cr D S Carslake

CARRIED 5/0

5 Public Statements, Petitions, Presentations and Approved Deputations

6 Method of Dealing with Agenda Business

7 Reports

7.1 Reports from Committees

Nil

7.2 Reports from the Chief Executive Officer

<i>Date of Meeting:</i>	16 April 2015
<i>Item No:</i>	7.2.1
<i>Subject:</i>	Status Report – March 2015
<i>Date & Author:</i>	8 April 2015 John Roberts
<i>Responsible Officer:</i>	Chief Executive Officer
<i>Applicant/Proponent:</i>	Chief Executive Officer John Roberts
<i>File Number:</i>	Various
<i>Previous minute/s & Reference:</i>	17 February 2015 (Last Update to Council)

SUMMARY

The Status Report provides an update on the progress of matters that have come before Council where a decision was made.

DECLARATION OF INTEREST

The author has no interest to declare in this report.

ATTACHMENTS

Shire of Morawa March 2015 Status Report.

BACKGROUND INFORMATION

The Status Report provides an update on the progress of matters that have come before Council where a decision was made.

OFFICER'S COMMENT

As per the Status Report

COMMUNITY CONSULTATION

As per the Status Report

COUNCILLOR CONSULTATION

As per the Status Report

STATUTORY ENVIRONMENT

Shire of Morawa Meeting Procedures Local Law 2012 (Standing Orders).

POLICY IMPLICATIONS

Not Applicable

FINANCIAL IMPLICATIONS

Not Applicable

STRATEGIC IMPLICATIONS

Not Applicable

RISK MANAGEMENT

Not Applicable

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

Council accepts the Shire of Morawa Status Report for March 2015.

COUNCIL RESOLUTION

**Moved: Cr D S Agar
Seconded: Cr K P Stokes**

Council accepts the Shire of Morawa Status Report for March 2015.

CARRIED 5/0

<i>Date of Meeting:</i>	16th April 2015
<i>Item No:</i>	7.2.2.1
<i>Subject:</i>	Accounts Due For Payment
<i>Date & Author:</i>	9 April, Jenny Mutter Finance Officer
<i>Responsible Officer:</i>	Finance Officer
<i>Applicant/Proponent:</i>	Manager Accounting & Finance Fred Gledhill
<i>File Number:</i>	ADM0135
<i>Previous minute/s & Reference:</i>	

SUMMARY

A list of accounts is attached for all payments made for the month of March 2015.

DECLARATION OF INTEREST

Nil

ATTACHMENTS

List of accounts Due & Submitted to council 16th April 2015

BACKGROUND INFORMATION

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996 – REG 13

The local government has delegated to the CEO the exercise of power to make payments from the municipal fund or the trust fund, a list off accounts paid by the CEO is to prepare each month showing for each account paid since the last such list was prepared.

OFFICER’S COMMENT

Nil

COMMUNITY CONSULTATION

Nil

COUNCILLOR CONSULTATION

Nil

STATUTORY ENVIRONMENT

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996 – REG 13

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

As per list of accounts

STRATEGIC IMPLICATIONS

Nil

RISK MANAGEMENT

Nil

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION

It is recommended that the list of accounts paid by the Chief Executive Officer under delegated authority, represented by:

- Municipal EFT Payment Numbers EFT 7235 to EFT 7349 inclusive, amounting to \$366,230.44
- Municipal Cheque Payments numbered 11365 to 11383 totalling \$62,775.83
- Municipal Direct Debit Payments Numbers DD4325.1 to DD4366.1 amounting to \$20,875.40
- Payroll for March 2015
11/03/2015 - \$50,789.94

25/03/2015 - \$52,460.78

Be endorsed.

COUNCIL RESOLUTION

Moved: Cr D S Carslake

Seconded: Cr D S Agar

It is recommended that the list of accounts paid by the Chief Executive Officer under delegated authority, represented by:

- **Municipal EFT Payment Numbers EFT 7235 to EFT 7349 inclusive, amounting to \$366,230.44**
- **Municipal Cheque Payments numbered 11365 to 11383 totalling \$62,775.83**
- **Municipal Direct Debit Payments Numbers DD4325.1 to DD4366.1 amounting to \$20,875.40**
- **Payroll for March 2015**

11/03/2015 - \$50,789.94

25/03/2015 - \$52,460.78

Be endorsed.

CARRIED 5/0

<i>Date of Meeting:</i>	16 April 2015
<i>Item No:</i>	7.2.2.2
<i>Subject:</i>	Reconciliations March, 2015
<i>Date & Author:</i>	09 April 2015, Fred Gledhill Manager Accounting & Finance
<i>Responsible Officer:</i>	Fred Gledhill / Jenny Mutter
<i>Applicant/Proponent:</i>	Manager Accounting & Finance Fred Gledhill
<i>File Number:</i>	ADM0189
<i>Previous minute/s & Reference:</i>	

SUMMARY

Local Government (Financial Management) Regulation 34 (1) (a) states that a Local Government must prepare financial statements monthly.

DECLARATION OF INTEREST

Nil

ATTACHMENTS

Nil

BACKGROUND INFORMATION

The information provided is obtained from the Bank Reconciliations carried out for Municipal Bank/Reserves Bank and the Trust Bank to ensure all transactions have been accounted for.

OFFICER'S COMMENT

The Shire of Morawa's financial position is as follows:-

BANK BALANCES AS AT 31st MARCH, 2014

Account	2015
Municipal Account #	\$1,230,983.47
Trust Account	\$8,860.55
Business Telenet Saver (Reserve) Account	\$5,887,429.29
WA Treasury O/night Facility (Super Towns) Account	\$1,405,807.97

BANK RECONCILIATION BALANCES

The Bank Reconciliation Balances for 31st March, 2015 with a comparison for 31st March, 2014 is as follows:

Account	2014	2015
Municipal Account #	\$1,162,781.54	\$1,230,983.47
Trust Account	\$17,924.70	\$8,860.55
Reserve Account	\$7,582,929.23	\$7,293,237.26

RESERVE ACCOUNT

The Reserve Funds of \$7,293,237.26 as at 31st march, 2015 were invested in:-

- Bank of Western Australia \$5,887,429.29 in the Business Telenet Saver Account and
- \$1,405,807.97 in the WA Treasury O/Night Facility.

Breakdown for March, 2015 with a comparison for March, 2014 is as follows:-

	2014	2015
Sports Complex Upgrade Reserve	\$383,833.47	\$0.00
Land & Building Reserve	\$5,003.16	\$5126.34
Plant Reserve	\$625,191.10	\$739,125.37
Leave Reserve	\$130,414.47	\$220,551.88
Economic Development Reserve	\$103,047.31	\$105,584.08
Sewerage Reserve	\$42,640.68	\$79,285.09
Unspent Grants & Contributions Reserve	\$178,232.29	\$854,838.64
Community Development Reserve	\$1,452,055.16	\$1,487,801.05
Water Waste Management Reserve	\$0.00	\$0.00
Future Funds Reserve	\$2,100,271.91	\$2,151,975.25
Morawa Community Trust Reserve	\$24,576.92	\$18,844.19
Aged Care Units Reserve	\$8,608.18	8,820.08
Transfer Station Reserve	\$319,546.38	\$195,067.51
S/Towns Revitalisation Reserve	\$1,684,069.76	\$867,556.83
ST Solar Thermal Power Station Reserve	\$525,438.44	\$538,251.14
Business Units Reserve	\$0.00	\$20,409.81
TOTAL	\$7,582,929.23	\$7,293,237.26

TRANSFER OF FUNDS

- \$42,537.35 from Municipal Fund to Plant Reserve being for the 4th Quarter Plant Depreciation for 13/14 (accounted for in the 13/14 Financial Statements).
- \$64,145.37 from Unspent Grants to Municipal Fund for the S/T Road Realignment (these funds are also accounted for in the 13/14 Financial Statement).
- \$50,000 from Plant Reserve to Municipal Fund for purchase of CEO Vehicle as per 2014/15 Adopted Budget on the 20th August, 2014.
- \$348,248 from Unspent Grants Reserve to Municipal Fund for the S/T Road Realignment on the 20th August, 2014.

- \$820,000 from Unspent Grants Reserve to Municipal Fund for the S/T Road Realignment on the 5th September, 2014.
- \$48,781.29 from Municipal Fund to Plant Reserve being for the 1st Quarter Plant Depreciation transfer as per Budget on the 11th December, 2014.
- \$48,781.29 from Municipal Fund to Plant Reserve being for the 2nd Quarter Depreciation transfer as per Budget on the 14th January, 2015.
- \$855,000.00 from S/towns Revitalization Reserve to Municipal Fund for Town Street Upgrade on the 10th February, 2015.

STATUTORY ENVIRONMENT

Local Government Act 1995 and Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

Section 3 – Finance 3.4.7 Risk Management Controls – Monthly bank reconciliations to be prepared for each account and reported to Council Monthly

FINANCIAL IMPLICATIONS

As presented

STRATEGIC IMPLICATIONS

Nil

RISK MANAGEMENT

As per Policy Section 3 – Finance 3.4.7 Risk Management Controls

OFFICER'S RECOMMENDATION

It is recommended that the bank reconciliation report for 31st March, 2015 be received.

COUNCIL RESOLUTION

Moved: Cr D S Carslake

Seconded: Cr D S Agar

It is recommended that the bank reconciliation report for 31st March, 2015 be received.

CARRIED 5/0

<i>Date of Meeting:</i>	16 April 2015
<i>Item No:</i>	7.2.2.3
<i>Subject:</i>	Monthly Financial Statements
<i>Date & Author:</i>	9 April, 2015, Fred Gledhill Manager Accounting & Finance
<i>Responsible Officer:</i>	Manager Accounting & Finance
<i>Applicant/Proponent:</i>	Manager Accounting & Finance Fred Gledhill
<i>File Number:</i>	
<i>Previous minute/s & Reference:</i>	

INTRODUCTION

Local Government (Financial Management) Regulation 34(1)(a) states that a Local Government must prepare financial statements monthly.

COMMENT

The March Monthly Financial Activity Report pertaining to Councils operations is provided under separate cover. A copy of the schedules is available if required.

STATUTORY ENVIRONMENT

The Local Government Act 1995 and Local Government (Financial Management) Regulations.

FINANCIAL IMPLICATIONS

As presented

STRATEGIC IMPLICATIONS

Nil

OFFICER'S RECOMMENDATION

It is recommended that Council receive the Statement of Financial Activity and Variance Report for the period ending the 31st March, 2015.

COUNCIL RESOLUTION

**Moved: Cr D S Carslake
Seconded: Cr D S Agar**

It is recommended that Council receive the Statement of Financial Activity and Variance Report for the period ending the 31st March, 2015.

CARRIED 5/0

<i>Date of Meeting:</i>	16 April 2015
<i>Item No:</i>	7.2.2.4
<i>Subject:</i>	Outstanding Rate Debtors – March 2015
<i>Date & Author:</i>	10 April 2015, Katrina Kingston – Rates Officer
<i>Responsible Officer:</i>	Fred Gledhill / Katrina Kingston
<i>Applicant/Proponent:</i>	Fred Gledhill – Manager Accounting & Finance
<i>File Number:</i>	ADM0055
<i>Previous minute/s & Reference:</i>	

SUMMARY

Outstanding rate debtor's summary for the period ending 31st March 2015, is submitted to Council.

DECLARATION OF INTEREST

Nil

ATTACHMENTS

Overdue Rates Report Summary 1 page.

BACKGROUND INFORMATION

As at 31st March 2015, \$1,854,457.22 (including arrears) has been paid.

Discount of \$56,395.88 have been given to early ratepayers.

Currently \$304,318.57 is outstanding in rates.

Fourth instalment was due on the 7th April 2015

Pensioner rebates have been claimed to date.

Interim rating has been carried out.

Mining tenement valuation updates have been completed.

Reminders have been issued to outstanding rate debtors, currently there is no requirement for outstanding debtors to have legal proceedings against them.

OFFICER'S COMMENT

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995 and Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

Section 3 – Finance 3.4.7 Risk Management Controls

FINANCIAL IMPLICATIONS

As presented

STRATEGIC IMPLICATIONS

Nil

RISK MANAGEMENT

As per Policy Section 3 – Finance 3.4.7 Risk Management Controls

OFFICER'S RECOMMENDATION

It is recommended that the Outstanding Rate report for 31st March, 2015 be received.

COUNCIL RESOLUTION

Moved: Cr D S Carslake

Seconded: Cr D S Agar

It is recommended that the Outstanding Rate report for 31st March, 2015 be received.

CARRIED 5/0

<i>Date of Meeting:</i>	16 April 2015
<i>Item No:</i>	7.2.2.5
<i>Subject:</i>	Outstanding Debtors – March 2015
<i>Date & Author:</i>	10 April 2015, Katrina Kingston – Rates Officer
<i>Responsible Officer:</i>	Fred Gledhill / Katrina Kingston
<i>Applicant/Proponent:</i>	Fred Gledhill – Manager Accounting & Finance
<i>File Number:</i>	ADM0055
<i>Previous minute/s & Reference:</i>	

SUMMARY

Outstanding Debtors for the period ending 31 March 2015 is submitted to Council as required at the end of each quarter.

DECLARATION OF INTEREST

Nil

ATTACHMENTS

Nil

BACKGROUND INFORMATION

Nil

OFFICER'S COMMENT

There are a number of accounts that have been outstanding over the 90 day period. A full review of the debtors account has been conducted prior to the end of March 2015 and followed up with appropriate action as per Councils policy.

Reminder notices sent to:

30213	\$ 455.00	Reminder has been sent on the March statement
31484	\$ 840.00	Reminder has been sent on the March statement

Debt Collecting has commenced with CS Legal

31155	\$ 9,265.10	Paying \$75/fortnight.
30503	\$ 16,371.00	An offer of \$500 a month has been made, offer has been accepted, no further payments have been made and further legal action is required.

31269	\$ 583.01	Debt has been written off.
31128	\$ 1,087.50	Letter of demand is being issued.

STATUTORY ENVIRONMENT

Local Government Act 1995 and Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

Section 3 – Finance 3.4.7 Risk Management Controls

FINANCIAL IMPLICATIONS

As presented

STRATEGIC IMPLICATIONS

Nil

RISK MANAGEMENT

As per Policy Section 3 – Finance 3.4.7 Risk Management Controls

OFFICER'S RECOMMENDATION

It is recommended that the Outstanding Debtors report as at the 31st March, 2015 be received.

COUNCIL RESOLUTION

Moved: Cr K P Stokes
Seconded: Cr D S Agar

It is recommended that the Outstanding Debtors report as at the 31st March, 2015 be received.

CARRIED 5/0

<i>Date of Meeting:</i>	16 April 2015
<i>Item No:</i>	<i>Late Agenda 7.2.2.7</i>
<i>Subject:</i>	Appointment of Auditor
<i>Date & Author:</i>	15 April 2015, Fred Gledhill Manager Accounting & Finance
<i>Responsible Officer:</i>	Manager Accounting & Finance
<i>Applicant/Proponent:</i>	Manager Accounting & Finance Fred Gledhill
<i>File Number:</i>	
<i>Previous minute/s & Reference:</i>	
<i>Voting Requirement:</i>	Absolute Majority

INTRODUCTION

At the December Audit Committee Meeting the Audit Committee resolved to recommend to Council to appoint RSM Bird Cameron for a period of 3 years, commencing 1 July 2017 to 30 June 2017.

COMMENT

During the Interim Audit visit on the 14th April, 2015 it was found that the Audit Committee's recommendation has not been to Council for endorsement.

STATUTORY ENVIRONMENT

Local Government Act 1995 – Part 7- Section 7.2 and 7.7.

FINANCIAL IMPLICATIONS

A budget allocation of (\$18,989 - 2014/15; \$19,937 – 2015/2106; \$20,938 – 2016/2017) is required.

STRATEGIC IMPLICATIONS

Strategic Community Plan 2014 - (4.3 A local government that is respectful and accountable).

OFFICER'S RECOMMENDATION

It is recommended that Council endorse the Audit Committee's recommendation to appoint Mr David Wall (Registered Company Auditor Number 16200) of RSM Bird Cameron to act as auditor for a period of 3 years, commencing 1 July 2014 to 30 June 2017.

COUNCIL RESOLUTION

**Moved: Cr D S Carslake
Seconded: Cr K P Stokes**

It is recommended that Council endorse the Audit Committee's recommendation to appoint Mr David Wall (Registered Company Auditor Number 16200) of RSM Bird Cameron to act as auditor for a period of 3 years, commencing 1 July 2014 to 30 June 2017.

CARRIED 5/0

<i>Date of Meeting:</i>	16 April 2015
<i>Item No:</i>	7.2.4.1
<i>Subject:</i>	Planning Application for House Extension Location 3883 Dreghorn Road, Morawa
<i>Date & Author:</i>	2 May 2014, John Elliot (Project Officer)
<i>Responsible Officer:</i>	John Elliot (Project Officer)
<i>Applicant/Proponent:</i>	Mr Daniel Wellstead / Mr and Mrs D & W Ryan
<i>File Number:</i>	ADM 0048
<i>Previous minute/s & Reference:</i>	

SUMMARY

The purpose of this report is for Council to consider a planning application to extend a farm residence to include a new office alteration and new covered area on Location 3883 Dreghorn Road, Morawa.

DECLARATION OF INTEREST

Author of report has no declaration of interest.

ATTACHMENTS

1. Location plan
2. Planning application including site plan and elevations of the existing building and new extension

BACKGROUND INFORMATION

A planning application has been submitted by Mr Daniel Wellstead on behalf of Mr and Mrs D & W Ryan for planning approval to extend a farm residence to include a new office alteration and new covered area on Location 3883 Dreghorn Road, Morawa.

The subject land is zoned 'Rural' under the Shire of Morawa Town Planning Scheme No 2.

OFFICER'S COMMENT

Consideration for this proposal is required as the proposed development is deemed an exterior modification to a Rural zoned farm residence.

Proposed development work conforms to the objectives of the Shire of Morawa Town Planning Scheme No 2.

It is considered appropriate to include an advice note advising the proponent that a building licence is required prior to the commencement of new office alteration and the new covered area addition.

COMMUNITY CONSULTATION

The proposed development is not located within close proximity to neighbouring property boundaries and community consultation is not required under the Shire of Morawa Town Planning Scheme No 2.

COUNCILLOR CONSULTATION

No previous discussion of the planning application information has been presented to Councillors.

STATUTORY ENVIRONMENT

Planning and Development Act 2005
Shire of Morawa Local Planning Scheme No .2
Local Government Act 1996

POLICY IMPLICATIONS

No known policy implications.

FINANCIAL IMPLICATIONS

No known financial implications.

STRATEGIC IMPLICATIONS

No known Strategic Implications.

RISK MANAGEMENT

The proposed development conforms to the objectives and land use requirements of the Shire of Morawa Town Planning Scheme No 2.

VOTING REQUIREMENT:

Simple majority.

OFFICER'S RECOMMENDATION

Council approve the planning application to extend a farm residence to include a new office alteration and new covered area on Location 3883 Dreghorn Road, Morawa.

and

The proponent being advised of the need to apply for a Building Permit and building approval from the Shire of Morawa prior to the commencement of any site and construction work.

COUNCIL RESOLUTION

Moved: Cr D S Agar

Seconded: Cr D S Carslake

Council approve the planning application to extend a farm residence to include a new office alteration and new covered area on Location 3883 Dreghorn Road, Morawa.

and

The proponent being advised of the need to apply for a Building Permit and building approval from the Shire of Morawa prior to the commencement of any site and construction work.

CARRIED 5/0

<i>Date of Meeting:</i>	16 April 2015
<i>Item No:</i>	7.2.5.1
<i>Subject:</i>	Child Day Care Centre
<i>Date & Author:</i>	26 February 2015, Shelley Smith – Executive Manager
<i>Responsible Officer:</i>	Chief Executive Officer
<i>Applicant/Proponent:</i>	Chief Executive Officer John Roberts
<i>File Number:</i>	Various
<i>Previous minute/s & Reference:</i>	

SUMMARY

The purpose of this report is to update Council as to the status of the Morawa Child Day Care Centre.

DECLARATION OF INTEREST

The author has no interest to declare in this report.

ATTACHMENTS

1. Deed of Commercial Lease.
2. Service Agreement.
3. Copy of 17th February 2015 Council Meeting Minutes.

BACKGROUND INFORMATION

The Morawa Day Care Centre has not been operational since December 2014 after the previous educator left.

Attempts to find a replacement approved provider to take over the running of the centre proved difficult. Although there was interest by Ready Set Grow they could not commit until further investigation was undertaken by them as to the financial viability of the venture.

Due to time constraints and the urgency of providing a service to the community it was put to council to re visit appointing Kylie Whitehurst to run the Morawa Child Day Care Centre under Bright Stars, as Approved Provider, for a period expiring 31st December 2015, with a legal agreement to be drafted by the CEO setting out the provisions of the operational contract.

Motion was granted as per 17th February 2014 minutes attached.

OFFICER'S COMMENT

Extensive work was completed on the Day Care Centre building and outside gardens and play area. The play equipment was removed as a result of safety issues and risk to children and the playgrounds made safe.

A full inventory with photos was undertaken on completion of the final clean.

The CEO met with Kylie Whitehurst and discussed the possibility of entering into a contract with the Shire: fortunately she was still interested. Kylie and Bright Stars have provided all required information as to accreditation and indemnity insurance.

A commercial lease has been drafted by the Acting CEO for review by council.

The CEO has sighted the certificate of currency, business registration and ABN and amended the agreement to stipulate constraints on water, electricity and telephone use.

The keys were given to Kylie on Tuesday 24th Feb 2015 so that she could set up and prepare for a registration and orientation day scheduled for Thursday 26th 2015.

Kylie commenced day care operations on Tuesday 3rd March 2015 under the name of Jolly Jumpers Family Day Care. She advised that she had a full complement of 7 children for Tuesdays however there are still some vacancies remaining for other days. After a good response to the orientation day she is confident the centre will be fully booked within a short period of time.

On Tuesday 3rd March 2014, the Executive Manager received a phone call from Fritz Grader from Ready Set Grow requesting to come and visit the facility that day. Acting CEO advised him that council had appointed Kylie in the interim for a probationary period but would still like to arrange a time for him to come and view the premises at a later date. Fritz agreed and will arrange when CEO returns from leave.

COMMUNITY CONSULTATION

As identified previously there is great interest and demand for this service as was evident at the recent registration opening day. Kylie is fully committed to providing a valuable service to the community.

COUNCILLOR CONSULTATION

This matter was discussed at the previous council meeting and as agreed, the relationship between the Shire and Kylie would be reviewed at the end of the year.

STATUTORY ENVIRONMENT

None

POLICY IMPLICATIONS

None

FINANCIAL IMPLICATIONS

The Shire has spent on cleaning and refurbishing the building and currently pays the electricity, water and rates.

STRATEGIC IMPLICATIONS

This has provided an opportunity for a local person to fulfil an important need within the community and has created prospect for this type of business to develop further.

RISK MANAGEMENT

As Jolly Jumpers Family Day Care is fully accredited under Bright Stars (City Of Geraldton) who will complete regular audits and accreditation compliance checks, the Shire is only a lessor and Jolly Jumpers a lessee so it would only be responsible for the general maintenance only. The perceived risk would be the nominal rent payment and the lease term which will terminate December 2015 and be subject to future council consideration.

VOTING REQUIREMENT

NA

OFFICER'S RECOMMENDATION

That council receive the report and provide authorisation for the Shire of Morawa Chief Executive Officer and the Shire of Morawa President to sign the Deed of Commercial Lease and Service Agreement.

COUNCIL RESOLUTION

Moved: Cr K P Stokes
Seconded: Cr D S Agar

That council receive the report and provide authorisation for the Shire of Morawa Chief Executive Officer and the Shire of Morawa President to sign the Deed of Commercial Lease and Service Agreement with the following amendments:

Council Agenda Page 101: Item 6 (a) Annual Rent should be \$600 per annum
Council Agenda Page 115: Remove reference to a Council Resolution
Council Agenda Page 118: Remove box in middle of page

CARRIED 5/0

7.2.6 Chief Executive Officer - Other

<i>Date of Meeting:</i>	16 April 2015
<i>Item No:</i>	7.2.6.1
<i>Subject:</i>	Strategic Plan Update and Progress Report
<i>Date & Author:</i>	8 April 2015 John Roberts
<i>Responsible Officer:</i>	Chief Executive Officer
<i>Applicant/Proponent:</i>	Chief Executive Officer John Roberts
<i>File Number:</i>	Various
<i>Previous minute/s & Reference:</i>	17 February 2015

SUMMARY

The Strategic Plan Update and Progress Report provides an update on the progress of matters under the Integrated Planning and Reporting Process including the:

- Shire of Morawa Strategic Community Plan 2012, and
 - Corporate Business Plan.
- Other updates are also provided regarding the informing strategies including:
- The Long Term Financial Plan;
 - The Asset Management Plan; and
 - The Workforce Plan.

DECLARATION OF INTEREST

The author has no interest to declare in this report.

ATTACHMENTS

- 2014/15 Project Summary Report;
- Shire of Morawa March 2015 *Strategic Plan Update and Progress Report*.

BACKGROUND INFORMATION

The Strategic Plan Update and Progress Report is provided to Council each month for information. The Strategic Community Plan was adopted 21 June 2012 and a desktop review was undertaken on 12 September 2014 and adopted by Council on 18 September 2014.

Currently, the Strategic Community Plan has 106 actions listed:

Objective	Actions	Projects	Programs	Comment
-----------	---------	----------	----------	---------

		2014/15	2014/15	
1. A diverse, resilient and innovative economy	44	9	3	This objective is divided into 2 sub-objectives with 9 key projects and 3 programs covering 27 of the 44 actions which are due for completion in 2014/15
2. Protect and enhance the natural environment	13	5	0	5 key projects covering 13 strategic actions are required to be completed for 2014/15
3. A community that is friendly, healthy and inclusive	26	5	0	5 key projects covering 17 of the 26 actions are due for completion for 2014/15
4. A connected community with strong leadership	23	3	1	3 key projects and one program area covering 18 actions are due for completion for 2014/15

Table One: Summary of Strategic Actions

Accordingly, the progress of the projects and program areas covering the strategic actions for 2014/15 are tracked within the Corporate Business Plan. This is because:

- This plan has the projects or actions the Shire is required to achieve over a four year period to meet the objectives listed in the Strategic Community Plan;
- This approach will also ensure there is a cross link with the Status Report where Council has made a decision regarding the projects listed in the Corporate Business Plan from time to time; and
- The Corporate Business Plan also acknowledges the key operating costs for each program area and the external stakeholders.

Informing Strategies

Other reports that need consideration in terms of their impact on the Strategic Community Plan include the following informing strategies:

Long Term Financial Plan

The long term financial plan will be reviewed early in 2016. A budget allocation has been included in the 2014/15 budget.

Status

No change - The Long Term Financial Plan requires updating. UHY Haines Norton have provided a quote which has been included in the 2014/15 Budget.

Asset Management Plan

To date the review of the Asset Management Plan (AMP) has seen three of the four key areas completed. The final area for completion is that regarding plant and equipment for inclusion.

Status

No change - The fair value report regarding plant and equipment needs to go to Morrison Low so that the AMP can be updated.

A meeting with Greenfields took place on 9 September 2014 discussing road infrastructure fair values for 2013/14. Approval has been given to Greenfields to undertake the assessment.

Roman II has been updated with local road data.

Workforce Plan

The Workforce Plan is monitored by the Department of Local Government and Communities. This will require assessment by staff by the end of June 2014.

Status

The Acting CEO, DCEO and MFA commenced this review on 4 April 2014. A final review is now required. This has not yet been completed.

Information Communication and Technology (ICT) Plan

Although the ICT is not a formal requirement, the Department of Local Government and Communities highly recommends that such a plan is developed and implemented and provides the appropriate framework for such a plan on its website.

It should be noted that the Shire of Morawa does not have such a plan.

Status

Development of such a plan is required in line with the Local Government Audit Regulations - Regulation 17. The CEO will discuss with the Shire's IT contractor.

Other Key Informing Strategies

Other key plans that impact on the Strategic Community Plan and the Corporate Business Plan include the Local Planning Scheme and Strategy, the Growth Plan, the Mid West Investment Plan and the North Midlands Economic Plan (proposed Mid West Blueprint). Generally, links are made back from the Corporate Business Plan to the applicable project within this plan.

Risk Management Framework and Compliance Plan

The Shire CEO was required to have in place by the 31 December 2014 the following:

- A risk management policy;
- A risk management framework including processes, procedures and reporting; and
- A compliance plan

Status

The project commenced on 26 August 2014 with a regional meeting to receive and discuss an LGIS prepared Risk Management Governance Framework which will be the subject of a report to Council at the October OCM. The following day a workshop took place, facilitated by LGIS, involving Shire staff. At this workshop risk profiles for 16 themes were developed. This project enabled the CEO to prepare a report to the audit committee on the appropriateness and effectiveness of the Shire's Risk Management systems and procedures. The project was concluded in December 2014.

OFFICER'S COMMENT

Strategic Community Plan

Further to the above, the success of the Strategic Community Plan (SCP) is based on the outcomes of the Corporate Business Plan and the key performance measures (KPIs) that will form part of the SCP from March 2014. The key performance measures show the desired trend to be achieved for each objective (Economic, Environment, Social and Governance. The key performance measures were inserted into the SCP at the Council meeting on 20 March 2014.

Corporate Business Plan

The Corporate Business Plan Report is provided to Council each month. Accordingly, a summary report and full copy of the Corporate Business Plan report for March 2015 is attached.

In short, the progress of the Corporate Business Plan is summarised as follows:

Projects

Under the Corporate Business Plan, there are 35 projects that are monitored:

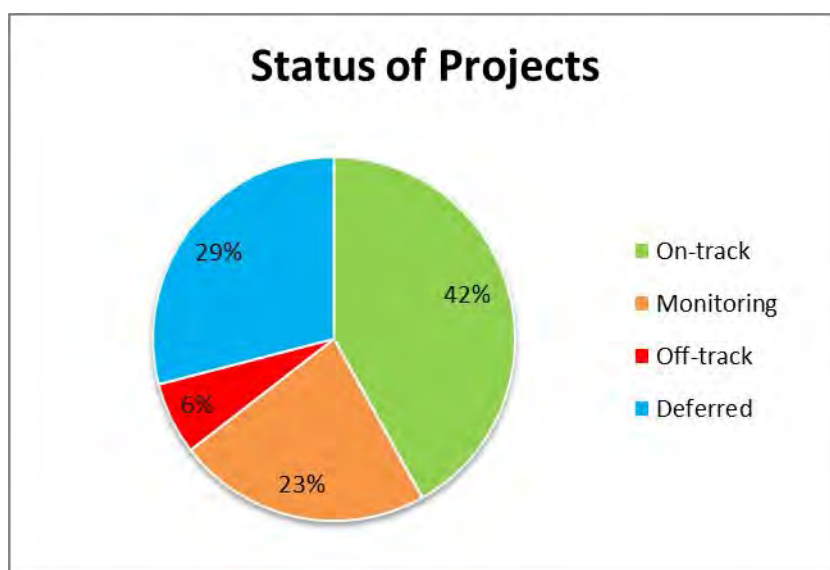


Chart 1: Breakdown on Status of Projects for 2014/15

The key things to note regarding Chart 1 - Breakdown on Status of Projects are:

Status Type	Status	Comment
Overall Completion	In terms of overall completion (i.e. the percentage of each project completed divided by the number of projects underway), this is 65.58%.	
On-track	There are 13 (37%) projects on track (3, 5, 7, 12, 14, 20, 26, 29, 31, 32, 33, 34, & 35).	
Monitoring	7 (20%) projects are at the monitoring level (4, 8, 10, 15, 18, 21, 27,)	
Off-track	In total there are 2 (5%) projects off track (9, and 30).	<p>The impacts on these projects include:</p> <ul style="list-style-type: none"> • Staff resourcing in terms of key roles has been a constant issue regarding consistency and progressing of goals i.e. the long term vacancy of the CEO position (Project 9 lacked a project owner and Project 30 – Gateway Project is subject to further discussions with the key funding stakeholder) Discussions took place with Sinosteel on 17 July 2014. • The second key issue has been waiting on the approval of funding or resources for key projects: <ul style="list-style-type: none"> - Scrapping of Commonwealth funding programs e.g. RADF5 (Project 5 - Town Hall project). The tender specification has been developed. - MWDC requirement to continually review business cases (Project 15) ; • Thirdly competing re-allocation of resources undermining the strategic focus e.g. ongoing maintenance of key assets not provided for. However, the Asset Management Plan should improve this over time.
Deferred	There are nine projects (26%) deferred due to fiscal constraints and other resourcing issues or because the priority has changed (6, 11, 16, 17, 22, 23, 24, 25 & 28);	There is no change to the status of these projects following the desktop review of the Strategic Community Plan in August 2014.

Programs

Under the Corporate Business Plan, there are four key program areas that are monitored:

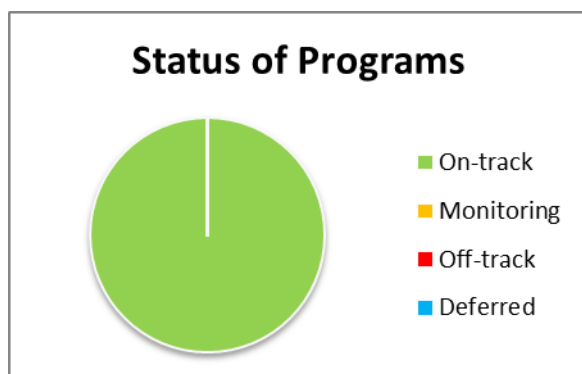


Chart 2: Breakdown on Status of Programs for 2014/15

Chart 2 indicates that all four program areas on track i.e. the Sports Facilities and Programs (82%), Roads Program (69%), Ongoing Health Care Provision (30%) and Governance (52%). The programs on track are subject to key operational or day to day activities and are impacted by seasonal issues. The latter programs generally take time for the costs to come through.

COMMUNITY CONSULTATION

As per the Strategic Plan Update and Progress Report

COUNCILLOR CONSULTATION

As per previous reports to Council and the Information and CEO Briefing Sessions (Forums).

STATUTORY ENVIRONMENT

Local Government (Administration) Regulations 1996 Part 5 Annual Reports and Planning for the Future - Division 3 – Planning for the Future

POLICY IMPLICATIONS

Not Applicable

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

As per the reporting requirements regarding the Strategic Community Plan and the Corporate Business Plan.

RISK MANAGEMENT

Under the Integrated Planning and Reporting Framework, the Shire of Morawa is required to meet the compliance requirements. By meeting each of the key requirements regarding Integrated Planning and Reporting, the Shire will avoid further scrutiny and action by the Department of Local Government and Communities.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accepts the Shire of Morawa Strategic Plan Update and Progress Report for March 2015.

COUNCIL RESOLUTION

Moved: Cr D S Agar

Seconded: Cr D S Carslake

That Council accepts the Shire of Morawa Strategic Plan Update and Progress Report for March 2015.

CARRIED 5/0

<i>Date of Meeting:</i>	16 April 2015
<i>Item No:</i>	7.2.6.2
<i>Subject:</i>	Council Meeting Dates 2015
<i>Date & Author:</i>	9 April 2015 John Roberts
<i>Responsible Officer:</i>	Chief Executive Officer
<i>Applicant/Proponent:</i>	Chief Executive Officer John Roberts
<i>File Number:</i>	
<i>Previous minute/s & Reference:</i>	17 February 2015

SUMMARY

The purpose of this report is to obtain Council's approval for a change to the meeting start times and dates of the Ordinary Meetings of Council.

DECLARATION OF INTEREST

The author has no interest to declare in this report.

ATTACHMENTS

Nil.

BACKGROUND INFORMATION

At the February Council meeting Council decided to change the start times of the meetings from 5.30pm to 1pm.

OFFICER'S COMMENT

The first meeting that commenced at the new time of 1pm proved difficult for a number of Councillors to attend. After further discussions with Elected Members at the 8 April 2015 Briefing Session it was generally agreed to revert back to the 5.30 pm start time. It was also generally agreed to not have meetings during January, May and October each year due to extremely heavy workloads in the agricultural sector.

The CEO to advertise the amended 2015 meeting schedule.

COMMUNITY CONSULTATION

Nil

COUNCILLOR CONSULTATION

8 April 2015 Briefing Session

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

RISK MANAGEMENT

Nil

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

1. approve the change of the start time of Ordinary Council meetings from 1pm to 5.30pm, commencing from the April 2015 meeting.
2. agree not to hold meetings in January, May and November each year.

COUNCIL RESOLUTION

**Moved: Cr D S Agar
Seconded: Cr D B Collins
That Council:**

1. approve the change of the start time of Ordinary Council meetings from 1pm to 5.30pm, commencing from the April 2015 meeting.
2. agree not to hold meetings in January, May and November each year.

CARRIED 5/0

<i>Date of Meeting:</i>	16 April 2015
<i>Item No:</i>	7.2.6.3
<i>Subject:</i>	Ausco Lease – White Ave – Exercise of Option to extend Agreement
<i>Date & Author:</i>	8 April 2015 John Roberts
<i>Responsible Officer:</i>	Chief Executive Officer
<i>Applicant/Proponent:</i>	Chief Executive Officer John Roberts
<i>File Number:</i>	Various
<i>Previous minute/s & Reference:</i>	

INTRODUCTION

The purpose of this report is for Council to approve an extension to the commercial arrangement with Ausco Modular Pty Ltd to enable continued operation of the 160 man camp located at Lot 501 White Avenue Morawa.

ATTACHMENTS

Copy of Existing Lease Agreement

BACKGROUND INFORMATION

Two construction camps were constructed by Brookfield Rail in July 2011 in Morawa and Canna to assist with redevelopment works associated with a major railway line upgrade between Perenjori and Geraldton. Both camps were envisaged to remain operational for an estimated period of at least 12 months. Brookfield Rail completed the Morawa section on the rail upgrade and have vacated the camp and handed the above ground asset back to Ausco Modular Pty Ltd

Ausco established a lease agreement with the Shire of Morawa to continue operating the camp for extended periods.

OFFICER'S COMMENT

The CEO has recently been approached by AUSCO Modular to discuss an extension of the Lease of Portion Lot 511 White Avenue.

The term of occupancy was for an initial three year term with the option of two more, three year extensions with final expiry in 2021.

The initial agreement financial arrangement is as follows:

A Base Rent of \$100.00 per month with the opportunity to undertake a market review in prior to any extension.

An occupancy rate of \$3.50 per occupant, per night, with a CPI review prior to any extension.

It is proposed the Base Rent market review is waived and the Occupancy Rate is increased to \$3.745 in line with CPI increases.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Council will derive income from the site and the local business community will continue to have additional trade from camp occupants. The income will vary with occupancy as detailed in the lease

STRATEGIC IMPLICATIONS

The former Shire of Morawa Strategic Plan – Plan for the Future has the following adopted strategy:-

“Support the facilitation of mining infrastructure investment into Morawa for the benefit of the Morawa community i.e. worker accommodation, service support, training, etc.”

RISK MANAGEMENT

The main risk relates to construction workforce integration into the local community. It will be important for visiting workers to integrate and work with the local community. It will be similarly important for the local community to embrace and welcome these visitors to our town. The operators and owners of the camp carry the majority of the risk and would not be in a position to remain if occupancy rates are not at a profitable level, hence the lease arrangement is deemed to be fair and reasonable

OFFICER'S RECOMMENDATION

That Council resolve to:

1. approve a three year extension to the commercial arrangement with Ausco Modular Pty Ltd to enable continued operation of the 160 man camp located at Lot 501 White Avenue Morawa.
2. waive the right for a market review of the Base Rate.
3. approve an increase in the Occupancy Rate as prescribed in the lease agreement.
4. authorise the Shire President and Chief Executive Officer to be signatories to the extension of the lease agreement to 30 June 2017.

COUNCIL RESOLUTION

Moved: Cr K P Stokes

Seconded: Cr D S Carslake

That Council resolve to:

1. **approve a three year extension to the commercial arrangement with Ausco Modular Pty Ltd to enable continued operation of the 160 man camp located at Lot 501 White Avenue Morawa.**
2. **wave the right for a market review of the Base Rate.**
3. **approve an increase in the Occupancy Rate as prescribed in the lease agreement.**
4. **authorise the Shire President and Chief Executive Officer to be signatories to the extension of the lease agreement to 30 June 2017.**

CARRIED 5/0

<i>Date of Meeting:</i>	16 April 2015
<i>Item No:</i>	7.2.6.4
<i>Subject:</i>	Waste Collection agreement – Exercise of Option to extend
<i>Date & Author:</i>	8 April 2015 John Roberts
<i>Responsible Officer:</i>	Chief Executive Officer
<i>Applicant/Proponent:</i>	Chief Executive Officer John Roberts
<i>File Number:</i>	Various
<i>Previous minute/s & Reference:</i>	17 February 2015

INTRODUCTION

The purpose of the report is for Council to consider a request to extend the Waste Collection contract for a further 2 years.

ATTACHMENTS

Copy of Waste Collection Agreement

BACKGROUND INFORMATION

BL & MJ Thornton Waste Removal Service currently have a three year contract with the Shire of Morawa to collect waste in the Morawa and Perenjori town sites. The contract commenced on 1 July 2012 and expires on 30 June 2015. The contract contains an option to extend the contract for a further term of 2 years. BL & MJ Thornton Waste Removal Service have advised they wish to exercise that option.

OFFICER'S COMMENT

BL & MJ Thornton Waste Removal Service were originally awarded the contract to ensure continuity of a waste collection service whilst alternative waste management solutions were examined. To date service delivery has been extremely satisfactory. At this time with uncertainty regarding the long term solution to waste management in the region it is prudent to extend the contract for a further 2 years.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions and General) Regulations 1996, Part 4A

RISK MANAGEMENT

A continuity of the waste collection service is imperative.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil. There will be no increase in the collection fees if the extension is granted.

STRATEGIC IMPLICATIONS

The Shire of Morawa Strategic Plan – Plan for the Future has the following adopted strategy:-

“Develop a Capital Works Program and identify the scope to undertake upgrade enhancement works for (a) shire sewer system, (b) shire land fill and (c) water management (i.e. shire dams, scheme water, town drainage)”.

OFFICER’S RECOMMENDATION

It is recommended that:-

1. Council authorise an extension of 2 years to the current contract with BL & MJ Thornton Waste Removal Service. The extension period to commence on 1 July 2015 and end on 30 June 2017.

COUNCIL RESOLUTION

Moved: Cr D S Agar
Seconded: Cr K P Stokes

It is recommended that:-

1. **Council authorise an extension of 2 years to the current contract with BL & MJ Thornton Waste Removal Service. The extension period to commence on 1 July 2015 and end on 30 June 2017.**

CARRIED 5/0

<i>Date of Meeting:</i>	16 April 2015
<i>Item No:</i>	7.2.6.5
<i>Subject:</i>	Policy and Procedures Manual & Delegations Register Review 2015
<i>Date & Author:</i>	10 April 2015 John Roberts
<i>Responsible Officer:</i>	Chief Executive Officer
<i>Applicant/Proponent:</i>	Chief Executive Officer
<i>File Number:</i>	ADM 0159
<i>Previous minute/s & Reference:</i>	

SUMMARY

The purpose of this report is for Council to adopt the reviewed and amended Shire of Morawa Policy Manual & Delegations Register as tabled.

DECLARATION OF INTEREST

Nil

ATTACHMENTS

The Shire of Morawa Policy Manual and Delegation Register. (These documents will be provided prior to the meeting in sufficient time to enable Elected Members to review).

BACKGROUND INFORMATION

It is current Council policy to carry out a review of the Policies and Procedures of the Shire annually. It is a statutory requirement that Shire delegations are also reviewed annually. The Shire of Morawa Policy Manual & Delegations Register was last reviewed at the Council Meeting held on 20th March 2014.

OFFICER'S COMMENT

The Shire of Morawa maintains a Policy Manual and Delegations Register with an up-to-date recording of the various policies and delegations of the Council. The Shire Delegations Register reflects those delegations made to senior staff to improve operational efficiencies and organizational effectiveness.

The policies relate to issues of an on-going nature (policy decisions on single issues are not recorded in the manual). The objectives of the Council's Policy Manual are:-

- To provide Council with a formal written record of all Council policy decisions;

- To provide staff with precise guidelines in which to act in accordance with Council's wishes;
- To enable the staff to act promptly in accordance with Council's requirements, but without continual reference to Council;
- To enable Elected Members to adequately handle enquiries from electors without undue reference to the staff or the Council;
- To enable Council to maintain a regular review of Council policy decisions and to ensure they are in keeping with community expectations, current trends and circumstances;
- To enable ratepayers and customers to obtain immediate advice on matters of Council Policy.

The Shire of Morawa Policy Manual has been reviewed and updated accordingly. All updates are highlighted for ease of reference.

COMMUNITY CONSULTATION

Nil

COUNCILLOR CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 2.7, 5.42.and 5.44

POLICY IMPLICATIONS

The Policy Manual and Delegations Register are to be reviewed at least once annually

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

RISK MANAGEMENT

Nil

VOTING REQUIREMENT:

Absolute Majority

OFFICER'S RECOMMENDATION

It is recommended: that-

Council resolve to adopt the reviewed and updated Shire of Morawa Policy Manual & Delegations Register as tabled.

COUNCIL RESOLUTION

Moved: Cr

Seconded: Cr

It is recommended: that-

Council resolve to adopt the reviewed and updated Shire of Morawa Policy Manual & Delegations Register as tabled.

The Officers report was withdrawn by the CEO.

CARRIED

8 New Business of an Urgent Nature

9. Applications for Leave of Absence

10. Motions of Which Previous Notice Has Been Given

10.1 Questions from Members without Notice

11. Meeting Closed

11.1 Matters for which the meeting may be closed

11.2 Public reading of resolutions that may be made public

12. Closure

Meeting was closed at 5:54pm

.....**Presiding Person**

13. Next Meeting

The next Ordinary Meeting of Council is scheduled 18th June 2015