



CONFIRMED MINUTES FOR THE
ORDINARY COUNCIL MEETING
HELD ON THURSDAY
15 OCTOBER 2015



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| <p>CONFIRMED MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBERS ON THURSDAY 15 OCTOBER 2015</p> |
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1. Declaration of Opening

The Shire President declared the meeting open at 5.43pm

1.1 Recording of Those Present

| | |
|-----------------|------------------|
| Cr K J Chappel | President |
| Cr D S Carslake | Deputy President |
| Cr D J Coaker | |
| Cr D S Agar | |
| Cr M J Thornton | |

| | |
|---------------|--|
| Mr J Roberts | Chief Executive Officer |
| Ms S Appleton | Executive Manager Development & Administration |
| Ms F Gledhill | Manager of Accounting and Finance |
| Mr C Ellery | Acting Principal Works Manager |

1.2 Apologies

Nil

1.3 Approved Leave of Absence

Nil

1.4 Welcoming of Visitors to the Meeting

There were no visitors in attendance

1.5 Announcements by the Presiding Member without Discussion

The President acknowledged the retirement of Cr Coaker and his service to the Shire of Morawa, also the recent passing of former Councillor Mr Reg Tubby.

2 Public Question Time

2.1 Response to previous public questions taken on notice

Nil

2.2 Public question time

Nil

3 Declaration of Interest

Members are to declare financial, proximity and indirect interests.

7.2.5.3 Cr Agar declared a financial interest as the contractor is carrying out cartage works on Cr Agar's behalf.

4 Confirmation of Minutes of Previous Meeting

4.1 22nd September 2015 – Ordinary Council Meeting

COUNCIL RESOLUTION

1510001 **Moved: Cr Thornton**
 Seconded: Cr Agar

That the Minutes - item 4.1 – 22nd September 2015 – Ordinary Council Meeting be confirmed.

CARRIED
7/0

5 Public Statements, Petitions, Presentations and Approved Deputations

Nil

6 Method of Dealing with Agenda Business

Nil

7 Reports

7.1 Reports from Committees

Nil

7.2 Reports from the Chief Executive Officer

| | |
|---|---|
| <i>Date of Meeting:</i> | 15 October 2015 |
| <i>Item No:</i> | 7.2.1 |
| <i>Subject:</i> | Status Report –August 2015 |
| <i>Date & Author:</i> | 7 October 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> | 22 September 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 September 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

That Council accepts the Shire of Morawa Status Report for September 2015 as tabled.

COUNCIL RESOLUTION

**1510002 Moved: Cr Stokes
 Seconded: Cr Collins**

That Council accepts the Shire of Morawa Status Report for September 2015 as tabled.

CARRIED

7/0

| MEETING | ITEM | ACTION REQUIRED | RESPONSE | OFFICER | TIME FRAME |
|---------|-------|---|--|------------|------------|
| Mar-08 | 8.1.2 | Sinosteel Midwest Corporation Ltd – Entry Statement Project (Gateway Project) | <ul style="list-style-type: none"> • DPI has offered assistance to ensure that Ministerial Directions in relation to the Rail Siding development are met. Council has agreed to undertake an internal design review to establish suitable on ground structures going forward. CYDO has been commissioned to manage this project with initial community meeting held. Review process will incorporate the main town entry statements and a new northern entry statement along the realigned Mingenew – Morawa Road. Preliminary designs were rejected by Council at September 2010 Meeting. Public tender process initiated to seek alternate design proposals has been suspended. Shire is seeking preliminary design proposals on an array of various concepts for further Council consideration. Visiting artists from Geraldton toured site on 15th March 2011. Preliminary concept designs rejected by Council. Council Working Group established and met to identify a way forward to further the concept design process. Landscape adviser identified and visitation to site occurred on 29th November 2011 with a following submission. TPG have provided a proposal to provide a scoping design role under the Morawa Super Town Project. • Council sub-committee and SMC representative met with principal consultants in Perth on 27th February 2012. Initial design proposal received and on site meeting held on 7th May 2012. Further design received for Council consideration. • Informal discussion held between ACEO and Scott Whitehead (SMC) – June 2013? Topics included: <ul style="list-style-type: none"> ○ Gateway project; ○ Future fund; ○ Radio tower • Options now required to address status of this project: <ul style="list-style-type: none"> ○ CEO (Sean Fletcher) met with Scott Whitehead on 20 December 2013 and had a further meeting with SMC Legal Advisor Stuart Griffiths on 22 January 2014; ○ Discussions highlighted that SMC is willing to allocate \$100,000 to the project or this level of funding to another town based project; ○ Council informed of status at the Briefing Forum on 11 February 2014. • The former CEO suggested to Council at the February Council | CEO / CYDO | Dec-13 |

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|--------|-------|--|--|-----|--------|
| | | | <p>meeting that perhaps it was time to revisit the Gateway Project. Council suggested that this should be done at the Briefing Forum regarding the Old Morawa Hospital. Some preliminary discussion was had on 20 March 2014.</p> <ul style="list-style-type: none"> • SP, CEO & Stuart Griffiths (SMC) met on 17 July 2014 to discuss the Gateway Project and the Future Fund.. SMC stated that the \$100,000 allocation was not tied to the Gateway Project. It was suggested it could be used for community benefit infrastructure such as a childrens' playground. • CEO met with Stuart Griffiths on 19 May 2015. CEO was advised that \$40,000 is available for allocation. Discussions took place about purpose. The possibility of using the funding for adventure equipment in the Town Square was received favourably. | | |
| Oct-09 | 8.1.2 | Morawa Sports Ground Amenities Upgrade | <p>Hand basin in Ladies Changeroom is affected by distance from the hot water system – pressure issue. A quote has been received to improve the pressure. The quote of \$44k is prohibitive. This not a problem during the winter months as watering of the grounds not required (watering reduces water pressure). An amount of \$44,000 has been included in the 2015/16 draft budget to resolve the problem.</p> | CEO | Oct-13 |
| Feb-10 | 8.2.2 | Morawa Perenjori Trail Master Plan | <ul style="list-style-type: none"> • Initiate action to source grant funds to assist with development of Morawa Perenjori Trail Master Plan. R4R grant application lodged with the MWDC has been unsuccessful. Further grant funding options are being pursued. Approval for part funding for the Bush trail project has been received (\$65,000). Further funding for other projects is being sought from Lotteries West. A report was prepared for the August 2013 meeting for Council's consideration. Outcome was to defer project until Council's contribution could be budgeted. • Second application seeking \$65,000 was submitted in February 2013. There has been a delay due to State Elections in assessment of the application. Notification on the outcome of this application is expected January 2014; • Notified 5 March 2014 that the above application was unsuccessful; • The DCEO suggested on 20 March 2014 that perhaps there was an opportunity to combine the approved funding to the Gateway project. See Gateway Project comments. • No further action at this time. | CEO | Dec-12 |

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|--------|-----------------|-------------------------------------|--|------|--------|
| Jul-10 | 8.1.3 | Heavy Industrial Land 10781 Stage 2 | <ul style="list-style-type: none"> • Commence with heavy industrial land subdivision stage 2 at Lot 10781 Morawa – Yalgoo Road in accordance with Council resolution. Awaiting resolution of future access to ‘Club Road’ which will impact on the final lots to be made available. LandCorp has confirmed its interest and intent to develop the site into a new Industrial Estate for Morawa. Joint stakeholder meeting scheduled for 7th February 2011. One landholder has indicated a preference to returning the block to the Shire and another landholder has expressed an interest in developing the site. The latter has received Council approval to a proposed land development plan, but has not met timeframe requirements as required under contractual agreement. LandCorp land development application also received and adopted as a preferred plan by Council. WAPC currently considering subdivision application. • Stage 1 – Clearing: <ul style="list-style-type: none"> ○ Landcorp Board met in October 2013 regarding the high cost of this project and has approved Stage 1 of a three stage program. (This will include Club Rd, clearing of the access roads and land to the subdivision). Work started 3 March 2014 and is completed; • Stage 2 – Headworks: <ul style="list-style-type: none"> ○ Will be funded by Landcorp. Approval to finalise funding will not occur until November 2014 • Stage 3 – Installation of Roadways: <ul style="list-style-type: none"> ○ Funded by Landcorp with work to be done by Shire. Discussions have been held to explore the possibility of utilising surplus funds from the Town Centre projects when projects are complete in January 2015. ○ Letters have been sent to MWDC and DRD requested that surplus funds can be reallocated to Club Rd. This has now been approved and work is scheduled to take place late 2015. | DCEO | Dec-12 |
| Jul-10 | Urgent Business | Club Road Access | <ul style="list-style-type: none"> • A cost estimate has been received to construct a new thoroughfare to the east of ‘Club Road’. WNR has also issued advice offering a 5 year lease to the Shire of Morawa for continued access to ‘Club Road’. During the lease term, it is proposed that both parties agree to work together as a means of jointly resolving future access or otherwise to Club Road at the completion of the 5 year term. Club road has now been included as part of the Industrial subdivision process. • Department of Environment and Regulation permits approved end of December 2013. • Landcorp has recommended local contractor to assist with the | CEO | Dec-13 |

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|--------|-------|---|--|-----|--------|
| | | | <p>clearing. This work ties in with Stage 1 of Heavy Industrial Land</p> <p><u>Note:</u> The progress on this project is now subject to the Industrial Sub-division outcomes. See previous item.</p> <p>An amount of \$174,000 has been included in the 2015/16 draft budget to undertake these works. This amount is to be taken from the under spend on the town centre revitalisation projects.</p> | | |
| Jun-11 | 8.2.1 | Climate Change Risk Assessment & Adaptation Action Plan | <ul style="list-style-type: none"> Implement adaptation action plan strategies rated 'extreme' and 'high' as budgetary and human resources permit. Consideration required to start funding actions in 2015/16 | CEO | Jun-13 |
| Apr-13 | 8.2.2 | Regional Mobile Tower Coverage | <ul style="list-style-type: none"> DRD confirmed on 26 February 2014 that the \$1M from the CLGF-R component was approved by Cabinet and issued the FAA at the same time. Minister Redman made this announcement on 7 March 2014. In the interim, the CEO advised DRD (Meegan Babe – Project Officer) on 6 March 2014 that the project commencement date and access to funding is subject to endorsement by the MWDC Board re MWIP funding, which in turn is still subject to final approval by Cabinet. The MWDC Board met on 28 February 2014 to discuss the project. CEO asked for feedback on 6 March 2014 regarding the outcome of the meeting. The CEO and Project Officer also made a submission to the Commonwealth Government's \$100M Mobile Coverage Programme and have listed Merkanooka and Morawa East High as areas requiring a base station. The President based on comments made by some councillors at the Council meeting on 20 February 2014 suggested they contact the CEO on other potential locations. The CEO also asked for this information in the Councillor update issued on 28 February 2014 including whether Merkanooka North and Canna/Gutha North East was suitable; In an email to councillors on 19 March 2014, the author advised that the MWDC Board did not support the project. In short, the letter from the MWDC stated that funding from the Mid West Investment Plan to the seven sites is not supported (worth about \$2.2M) as: <ul style="list-style-type: none"> The MWDC is continuing to work with the State Government regarding the implementation of RMCP Round 2 and that three of the seven sites have been included on the initial draft list of priority sites for the Mid West (Arrino, Latham and Yandanooka); Suggests the shires fund the other four towers themselves (for Morawa this means funding both towers – Merkanooka | CEO | Jun-30 |

| | | | | | |
|--|--|--|---|--|--|
| | | | <p>and Morawa East).</p> <ul style="list-style-type: none"> • The letter was also sent to the participating member shire presidents. • As discussed at a session with councillors on 20 March 2014: <ul style="list-style-type: none"> ○ In Morawa's case, there is not the capacity to fund the two towers (the expected cost is in the order of \$2M). As a result, it is highly doubtful that this project will now proceed and leaves the recently awarded \$1M from the County Local Government Fund (CLGF) Regional component to this project at a loose end; ○ Reallocate the \$1M CLGF – Regional component funding to another Morawa project that is regional in nature. In essence, the Shire of Morawa is entitled to the total allocation of this funding to a regional project due to the other shires already benefitting from earlier allocations out of the CLGF – Regional component; ○ The Shire President advised that she has spoken to Shane Love MLA on 19 March 2014 to advocate further on this matter re the MWDC and funding from the MWIP. The author also then provided supporting information to Mr Love; ○ In response, councillors suggested that the \$1M CLGF – R was allocated to the Morawa Airport project. The Shire President indicated that the other shires will need to agree. • On 1 April 2014 Megan from DRD contacted the author regarding whether the funds will be spent this financial year or next financial year. The author commented that the funds will be spent next financial year. Accordingly, Megan advised that the funds will be available from 1 July 2014 once the Shire needs this funding. • The CEO has advised the other CEOs that they need to meet to discuss the possibility of reallocating the \$1M CLGF – R funds to a Morawa project that is of regional benefit. He has also had the opportunity to have preliminary discussions with the CEOs of Three Springs and Mingenew and mention that the upgrade of the Morawa Airport meets the funding requirements. • Letter of Support received from the Shire of Mingenew 29 April 2014. • Business Plan completed and was endorsed at the December Council meeting. • . | | |
|--|--|--|---|--|--|

Council Resolutions for Actioning or Attention Completed

| Council Resolutions for Actioning or Attention Completed | | | | | |
|--|---|--|--|------|-------------|
| | Chief Executive Officer | | | | |
| Feb 2014 | 7.2.6.2 | Management of Morawa Community Care Units | This matter is now handled by the Morawa Community Aged Care Committee. | CEO | Completed |
| Mar 2014 | 12.1.1 | Proposal to Reallocate Solar Thermal Feasibility Funding (\$500,000) | <ul style="list-style-type: none"> • Letter requesting transfer of \$500,000 to the upgrade of the Morawa Airport issued 2 April 2014; • This matter replaces the previous item on this matter (Western Power – September 2007) • Business Plan completed and was endorsed at the December 2014 Council meeting. | CEO | In Progress |
| | Manager Accounting & Finance | | | | |
| | Nil | | | MAF | |
| | Project Officer | | | | |
| Apr 2014 | 7.2.4.1 | Proposed Amendment No. 3 to Local Planning Scheme No. 2 (Omnibus Scheme Amendment) | <ul style="list-style-type: none"> • Matter was deferred at the April 2014 meeting pending further information; • To be presented to the 19 June 2014 OCM • Period of advertising seeking submissions closed 7 July 2014. No submissions received. | PO | In Progress |
| | Community Development Officer | | | CYDO | |
| | Nil | | | | |

Legend

1. Text in red indicates current action.
2. Table items shaded in yellow refer to long outstanding items (generally six months or more).
3. Table items in green refer to matters within the last six months.

7.2.2 Manager Accounting & Finance

| | |
|---|---|
| <i>Date of Meeting:</i> | 15th October 2015 |
| <i>Item No:</i> | 7.2.2.1 |
| <i>Subject:</i> | Accounts Due For Payment |
| <i>Date & Author:</i> | 9th October 2015, Candice Smith 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 September 2015.

DECLARATION OF INTEREST

Nil

ATTACHMENTS

List of accounts Due & Submitted to council 15th October 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 of 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

That Council endorses -

1. The list of accounts paid by the Chief Executive Officer under delegated authority, represented by:
 - Municipal EFT Payment Numbers EFT 7849 to EFT 7916 inclusive, amounting to \$97,640.48
 - Municipal Cheque Payments numbered 11463 to 11471 totalling \$11,603.09
 - Municipal Direct Debit Payments Numbers DD4611.1 to DD4641.1 amounting to \$41,389.80

- Payroll for September 2015

09/09/2015 - \$59,546.25

23/09/2015 - \$56,777.83

COUNCIL RESOLUTION

**1510003 Moved: Cr Agar
 Seconded: Cr Stokes**

That Council endorses -

1. The list of accounts paid by the Chief Executive Officer under delegated authority, represented by:

- **Municipal EFT Payment Numbers EFT 7849 to EFT 7916 inclusive, amounting to \$97,640.48**
- **Municipal Cheque Payments numbered 11463 to 11471 totalling \$11,603.09**
- **Municipal Direct Debit Payments Numbers DD4611.1 to DD4641.1 amounting to \$41,389.80**
- **Payroll for September 2015**
09/09/2015 - \$59,546.25
23/09/2015 - \$56,777.83

**CARRIED
7/0**

Creditors Due for Payment
September 2015

| Chq/EFT | Date | Name | Description | Amount |
|---------|------------|--|---|-----------|
| EFT7849 | 03/09/2015 | North Midlands, St Johns Ambulance | Defib Purchase - PO 15477 - Canna Gutha | -2640.00 |
| EFT7850 | 03/09/2015 | Morawa News & Gifts | Printing Stationary bill August 2015 | -452.69 |
| EFT7851 | 03/09/2015 | Star Track Express | Freight - Perth - Morawa | -112.30 |
| EFT7852 | 03/09/2015 | Morawa Medical Centre | Dr Consult - Ramnath Newah | -65.00 |
| EFT7853 | 03/09/2015 | Morawa Drapery Store | Uniform Purchases - PO 16578 | -119.95 |
| EFT7854 | 03/09/2015 | Geraldton Fuel Company Pty Ltd | Fuel, Oil Purchases August 2015 - PO 16540, | -18726.33 |
| EFT7855 | 03/09/2015 | Hitachi Construction Machinery (Australia) Pty | Parts - PO 16542 | -3026.45 |
| EFT7856 | 03/09/2015 | S & K Electrical Contracting Pty Ltd | Repairs - PO 15492 | -126.50 |
| EFT7857 | 03/09/2015 | Market force | Advertising - Special Meeting 11/08/2015- | -82.04 |
| EFT7858 | 03/09/2015 | Stewart & Heaton Clothing Co Pty Ltd | Uniform Purchase - PO 15458 | -96.33 |
| EFT7859 | 03/09/2015 | Bob Waddell Consultant | Assistance with Planning 2014/15 Fin Report | -198.00 |
| EFT7860 | 03/09/2015 | Mitchell & Brown | Store Purchases - PO 15491 | -950.00 |
| EFT7861 | 03/09/2015 | Leading Edge Computers | ESET antivirus renewal - PO 15497 | -1090.08 |
| EFT7862 | 03/09/2015 | Novus Auto glass Repairs & Replacement | Windscreen Repair - PO 15496 | -659.10 |
| EFT7863 | 03/09/2015 | Seton | Sign Purchase - PO 15490 | -315.26 |

Creditors Due for Payment
September 2015

| Chq/EFT | Date | Name | Description | Amount |
|---------|------------|---|--|----------|
| EFT7864 | 03/09/2015 | Blackwood's | Parts - PO 16523 | -992.05 |
| EFT7865 | 03/09/2015 | Order will Pty Ltd (WA Weekender) | 30% Confirmation Deposit program Segment - | -1912.35 |
| EFT7866 | 03/09/2015 | IGA Morawa | August 2015 Purchases | -428.79 |
| EFT7867 | 03/09/2015 | Staples | Monthly Meter Charges August 2015 | -1906.70 |
| EFT7868 | 09/09/2015 | BOC Limited | Monthly hire fee for balloon gas bottle | -16.51 |
| EFT7869 | 09/09/2015 | Morawa Traders | August Purchases 2015 | -175.75 |
| EFT7870 | 09/09/2015 | WesTrac Equipment Pty Ltd | Filters & SOS Kits | -2104.66 |
| EFT7871 | 09/09/2015 | BL & MJ Thornton Waste Removal Services | Waste Removal August 2015 | -9557.40 |
| EFT7872 | 09/09/2015 | Choices Flooring Geraldton | Supply and Install 10x127mm Vertical Blinds | -2490.00 |
| EFT7873 | 09/09/2015 | Landgate | Schedule :R2015/4 Rural UV Interim Valuation | -156.00 |
| EFT7874 | 09/09/2015 | Courier Australia | Freight PERTH - MORAWA - Hitachi & Jason | -22.10 |
| EFT7875 | 09/09/2015 | Greenfield Technical Services | RRG Submissions - July to August 2015 | -2382.93 |
| EFT7876 | 09/09/2015 | Shire of Mingenew | Redundancy Payment - Mingenew Network | -3769.11 |
| EFT7877 | 09/09/2015 | Neverfail Spring water Limited | Monthly Cooler Rental 22/08/15 to 22/09/15 | -14.30 |
| EFT7878 | 09/09/2015 | Strategic Teams | Acting CEO Sean Fletcher 31/08/2015- | -3300.00 |
| EFT7879 | 11/09/2015 | Australian Services Union | Payroll deductions | -103.20 |

Creditors Due for Payment
September 2015

| Chq/EFT | Date | Name | Description | Amount |
|---------|------------|--|---|----------|
| EFT7880 | 14/09/2015 | Kats Rural | Purchase parts - PO 16590 | -27.00 |
| EFT7881 | 14/09/2015 | Landmark Operations Limited | Klee LP Gas - PO 16576 | -506.48 |
| EFT7882 | 14/09/2015 | Reliance Petroleum | Monthly Fuel Charges August 2015 | -613.18 |
| EFT7883 | 14/09/2015 | Canine Control | Ranger Services - patrols 09-09-2015 | -940.50 |
| EFT7884 | 14/09/2015 | Bunnings Group Limited | Part Materials - PO 16591 | -311.28 |
| EFT7885 | 14/09/2015 | Geraldton TV and Radio Services Co. | Parts - PO 16592 | -177.98 |
| EFT7886 | 14/09/2015 | Clever Patch | Art Supplies - school Holiday program - PO | -384.90 |
| EFT7887 | 14/09/2015 | AFGRI | Spindle - PO 16539 | -591.82 |
| EFT7888 | 14/09/2015 | Moore Stephens | Annual report for year ended 30 June 2015 | -880.00 |
| EFT7889 | 14/09/2015 | Energy and Water Ombudsman | Annual Levy 2015/2016 | -55.00 |
| EFT7890 | 16/09/2015 | GH Country Courier | Freight - Truck line Geraldton - Morawa | -248.85 |
| EFT7891 | 16/09/2015 | Courier Australia | Freight - Perth - Jason Sign | -8.82 |
| EFT7892 | 16/09/2015 | Downer EDI Works Pty Ltd | Purchases - PO 16589 | -1375.00 |
| EFT7893 | 16/09/2015 | Alinta Sales Pty Ltd | Power Usage 01/08/2015-31/08/2015 | -574.03 |
| EFT7894 | 16/09/2015 | Safeway Building & Renovations Pty Ltd | Works Completed - Re roofing Claim 1 (Old Council chambers) | -2879.25 |
| EFT7895 | 16/09/2015 | Strategic Teams | Professional Services 07/09/2015-11/09/2015 | -3300.00 |

Creditors Due for Payment
September 2015

| Chq/EFT | Date | Name | Description | Amount |
|---------|------------|---|--|----------|
| EFT7896 | 22/09/2015 | Star Track Express | Freight Perth - Morawa | -111.70 |
| EFT7897 | 22/09/2015 | Kats Rural | Purchases + Freight - PO 16425 | -767.44 |
| EFT7898 | 22/09/2015 | WesTrac Equipment Pty Ltd | Parts Purchase - PO 16546 | -414.10 |
| EFT7899 | 22/09/2015 | IT Vision Australia Pty Ltd | Training Services - Candice Smith + Katrina Kingston - PO 15499 | -3668.50 |
| EFT7900 | 22/09/2015 | Burgess Rawson (WA) Pty Ltd | Rent 01/101/2015-31/12/2015 | -137.50 |
| EFT7901 | 22/09/2015 | Bob Waddell Consultant | Assistance 2014/15 Annual Financial Report, and fair value of infrastructure | -6051.76 |
| EFT7902 | 22/09/2015 | Leading Edge Computers | Ink Purchases - PO 16606 | -275.00 |
| EFT7903 | 22/09/2015 | Local Health Authorities Analytical Committee | 2015/16 Analytical Services | -385.00 |
| EFT7904 | 22/09/2015 | CS Legal | Professional Fees Debt Recovery - 13/04/2015 | -275.00 |
| EFT7905 | 22/09/2015 | Central Midwest Service | Repair HSI in Oven - PO 16701 | -445.50 |
| EFT7906 | 22/09/2015 | Incite Security | Supply and Installation of IP CCTV system - PO | -9236.30 |
| EFT7907 | 22/09/2015 | Water Dynamics Perth | Purchase Parts - PO 16588 | -1264.78 |
| EFT7908 | 24/09/2015 | Landgate | Other DLI Invoice | -24.00 |
| EFT7909 | 24/09/2015 | Everlastings Guest Homes Morawa | Accommodation - PO 16612 | -165.00 |
| EFT7910 | 24/09/2015 | McDonalds Wholesalers | Purchases UHT milk | -36.80 |

Creditors Due for Payment
September 2015

| Chq/EFT | Date | Name | Description | Amount |
|---------|------------|--------------------------------------|---|----------|
| EFT7911 | 24/09/2015 | Canine Control | Wrap strap Tags - Cats - Lifetime CAT & DOG | -202.74 |
| EFT7912 | 24/09/2015 | Leading Edge Computers | Black Toner Cartridge - PO 16611 | -148.00 |
| EFT7913 | 24/09/2015 | The Paper Company of Australia | Purchases Paper for office and CRC - PO 16610 | -1485.00 |
| EFT7914 | 24/09/2015 | Covs Parts Pty Ltd | Parts - PO 16548 | -1003.19 |
| EFT7915 | 24/09/2015 | Grant Woodhams | Chair MEITA meeting 10/09/2015 | -574.00 |
| EFT7916 | 25/09/2015 | Australian Services Union | Payroll deductions | -103.20 |
| 11463 | 03/09/2015 | Shire of Morawa | Vehicle Renewal | -60.05 |
| 11464 | 03/09/2015 | Synergy | Power Usage 16/07/2015-19/08/2015 PN 091 624 6724 | -2371.90 |
| 11465 | 03/09/2015 | Morawa Licensed Post Office Emmlee's | Monthly Postal fees - August 2015 | -576.52 |
| 11466 | 10/09/2015 | Synergy | Power Usage 27/05/2015-24/08/2015 | -4365.15 |
| 11467 | 10/09/2015 | Telstra Corporation Limited | Phone Usage August 2015 | -239.39 |
| 11468 | 14/09/2015 | Jason Signmakers | Stainless steel plaque - PO 16584 | -792.00 |
| 11469 | 16/09/2015 | Telstra Corporation Limited | Phone Bill August 2015 - P157 726 180-7 | -2814.53 |
| 11470 | 22/09/2015 | Shire of Morawa | Petty Cash Recoup September 2015 | -307.45 |
| 11471 | 22/09/2015 | Synergy | Power Usage 18/08/2015-14/09/2015 -PN | -76.10 |

Creditors Due for Payment
September 2015

| Chq/EFT | Date | Name | Description | Amount |
|----------|------------|---|------------------------------|----------|
| DD4611.1 | 09/09/2015 | WA Local Government Superannuation Plan | Payroll deductions | -8036.72 |
| DD4611.2 | 09/09/2015 | AMP LIFE LTD - SUPERANNUATION | Superannuation contributions | -826.92 |
| DD4611.3 | 09/09/2015 | BT FINANCIAL GROUP | Superannuation contributions | -330.09 |
| DD4611.4 | 09/09/2015 | MLC Nominees Pty Ltd | Superannuation contributions | -256.01 |
| DD4611.5 | 09/09/2015 | Asteron Client Services | Superannuation contributions | -66.08 |
| DD4611.6 | 09/09/2015 | HOSTPLUS | Superannuation contributions | -262.39 |
| DD4611.7 | 09/09/2015 | Concept One | Superannuation contributions | -233.19 |
| DD4611.8 | 09/09/2015 | IOOF | Superannuation contributions | -478.80 |
| DD4611.9 | 09/09/2015 | Australian Super | Superannuation contributions | -236.59 |
| DD4629.1 | 23/09/2015 | WA Local Government Superannuation Plan | Payroll deductions | -8369.66 |
| DD4629.2 | 23/09/2015 | AMP LIFE LTD - SUPERANNUATION | Superannuation contributions | -726.55 |
| DD4629.3 | 23/09/2015 | BT FINANCIAL GROUP | Superannuation contributions | -296.76 |
| DD4629.4 | 23/09/2015 | MLC Nominees Pty Ltd | Superannuation contributions | -219.69 |
| DD4629.5 | 23/09/2015 | Asteron Client Services | Superannuation contributions | -17.85 |
| DD4629.6 | 23/09/2015 | Australian Super | Superannuation contributions | -288.56 |
| DD4629.7 | 23/09/2015 | HOSTPLUS | Superannuation contributions | -257.40 |

Creditors Due for Payment
September 2015

| Chq/EFT | Date | Name | Description | Amount |
|----------|------------|----------------------------|--------------------------------------|------------|
| DD4629.8 | 23/09/2015 | Concept One | Superannuation contributions | -288.08 |
| DD4629.9 | 23/09/2015 | IOOF | Superannuation contributions | -549.00 |
| DD4636.1 | 23/09/2015 | Australian Taxation Office | August BAS 2015 | -16931.09 |
| DD4639.1 | 07/09/2015 | Westnet Pty Ltd | September 2015 Internet | -279.75 |
| DD4639.2 | 28/09/2015 | Westnet Pty Ltd | Doctors House Internet Sep 2015 | -185.71 |
| DD4639.3 | 14/09/2015 | BOQ Finance | Sept Copier Lease 2015 | -301.16 |
| DD4641.1 | 07/09/2015 | Bankwest | Credit Card Transactions August 2015 | -1951.75 |
| 140915 | 14/09/2015 | Shire of Morawa | Rates A952 - Shire of Morawa | -1964.55 |
| Payroll | 09/09/2015 | | | \$59546.25 |
| Payroll | 23/09/2015 | | | \$56777.83 |

Totals**EFT - \$97640.48****Cheque - \$11603.09****DD's - \$41389.80****Payroll - \$116324.08****Total for September - \$266957.45**

Creditors Due for Payment
September 2015**Credit Card Transactions August – debited September 2015**

| Date | Description | Amount |
|--|---|------------------|
| <u>Card Number Ending 6196 – John Roberts</u> | | |
| 04/08/2015 | The Terrace Hotel Perth – LG Week Dinner | \$493.00 |
| 06/08/2015 | Rydges Hotel Perth – LG Week Dinner 3 x Shires | \$740.50 |
| 18/08/2015 | Smart Mart Geraldton – Fuel CEO Vehicle | \$ 82.78 |
| 28/08/2015 | Reward Fee – Corporate | \$ 39.00 |
| <u>Card Number Ending 1226 – Fred Gledhill</u> | | |
| 11/08/2015 | Esplanade Hotel Fremantle – S Reardon Accommodation | \$ 525.77 |
| 12/08/2015 | Morawa Pharmacy – Vaccination Cleaner | \$ 31.70 |
| <u>Card Number Ending 7021 – Brad McCarthy (to be cancelled)</u> | | |
| 28/08/2015 | Reward Fee – Corporate | \$ 39.00 |
| Total | | \$1951.75 |

**1510004 Moved: Cr Stokes
 Seconded Cr Carslake**

That items 7.2.2.2 to 7.2.2.5 be moved en bloc.

**CARRIED
7/0**

| | |
|---|--|
| <i>Date of Meeting:</i> | 15th October 2015 |
| <i>Item No:</i> | 7.2.2.2 |
| <i>Subject:</i> | Reconciliations September, 2015 |
| <i>Date & Author:</i> | 9th October 2015, Candice Smith Senior Finance Officer |
| <i>Responsible Officer:</i> | Fred Gledhill / Candice Smith |
| <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 30th September, 2015

| Account | 2015 |
|---|----------------|
| Municipal Account # | \$1,832,528.97 |
| Trust Account | \$11,033.65 |
| Business Telenet Saver (Reserve) Account | \$6,146,329.58 |
| WA Treasury O/night Facility (Super Towns) Account | \$714,041.51 |

BANK RECONCILIATION BALANCES

The Bank Reconciliation Balances for 30th September, 2015 with a comparison for 30th September, 2014 is as follows:

| Account | 2014 | 2015 |
|---------------------|----------------|----------------|
| Municipal Account # | \$720,576.22 | \$1,832,528.97 |
| Trust Account | \$11,697.37 | \$11,033.65 |
| Reserve Account | \$7,956,777.03 | \$6,860,371.09 |

RESERVE ACCOUNT

The Reserve Funds of \$6,860,371.09 as at 30th September, 2015 were invested in:-

- Bank of Western Australia \$6,146,329.58 in the Business Telenet

Shire of Morawa: confirmed Minutes of the Ordinary Meeting of Council held 15th October 2015

Saver Account and

- \$714,041.51 in the WA Treasury O/Night Facility.

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

| | 2014 | 2015 |
|--|-----------------------|-----------------------|
| Sports Complex Upgrade Reserve | \$0.00 | \$0.00 |
| Land & Building Reserve | \$5,064.89 | 5,177.81 |
| Plant Reserve | \$633,400.76 | \$844,179.48 |
| Leave Reserve | \$217,907.97 | \$278,026.77 |
| Economic Development Reserve | \$104,318.38 | \$106,644.20 |
| Sewerage Reserve | \$78,334.65 | \$122,471.39 |
| Unspent Grants & Contributions Reserve | \$844,591.19 | \$987,531.14 |
| Community Development Reserve | \$1,469,965.89 | \$1,378,639.50 |
| Water Waste Management Reserve | \$0.00 | \$0.00 |
| Future Funds Reserve | \$2,126,178.25 | \$2,166,019.60 |
| Morawa Community Trust Reserve | \$18,618.29 | \$10,995.51 |
| Aged Care Units Reserve | \$8,714.35 | \$8,908.64 |
| Transfer Station Reserve | \$192,729.11 | \$197,026.09 |
| S/Towns Revitalisation Reserve | \$1,704,862.33 | \$171,246.46 |
| ST Solar Thermal Power Station Reserve | \$531,925.83 | \$542,795.05 |
| Business Units Reserve | \$20,165.14 | \$40,709.45 |
| TOTAL | \$7,956,777.03 | \$6,860,371.09 |

TRANSFER OF FUNDS

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 – 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

That Council receive –

1. The bank reconciliation report for 30th September, 2015.

COUNCIL RESOLUTION

Moved:

Seconded:

Moved en bloc.

That Council receive –

- 1. The bank reconciliation report for 30th September, 2015.**

**CARRIED
7/0**

| | |
|---|---|
| <i>Date of Meeting:</i> | 15 October 2015 |
| <i>Item No:</i> | 7.2.2.3 |
| <i>Subject:</i> | Monthly Financial Statements |
| | |
| <i>Date & Author:</i> | 11 October, 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 September Monthly Financial Activity Report pertaining to Councils operations is provided under separate cover. A copy of the schedules is available if required.

STATUTORY ENVIRONMENT

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 the Variance Report for the period ending the 30 September, 2015.

COUNCIL RESOLUTION

Moved:
Seconded:

Moved en bloc.

It is recommended that Council receive the Statement of Financial Activity and the Variance Report for the period ending the 30 September, 2015.



SHIRE OF MORAWA
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

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SHIRE OF MORAWA

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

| | NOTE | September 2015 Actual \$ | September 2015 Y-T-D Budget \$ | 2015/16 Budget \$ | Variations Actuals to Budget \$ | Variations Actual Budget to Y-T-D % | |
|---|------|-----------------------------------|---|-------------------------|--|---|---|
| Operating | | | | | | | |
| Revenues/Sources | | | | | | | |
| Governance | 1,2 | 85,210 | 2,124 | 99,469 | 60,343 | 242.66% | ▲ |
| General Purpose Funding | | 222,340 | 240,906 | 2,532,930 | (18,566) | (7.71%) | |
| Law, Order, Public Safety | | 6,462 | 4,975 | 44,420 | 1,487 | 29.89% | |
| Health | | 1,080 | 0 | 13,000 | 1,080 | 0.00% | |
| Education and Welfare | | 0 | 105,621 | 448,600 | (105,621) | (100.00%) | ▼ |
| Housing | | 11,363 | 13,437 | 122,901 | (2,074) | (15.43%) | |
| Community Amenities | | 451,977 | 518,059 | 1,947,267 | (66,082) | (12.76%) | ▼ |
| Recreation and Culture | | 11,557 | 16,801 | 264,476 | (5,244) | (31.21%) | |
| Transport | | 111,567 | 151,948 | 3,178,920 | (40,381) | (26.58%) | ▼ |
| Economic Services | | 62,349 | 40,914 | 716,899 | 21,435 | 52.39% | ▲ |
| Other Property and Services | | 34,728 | 23,151 | 92,617 | 11,577 | 50.01% | ▲ |
| | | <u>998,633</u> | <u>1,117,936</u> | <u>9,461,499</u> | <u>(142,046)</u> | <u>(10.67%)</u> | |
| (Expenses)/(Applications) | | | | | | | |
| Governance | 1,2 | (108,296) | (126,198) | (499,849) | 16,666 | 13.34% | ▼ |
| General Purpose Funding | | (50,706) | (48,384) | (193,557) | (2,322) | (4.80%) | |
| Law, Order, Public Safety | | (29,718) | (36,770) | (148,151) | 7,052 | 19.18% | |
| Health | | (34,618) | (53,721) | (226,949) | 19,103 | 35.56% | ▼ |
| Education and Welfare | | (21,458) | (193,365) | (769,575) | 171,907 | 88.90% | ▼ |
| Housing | | (26,883) | (26,051) | (172,364) | (832) | (3.19%) | |
| Community Amenities | | (91,039) | (139,705) | (515,784) | 48,666 | 34.83% | ▼ |
| Recreation & Culture | | (197,230) | (283,169) | (1,088,407) | 85,939 | 30.35% | ▼ |
| Transport | | (344,412) | (435,344) | (1,816,974) | 90,932 | 20.89% | ▼ |
| Economic Services | | (114,205) | (174,675) | (627,851) | 60,470 | 34.62% | ▼ |
| Other Property and Services | | 33,333 | (8,428) | (28,878) | 41,761 | 495.50% | ▼ |
| | | <u>(985,232)</u> | <u>(1,525,810)</u> | <u>(6,088,339)</u> | <u>539,342</u> | <u>(35.43%)</u> | |
| Net Result Excluding Rates | | 13,401 | (407,874) | 3,373,160 | 397,296 | | |
| Adjustments for Non-Cash (Revenue) and Expenditure | | | | | | | |
| (Profit)/Loss on Asset Disposals | 4 | 0 | 10,230 | 0 | (10,230) | 100.00% | ▼ |
| Movement in Leave Reserve (Added Back) | | 1,310 | 0 | 0 | 1,310 | 0.00% | |
| Movement in Deferred Pensioner Rates/ESL (nor) | | 0 | 0 | 0 | 0 | 0.00% | |
| Movement in Employee Benefit Provisions (non-c) | | 0 | 0 | 0 | 0 | 0.00% | |
| Rounding Adjustment | | 0 | 0 | 0 | 0 | 0.00% | |
| Depreciation on Assets | | 0 | 345,324 | 1,381,571 | (345,324) | 100.00% | ▼ |
| Capital Revenue and (Expenditure) | | | | | | | |
| Purchase of Investments | | 0 | 0 | 0 | 0 | 0.00% | |
| Purchase Land Held for Resale | 3 | 0 | 0 | 0 | 0 | 0.00% | |
| Purchase Land and Buildings | 3 | (10,998) | (182,600) | (761,317) | 171,602 | 93.98% | ▼ |
| Purchase Plant and Equipment | 3 | (120,325) | (215,022) | (860,105) | 94,697 | 44.04% | ▼ |
| Purchase Furniture and Equipment | 3 | (395) | (4,587) | (106,350) | 4,192 | 91.39% | |
| Purchase Infrastructure Assets - Roads | 3 | (143,037) | (377,493) | (1,509,960) | 234,456 | 62.11% | ▼ |
| Purchase Infrastructure Assets - Footpaths | 3 | 0 | (19,161) | (76,650) | 19,161 | 100.00% | ▼ |
| Purchase Infrastructure Assets - Drainage | 3 | 0 | 0 | 0 | 0 | 0.00% | |
| Purchase Infrastructure Assets - Parks & Ovals | 3 | (15,664) | (8,592) | (34,374) | (7,072) | (82.31%) | |
| Purchase Infrastructure Assets - Airfields | 3 | 0 | (650,001) | (2,600,000) | 650,001 | 100.00% | ▼ |
| Purchase Infrastructure Assets - Other | 3 | (77,561) | (406,401) | (2,290,400) | 328,840 | 80.92% | ▼ |
| Proceeds from Disposal of Assets | 4 | 0 | 13,271 | 0 | (13,271) | (100.00%) | ▼ |
| Repayment of Debentures | 5 | (21,379) | (17,691) | (70,783) | (3,688) | (20.85%) | |
| Proceeds from New Debentures | 5 | 0 | 0 | 0 | 0 | 0.00% | |
| Advances to Community Groups | | 0 | 0 | 0 | 0 | 0.00% | |
| Self-Supporting Loan Principal Income | 5 | 0 | 0 | 0 | 0 | 0.00% | |
| Transfers to Restricted Assets (Reserves) | 6 | (32,425) | (177,360) | (704,512) | 144,935 | 81.72% | ▼ |
| Transfers from Restricted Asset (Reserves) | 6 | 0 | 489,556 | 2,387,648 | (489,556) | (100.00%) | ▼ |
| ADD Net Current Assets July 1 B/Fwd | 7 | 1,502,727 | 1,380,375 | 1,380,375 | 122,352 | 8.86% | |
| LESS Net Current Assets Year to Date | 7 | 2,521,579 | 1,320,923 | 0 | 1,200,656 | (90.90%) | |
| Amount Raised from Rates | 8 | <u>(1,425,925)</u> | <u>(1,548,949)</u> | <u>0</u> | <u>123,024</u> | <u>(7.94%)</u> | |

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

Material Variations Symbol

Above Budget Expectations ▲ Greater than 10,000 and greater than 10%
Below Budget Expectations ▼ Less than 10,000 and less than 10%

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

1. SIGNIFICANT ACCOUNTING POLICIES

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

(a) Basis of Accounting

The budget has been prepared in accordance with applicable Australian Accounting Standards (as they apply to local government and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations.

The budget has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 9.

(c) Rounding Off Figures

All figures shown in this statement, other than a rate in the dollar, are rounded to the nearest dollar.

(d) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) Goods and Services Tax

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables are stated inclusive of applicable GST.

(f) Superannuation

The Council contributes to a number of superannuation funds on behalf of employees.

(g) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits held at call with banks, other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are shown as short term borrowings in current liabilities on the statement of financial position.

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(h) Trade and Other Receivables

Collectibility of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(i) Inventories

General

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

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

Land Held for Resale

Land purchased for development and/or resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is complete are expensed.

Revenue arising from the sale of property is recognised in the statement of comprehensive income as at the time of signing an unconditional contract of sale.

Land held for resale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

(j) Fixed Assets

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

Initial Recognition

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

Revaluation

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. For infrastructure and other asset classes where no active market exists, fair value is determined to be the current replacement cost of an asset less, where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset.

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases in the same asset are charged against fair value reserves directly in equity; all other decreases are charged to the statement of comprehensive income.

Any accumulated depreciation at the date of revaluation is eliminated against the gross carrying amount of the asset and the net amount is restated to the revalued amount of the asset.

Those assets carried at a revalued amount, being their fair value at the date of revaluation less any subsequent accumulated depreciation and accumulated impairment losses, are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Fixed Assets (Continued)

Land Under Roads

In Western Australia, all land under roads is Crown Land, the responsibility for managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB 1051 Land Under Roads and the fact Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

Whilst this treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4(2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Council.

Depreciation of Non-Current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time the asset is completed and held ready for use.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation periods are:

| | |
|---|---|
| Buildings | 50 to 100 years |
| Furniture and Equipment | 10 years |
| Plant and Equipment | 5 to 15 years |
| Sealed roads and streets clearing and earthworks construction/road base original surfacing and major re-surfacing - bituminous seals | not depreciated 50 years 20 years |
| Gravel roads clearing and earthworks construction/road base gravel sheet | not depreciated 50 years 12 years |
| Formed roads (unsealed) clearing and earthworks construction/road base | not depreciated 50 years |
| Footpaths - slab | 40 years |

Depreciation of Non-Current Assets (Continued)

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income. When revalued assets are sold, amounts included in the revaluation surplus relating to that asset are transferred to retained earnings.

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Fixed Assets (Continued)

Capitalisation Threshold

Expenditure under the thresholds listed below is not capitalised. Rather, it is recorded on an

| | |
|-------------------------|----------------------------|
| - Land | Nil (All Land Capitalised) |
| - Buildings | 2,000 |
| - Plant & Equipment | 2,000 |
| - Furniture & Equipment | 1,000 |
| - Infrastructure | 5,000 |

Capitalisation Threshold

Expenditure on items of equipment under \$5,000 is not capitalised. Rather, it is recorded on an asset inventory listing.

(k) Financial Instruments

Initial Recognition and Measurement

Financial assets and financial liabilities are recognised when the Council becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the Council commits itself to either the purchase or sale of the asset (ie trade date accounting is adopted).

Financial instruments are initially measured at fair value plus transaction costs, except where the instrument is classified 'at fair value through profit or loss', in which case transaction costs are expensed to profit or loss immediately.

Classification and Subsequent Measurement

Financial instruments are subsequently measured at fair value, amortised cost using the effective interest rate method or at cost.

Fair value represents the amount for which an asset could be exchanged or a liability settled, between knowledgeable, willing parties. Where available, quoted prices in an active market are used to determine fair value. In other circumstances, valuation techniques are adopted.

Amortised cost is calculated as:

- (a) the amount in which the financial asset or financial liability is measured at initial recognition;
- (b) less principal repayments;
- (c) plus or minus the cumulative amortisation of the difference, if any, between the amount initially recognised and the maturity amount calculated using the effective interest rate method; and
- (b) less any reduction for impairment.

The effective interest rate method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that exactly discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(k) Financial Instruments (Continued)

Classification and Subsequent Measurement (Continued)

(i) Financial assets at fair value through profit and loss

Financial assets at fair value through profit or loss are financial assets held for trading. A financial asset is classified in this category if acquired principally for the purpose of selling in the short term. Derivatives are classified as held for trading unless they are designated as hedges. Assets in this category are classified as current assets.

(ii) Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost.

Loans and receivables are included in current assets, except for those which are not expected to mature within 12 months after the end of the reporting period (classified as non-current assets).

(iii) Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets with fixed maturities and fixed or determinable payments that the Council's management has the positive intention and ability to hold to maturity.

Held-to-maturity financial assets are included in non-current assets, except for those which are expected to mature within 12 months after the end of the reporting period, which are classified as current assets.

If the Council were to sell other than an insignificant amount of held-to-maturity financial assets, the whole category would be tainted and reclassified as available-for-sale.

(iv) Available-for-sale financial assets

Available-for-sale financial assets are non-derivative financial assets that are either not suitable to be classified into other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.

Available-for-sale financial assets are included in non-current assets, except for those which are expected to mature within 12 months of the end of the reporting period (classified as current assets).

(v) Financial liabilities

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost.

Impairment

At the end of each reporting period, the Council assesses whether there is objective evidence that a financial instrument has been impaired. In the case of available-for-sale financial instruments, a prolonged decline in the value of the instrument is considered to determine whether impairment has arisen. Impairment losses are recognised in the statement of comprehensive income.

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(l) Estimation of Fair Value

The fair value of financial assets and financial liabilities must be estimated for recognition and measurement or for disclosure purposes.

The fair value of financial instruments traded in active markets is based on quoted market prices at the reporting date.

The fair value of financial instruments that are not traded in an active market is determined using valuation techniques. Council uses a variety of methods and makes assumptions that are based on market conditions existing at each balance date. These include the use of recent arm's length transactions, reference to other instruments that are substantially the same, discounted cash flow analysis, and option pricing models making maximum use of market inputs and relying as little as possible on entity-specific inputs.

Quoted market prices or dealer quotes for similar instruments are used for long-term debt instruments held. Other techniques, such as estimated discounted cash flows, are used to determine fair value for the remaining financial instruments.

The nominal value less estimated credit adjustments of trade receivables and payables are assumed to approximate their fair values. The fair value of financial liabilities for disclosure purposes is estimated by discounting the future contractual cash flows at the current market interest rate that is available to the Council for similar financial instruments.

(m) Impairment

In accordance with Australian Accounting Standards the Council's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an estimate of the recoverable amount of the asset is made in accordance with AASB 136 "Impairment of Assets" and appropriate adjustments made.

An impairment loss is recognised whenever the carrying amount of an asset or its cash-generating unit exceeds its recoverable amount. Impairment losses are recognised in the statement of comprehensive income.

For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

At the time of adopting the budget, it is not possible to estimate the amount of impairment losses (if any) as at 30 June 2013.

In any event, an impairment loss is a non-cash transaction and consequently, has no impact on this budget document.

(n) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually paid within 30 days of recognition.

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(o) Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Council has a present obligation to pay resulting from employees' services provided to reporting date. The provision has been calculated at nominal amounts based on remuneration rates the Council expects to pay and includes related on-costs.

(ii) Annual Leave and Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where Council does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

(p) Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

(q) Provisions

Provisions are recognised when:

- a) the Council has a present legal or constructive obligation as a result of past events;
- b) for which it is probable that an outflow of economic benefits will result to settle the obligation; and
- c) that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Provisions are not recognised for future operating losses.

(r) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non-current based on Council's intentions to release for sale.

(s) Comparative Figures

Where required, comparative figures have been adjusted to conform with changes in presentation of the current budget year.

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

2. STATEMENT OF OBJECTIVE

The Shire of Morawa is dedicated to providing high quality services to the community through the various service orientated programs which it has established.

GOVERNANCE

Includes members of Council, Civic Functions & Public Relations, Council Elections, Training/Education. Objective is to provide a management & administrative structure to service Council & the community.

GENERAL PURPOSE FUNDING

Includes Rates, Loans, Investments & Grants. Objective is to manage Council's finances.

LAW, ORDER, PUBLIC SAFETY

Includes Emergency Services & Animal Control. Objective is to provide, develop & manage services in response to community needs.

HEALTH

Includes Environmental Health, Medical & Health facilities. Objective is to provide, develop & manage services in response to community needs.

EDUCATION AND WELFARE

Includes Education, Welfare & Children's Services. Objective is to provide, develop & manage services in response to community needs.

HOUSING

Includes Staff & Other Housing. Objective is to ensure quality housing and appropriate infrastructure is maintained.

COMMUNITY AMENITIES

Includes Refuse Collection, Sewerage, Cemetery, Building Control, Town Planning & Townscape. Objective is to provide, develop & manage services in response to community needs.

RECREATION AND CULTURE

Includes Pools, Halls, Library, Oval, Parks & Gardens & Recreational Facilities. Objective is to ensure the recreational & cultural needs of the community are met.

TRANSPORT

Includes Roads, Footpaths, Private Works, Machine Operating Costs, Outside Wages & Airstrip. Objective is to effectively manage transport infrastructure.

ECONOMIC SERVICES

Includes Tourism, Rural Services, Economic Development & Caravan Park. Objective is to foster economic development, tourism & rural services in the district.

OTHER PROPERTY & SERVICES

Includes Private Works, Public Works Overheads, Plant Operating Costs, Administration Overheads and Unclassified Items. Objective is to provide control accounts and reporting facilities for all other operations.

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

| 3. ACQUISITION OF ASSETS | 2015/16 Budget \$ | September 2015 YTD Budget \$ | September 2015 Actual \$ |
|---|-------------------------|---------------------------------------|-----------------------------------|
| The following assets have been acquired during the period under review: | | | |
| <u>By Program</u> | | | |
| Governance | | | |
| Upgrade to Old Council Chambers | 181,011 | 45,252 | 10,766.10 |
| Law, Order, Public Safety | | | |
| Dog/Cat Pound Construction | 0 | 0 | 0.00 |
| Health | | | |
| Computer System - Surgery | 0 | 0 | 0.00 |
| Housing | | | |
| Staff Housing - Lot 347 Broad - Bathroom Renovations | 0 | 0 | 0.00 |
| Staff Housing - Lot 350 Broad - Garden Shed/Carpets | 0 | 0 | 0.00 |
| Staff Housing - Reserve 3931 Oval House - Replace Fence | 0 | 0 | 0.00 |
| Staff Housing - Lot 372 (7) White Ave - Replace Lino | 0 | 0 | 0.00 |
| Dreghorn Street - Bedroom Suite | 0 | 0 | 0.00 |
| Other Housing - 2 Caulfield St (Old Doctors House)-Painting/CA | 0 | 0 | 0.00 |
| Other Housing - 78 Yewers Ave - kitchen Lino | 0 | 0 | 0.00 |
| Other Housing - 18B Evans Street - Solar HWS tank | 0 | 0 | 0.00 |
| Aged Person Units x 4 | 18,000 | 3,600 | 0.00 |
| Community Amenities | | | |
| Cemetery Upgrade | 0 | 0 | 0.00 |
| Sewerage Upgrade | 0 | 0 | 0.00 |
| Construction of Transfer Station | 1,220,000 | 305,001 | 0.00 |
| Compactors/Transfer Bins for Transfer Station | 40,000 | 9,999 | 0.00 |
| Storage Shed/Land for Transfer Station | 355,000 | 88,752 | 0.00 |
| Recreation and Culture | | | |
| Lane Ropes/Timers in lieu of diving board | 0 | 0 | 0.00 |
| Upgrade to Pool Pump House | 170,000 | 42,498 | 0.00 |
| Pool Plant & Equipment | 396,605 | 99,150 | 120,325.00 |
| Sports Complex Upgrade | 28,000 | 0 | 0.00 |
| Recreation Centre Floor Restoration | 0 | 0 | 0.00 |
| Bowling Club Lighting | 56,400 | 0 | 12,996.36 |
| Skate Park | 34,374 | 8,592 | 15,664.42 |
| Transport | | | |
| Road Construction | | | |
| - Rural Roads Construction | 948,425 | 237,108 | 132,731.19 |
| - Townsite Roads Construction | 561,535 | 140,385 | 10,306.06 |
| Drainage Construction | 0 | 0 | 0.00 |
| Footpath Construction | 76,650 | 19,161 | 0.00 |
| Plant & Equipment - Road Plant Purchases | 357,000 | 89,250 | 0.00 |
| Airfield Infrastructure | 2,600,000 | 650,001 | 0.00 |
| Economic Services | | | |
| New On site Caravan | 0 | 0 | 0.00 |
| Morawa Gateway Project | 80,000 | 8,000 | 0.00 |
| Morawa Perenjori Trails Project | 934,000 | 93,400 | 0.00 |
| Phase 1 - Civic Square/Pedestrian Crossing | 0 | 0 | 64,564.55 |
| Phase 2 - Road Freight Alignment | 0 | 0 | 0.00 |
| Phase 2 - Road Freight Alignment | 0 | 0 | 0.00 |
| Investment in North Midlands Solar Thermal Power | 0 | 0 | 0.00 |
| Wireless & Mobile Blackspot Coverage | 0 | 0 | 0.00 |
| Other Property & Services | | | |
| Administration Furniture & Equipment | 18,350 | 4,587 | 395.45 |
| CEO/DCEO/MAF Vehicles | 34,000 | 8,499 | 0.00 |
| | <u>8,239,156</u> | <u>1,863,857</u> | <u>367,981.20</u> |

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

| 3. ACQUISITION OF ASSETS (Continued) | 2015/16 Budget \$ | September 2015 YTD Budget \$ | September 2015 Actual \$ |
|---|-------------------------|---------------------------------------|-----------------------------------|
| The following assets have been acquired during the period under review: | | | |
| By Class | | | |
| Land Held for Resale | 0 | 0 | 0.00 |
| Investments | 0 | 0 | 0.00 |
| Land | 0 | 0 | 0.00 |
| Buildings | 761,317 | 182,600 | 10,998.17 |
| Plant and Equipment | 860,105 | 215,022 | 120,325.00 |
| Furniture and Equipment | 106,350 | 4,587 | 395.45 |
| Infrastructure Assets - Roads | 1,509,960 | 377,493 | 143,037.25 |
| Infrastructure Assets - Footpaths | 76,650 | 19,161 | 0.00 |
| Infrastructure Assets - Drainage/Dams | 0 | 0 | 0.00 |
| Infrastructure Assets - Parks & Ovals | 34,374 | 8,592 | 15,664.42 |
| Infrastructure Assets - Airfields | 2,600,000 | 650,001 | 0.00 |
| Infrastructure Assets - Other | 2,290,400 | 406,401 | 77,560.91 |
| | <u>8,239,156</u> | <u>1,863,857</u> | <u>367,981.20</u> |

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

4. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

| By Program | Written Down Value | | Sale Proceeds | | Profit(Loss) | |
|---------------------------|-------------------------|-----------------------------------|-------------------------|-----------------------------------|-------------------------|-----------------------------------|
| | 2015/16 Budget \$ | September 2015 Actual \$ | 2015/16 Budget \$ | September 2015 Actual \$ | 2015/16 Budget \$ | September 2015 Actual \$ |
| Health | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| Transport | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| Economic Services | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| Other Property & Services | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |

| By class of asset | Written Down Value | | Sale Proceeds | | Profit(Loss) | |
|------------------------|-------------------------|-----------------------------------|-------------------------|-----------------------------------|-------------------------|-----------------------------------|
| | 2015/16 Budget \$ | September 2015 Actual \$ | 2015/16 Budget \$ | September 2015 Actual \$ | 2015/16 Budget \$ | September 2015 Actual \$ |
| Plant & Equipment | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| Held for Sale Assets | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |
| Sale of Iron Ore Fines | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 |

Summary

Profit on Asset Disposals
Loss on Asset Disposals

| 2015/16 Budget \$ | September 2015 Actual \$ |
|-------------------------|-----------------------------------|
| 0 | 0.00 |
| 0 | 0.00 |

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

5. INFORMATION ON BORROWINGS
(a) Debenture Repayments

| Particulars | Principal 1-Jul-15 | New Loans | | Principal Repayments | | Principal Outstanding | | Interest Repayments | |
|---------------------------|-----------------------|-------------------|-------------------|-------------------------|-------------------|--------------------------|-------------------|------------------------|-------------------|
| | | 2015/16 Budget | 2015/16 Actual | 2015/16 Budget | 2015/16 Actual | 2015/16 Budget | 2015/16 Actual | 2015/16 Budget | 2015/16 Actual |
| | | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Housing | | | | | | | | | |
| Loan 133 - GEHA House | 132,581 | 0 | 0 | 29,967 | 0 | 102,614 | 132,581 | 8,337 | 0 |
| Loan 134 - 2 Broad Street | 93,943 | 0 | 0 | 21,379 | 21,379 | 72,564 | 72,564 | 6,118 | 0 |
| Loan 135 - Staff Housing | 19,437 | 0 | 0 | 19,437 | 0 | 0 | 19,437 | 1,005 | 0 |
| | 245,961 | 0 | 0 | 70,783 | 21,379 | 175,178 | 224,582 | 15,460 | 0 |

All debenture repayments are to be financed by general purpose revenue.

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

5. INFORMATION ON BORROWINGS (Continued)

(b) New Debentures - 2015/16

There are no new borrowings proposed for the 2015/16 financial year.

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

| | 2015/16 Budget \$ | September 2015 Actual \$ |
|---|-------------------------|-----------------------------------|
| 6. RESERVES - CASH BACKED | | |
| (a) Leave Reserve | | |
| Opening Balance | 276,716 | 276,716 |
| Amount Set Aside / Transfer to Reserve | 63,104 | 1,310 |
| Amount Used / Transfer from Reserve | 0 | 0 |
| | <u>339,820</u> | <u>278,026</u> |
| (b) Sports and Recreation Facilities Reserve | | |
| Opening Balance | 0 | 0 |
| Amount Set Aside / Transfer to Reserve | 0 | 0 |
| Amount Used / Transfer from Reserve | 0 | 0 |
| | <u>0</u> | <u>0</u> |
| (c) Plant Reserve | | |
| Opening Balance | 840,201 | 840,201 |
| Amount Set Aside / Transfer to Reserve | 193,761 | 3,979 |
| Amount Used / Transfer from Reserve | (381,409) | 0 |
| | <u>652,553</u> | <u>844,180</u> |
| (d) Building Reserve | | |
| Opening Balance | 5,153 | 5,153 |
| Amount Set Aside / Transfer to Reserve | 73,951 | 24 |
| Amount Used / Transfer from Reserve | 0 | 0 |
| | <u>79,104</u> | <u>5,177</u> |
| (e) Economic Development Reserve | | |
| Opening Balance | 106,142 | 106,142 |
| Amount Set Aside / Transfer to Reserve | 3,109 | 503 |
| Amount Used / Transfer from Reserve | 0 | 0 |
| | <u>109,251</u> | <u>106,645</u> |
| (f) Community Development Reserve | | |
| Opening Balance | 1,372,142 | 1,372,142 |
| Amount Set Aside / Transfer to Reserve | 40,183 | 6,498 |
| Amount Used / Transfer from Reserve | (245,026) | 0 |
| | <u>1,167,299</u> | <u>1,378,640</u> |
| (g) Sewerage Reserve | | |
| Opening Balance | 121,894 | 121,894 |
| Amount Set Aside / Transfer to Reserve | 40,127 | 577 |
| Amount Used / Transfer from Reserve | 0 | 0 |
| | <u>162,021</u> | <u>122,471</u> |
| (h) Unspent Grants and Contributions Reserve | | |
| Opening Balance | 982,919 | 982,918 |
| Amount Set Aside / Transfer to Reserve | 28,786 | 4,613 |
| Amount Used / Transfer from Reserve | (926,767) | 0 |
| | <u>84,938</u> | <u>987,531</u> |

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

| | 2015/16 Budget \$ | September 2015 Actual \$ |
|--|-------------------------|-----------------------------------|
| 6. RESERVES (Continued) | | |
| (i) Business Units Reserve | | |
| Opening Balance | 40,517 | 40,518 |
| Amount Set Aside / Transfer to Reserve | 21,187 | 192 |
| Amount Used / Transfer from Reserve | 0 | 0 |
| | 61,704 | 40,709 |
| (j) Morawa Community Trust Reserve | | |
| Opening Balance | 10,944 | 10,944 |
| Amount Set Aside / Transfer to Reserve | 321 | 52 |
| Amount Used / Transfer from Reserve | (10,100) | 0 |
| | 1,165 | 10,996 |
| (k) Morawa Community Future Funds Reserve | | |
| Opening Balance | 2,155,811 | 2,155,811 |
| Amount Set Aside / Transfer to Reserve | 63,136 | 10,209 |
| Amount Used / Transfer from Reserve | (53,666) | 0 |
| | 2,165,281 | 2,166,020 |
| (l) Refuse Transfer Station Reserve | | |
| Opening Balance | 196,097 | 196,097 |
| Amount Set Aside / Transfer to Reserve | 5,743 | 929 |
| Amount Used / Transfer from Reserve | (95,000) | 0 |
| | 106,840 | 197,026 |
| (m) Aged Care Units Reserve | | |
| Opening Balance | 8,867 | 8,867 |
| Amount Set Aside / Transfer to Reserve | 260 | 42 |
| Amount Used / Transfer from Reserve | - | 0 |
| | 9,127 | 8,909 |
| (n) ST-N/Midlands Solar Thermal Power | | |
| Opening Balance | 541,001 | 540,136 |
| Amount Set Aside / Transfer to Reserve | 15,844 | 2,659 |
| Amount Used / Transfer from Reserve | - | 0 |
| | 556,845 | 542,795 |
| (o) ST-Morawa Revitalisation Reserve | | |
| Opening Balance | 1,694,377 | 170,408 |
| Amount Set Aside / Transfer to Reserve | 0 | 839 |
| Amount Used / Transfer from Reserve | - | 0 |
| | 1,694,377 | 171,246 |
| (p) Legal Fees Reserve | | |
| Opening Balance | 0 | 0 |
| Amount Set Aside / Transfer to Reserve | 15,000 | 0 |
| Amount Used / Transfer from Reserve | 0 | 0 |
| | 15,000 | 0 |

SHIRE OF MORAWA
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

| | 2015/16 Budget | September 2015 Actual |
|---|---------------------------|--------------------------------------|
| | \$ | \$ |
| 6. RESERVES (Continued) | | |
| (q) Road Reserve | | |
| Opening Balance | 0 | 0 |
| Amount Set Aside / Transfer to Reserve | 140,000 | 0 |
| Amount Used / Transfer from Reserve | 0 | 0 |
| | 140,000 | 0 |
| Total Cash Backed Reserves | 7,345,325 | 6,860,371 |
| Summary of Transfers To Cash Backed Reserves | | |
| Transfers to Reserves | | |
| Leave Reserve | 63,104 | 1,310 |
| Sports and Recreation Facilities Reserve | 0 | 0 |
| Plant Reserve | 193,761 | 3,979 |
| Building Reserve | 73,951 | 24 |
| Economic Development Reserve | 3,109 | 503 |
| Community Development Reserve | 40,183 | 6,498 |
| Sewerage Reserve | 40,127 | 577 |
| Unspent Grants and Contributions Reserve | 28,786 | 4,613 |
| Business Units Reserve | 21,187 | 192 |
| Morawa Community Trust Reserve | 321 | 52 |
| Morawa Community Future Fund Reserve | 63,136 | 10,209 |
| Refuse Transfer Station Reserve | 5,743 | 929 |
| Aged Care Units Reserve | 260 | 42 |
| ST-N/Midlands Solar Thermal Power | 15,844 | 2,659 |
| ST-Morawa Revitalisation Reserve | 0 | 839 |
| Legal Fees Reserve | 15,000 | 0 |
| Road Reserve | 140,000 | 0 |
| | 704,512 | 32,425 |
| Transfers from Reserves | | |
| Leave Reserve | 0 | 0 |
| Sports and Recreation Facilities Reserve | 0 | 0 |
| Plant Reserve | (381,409) | 0 |
| Building Reserve | 0 | 0 |
| Economic Development Reserve | 0 | 0 |
| Community Development Reserve | (245,026) | 0 |
| Sewerage Reserve | 0 | 0 |
| Unspent Grants and Contributions Reserve | (926,767) | 0 |
| Business Units Reserve | 0 | 0 |
| Morawa Community Trust Reserve | (10,100) | 0 |
| Morawa Community Future Fund Reserve | (53,666) | 0 |
| Refuse Transfer Station Reserve | (95,000) | 0 |
| Aged Care Units Reserve | 0 | 0 |
| ST-N/Midlands Solar Thermal Power | (500,000) | 0 |
| ST-Morawa Revitalisation Reserve | (175,680) | 0 |
| Legal Fees Reserve | 0 | 0 |
| Road Reserve | 0 | 0 |
| | (2,387,648) | 0 |
| Total Transfer to/(from) Reserves | (1,683,136) | 32,425 |

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

6. RESERVES (Continued)

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Leave Reserve

To be used to fund leave requirements.

Sportsground Complex Upgrade Reserve

To be used to upgrade the Sporting Complex Facilities.

Plant Reserve

To be used to upgrade, replace or purchase new plant and equipment.

Building Reserve

To be used to refurbish, replace, extend or establish Council owned buildings.

Economic Development Reserve

To be used to create economic development initiatives in the local community.

Community Development Reserve

To be used for Community Projects within the Shire of Morawa

Sewerage Reserve

To be used to repair, replace or extend the sewerage facility.

Unspent Grants and Contributions Reserve

To be used as a quarantine for unspent committed funds.

Business Units Reserve

To be used to upgrade, refurbish or purchase new Business Units

Morawa Community Trust Reserve

To be used for Morawa Community Projects

Refuse Transfer Station Reserve

To be used for Morawa Landfill closure and Refuse Transfer Station implementation project -

Aged Persons Units Reserve

To be used for the maintenance of 4 Aged Care Units at the Morawa Perenjori Health Centre

ST - N/Midlands Solar Thermal Power

Reserves

Super Town funds to be used for the N/Midlands Solar Thermal Power feasibility Study Project

ST-Morawa Revitalisation Reserve

Super Town funds to be used for the Morawa Town Revitalisation Project

Legal Fees Reserve

to be utilised for unforeseen Legal Fees

Road Reserve

to be utilised for future Road Construction and Maintenance

Except for the Unspent Grants and Contributions Reserve, the Reserves are not expected to be used within a set period as further transfers to the reserve accounts are expected as funds are utilised.

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

| | 2014/15 B/Fwd Per 2015/16 Budget \$ | 2014/15 B/Fwd Per Financial Report \$ | 2015/16 Actual \$ |
|--|--|--|-------------------------|
| 7. NET CURRENT ASSETS | | | |
| Composition of Estimated Net Current Asset Position | | | |
| CURRENT ASSETS | | | |
| Cash - Unrestricted | 1,417,761 | 769,180 | 1,810,825 |
| Cash - Restricted Unspent Grants | 0 | 317,600 | 0 |
| Cash - Restricted Unspent Loans | 0 | 0 | 0 |
| Cash - Restricted Reserves | 9,436,266 | 6,827,946 | 6,860,371 |
| Rates - Current | 247,610 | 242,859 | 827,259 |
| Sundry Debtors | 166,877 | 375,943 | 113,329 |
| GST Receivable | 129,967 | 78,836 | 15,820 |
| Accrued Income/Prepayments | 15,034 | 10,416 | 0 |
| Provision for Doubtful Debts | (335) | (15,624) | (15,624) |
| Other Current Debtors | 0 | 27 | 27 |
| Inventories | 3,752 | 10,124 | 10,124 |
| | <u>11,416,932</u> | <u>8,617,307</u> | <u>9,622,131</u> |
| LESS: CURRENT LIABILITIES | | | |
| Sundry Creditors | (305,048) | (112,291) | (69,826) |
| Income Received in Advance | (73,167) | 0 | (83,951) |
| GST Payable | (49,538) | (50,156) | (5,868) |
| Payroll Creditors | 0 | 0 | 0 |
| Accrued Expenditure | 0 | 0 | 0 |
| Other Payables | 3,316 | (2,661) | (27,528) |
| Withholding Tax Payable | 0 | 0 | 0 |
| Payg Payable | (28,076) | (32,110) | (34,808) |
| Accrued Interest on Debentures | 0 | (5,737) | 0 |
| Accrued Salaries and Wages | 0 | (61,334) | 0 |
| Current Employee Benefits Provision | (275,640) | (299,061) | (299,061) |
| Current Loan Liability | (62,414) | (70,783) | (49,404) |
| | <u>(790,567)</u> | <u>(634,133)</u> | <u>(570,446)</u> |
| NET CURRENT ASSET POSITION | 10,626,365 | 7,983,174 | 9,051,685 |
| Less: Cash - Reserves - Restricted | (9,436,266) | (6,827,946) | (6,860,371) |
| Less: Cash - Unspent Grants - Restricted | 0 | 0 | 0 |
| Adjustment for Trust Transactions Within Muni | 0 | 0 | 2,835 |
| Add Back : Component of Leave Liability not Required to be Funded | 127,862 | 276,716 | 278,026 |
| Add Back : Current Loan Liability | 62,414 | 70,783 | 49,404 |
| SURPLUS/(DEFICIENCY) C/FWD | <u>1,380,375</u> | <u>1,502,727</u> | <u>2,521,579</u> |

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

8. RATING INFORMATION

| RATE TYPE | Rate in \$ | Number of Properties | Rateable Value \$ | 2015/16 Rate Revenue \$ | 2015/16 Interim Rates \$ | 2015/16 Back Rates \$ | 2015/16 Total Revenue \$ | 2015/16 Budget \$ |
|----------------------------|-------------------|----------------------|-------------------|-------------------------|--------------------------|-----------------------|--------------------------|-------------------|
| General Rate | | | | | | | | |
| GRV Residential/Commercial | 0.07199 | 267 | 2,899,072 | 208,698 | 0 | 0 | 208,698 | 0 |
| UV Rural | 0.02192 | 208 | 56,190,000 | 1,231,516 | 0 | 0 | 1,231,516 | 0 |
| UV Mining | 0.28968 | 17 | 455,557 | 131,966 | 0 | 0 | 131,966 | 0 |
| Sub-Totals | | 492 | 59,544,629 | 1,572,181 | 0 | 0 | 1,572,181 | 0 |
| Minimum Rates | Minimum \$ | | | | | | | |
| GRV Residential/Commercial | 271 | 50 | 40,840 | 13,558 | | 0 | 13,558 | 0 |
| UV Rural | 271 | 6 | 48,000 | 1,627 | | 0 | 1,627 | 0 |
| UV Mining | 656 | 12 | 11,145 | 7,872 | | 0 | 7,872 | 0 |
| Sub-Totals | | 68 | 99,985 | 23,056 | | 0 | 23,056 | 0 |
| Ex-Gratia Rates | | | | | | | 1,595,237 | 0 |
| | | | | | | | 5,624 | 0 |
| Discounts | | | | | | | 1,600,861 | 0 |
| Rates Written Off | | | | | | | (54,817) | 0 |
| Movement in Excess Rates | | | | | | | (625) | 0 |
| | | | | | | | (111,331) | 0 |
| Totals | | | | | | | 1,434,088 | 0 |

All land except exempt land in the Shire of Morawa is rated according to its Gross Rental Value (GRV) in townsites or Unimproved Value (UV) in the remainder of the Shire.

The general rates detailed above for the 2015/16 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

9. TRUST FUNDS

Funds held at balance date over which the Municipality has no control and which are not included in this statement are as follows:

| Detail | Balance 01-Jul-15 \$ | Amounts Received \$ | Amounts Paid (\$) | Balance \$ |
|-------------------------------|----------------------------|---------------------------|-------------------------|---------------|
| Housing Bonds Lisa Porter | 0 | 0 | 0 | 0 |
| Child Care Bonds | 0 | 0 | 0 | 0 |
| Bonds Hall/Rec Centre Hire | 0 | 0 | 0 | 0 |
| Extractive Industries Licence | 0 | 0 | 0 | 0 |
| Youth Centre | 865 | 0 | 0 | 865 |
| Council Nominations | 0 | 320 | 0 | 320 |
| Bill Johnson Unit 1 Bond | 0 | 0 | 0 | 0 |
| Haulmore Trailers Land Dep | 4,641 | 0 | 0 | 4,641 |
| Social Club Payments | 0 | 0 | 0 | 0 |
| Local Drug Action Group | 560 | 0 | 0 | 560 |
| BCITF/BRB Training Levy | 2,885 | (12) | (2,823) | 50 |
| DPI Licensing | 0 | 0 | 0 | 0 |
| Morawa Oval Function Centre | 1,762 | 0 | 0 | 1,762 |
| | <u>10,714</u> | <u>308</u> | <u>(2,823)</u> | <u>8,199</u> |

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

10. OPERATING STATEMENT

| | September 2015 Actual \$ | 2015/16 Budget \$ | 2014/15 Actual \$ |
|---|-----------------------------------|-------------------------|---------------------------|
| OPERATING REVENUES | | | |
| Governance | 85,210 | 99,469 | 9,899 |
| General Purpose Funding | 1,656,428 | 2,532,930 | 4,102,157 |
| Law, Order, Public Safety | 6,462 | 44,420 | 45,841 |
| Health | 1,080 | 13,000 | 4,759 |
| Education and Welfare | 0 | 448,600 | 62,813 |
| Housing | 11,363 | 122,901 | 48,270 |
| Community Amenities | 451,977 | 1,947,267 | 430,274 |
| Recreation and Culture | 11,557 | 264,476 | 525,931 |
| Transport | 111,567 | 3,178,920 | 1,535,940 |
| Economic Services | 62,349 | 716,899 | 281,693 |
| Other Property and Services | 34,728 | 92,617 | 114,320 |
| TOTAL OPERATING REVENUE | 2,432,721 | 9,461,499 | 7,161,898 |
| OPERATING EXPENSES | | | |
| Governance | 108,296 | 499,849 | 427,808 |
| General Purpose Funding | 50,706 | 193,557 | 178,137 |
| Law, Order, Public Safety | 29,718 | 148,151 | 125,997 |
| Health | 34,618 | 226,949 | 205,675 |
| Education and Welfare | 21,458 | 769,575 | 233,474 |
| Housing | 26,883 | 172,364 | 112,723 |
| Community Amenities | 91,039 | 515,784 | 439,886 |
| Recreation & Culture | 197,230 | 1,088,407 | 1,213,729 |
| Transport | 344,412 | 1,816,974 | 2,092,360 |
| Economic Services | 114,205 | 627,851 | 3,311,506 |
| Other Property and Services | (33,333) | 28,878 | (46,198) |
| TOTAL OPERATING EXPENSE | 985,232 | 6,088,339 | 8,295,096 |
| CHANGE IN NET ASSETS RESULTING FROM OPERATIONS | <u>1,447,489</u> | <u>3,373,160</u> | <u>(1,133,198)</u> |

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

11. BALANCE SHEET

| | September 2015 Actual \$ | 2014/15 Actual \$ |
|--------------------------------------|---|----------------------------------|
| CURRENT ASSETS | | |
| Cash Assets | 8,671,196 | 7,914,726 |
| Receivables | 940,811 | 692,458 |
| Inventories | 10,124 | 10,124 |
| TOTAL CURRENT ASSETS | 9,622,131 | 8,617,308 |
| NON-CURRENT ASSETS | | |
| Receivables | 11,064 | 11,064 |
| Inventories | 0 | 0 |
| Property, Plant and Equipment | 26,944,450 | 26,804,567 |
| Infrastructure | 42,250,436 | 42,014,173 |
| TOTAL NON-CURRENT ASSETS | 69,205,950 | 68,829,804 |
| TOTAL ASSETS | 78,828,081 | 77,447,112 |
| CURRENT LIABILITIES | | |
| Payables | 221,982 | 264,288 |
| Interest-bearing Liabilities | 49,404 | 70,783 |
| Provisions | 299,061 | 299,061 |
| TOTAL CURRENT LIABILITIES | 570,447 | 634,132 |
| NON-CURRENT LIABILITIES | | |
| Interest-bearing Liabilities | 175,178 | 175,179 |
| Provisions | 30,834 | 30,834 |
| TOTAL NON-CURRENT LIABILITIES | 206,012 | 206,013 |
| TOTAL LIABILITIES | 776,459 | 840,145 |
| NET ASSETS | 78,051,622 | 76,606,967 |
| EQUITY | | |
| Retained Surplus | 34,197,163 | 32,782,098 |
| Reserves - Cash Backed | 6,860,371 | 6,827,946 |
| Reserves - Asset Revaluation | 36,996,923 | 36,996,923 |
| TOTAL EQUITY | 78,054,457 | 76,606,967 |

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

12. FINANCIAL RATIO

| | 2015 YTD | 2014 | 2013 | 2012 |
|---------------|-------------|-------|-------|-------|
| Current Ratio | 9.440 | 7.880 | 1.870 | 2.230 |

The above rates are calculated as follows:

Current Ratio equals

$$\frac{\text{Current assets minus restricted current assets}}{\text{Current liabilities minus liabilities associated with restricted assets}}$$

SHIRE OF MORAWA
FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015
Report on Significant variances Greater than 10% and \$10,000

Purpose

The purpose of the Monthly Variance Report is to highlight circumstances where there is a major variance from the YTD Monthly Budget and YTD Actual figures. These variances can occur because of a change in timing of the activity, circumstances change (eg a grants were budgeted for but was not received) or changes to the original budget projections. The Report is designed to highlight these issues and explain the reason for the

The Materiality variances adopted by Council are:

| | |
|---|---------------------------|
| Actual Variance to YTD Budget up to 5%: | Don't Report |
| Actual Variance exceeding 10% of YTD Budget | Use Management Discretion |
| Actual Variance exceeding 10% of YTD Budget and a value greater than \$10,000 | Must Report |

REPORTABLE OPERATING REVENUE VARIATIONS

Governance - Variance above budget expectations.

Grant income associated with the upgrade to the old Council Chambers received .

Education and Welfare - Variance below budget expectations

Industry Training Centre - timing

Community Amenities - Variance below budget expectations.

Grants for Refuse Site yet to be received - timing

Transport - Variance below expectations.

MRWA Direct Grant not yet invoiced

RRG & R2R funding - timing

Economic Services - Variance above budget expectations.

Tourism - Caravan Park and Chalet income higher than expectations

Other Property & Services - Variance above budget expectations.

Private Works for Maintenance on Roads to mines above expectations

SHIRE OF MORAWA
FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015
Report on Significant variances Greater than 10% and \$10,000

REPORTABLE OPERATING EXPENSE VARIATIONS

Governance - Variance below budget expectations.

Expenses relating to Members less than budget, for example, Refreshments & Receptions and Conference
Members Conference expenses less than budgeted for.
Public relation expenses less than budget.
Staff Training and Professional Development below budget expectations
Financial/Corporate Planning expenses below budget expectations

Law, Order and Public Safety - Variance below budget expectations.

Expense relating Fire Services Manager is less than budget.

Health - Variance below budget expectations.

Education and Welfare - Variance below budget expectations

Industry training centre expenditure yet to commence.
Child Care Mtce below budget

Housing - Variance below budget expectations.

Building maintenance on Staff Housing yet to commence
Building maintenance on housing generally is currently under budget.

Community Amenities - Variance below budget expectations.

Town Planning Expenses below budget expectations

Economic Services - Variance below budget expectations

Caravan Park operations under budget
Tourist Bureau operations under budget
Super Town expenditure is currently under expended
North Midlands Solar Thermal Power expenditure delayed.

Other Property & Services - Variance below budget expectations.

Private Works expenditure above budget - timing.
Administration expenditure above budget - timing

SHIRE OF MORAWA
FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015
Report on Significant variances Greater than 10% and \$10,000

REPORTABLE NON-CASH VARIATIONS

(Profit)/Loss on Asset Disposals - Variance above budget expectations.

REPORTABLE CAPITAL EXPENSE VARIATIONS

Purchase of Land & Buildings - Variance above budget expectations.

Upgrade to Old Council Chambers completed
Upgrade of the sporting complex completed
Swimming Pool Upgrade in progress.

Purchase of Plant & Equipment - Variance below budget expectations.

Swimming Pool Plant & Equipment in progress

Purchase of Furniture & Equipment - Variance above budget expectations.

Furniture for Council Chambers not purchased

Purchase of Infrastructure Assets Roads - Variance below budget expectations.

Capital Road Works for roads under budget - timing

Purchase Infrastructure Assessts - Parks & Ovals - Variance above budget expectations.

Purchase Infrastructure Assessts - Other- Variance below budget expectations.

Construction of the Transfer Station in progress
Morawa Gateway Project awaiting grants
Morawa Perenjori Trails Project awaiting grants

Transfer to Reserves - Variance below budget expectations.

Transfers to Reserves - timing

REPORTABLE CAPITAL INCOME VARIATIONS

Proceeds from Disposal of Assets - Variance within budget expectations.

Transfer from Reserves - Variance below budget expectations.

Transfers to Municipal Fund - timing on completion of projects

| | |
|---|---|
| <i>Date of Meeting:</i> | 15 Oct 2015 |
| <i>Item No:</i> | 7.2.2.4 |
| <i>Subject:</i> | Outstanding Debtors – September 2015 |
| <i>Date & Author:</i> | 6th Oct 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 30 September 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 accounts has been conducted prior to the end of September 2015 and followed up with appropriate action as per Councils policy.

Reminder notices sent to:

| | | |
|-------|-----------|---|
| 31505 | \$565.00 | Reminder has been sent on the September Statement. A letter of intent to go to legal proceedings has also been issued. |
| 31495 | \$2383.40 | A letter of intent to go to legal proceedings has been issued with the September Statement. |
| 30573 | \$2816.00 | A letter of intent to go to legal proceedings has been issued with the September Statement. |

| | | |
|-------|-----------|---|
| 31484 | \$840.00 | A letter of intent to go to legal proceedings has been issued with the September Statement. |
| 22 | \$165.00 | Reminder has been sent on the September Statement. |
| 30175 | \$1781.45 | Reminder has been sent on the September Statement. |
| 30085 | \$769.70 | Reminder has been sent on the September Statement. |
| 25 | \$264.00 | Reminder has been sent on the September Statement. |
| 30934 | \$300.00 | A letter of intent to go to legal proceedings has been issued with the September Statement. |

Debt Collecting has commenced with CS Legal

| | | |
|-------|-------------|---|
| 31155 | \$9,115.10 | Paying \$75/fortnight. A new letter of demand has been sent as debtor has failed to keep up with payments. |
| 30503 | \$16,371.00 | An offer of \$500 a month has been made. A general procedure claim is under way as no payments have been received by this debtor. |
| 31128 | \$1,087.50 | Letter of demand is being issued. September statement sent. |

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

That the Outstanding Debtors report as at the 30th September, 2015 be received.

COUNCIL RESOLUTION

**Moved:
Seconded:**

Moved en bloc.

That the Outstanding Debtors report as at the 30th September, 2015 be received.

**CARRIED
7/0**

| | |
|-----------------------------|---|
| <i>Meeting Date:</i> | 15th October 2015 |
| <i>Item No:</i> | 7.2.2.5 |
| <i>Subject:</i> | Sundry Debtor Write Off |
| <i>Date & Author:</i> | 6th Oct 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> | ADM 0121 |
| <i>Voting Requirements:</i> | Simple Majority |

INTRODUCTION

The following debtor is given to Council for Councils approval for a write off as the amount has been uneconomical to pursue.

BACKGROUND INFORMATION

The following Sundry Debtor is being requested for a write off.

| | | |
|-------|----------|---|
| 30213 | \$455.00 | Sale of water from standpipe \$375.00 dated 13/11/2013 Private works – supply of sand \$80.00 dated 29/04/2014 Debt is now becoming uneconomical to pursue any further. |
|-------|----------|---|

TOTAL \$455.00

OFFICER'S COMMENTS

This Debtor has been sent letters of demand as per council's policy 3.8.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Shire of Morawa: confirmed Minutes of the Ordinary Meeting of Council held 15th October 2015

Council will need to absorb the outstanding amounts with a loss of expected income.

STRATEGIC IMPLICATIONS

Nil

OFFICER'S RECOMMENDATION

That the amount of \$455.00 owed by Debtor 30213 be written off.

COUNCIL RESOLUTION

**Moved:
Seconded:**

Moved en bloc.

That the amount of \$455.00 owed by Debtor 30213 be written off.

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

7.2.3 Community Development Officer

Nil

7.2.4 Project Officer

Nil

7.2.5 Executive Manager Development and Administration

| | |
|---|---|
| <i>Date of Meeting:</i> | 15 October 2015 |
| <i>Item No:</i> | 7.2.5.1 |
| <i>Subject:</i> | Appointment of Bush Fire Control Officers – Bush Fire Act 1954 |
| <i>Date & Author:</i> | 6 October 2015 Samantha Appleton |
| <i>Responsible Officer:</i> | Executive Manager Development and Administration |
| <i>Applicant/Proponent:</i> | Executive Manager Development and Administration |
| <i>File Number:</i> | ADM 0253 |
| <i>Previous minute/s & Reference:</i> | October 2014 ADM 0253 |

INTRODUCTION

The purpose of this report is for the Bush Fire Advisory Committee to nominate Officers to hold the positions of Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer, Permit Issuing Officers, Fire Weather Officer and make a recommendation to Council in relation to those nominations.

ATTACHMENTS

Copy of Bush Fire Advisory Meeting Minutes – 22 September 2015

BACKGROUND INFORMATION

The Morawa Bush Fire Advisory Committee met on 22 September 2015 and resolved that the Shire of Morawa be notified that it was their view that certain persons be appointed as bush fire control offices for the purposes of the Act. The Act enables Bush Fire Control Officers to issue Permits to Burn ie section 18, subsection (6) provides:

Subject to this Act, a person shall not set fire to the bush on land within a zone of the state during the restricted burning times for that zone of the State unless –

- (a) He has obtained a permit in writing to burn the bush from a bush fire control officer of the local government in whose district the land upon which the bush proposed to be burnt is situated, or from the Chief Executive Officer of the local government if a bush fire control officer is not available; and*
- (b) The conditions prescribed for the purposes of this section are complied with in relation to the burning of the bush.*

The persons then nominated persons for appointment as chief bush fire control officer and deputy chief bushfire control officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bushfire control officers, and subject thereto may determine the seniority of the other bushfire control officers appointed by it.

The functions of the Bush Fire Advisory Committee are in accordance with Section 67 of the Bush Fires Act 1964, that provides;

3.11 Bush Fire Advisory Committee to nominate bush fire control officers

As soon as practicable after the annual general meeting of each bush fire brigade in the district, the Bush Fire Advisory Committee is to nominate to the local government, from the persons nominated by each bush fire brigade, a person or persons for the position of a bush fire control officer(s) for the brigade area.

3.12 Local government to have regard to nominees

When considering persons for the position of a bush fire control officer, the local government is to have regard to those persons nominated by the Bush Fire Advisory Committee, but is not bound to appoint the persons nominated.

3.13 Bush Fire Advisory Committee to consider bush fire brigade recommendations

The Bush Fire Advisory Committee is to make recommendations to the local government on all recommendations received by the Bush Fire Advisory Committee from bush fire brigades.

The following brigade members be appointed to the position of Bushfire Fire Control Officers for the Shire of Morawa.

Community Emergency Services Manager Richard Ryan (Rick)

Brigades

Canna/Gutha Jerome Short, Wayne Kowald, Garry Collins, Jeromey Wasley, Rod Madden

Koolanooka Glen Tapscott

Morawa West Darren Yewers

Pintharuka Mark Coaker, Laurie North

Town Brigade Keven Beattie

The Bush Fire Advisory Committee has recommended to Council the following appointments:

Chief Fire Control Officer Robert Kowald
Deputy Chief Fire Control Officer Glen Tapscott No.1 and Darren Yewers No.2

That Colin Malcolm be appointed to the position of Shire of Morawa Fire Weather Officer.

The Following Fire Control Officers be appointed as Permit Issuing Officers

Chief Bush Fire Control Officer Robert Kowald
Deputy Chief Bush Fire Control Officers Glen Tapscott and Darren Yewers

| | |
|---|---------------|
| Town Fire Control Officer | Keven Beattie |
| Community Emergency Services Manager | Rick Ryan |
| Chief Executive Officer Shire of Morawa | John Roberts |

OFFICER'S COMMENT

The Bush Fire Advisory Committee is considered to be the preferred committee to recommend such appointments. These are made as prescribed under the Act as Council has little expertise in fire control. However under the Bush Fires Act and the Local Government Act, Council has a responsibility to appoint officers.

Where a local government that has been served with a notice pursuant to section 38 subsections (2c) fails or neglects to comply with the requirements of that notice the DFES Commissioner may appoint a person who is not employed in the department to a vacant office.

STATUTORY ENVIRONMENT

Bushfires Act 1954 – Sections 18 (6), 38 (2c) and 67 (3.11)

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Morawa Community Strategic Plan:

- 3.1.5 Advocate and support the maintenance of adequate police and emergency services.
- 4.2.4 Continue to acknowledge and support volunteers.

RISK MANAGEMENT

Nil

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

It is recommended that:-

- (a) Council appoint the following as Bushfire Control Officers for the Shire of Morawa;

Community Emergency Services Manager Richard Ryan (Rick)

Brigades

Canna/Gutha Jerome Short, Wayne Kowald, Garry Collins, Jeromey Wasley, Rod Madden

Koolanooka Glen Tapscott

Morawa West Darren Yewers

Pintharuka Mark Coaker, Laurie North

Town Brigade Keven Beattie

(b) Council endorses appointments of the following Bushfire Control Officers as;

Chief Fire Control Officer Robert Kowald
Deputy Chief Fire Control Officer Glen Tapscott No.1 and Darren Yewers No.2

(c) Council endorses the appointment of the following Bushfire Control Officer as;

Shire of Morawa Fire Weather Officer Colin Malcolm

(d) The following Bush Fire Control Officers be appointed as Permit Issuing Officers;

Chief Bush Fire Control Officer Robert Kowald
Deputy Chief Bush Fire Control Officers Glen Tapscott and Darren Yewers
Town Fire Control Officer Keven Beattie
Community Emergency Services Manager Rick Ryan
Chief Executive Officer Shire of Morawa John Roberts

COUNCIL RESOLUTION

**1510005 Moved: Cr Thornton
Seconded: Cr Agar**

It is recommended that:-

(a) Council appoint the following as Bushfire Control Officers for the Shire of Morawa;

Community Emergency Services Manager Richard Ryan (Rick)

Brigades

Canna/Gutha Jerome Short, Wayne Kowald, Garry Collins, Jeromey Wasley, Rod Madden

| | |
|----------------------------|----------------------------------|
| <u>Koolanooka</u> | Glen Tapscott |
| <u>Morawa West</u> | Darren Yewers |
| <u>Pintharuka</u> | Mark Coaker, Laurie North |
| <u>Town Brigade</u> | Keven Beattie |

(b) Council endorses appointments of the following Bushfire Control Officers as;

Chief Fire Control Officer Robert Kowald
Deputy Chief Fire Control Officer Glen Tapscott No.1 and Darren Yewers No.2

(c) Council endorses the appointment of the following Bushfire Control Officer as;

Shire of Morawa Fire Weather Officer Colin Malcolm

(d) The following Bush Fire Control Officers be appointed as Permit Issuing Officers;

| | |
|--|--|
| Chief Bush Fire Control Officer | Robert Kowald |
| Deputy Chief Bush Fire Control Officers | Glen Tapscott and Darren Yewers |
| Town Fire Control Officer | Keven Beattie |
| Community Emergency Services Manager | Rick Ryan |
| Chief Executive Officer Shire of Morawa | John Roberts |

CARRIED
7/0

Cr Collins queried whether Mr Garry Collins should have been listed as a Permit Issuing Officer. An enquiry subsequent to the meeting confirmed the resolution was correct.

Minutes for the Morawa Bush Fire Advisory Meeting held on Tuesday 22nd September 2015 at the Morawa DFES building. Meeting commenced at 8.15am.

1. Attendance

| | |
|---------------|-------|
| Ian Comben | DFES |
| Rick Ryan | CESM |
| Rob Kowald | CBFCO |
| Wayne Kowald | |
| Colin Malcolm | |
| Kevin Beatty | VFS |
| Gary Collins | |
| Jerome Short | |

2. Apologies

| | |
|----------------|-------|
| Glenn Tapscott | DCBFO |
| Darren Yewers | |
| Richard Sasse | |

3. Confirmation of Previous Meeting Minutes held 22nd September 2014

Moved: Kevin Beatty

Seconded: Wayne Kowald

That the minutes of the previous meeting held 25th March 2015 be confirmed
As a true and correct record of proceedings.

Carried

4.

Business Arising from the Minutes

-A GPS screen has been placed in Canna/Gutha fire truck

-Need to follow up as to whether the firebreak notice was changed to the 1st of October? This has been done

Correspondence

Nil

5.

Reports

Robert Kowald:

-Rob spoke about the different deployments that the Morawa members attended and thanked all personal for their hard work.

Ian Comben:

BFAC REPORT FOR THE SHIRE OF Morawa

From a DFES perspective our Midwest / Gascoyne region was reasonably quiet, Major incidents in the region where the Eneabba Fire, the Hazmat fire in Northampton, a series of fires around Dongara and the Nerren Nerren fire north of Northampton, there were a number of fires at various stages throughout the fire season that were dealt with very quickly and efficiently by local volunteer brigades and their efforts and your efforts are greatly appreciated.

We had a busy season with deployments to Bindoon, Bullsbrook twice, Waroona and Lower Mt Hotham (Boddington) fires, crews and appliances from Morawa attended the Bindoon and Bullsbrook fires.

I have had a very busy winter with training both my own and delivering courses throughout the region, a couple of courses I would recommend are the new Sector Commanders course which is a 2 day course and the Level 1 Incident Controllers course which is a 4 day course followed by a second validation which takes a couple of hours one day a month or more after the initial course, both very good courses.

Just a heads up in relation to the coming fire season, given the good rains in parts of the region especially on the West Coast, the Carnarvon area and out east, these areas have significant fuel loadings and may keep us busy over the summer months.

In closing I would like to thank Rick for the effort he puts into the CESM role for his shires and thank you all for your continued support.

Rick Ryan:

We may end up having a busy fire season with such a high drought factor

Training

We have had a number of courses both local and further afield and these have been well attended.

Radios

If you have any problems please let me know and I will sort it I would like us all to complete a radio check soon.

Fire reports

Again just let me know where, when & who and I will do the rest

Uniforms

Let me know and I will supply we will also have a box of uniforms at the Canna/Gutha shed.

Grants

We have been lucky and gained two grants

CHB

- AED

- Oxy-Sok

Comms on the fire ground

It was suggested that if you have a separate UHF radio in your vehicle one way is to have the WAERN set on the high band and use your UHF radio for the UHF traffic.

6.

General Business

-Gary Collins asked about the fuel loads along the roads both MRD & Shire it was resolved to ask the Morawa Shire if something can be done in regards with the fuel loads.

BFAC send a request to council to investigate the reduction of fuel loading on the road Discussion was held on the Eneabba fire

-Canna 4.4 B is yet to arrive; rick followed up and we can look at a December/January delivery.

- Wayne Kowald asked about the damage to the mudguard of the 2.4R

- Jerome Short asked what was the FDI that the shire used for imposing Fire & HVM Bans, it was resolved that Rick would check the records and let all FCO know whether it is 32 or 35. If a Total Fire Ban has been imposed it is a requirement that the LG impose a Harvest & Movement Ban

8. Next Meeting

The next meeting to be held on Thursday 17th March 2016 at @ 8am.

9. Meeting Closure

There being no further business, the chairman thanked everyone for their attendance and closed the meeting at 9.00am.

Morawa Bush Fire Advisory Committee AGM

The chairman declared all positions vacant

Moved by Gary Collins Seconded Wayne Kowald.

That all current Officers bearers and positions remain the same with the addition of Keven Beattie as the Morawa Town FCO.

Carried 6/0

Rick will forward the names to Council for ratification.

Meeting closed 0930

| | |
|---|---|
| <i>Date of Meeting:</i> | 15 October 2015 |
| <i>Item No:</i> | 7.2.5.2 |
| <i>Subject:</i> | Equal Opportunity Management Plan |
| <i>Date & Author:</i> | 7 October 2015 Samantha Appleton |
| <i>Responsible Officer:</i> | Executive Manager Development and Administration |
| <i>Applicant/Proponent:</i> | Executive Manager Development and Administration |
| <i>File Number:</i> | ADM 0227 |
| <i>Previous minute/s & Reference:</i> | |

INTRODUCTION

The purpose of this report is for the Shire of Morawa to adopt the Equal Opportunity Management Plan for 2015-2019.

ATTACHMENTS

Copy of the Shire of Morawa 2015-2019 Equal Opportunity Management Plan.

BACKGROUND INFORMATION

Under the Government of Western Australia, Public Sector Commission, the Equal Opportunity Act 1984 (EO Act) is the main legislative instrument underpinning an EEO management plan.

Section 145 of the Employment Opportunity Act requires public authorities to prepare and implement an EEO management plan.

EEO management plans are the principal accountability instrument for public authorities to ensure an absence of discrimination and positive employment outcomes for diversity groups.

Equal employment opportunity is about ensuring all employees in public authorities have equal opportunity in their work place and are not subject to discrimination.

The Local Government Equal Opportunity Management Plan requires that four outcomes be achieved. They are:

- Outcome 1.** The organisation values EEO and diversity and the work environment is free from sexual and racial harassment.
- Outcome 2.** Workplaces are free from employment practices that are biased or discriminate unlawfully against employees or potential employees.

Outcome 3. Employment programs and practices recognise and include strategies for EEO group(s) to achieve workforce diversity.

Outcome 4. Maintain a relevant and achievable EEO Management Plan through communication, review/amendment and evaluation.

OFFICER'S COMMENT

The Shire of Morawa's previous EEO Management Plan Expired at the end of 2014. The plan presented was prepared using the Public Sector Commission's plan template for local government. In preparing the document for adoption, it has been noted that a large number of areas are not being covered, by the Shire of Morawa's current procedures and policies. It is proposed in the plan that these be addressed to meet statutory requirements. The plan has been developed in accordance with Part IX of the Equal Opportunity Act 1984 and is aligned with the Director of Equal Opportunity in Public Employment's EEO and Diversity Outcome Standards Framework.

Workforce diversity is a business imperative and is part of good human resource management practice. An inclusive and accepting workplace has benefits for all employees. A diverse workforce will attract and retain quality employees, which translates into effective business decisions and effective service delivery.

The Shire of Morawa's EEO Management Plan is the foundation for a working environment free from harassment and discrimination. Through the implementation of this Plan the Shire will strive to build a workforce and supporting organisational culture that reflects the diversity of the greater community.

All Shire staff are to be encouraged to embrace equity and diversity within the organisation. The Shire is to value EEO/diversity and aim to ensure that the work environment is free from racial and sexual harassment and that employment practices are not biased or discriminate unlawfully against employees or potential employees. The Shire's employment programs and practices will recognise and include strategies for EEO groups to achieve workforce diversity.

The Shire of Morawa EEO Management Plan is to be a live document that will continue be to developed and built on for our future success.

STATUTORY ENVIRONMENT

EQUAL OPPORTUNITY ACT 1984 - SECT 145

145 . Preparation and implementation of management plans

- (1) Each authority shall prepare and implement an equal opportunity management plan in order to achieve the objects of this Part.*
- (2) The management plan of an authority shall include provisions relating to —*
 - (a) the devising of policies and programmes by which the objects of this Part are to be achieved; and*
 - (b) the communication of those policies and programmes to persons within the authority; and*
 - (c) the collection and recording of appropriate information; and*

- (d) the review of personnel practices within the authority (including recruitment techniques, selection criteria, training and staff development programmes, promotion and transfer policies and patterns, and conditions of service) with a view to the identification of any discriminatory practices; and
- (e) the setting of goals or targets, where these may reasonably be determined, against which the success of the management plan in achieving the objects of this Part may be assessed; and
- (f) the means, other than those referred to in paragraph (e), of evaluating the policies and programmes referred to in paragraph (a); and
- (g) the revision and amendment of the management plan; and
- (h) the appointment of persons within the authority to implement the provisions referred to in paragraphs (a) to (g).
- (3) The management plan of an authority may include provisions, other than those referred to in subsection (2), which are not inconsistent with the objects of this Part.
- (4) The preparation of a management plan shall take place and the implementation of the management plan shall commence without delay and —
- (a) in the case of an authority referred to in [section 139\(1\)\(a\)](#), (b), (c) or (d), other than an authority which is an institution of tertiary education, on or before such day as is specified in the regulations in respect of that authority and if no day is so specified in respect of an authority on or before the day that is 3 years after the day when this Part comes into operation; and
- (b) in the case of an institution of tertiary education or an authority the subject of regulations under [section 139\(1\)\(e\)](#), on or before such day as is specified in the regulations.
- (5) An authority may, from time to time, amend its management plan.
- (6) Each authority shall send a copy of its management plan, and any amendment of the plan, to the Director as soon as practicable after the management plan or the amendment, as the case may be, has been prepared.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Morawa Community Strategic Plan:

4.3 A local government that is respected, professional and accountable.

4.5 Be compliant with relevant legislation.

RISK MANAGEMENT

Nil

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council adopt the attached Shire of Morawa Equal Opportunity Management Plan 2015-2019.

COUNCIL RESOLUTION

**1510006 Moved: Cr Stokes
 Seconded: Cr Thornton**

That Council adopt the attached Shire of Morawa Equal Opportunity Management Plan 2015-2019.

**CARRIED
7/0**

Local Government

Equal Employment Opportunity Management Plan

Creating a workplace that is equitable and diverse

Agency Name: Shire of Morawa

Plan Life: 2015 to 2019

EEO Outcomes to be achieved during the period of the plan

| Existing | To be Reviewed | Proposed | Tick box indicates my authority has: <ul style="list-style-type: none"> • <u>existing</u> initiatives in place • initiatives in place that need <u>to be reviewed</u> • <u>proposed</u> initiatives that are yet to be developed. |
|----------|----------------|----------|--|
|----------|----------------|----------|--|

Outcome 1: The organisation values EEO and diversity and the work environment is free from sexual and racial harassment

| | | | |
|--------------------------|--------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Equal Employment Opportunity (EEO) and Diversity values are incorporated into corporate values, business planning processes and human resource workforce plans. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | A positive, inclusive and harassment-free workplace culture is communicated and promoted within the organisation. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Performance management criteria for managers includes an ability to recruit a diverse workforce and promote an inclusive work culture. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Implementation of strategies within this EEO Management Plan occurs throughout the organisation. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | There is an effective grievance resolution process where staff are able to raise concerns and issues. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Workplace culture is monitored and assessed to determine that it is inclusive and free from harassment and unlawful discrimination. |

Outcome 2: Workplaces are free from employment practices that are biased or discriminate unlawfully against employees or potential employees

| | | | |
|--------------------------|--------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Organisational structure and job design provide career paths for all diversity groups. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Recruitment and selection practices provide appropriate flexibility for all diversity groups. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Mechanisms are in place to identify the needs of diversity groups to operate effectively in the workplace. (e.g. diversity surveys, review of exit interview feedback). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Retention practices are in place to identify, develop and retain staff from all diversity groups (e.g. induction processes, training and development opportunities, working hours and conditions, flexible work options and performance management). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | The organisation monitors and assesses employment practices to ensure they contribute positively to attracting and retaining a diverse workforce. |

Outcome 3: Employment programs and practices recognise and include strategies for EEO groups to achieve workforce diversity

| | | | | | | | | | |
|---|---|-------------------------------------|---|--|---|---|--------------------------------|---|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Demographic data is systematically collected to monitor and report on progress of all diversity groups. | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Diversity objectives are identified to reflect the agency's business needs. | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <p>Strategies have been developed to improve employment outcomes for the following diversity groups:</p> <table border="0"> <tr> <td><input type="checkbox"/> Women in Management</td> <td><input type="checkbox"/> People from Culturally Diverse Backgrounds</td> </tr> <tr> <td><input type="checkbox"/> Indigenous Australians</td> <td><input type="checkbox"/> Youth</td> </tr> <tr> <td><input type="checkbox"/> People with a Disability</td> <td><input type="checkbox"/> Other (please specify):</td> </tr> </table> <p>(Different organisations have different priorities according to their existing diversity profile and service delivery. The priorities for the organisation may not necessarily cover all diversity groups).</p> | <input type="checkbox"/> Women in Management | <input type="checkbox"/> People from Culturally Diverse Backgrounds | <input type="checkbox"/> Indigenous Australians | <input type="checkbox"/> Youth | <input type="checkbox"/> People with a Disability | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Women in Management | <input type="checkbox"/> People from Culturally Diverse Backgrounds | | | | | | | | |
| <input type="checkbox"/> Indigenous Australians | <input type="checkbox"/> Youth | | | | | | | | |
| <input type="checkbox"/> People with a Disability | <input type="checkbox"/> Other (please specify): | | | | | | | | |

Outcome 4: Maintain a relevant and achievable EEO Management Plan through communication, review/amendment and evaluation.

| | | | |
|--------------------------|--------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | The Plan and its policies and programs are communicated to all staff. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Each initiative/strategy/task is linked to a measure of success and a timeframe for completion. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | The Plan is monitored, reviewed and amended to ensure strategies remain relevant to the operations of the organisation. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | The Plan and its policies and programs are evaluated to determine the effectiveness of the Plan. |

CEO LEADERSHIP STATEMENT

It is with pleasure I present to you the Shire of Morawa EEO Management Plan for **2015 – 2019**.

This EEO Management Plan has been developed in accordance with Part IX of the *Equal Opportunity Act 1984* and is aligned with the Director of Equal Opportunity in Public Employment's EEO and Diversity Outcome Standards Framework.

Workforce diversity is a business imperative and is part of good human resource management practice. An inclusive and accepting workplace has benefits for all employees. A diverse workforce will attract and retain quality employees, which translates into effective business decisions and effective service delivery.

Our EEO Management Plan is the foundation for a working environment free from harassment and discrimination. Through the implementation of this Plan we will strive to build a workforce and supporting organisational culture that reflects the diversity of the greater community. Our Plan is a live document that we will continue to develop and build on for our future success.

I encourage all staff to embrace equity and diversity within the organisation. We value EEO/diversity and aim to ensure that the work environment is free from racial and sexual harassment and that employment practices are not biased or discriminate unlawfully against employees or potential employees. Our employment programs and practices recognise and include strategies for EEO groups to achieve workforce diversity.

I look forward to ongoing commitment and involvement from all staff in implementing this EEO Management Plan.

| | | | | | |
|------------------|--------------|-----------------------|--|--------------|--|
| CEO Name: | John Roberts | CEO Signature: | | Date: | |
|------------------|--------------|-----------------------|--|--------------|--|

Cr Agar declared a financial interest in item 7.2.5.3 and left the chamber at 5.47pm.

| | |
|--|--|
| Date of Meeting: | 15 October 2015 |
| Item No: | 7.2.5.3 |
| Subject: | Restricted Access Vehicle (RAV) Network Permit Shire of Morawa LA Logistics |
| Date & Author: | 23 September 2015; Samantha Appleton |
| Responsible Officer: | Executive Manager Development and Administration |
| Applicant/Proponent: | LA Logistics |
| File Number: | Adm: 0284 |
| Previous minute/s & Council meeting in April 2009, March 2012, June 2012 , September 2013, September 2014 | |
| Reference: | |

SUMMARY

LA Logistics has again approached Council for a Restricted Access Vehicle (RAV) 2/3 network 7 approval to operate a C-Train Combination (single trailer with a Dolly and a B-double combination) which enables trailer combinations greater than 27.5 metres but under 36.5 metres to operate on local roads during the following harvest year of 2015 to assist long term clients Mr Darren Agar and Mr Brian Winterbourne with their grain harvest.

ATTACHMENTS

Extract from received email

Dear Sir,

My name is Peter James Aitken, the owner of L.A. Logistics. I am a Nationally Accredited (Incl. Western Australia), Victorian based transport operator who travels over to Morawa each year and have been doing so the past 12 years assisting long term clients Mr Darren Agar and Mr Brian Winterbourne with grain harvest.

Mr Agar was very happy with the C Train configuration last season. I was able to operate incident free with Main Roads for the entire harvest season.

With this in mind, I am asking that I again be granted permission to operate a C Train Combination (Single trailer, dolly & B/Double combination) and to travel on then following Shire Roads over the stipulated distances as follows:

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| | |
|-----------------|--|
| Moffatt Rd | 5 km's |
| Healy Rd | 3 km's |
| Agar Rd | 2 km's (Empty both ways as per agreement of 2014 – 2015) |
| Burma Rd | 6 km's |
| Winterbourne Rd | 3 km's |

Note: I only travel on Agar Rd empty both ways into & out of the property.
Time frame for this request is October – December 2015.

Thank you for your time and support in the past and hoping that you view this application favourably.

With Regards

Peter Aitken
Owner/Business Manager. L.A. Logistics
Phone: 0428 529 437

BACKGROUND INFORMATION

Under Main Roads Western Australia (WA) RAV networks conditions, there is a need to seek approval by certain RAV users to travel on roads controlled by Council.

Main Roads WA in consultation with the Shire of Morawa have classified the majority of local roads and low volume roads in the Shire as a RAV 2/3 network. The network allows for RAV 3 to carry a mass of eighty four (84) tonnes with a length of twenty seven point five (27.5m) metres and a height of four point six (4.6m) metres. RAV 2 classification is lower in weight and in some cases shorter in length.

Main Roads WA website provides information regarding the Class 2/3 RAV network publication Morawa Shire LG511 Audit dated 12 March 2009.

Main Roads WA has also provided the following feedback regarding RAV vehicles on Shire of Morawa Local Road RAV 2/3 network as is provided below;

The road design requirements for RAV 3 and RAV 4 are the same. They have the same approved maximum length and the same number of axle groups.

If Morawa Shire requests an upgrade, a route assessment would be undertaken and the roads could then be added to the RAV network 4 Road Tables; however the roads are not designed for continual use by larger RAV networks.

Council has considered restricted access application permits and resolved to approve restricted access vehicle permits on Shire roads.

OFFICER'S COMMENT

The application received is similar to applications approved by Council and could be approved subject to conditions imposed on previous applicants.

Previous consultation with Main Roads Western Australia provided a further condition to permit approval subject to conditions set by Council to include; -'condition CA07 All operators must carry written approval from the Local Government authority permitting use of the roads.'

The Shire of Morawa local road network (before increased mining activity) has been subject to low level usage with the exception of harvest.

Road usage is on the increase due to various activities in the region. The activities include Extractive Industries, Agricultural, Mine ore cartage, mining construction works (inclusive of supporting infrastructure) and road network upgrades.

Increased activities impact on the Council's resources being able to maintain certain roads to a level of access and safety required and detailed in the Main Roads Heavy Vehicle Operations document '*GUIDELINES FOR ASSESSING THE SUITABILITY OF ROUTES FOR RESTRICTED ACCESS VEHICLES*'.

By permitting this application, even with conditions, places the Shire of Morawa in a position both in terms of probable increased maintenance costs and creating a precedent for others to potentially follow. This request seeks an approval which is both inside and outside of the grain harvest period.

COMMUNITY CONSULTATION

Feed-back is received at Council from road users and assists in monitoring the impact the large vehicles have on local roads and user safety.

COUNCILLOR CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995
Main Roads Act 1930

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Council's review of the process for issuing RAV permits provides part of an asset review for use of road infrastructure in the Shire.

Shire of Morawa Strategic Community Plan:

1.8 Well maintained local roads and ancillary infrastructure.

RISK MANAGEMENT

An approval of RAV network permits provides the Shire with consultation and a due diligence process for road users in the Shire of Morawa. Without the process Council's road network assets could become unsafe and unmanageable for current resources. There are inherent risks to the Shire in approving this request. The main risk relates to increased road maintenance costs and the other is setting a precedent for other similar applications to follow.

The Shire of Morawa local road network has been audited and rated. The majority of Local roads are rated as a local volume RAV 2/3 roads. The requested use seeks to permit for up to RAV 7 combinations. This would appear in contrary to the audit and rating process as undertaken by the Shire of Morawa in 2009.

VOTING REQUIREMENT:

Simple Majority

OFFICER'S RECOMMENDATION

That Council approve:

1. A Restricted Access Vehicle (RAV) 2/3 network 7 permit to LA Logistics to operate a C-Train Combination (single trailer with a Dolly and a B-double combination) which enables trailer combinations greater than 27.5 metres and under 36.5metres to operate in the Shire of Morawa on local roads listed below:

Moffatt Rd - 5 km

Healy Rd - 3km

Agar Rd - 2 km

Burma Rd - 6 km

Winterbourne Rd - 3 km

For the harvest 2015 period only subject to:-

Standard Conditions of Use:

- a) *Maximum speed unsealed roads 70kms/hr or 10kms/hr less than designated signage*
- b) *Maximum speed sealed roads 90kms/hr or 10kms/hr less than designated signage*
- c) *Maximum speed of 40kms/hr in built up areas including the Morawa Townsite*
- d) *Only approved routes will be permitted in the Morawa Townsite*
- e) *Reduce speed to 60kms/hr and moving over to give way to oncoming traffic*
- f) *Headlights on at all times*

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- g) *Removing dust from tyres rims when entering sealed roads*
- h) *Compliance with maximum gross weight limits*
- i) *Vehicle length not to exceed 36.5 metres*
- j) *No operation after a heavy rain fall event*
- k) *No operation during school bus routes drop off and pick up times*
- l) *Signage warning of oversized vehicle be in operation are placed at entry and egress points unless already in place*
- m) *Vehicle to be operated as required by the Mains Roads Class 2/3 RAV permit*
- n) *Entries to properties being serviced by the permit holder must be constructed for safety and to prevent damage to sealed edges and road verges. Approval may be withdrawn if damage occurs and is not repaired to the satisfaction of the Council's representative.*

Condition CA07 All operators must carry written approval from the Local Government authority permitting use of the roads

Further applications may be considered subject to an assessment of the Shire road conditions after the 2015 harvest.

The applicant must seek Main Roads approval for all RAV network permits.

COUNCIL RESOLUTION

**1510007 Moved: Cr Coaker
 Secoded: Cr Carslake**

That Council approve:

- 1. A Restricted Access Vehicle (RAV) 2/3 network 7 permit to LA Logistics to operate a C-Train Combination (single trailer with a Dolly and a B-double combination) which enables trailer combinations greater than 27.5 metres and under 36.5metres to operate in the Shire of Morawa on local roads listed below:**

**Moffatt Rd - 5 km
Healy Rd - 3km
Burma Rd - 6 km
Winterbourne Rd - 3 km**

The sections of Agar Road as follows:

**Access to Location 185 Agar Road 2 km north from Mingenew/Morawa Road.
Empty load**

Access from Location 185 Agar Road 8 km north to White Road. Full load

For the harvest 2015 period only subject to:

Shire of Morawa: confirmed Minutes of the Ordinary Meeting of Council held 15th October 2015

Standard Conditions of Use:

- a) **Maximum speed unsealed roads 70kms/hr or 10kms/hr less than designated signage**
- b) **Maximum speed sealed roads 90kms/hr or 10kms/hr less than designated signage**
- c) **Maximum speed of 40kms/hr in built up areas including the Morawa Townsite**
- d) **Only approved routes will be permitted in the Morawa Townsite**
- e) **Reduce speed to 60kms/hr and moving over to give way to oncoming traffic**
- f) **Headlights on at all times**
- g) **Removing dust from tyres rims when entering sealed roads**
- h) **Compliance with maximum gross weight limits**
- i) **Vehicle length not to exceed 36.5 metres**
- j) **No operation after a heavy rain fall event**
- k) **No operation during school bus routes drop off and pick up times**
- l) **Signage warning of oversized vehicle be in operation are placed at entry and egress points unless already in place**
- m) **Vehicle to be operated as required by the Mains Roads Class 2/3 RAV permit**
- n) **Entries to properties being serviced by the permit holder must be constructed for safety and to prevent damage to sealed edges and road verges. Approval may be withdrawn if damage occurs and is not repaired to the satisfaction of the Council's representative.**

Condition CA07 All operators must carry written approval from the Local Government authority permitting use of the roads

Further applications may be considered subject to an assessment of the Shire road conditions after the 2015 harvest.

The applicant will still need to seek Main Roads approval for the requested C-Train Combination (single trailer with a Dolly and a B-double combination)

The applicant must seek Main Roads approval for all RAV network permits.

**CARRIED
6/0**

Motion amended to reflect conditions set at the October 2014 ordinary meeting of Council with regard to Agar Road.

Cr Agar returned to the chamber at 5.52pm

7.2.6 Chief Executive Officer - Other

| | |
|---|---|
| <i>Date of Meeting:</i> | 15 October 2015 |
| <i>Item No:</i> | 7.2.6.1 |
| <i>Subject:</i> | Strategic Plan Update and Progress Report |
| <i>Date & Author:</i> | 7 October 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> | 22 September 2015 (Last update to Council) |

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

- 2015/16 Project Summary Report;
- Shire of Morawa August 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 2015/16 | Programs 2015/16 | Comment |
|--|---------|---------------------|---------------------|--|
| 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 2015/16 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 2015/16 budget.

Status

No change - The Long Term Financial Plan (LTFP) requires updating. UHY Haines Norton have provided a quote which has been included in the 2015/16 Budget. The

LTFP will be updated in early 2016 after the update of the Asset Management Plans – see below.

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

Greenfields have undertaken a full assessment of road infrastructure condition and fair values.

Roman II has been updated with local road data.

A consultant has provided a quotation to update the Shire's Asset Management Plans in late 2015.

Workforce Plan

The Workforce Plan is monitored by the Department of Local Government and Communities. This plan requires an assessment by staff.

Status

A final review is now required.

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 and 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

The CEO prepared a report to the audit committee on the appropriateness and effectiveness of the Shire's Risk Management systems and procedures in December 2014. This concluded the project.

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 September 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:

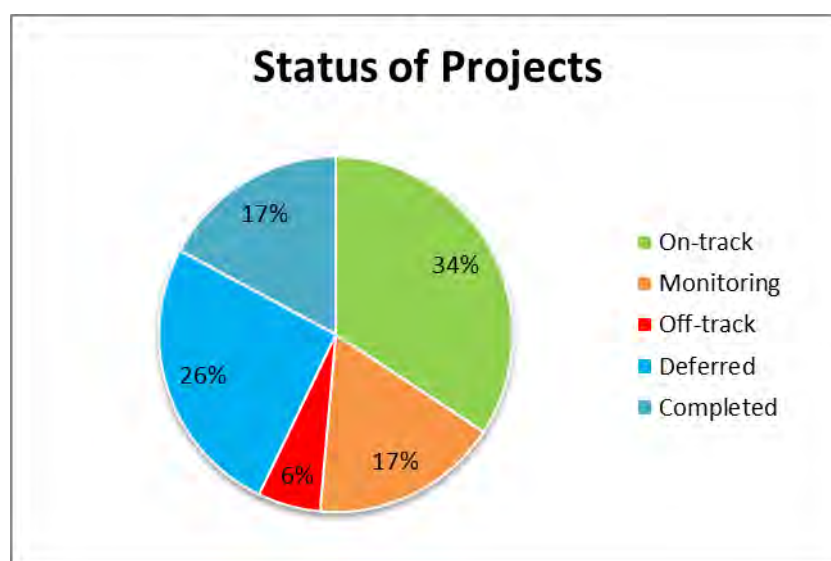


Chart 1: Breakdown on Status of Projects for 2015/16

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 50.35%. | |
| On-track | There are 14 (40%) projects on track (3, 5, 7, 8, 12, 13, 14, 21, 29, 31, 32, 33, 34, & 35). | |
| Monitoring | 5 (14%) projects are at the monitoring level (4, 18, 19, 20 and 27) | |
| Off-track | In total there are 4 (11%) projects off track (9, 10, 15 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. |
| Completed | 3 (8%) projects have been completed. (1, 2, and 26) | |
| 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:

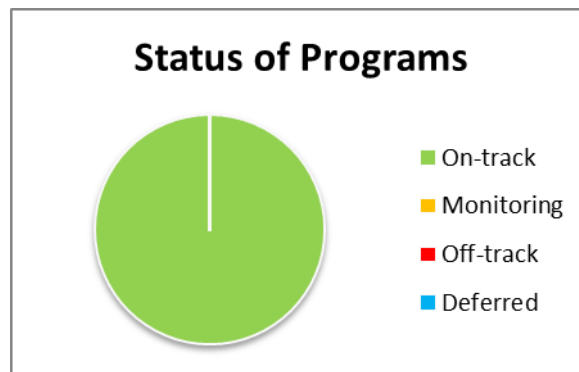


Chart 2: Breakdown on Status of Programs for 2015/16

Chart 2 indicates that four program areas on track i.e. the Roads (12%), Ongoing Health Care Provision (3%) Governance (9%) and Sports Facilities and Programs (13%). 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 September 2015 as tabled.

COUNCIL RESOLUTION

**151008 Moved: Cr Stokes
 Seconded: Cr Agar**

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

**CARRIED
7/0**

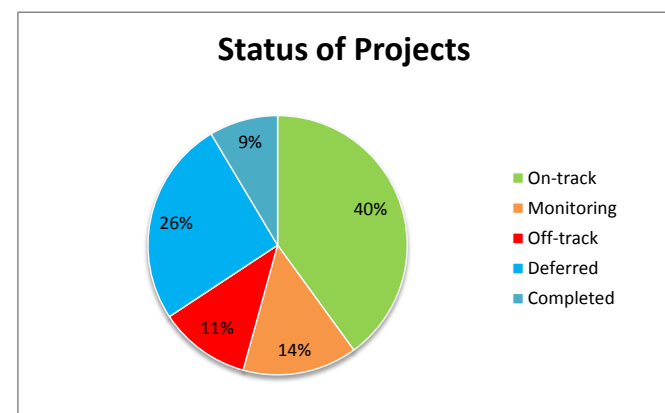
The CEO left the chamber at 5.55pm and re-entered the chamber at 5.57pm.

SUMMARY OF CORPORATE BUSINESS PLAN STATUS 2015/2016

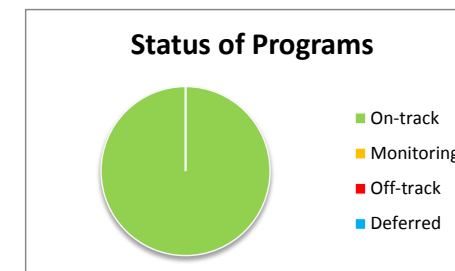
| No. | Project | Who | Start | Cost | Cost Remaining | % Completed | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
|-----|---|------|-------|------|----------------|--------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 1 | Greater Sports Ground Development | PO | | | | 100 | | | | | | | | | | | | |
| 2 | Sports Club Development Officer | CEO | | | | 100 | | | | | | | | | | | | |
| 3 | Recreational Facility Development | PO | | | | 90 | | | | | | | | | | | | |
| 4 | Morawa Community Care | CEO | | | | 95 | | | | | | | | | | | | |
| 5 | Refurbish Old Chambers | CEO | | | | 85 | | | | | | | | | | | | |
| 6 | Childcare Centre Development | CEO | | | | 0 | | | | | | | | | | | | |
| 7 | Community Group Support | CDO | | | | 0 | | | | | | | | | | | | |
| 8 | Community Engagement & Communication | CEO | | | | 0 | | | | | | | | | | | | |
| 9 | Trails Strategy | CEO | | | | 0 | | | | | | | | | | | | |
| 10 | Waste Management Project | CEO | | | | 25 | | | | | | | | | | | | |
| 11 | Water Supply Development | CEO | | | | 0 | | | | | | | | | | | | |
| 12 | Solar Thermal Power Station - Feasibility Study | CEO | | | | 95 | | | | | | | | | | | | |
| 13 | Waste Water Plant Upgrade | EMDA | | | | 0 | | | | | | | | | | | | |
| 14 | Sustainability Program | EMDA | | | | 0 | | | | | | | | | | | | |
| 15 | Develop Industry Training Centre | PO | | | | 25 | | | | | | | | | | | | |
| 16 | Migration Settlement Scheme (Research) | CEO | | | | 0 | | | | | | | | | | | | |
| 17 | Develop Additional Business Incubator Units | CEO | | | | 0 | | | | | | | | | | | | |
| 18 | Industry Attraction & Retention Project | CEO | | | | 83 | | | | | | | | | | | | |
| 19 | Local Tourism Industry Development | CDO | | | | 0 | | | | | | | | | | | | |
| 20 | Upgrade Morawa Airport | EMDA | | | | 50 | | | | | | | | | | | | |
| 21 | Upgrade Major Roads and Annual Road Program | PWS | | | | 0 | | | | | | | | | | | | |
| 22 | Key Worker Housing | CEO | | | | 0 | | | | | | | | | | | | |
| 23 | Staff Housing | EMDA | | | | 0 | | | | | | | | | | | | |
| 24 | Expansion Van Park | EMDA | | | | 0 | | | | | | | | | | | | |
| 25 | Lifestyle Village for the Aged | CEO | | | | 0 | | | | | | | | | | | | |
| 26 | Main Street Project | PO | | | | 100 | | | | | | | | | | | | |
| 27 | Wireless and Mobile Blackspot Coverage | CEO | | | | 50 | | | | | | | | | | | | |
| 28 | Powerline Upgrade | CEO | | | | 0 | | | | | | | | | | | | |
| 29 | Land Development | EMDA | | | | 75 | | | | | | | | | | | | |
| 30 | Gateway Project Plans | CEO | | | | 10 | | | | | | | | | | | | |
| 31 | Omnibus Scheme Development | PO | | | | 80 | | | | | | | | | | | | |
| 32 | Old Morawa Hospital | CEO | | | | 80 | | | | | | | | | | | | |
| 33 | Leadership and Mentoring Young People | CDO | | | | 0 | | | | | | | | | | | | |
| 34 | Leadership and Advocacy Role | CEO | | | | 83 | | | | | | | | | | | | |
| 35 | Invest in Council's Capacity | CEO | | | | 83 | | | | | | | | | | | | |
| | Total | | | | | 50.35 | | | | | | | | | | | | |

| Program Areas | Who | Start | Cost | Cost Remaining | % Completed | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
|----------------------------------|--------------|-------|------|----------------|-------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 1 Sports Facilities and Programs | EMDA | | | | 13 | | | | | | | | | | | | |
| 2 Ongoing Healthcare Provision | CEO | | | | 3 | | | | | | | | | | | | |
| 3 Roads | PWS | | | | 12 | | | | | | | | | | | | |
| 4 Governance | CEO | | | | 9 | | | | | | | | | | | | |
| | Total | | | | 9.25 | | | | | | | | | | | | |

| | |
|---------------|-----------------|
| Status | Projects |
| On-track | 14 |
| Monitoring | 5 |
| Off-track | 4 |
| Deferred | 9 |
| Completed | 3 |



| | |
|---------------|-----------------|
| Status | Programs |
| On-track | 4 |
| Monitoring | 0 |
| Off-track | 0 |
| Deferred | 0 |





Shire of Morawa Corporate Business Plan Report

September 2015

Overview

The Shire of Morawa Corporate Business Plan Report sets out the key objectives to be achieved for the reporting year in question based on the Shire's Strategic Community Plan. In this case it is 2015/16. The report is presented to Council each month with an update on the status of each project and relevant program area and an assessment of the Corporate Business Plan (CBP) overall.

Objective: A friendly community that is healthy, passionate, caring and inclusive

Program Area: Recreation & Leisure

Goal: Provide and promote sport, recreation and leisure facilities and programs

| Project | Priority | SCP Link | Who | 12/13 \$ | 13/14 \$ | 14/15 \$ | 15/16 \$ | Stakeholders | Progress (Including Performance Indicators) |
|--|----------|----------|-----------------------------|----------|--------------------|----------|----------|---|---|
| <ul style="list-style-type: none"> Greater Sports Ground Project <p>Project management 0.0 FTE 2014/15</p> <p>Percentage Completed: 100%</p> | High | 3.5.2 | CEO | 0 | 2,800,000 | 0 | 0 | Department of Sport and Recreation | <ul style="list-style-type: none"> Remaining paths to be done. Hot water in female showers a problem. An amount of \$44k has been included in the 15/16 budget to resolve <hr/> <p>Increased Sporting Participation</p> <ul style="list-style-type: none"> Club membership numbers reported by clubs <p>Increased Usage</p> <ul style="list-style-type: none"> Additional events reported by Sporting Committee. To date: two events held |
| <ul style="list-style-type: none"> Sports Club Development Officer – Regional Project <p>Project management 0 FTE</p> <p>Percentage Completed: 100%</p> | Medium | 3.1.7 | CEO, Shire of Three Springs | 0 | 12,500 | 12,500 | 12,500 | <ul style="list-style-type: none"> Department of Sport and Recreation Shire of Three Springs Shire of Perenjori Shire of Mingenew | <ul style="list-style-type: none"> Lara Stanley has commenced employment in the role and had discussions with the CEO and CDO regarding required outcomes for Morawa. <hr/> <p>Increased Support for Members & Volunteers</p> <ul style="list-style-type: none"> Membership numbers <p>Club Officials trained in financial and corporate governance</p> <ul style="list-style-type: none"> Clubs report improvement |
| <ul style="list-style-type: none"> Recreational Facility Development: 3.1 Swimming Pool Upgrade 3.2 Construction of the Skate Park <p>Project management 0.1 FTE</p> | Medium | 3.5.3 | CEO | 0 | 800,000 300,000 | 400,000 | 0 0 | Department of Sport and Recreation | <p>Swimming Pool (Works 2015/16 - \$566,605)</p> <ul style="list-style-type: none"> Steps: <ul style="list-style-type: none"> Tender has been awarded to Safeway Building & Renovations The new shed has been erected. The filtration equipment has been installed. |

| | | | | | | | | | | |
|---|------------------------|----------------------------|-------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|--|--|
| <p>Percentage Completed: 70%</p> <p>3.1: 80%</p> <p>3.2: 100%</p> | | | | | | | | | | <ul style="list-style-type: none"> o A new backwash tank will be installed early in 2015/16 o Repairs to the existing balance tank will be undertaken as per the contract. This tank will need to be replaced in the next 5 years. o A number of delays and contractual disagreements have occurred and the current estimate for opening the pool is 21 November 2015. <p>Skate Park.</p> <ul style="list-style-type: none"> • Shade sails have been installed funded in part by a Lotterywest grant • _____ <p>Reduction of Vandalism</p> <ul style="list-style-type: none"> • Maintenance costs (reduced) <p>Improved School Attendance</p> <ul style="list-style-type: none"> • School attendance records |
| <p>Program Area Operating Cost:</p> <ul style="list-style-type: none"> • Undertake ongoing maintenance and management of the Sports facilities and programs <p>Percentage Completed: 13%</p> | Ongoing | | | 775,000 | 790,000 | 805,000 | 821,000 | | | <p>Recurrent Cost post 2017: \$905,233</p> <p>Staff Required: 3 FTE</p> <p>2015/16 Budget \$911,316</p> <p>Cost YTD: \$123,355</p> <p>Note: (Swimming Pools & Other Recreation)</p> |
| <p>Program Area: Health Provision</p> | | | | | | | | | | |
| <p>Goal: Support ongoing health care provision through existing arrangements</p> | | | | | | | | | | |
| <p>Project</p> | <p>Priority</p> | <p>SCP Link</p> | <p>Who</p> | <p>12/13 \$</p> | <p>13/14 \$</p> | <p>14/15 \$</p> | <p>15/16 \$</p> | <p>Stakeholders</p> | <p>Progress (Including Performance Indicators)</p> | |
| <p>Program Area Operating Cost:</p> <ul style="list-style-type: none"> • Support the implementation of the North Midlands Primary Care Project • Support the provision of adequate GP services • Support the Three Springs Dental Service <p>Percentage Completed: 3%</p> | Ongoing | 3.1.1, 3.1.2, 3.1.3, 3.1.4 | | 251,884 | 256,900 | 262,000 | 267,000 | | <p>Note:</p> <ul style="list-style-type: none"> • Expenditure for 2015/16: \$162,316; <p>Recurrent Cost post 2017: \$272,000</p> <p>Staff Required: 0.02 FTE</p> <p>Cost YTD: \$8,671</p> | |

Program Area: Community Amenities

Goal: Provide and promote sport, recreation and leisure facilities and programs

| Project | Priority | SCP Link | Who | 12/13 \$ | 13/14 \$ | 14/15 \$ | 15/16 \$ | Stakeholders | Progress (Including Performance Indicators) |
|--|----------|----------|-----|----------|----------|----------|----------|-----------------------|---|
| <ul style="list-style-type: none"> Morawa Community Care <p>Project management 0.6 FTE</p> <p>Percentage Completed: 95% 4 Units: 100% Management: 90%</p> | High | 1.9.1 | CEO | 528,800 | 420,718 | 40,000 | 40,000 | Morawa Community Care | <p>Construction 2013:</p> <ul style="list-style-type: none"> Construction of the 4 units completed Cost post 2013/14 are recurrent costs. Will need revaluation <p>Management:</p> <ul style="list-style-type: none"> Committee commenced 18 March 2014 and identified action matrix; Draft service delivery plan and policies developed and considered 13/05/14; Handover of units underway 30 April 2014; Sean Fletcher has been engaged to finalise the transfer of the Morawa Aged Care Units to the Shire. Transfer of land management order underway. The Department of Housing are proposing a deed of assignment transferring the interests of the MCC to the Shire. This option negates the need for a new JV agreement which has caused a significant time delay. Application and information packs have been prepared and will be marketed. <p>Elderly people age in their home community</p> <ul style="list-style-type: none"> Census figures <p>Older people able to live independently</p> <ul style="list-style-type: none"> Increase in number aged people staying in community |
| <ul style="list-style-type: none"> Refurbish Old Council Chambers <p>Percentage Completed: 85%</p> | High | 1.7.3 | CEO | 0 | 220,000 | | | LotteryWest | <ul style="list-style-type: none"> Capital Works for 2015/16 set at \$181,011. Funded: <ul style="list-style-type: none"> Municipal 45,026 Lotterywest: 90,595 Reserve: 45,026 Quotes have now been obtained for the remaining works. Use for the building to be discussed at the October briefing session <p>Increased level volunteer activity</p> <ul style="list-style-type: none"> Annual survey Volunteering statistics available every census <p>Older people able to live independently</p> <ul style="list-style-type: none"> Number community activities per year |

| | | | | | | | | | |
|---|--------|----------------------------|-----|--------|--------|--------|--------|---|--|
| | | | | | | | | | monitored |
| <ul style="list-style-type: none"> Childcare Centre development <p>Project management 0.2 FTE</p> <p>Percentage Completed: N/A</p> | Medium | 3.1.8 | CEO | 0 | 0 | 0 | 0 | <ul style="list-style-type: none"> Department of Communities Mid West Development Commission LotteryWest | <p>Note: regular use is occurring.</p> <ul style="list-style-type: none"> Deferred post 2015/16 Expected cost \$750,000 Expected completion date 2018 <p>Additional childcare places available to the community</p> <ul style="list-style-type: none"> Uptake of service <p>Employment opportunities in the caring industry</p> <ul style="list-style-type: none"> Number of people employed <p>Respite care available to parents</p> <ul style="list-style-type: none"> Respite visits number per annum |
| <ul style="list-style-type: none"> Community Group Support: Billaranga Arts Studio Morawa Historical Society Community events Morawa CRC Biennial Arts Festival Morawa Future Fund Community connectedness forum Morawa Chamber of Commerce <p>Project management 0.1 FTE</p> <p>Percentage Completed: 0%</p> | Medium | 3.2.2, 3.2.4, 3.2.5, 3.4.1 | CEO | 35,000 | 35,000 | 35,000 | 35,000 | | <ul style="list-style-type: none"> Future Fund agreement has been completed. The fund will be accessible in 2015/16 based on 2014/15 interest earnings. CEO engaged with CCI Power supply has been connected to the new Historical Society shed. <p>Budget 2015/16</p> <ul style="list-style-type: none"> YTD: <ul style="list-style-type: none"> Arts Festival \$10,000 Museum: \$1,000 Depreciation: \$9,922 <p>Costs 2015/16</p> <ul style="list-style-type: none"> YTD: <ul style="list-style-type: none"> Arts Festival \$0 Museum: \$0 Depreciation: \$0 Recurrent costs post 2016 are \$35,000 per annum <p>Community events enhance liveability of community</p> <ul style="list-style-type: none"> Reports to Council community groups <p>Community feedback on events</p> <ul style="list-style-type: none"> Annual community survey |
| <ul style="list-style-type: none"> Community Engagement and Communication <p>Project management 0.05 FTE</p> <p>Percentage Completed: 0%</p> | Medium | 4.1.1, 4.1.2 | CEO | 1,020 | 1,020 | 1,020 | 1,020 | | <p>Costs 2014/15</p> <ul style="list-style-type: none"> Met through Public Relations Budget (\$21,000) Recurrent costs post 2016 are \$1,020 per annum Communication strategy and media consultant have been included in the |

| | | | | | | | | | |
|--|--------|-------|-----|---|---|---------|---|---|--|
| | | | | | | | | | <ul style="list-style-type: none"> 15/16 budget at \$11,000. CEO to meet with Left of Centre on 8 October 2015. |
| <ul style="list-style-type: none"> Trails Strategy Project management 0.1 FTE Percentage Completed: 0% | Medium | 1.7.2 | CEO | 0 | 0 | 260,000 | 0 | <ul style="list-style-type: none"> LotteryWest Department of Regional Development | <p>Good relationship between community and Council</p> <ul style="list-style-type: none"> Annual community survey <p>Morawa Perenjori Wildflower Drive Trail</p> <ul style="list-style-type: none"> R4R Grant required listed in 2013/14 Budget: \$467,000 - Pending <p>Town Heritage Walk Trails 2014/15</p> <ul style="list-style-type: none"> \$65,000 Lotterywest application unsuccessful (7 March 2014) \$65,000 Shire contribution not budgeted <p>Bush Trails 2014/15?</p> <ul style="list-style-type: none"> \$65,000 application "parked" with Lotterywest subject to Council contribution ; \$65,000 Shire contribution required Recurrent cost post 2016: \$5,000 PA <p>2015/16</p> <ul style="list-style-type: none"> Wildflower Drive trail \$138,915 Town Heritage Walk \$128,970 Bush Trail \$198,690 Total \$467,000 has been included in the budget but only \$65,000 is funded <p>Increased level of community activity and activation trails</p> <ul style="list-style-type: none"> Annual community survey |

Objective: Protect and enhance the natural environment and sense of place

Program Area: Environment

Goal: Protect and enhance the natural environment

| Project | Priority | SCP Link | Who | 12/13 \$ | 13/14 \$ | 14/15 \$ | 15/16 \$ | Stakeholders | Progress (Including Performance Indicators) |
|---|----------|----------|-----------|----------|----------|----------|----------|--|---|
| <ul style="list-style-type: none"> Waste Management – Regional Project Project management 0.15 FTE | High | 2.4 | CEO, MWRC | 0 | 360,000 | 0 | 0 | Shires of Carnamah, Coorow, Mullewa, Perenjori, Three Springs and Mingenev | <ul style="list-style-type: none"> Capital works for tip set at \$265,000. Funded by Refuse Station Reserve Recurrent costs post 2016: \$60,000; Joint project identified between Shire of Morawa and Shire of Perenjori: <ul style="list-style-type: none"> DCEO successfully applied for |

| | | | | | | | | | |
|---|--------|-------|-----------------|---|---------|---|---------|--|---|
| <p>Percentage Completed: 25%</p> | | | | | | | | | <ul style="list-style-type: none"> • \$5,000 in planning funding; <ul style="list-style-type: none"> ◦ Joint approach discussed on 9 December 2013 at meeting between Presidents, Deputy President and CEO's - Agreed this is a key project. • Dallywater Consulting have developed strategic plan which was presented to Council on 17 July 2014 • Application for funding in the Waste Authority Regional Funding Program was lodged on 27 June 2014. The assessment has been concluded and unfortunately the application was not successful. The application was highly regarded but lack of site and proximity to Geraldton went against the proposal. • The CEO has met with CEOs from Morawa, Perenjori, Three Springs and Mingenew to discuss a regional solution. The meeting took place on 14 April 2015. • CEO has received data from neighbouring Shires and is in the process of collating it. • CEO discussed with Sinosteel the possibility of purchasing or leasing a portion of Dingle Dell as a possible site for location of a landfill site. <hr/> <p>Coordinated waste management by Shires</p> <ul style="list-style-type: none"> • Removal of waste to sub-regional station |
| <ul style="list-style-type: none"> • Water Supply Development <p>Project management 0.05 FTE</p> <p>Percentage Completed: N/A</p> | Medium | 1.4.1 | CEO | 0 | 0 | 0 | Unknown | <ul style="list-style-type: none"> • Water Corporation • Department of Water | <ul style="list-style-type: none"> • Recurrent costs post 2016: Unknown • Drainage re greening of the Town. Not until 2015/16 Stage Three SuperTowns. • Subject to be raised with the Minister at the WALGA Convention in August 2014. <hr/> <p>Future water needs secured</p> <ul style="list-style-type: none"> • Water storage constructed |
| <ul style="list-style-type: none"> • Solar Thermal Power Station Feasibility Study <p>Project management 0.1 FTE</p> | Medium | 1.3.1 | Project Officer | 0 | 500,000 | 0 | 0 | <ul style="list-style-type: none"> • Western Power • Public utilities Office | <ul style="list-style-type: none"> • Legal advice received re reallocation of \$500,000 to another project; • Shire President and CEO met with Paul Rosair 17 February 2014 to discuss; • Project suspended indefinitely; |

| | | | | | | | | | |
|--|--------|-----------------------------------|------|---|---------|---|---|---|--|
| <p>Percentage Completed: 95%</p> | | | | | | | | | <ul style="list-style-type: none"> Letter issued to DRD 2 April 2014 seeking reallocation of funding to Airport Project. Adjusted the SCP at September 2014 Review Recurrent costs post 2016: \$60,000 <hr/> <p>Feasibility study completed</p> <ul style="list-style-type: none"> Completion. (Note: The feasibility study will not proceed) <p>Endorsement key agencies Satisfaction Western Power, Public utilities Office</p> |
| <ul style="list-style-type: none"> Water Supply Development and Waste Water Plant Upgrade <p>Project management 0.05 FTE</p> <p>Percentage Completed: 0%</p> | Medium | 1.4.4, 2.1.1, 2.1.3 | CEO | 0 | 140,000 | 0 | 0 | <ul style="list-style-type: none"> Watercorp | <p>Works for 2015/16</p> <ul style="list-style-type: none"> One pond remaining (\$49,681). This will be completed in 2015/16.; Funding from Reserve. <p>Recurrent costs post 2016: Unknown</p> <hr/> <p>Overflow managed in winter</p> <ul style="list-style-type: none"> Nil events <p>Improved use of waste water for irrigation</p> <ul style="list-style-type: none"> Reduced potable water usage |
| <ul style="list-style-type: none"> Sustainability Program: Identify policies to manage carbon sequestration Implement the Climate Change and Adaption Plan Continue to manage feral flora and fauna Rehabilitate, protect and conserve Shire controlled land Support and promote environmental management practices <p>Project management 0.1 FTE</p> <p>Percentage Completed: 0%</p> | Medium | 2.1.5, 2.1.6, 2.2.1, 2.2.2, 2.2.3 | DCEO | 0 | 0 | 0 | 0 | <ul style="list-style-type: none"> | <p>2015/16</p> <ul style="list-style-type: none"> Costs are as per in accordance with the EHO role; Sequestration policies to be included in LPS and Strategy; The Climate Change Risk Assessment & Adaption Action Plan has been included in the 2015/16 budget; Flora & Fauna pests in conjunction with Department of Agriculture Bio-Security Officer in Morawa; Shire has rehabilitation policy in place; Environmental management practices are supported through implementation of relevant infrastructure; Continuing monitoring and upgrading of key facilities <hr/> <p>Sustainability initiatives achieved</p> <ul style="list-style-type: none"> Set of nominated activities achieved |

Objective: A diverse, resilient and innovative economy

Program Area: Economic Services

Goal: Provide economic services that drive growth and development of the Shire

| Project | Priority | SCP Link | Who | 12/13 \$ | 13/14 \$ | 14/15 \$ | 15/16 \$ | Stakeholders | Progress (Including Performance Indicators) |
|---|----------|---------------------------------------|---------------|----------|----------|----------|----------|---|--|
| <ul style="list-style-type: none"> Develop Industry Training Centre Project management 0.1 FTE Percentage Completed: 25% | High | 1.2.8, 3.1.5 | MEITA & Shire | 0 | 508,404 | 0 | 0 | <ul style="list-style-type: none"> MWDC, Durack Institute, Department of Training & Workforce Development, Karara Mining Limited | <ul style="list-style-type: none"> Training Centre expenditure: <ul style="list-style-type: none"> 2013/14 set at \$433,908; Funded through Mid West Investment Plan; Business case reviewed and submitted to MWRC Board 28 November 2013. Further changes completed: <ul style="list-style-type: none"> Improve in-kind contribution re project management; Develop job description form for training coordinator. 13 December 2013 the MWDC Board approved funding for this project; Final estimate received Business Case reviewed and submitted to MWDC. The business case needs to be re-drafted following discussions with the MWDC. Design and specifications have been prepared by EPS. CEO has received updated letters of support from Doray, Karara and Marrak. Recurrent cost post 2016: \$80,000 <hr/> <p>Students demand training and gain jobs in the mining industry as a result</p> <ul style="list-style-type: none"> Annual student numbers, conversion to employment <p>Specialist training provided through facility</p> <ul style="list-style-type: none"> Educational staff numbers (increase) |
| <ul style="list-style-type: none"> Migration Settlement Scheme (Research) Project management 0.3 FTE Percentage Completed: N/A | Medium | Super Town Growth Implementation Plan | CEO | 0 | 0 | 0 | 0 | <ul style="list-style-type: none"> Department of Immigration, Department of Training and Workforce Development | <ul style="list-style-type: none"> Deferred post 2015/16 Expected cost \$45,000 <hr/> <p>Sustainable increase in population</p> <ul style="list-style-type: none"> Population trends |
| <ul style="list-style-type: none"> Develop Additional Business Incubator Units Project management 0.2 FTE | Medium | 1.9.7 | CEO | 0 | 0 | 0 | 0 | <ul style="list-style-type: none"> MWDC, MEITS | <ul style="list-style-type: none"> Deferred post 2015/16 Costs not identified <hr/> <p>New business established</p> |

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|---|--------|-----------------------|-----------------------------|--------|---------|---------|---------|---|---|
| <p>Percentage Completed: N/A</p> <ul style="list-style-type: none"> Industry Attraction and Retention Project <p>Regional Resource – Investment Coordinator: 1.25 FTE (Funded MWIP)</p> <p>Project management 0.08 FTE</p> <p>Percentage Completed: 83%</p> | High | 1.2.5, 1.5.2 | Super Towns Project Manager | 85,800 | 100,000 | 100,000 | 100,000 | <ul style="list-style-type: none"> MWDC, MWCCI, Other Shires | <ul style="list-style-type: none"> New business establishment <p>2011/12</p> <ul style="list-style-type: none"> PRACYS developed Growth & Implementation Plan <p>2012/13</p> <ul style="list-style-type: none"> PRACYS commenced North Midlands Economic Development Strategy (\$85,800 inc GST); Prospectus reviewed January 2013 <p>2013/14</p> <ul style="list-style-type: none"> PRACYS developing North Midlands Economic Development Strategy: <ul style="list-style-type: none"> Framework finalised December 2013 Working Group established Feb 2014 (CEOs meeting 13 April 2014 for briefing); Investment plan required (attraction process defined)? Funding of \$100,000 pa from CLGF/Mid West Investment Plan not requested?; Project requires revaluation <p>2014</p> <ul style="list-style-type: none"> Regional Resource Coordinator employed and prospectus issued? <p>2015</p> <p>No further progress</p> <hr/> <p>Service gaps filled</p> <ul style="list-style-type: none"> Reported by community <p>Increased business activity</p> <ul style="list-style-type: none"> Applications recorded Reported by CCI |
| <ul style="list-style-type: none"> Local Tourism Industry Development <p>Support Visitor Information Centre 0.02 FTE</p> <p>Project management 0.02 FTE</p> <p>Percentage Completed: 0%</p> | Medium | 1.2.7, 1.2.10, 1.2.11 | CEO | 0 | 50,000 | 0 | 0 | <ul style="list-style-type: none"> Wildflower Way Committee, Local Tourism Group | <p>2015/16</p> <ul style="list-style-type: none"> CEO & CDO are attending Wildflower Country Committee meetings \$40,000 allocated for the Caravan park Caretaker accommodation to be cfwd from 14/15. The need for this is under review. A temporary caretaker has been appointed for the period July to September. This was a huge success. <hr/> <p>Increase in visitor numbers</p> |

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|--|--------|-----|---------------|-----------|-----------|-----------|-----------|--------------------------|--|
| <ul style="list-style-type: none"> Upgrade Major Roads and Annual Road Program <p>Project management: 0.9</p> <p>Percentage Completed: 5%</p> | Medium | 1.8 | Works Manager | 1,580,000 | 1,580,000 | 1,580,000 | 1,580,000 | Department of Main Roads | <p>2015/16 (\$1,755,396) YTD: \$87,016</p> <p>Completed</p> <ul style="list-style-type: none"> Recurrent cost post 2016: \$1.6M <hr/> <p>Road safety</p> <ul style="list-style-type: none"> Survey <p>Asset maintenance</p> <ul style="list-style-type: none"> Improvement in asset ratios |
| • | | | | | | | | | |

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|--|---------|--|---------------|-----------|-----------|-----------|-----------|--|---|
| <p>Program Area Operating Cost:</p> <p>Percentage Completed: 12%</p> | Ongoing | | Works Manager | 2,059,403 | 2,100,000 | 2,142,000 | 2,185,000 | | <p>2015/16 (\$1,649,388) Staff Required: 11 FTE Cost YTD: \$204,043</p> <p>Recurrent Cost post 2017: \$2.23M</p> |
|--|---------|--|---------------|-----------|-----------|-----------|-----------|--|---|

| Program Area: Housing | | | | | | | | | |
|--|-----------------|-----------------|------------|-----------------|-----------------|-----------------|-----------------|------------------------------|--|
| Goal: Provide housing for all needs (staff, aged, tourism) to facilitate growth and development | | | | | | | | | |
| Project | Priority | SCP Link | Who | 12/13 \$ | 13/14 \$ | 14/15 \$ | 15/16 \$ | Stakeholders | Progress (Including Performance Indicators) |
| <ul style="list-style-type: none"> Key Worker Housing <p>Percentage Completed: N/A</p> | Medium | 1.9.3 | CEO | 0 | 0 | 0 | 0 | Department of Housing | Project deferred until development of next corporate business plan |
| <ul style="list-style-type: none"> Staff Housing <p>Project management 0.1 FTE</p> <p>Percentage Completed: N/A</p> | High | 1.9.5 | CEO | 0 | 0 | 350,000 | 350,000 | Royalties for Regions - CLGF | <p>2014/15</p> <ul style="list-style-type: none"> \$139,316 has been allocated for maintenance Recurrent cost post 2016: \$14,000 <hr/> <p>Houses constructed</p> <ul style="list-style-type: none"> Houses in place <p>Staff satisfaction with housing</p> <ul style="list-style-type: none"> Staff satisfaction (annual survey) |

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|---|--------|--------------|------------|---|---|---|---|---|---|
| <ul style="list-style-type: none"> Expansion Caravan Park <p>Project management 0.2 FTE</p> <p>Percentage Completed: N/A</p> | Medium | 1.2.9, 1.9.6 | CEO | 0 | 0 | 0 | 0 | | <p>Project deferred until development of next corporate business plan:</p> <ul style="list-style-type: none"> o 4 dwellings constructed; o Budget \$500,000 from Shire funds <hr/> <p>Additional people stay in town</p> <ul style="list-style-type: none"> • Accommodation statistics <p>Additional expenditure</p> <ul style="list-style-type: none"> • Increased estimated expenditure |
| <ul style="list-style-type: none"> Lifestyle Village for Aged Care <p>Project management 0.3 FTE</p> <p>Percentage Completed: N/A</p> | Medium | 1.9.1 | CEO EDO | 0 | 0 | 0 | 0 | MWDC, RFR – CLGF, Morawa Community Care | <p>Project deferred until development of next corporate business plan:</p> <ul style="list-style-type: none"> o Plan and feasibility study for additional aged care housing; o Budget \$10M from various sources. |

Note:

No key activity is occurring for this goal in 2015/16

| Program Area: Town Centre Revitalisation | | | | | | | | | |
|--|----------|---------------------|-----------------|----------|-----------|-----------|----------|--------------------------|--|
| Goal: ? | | | | | | | | | |
| Project | Priority | SCP Link | Who | 12/13 \$ | 13/14 \$ | 14/15 \$ | 15/16 \$ | Stakeholders | Progress (Including Performance Indicators) |
| <ul style="list-style-type: none"> Main Street Project <p>Landcorp Project Management 1 FTE funded</p> <p>Project support: 0.5 FTE – External 13/14</p> <p>Percentage Completed: 80%</p> <p>Stage 1: 100%</p> <p>Stage 2: 100%</p> | High | 1.7.1, 1.7.5, 1.6.1 | Project Officer | 0 | 3,536,000 | 2,200,000 | 0 | SuperTowns Project – R4R | <ul style="list-style-type: none"> • The main street of Morawa will be revitalised to provide new opportunities for community interaction and an increased level of retail and commercial services: <ul style="list-style-type: none"> o Freight Realignment (Stage 1) - 2013/14/15 o Civic Square (Stage 2) - 2013/14/15 o Recurrent costs of \$50,000 o Stage 3 deferred beyond 2015/16 o Stage 4 deferred beyond 2015/15 o Stage 5 commenced pending funding <p>2013/14</p> <ul style="list-style-type: none"> • Additional funding of \$2.536M |

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|--|------|--------------|-----------------|---|---------|---|---|------|--|
| | | | | | | | | | <p>announced 12 February 2014.</p> <ul style="list-style-type: none"> • ; <ul style="list-style-type: none"> ○ Preferred tenderer (BCL Group) selected by Emerge and endorsed by Council on 31 July 2014. <p>2014/15</p> <ul style="list-style-type: none"> ○ Work has commenced on project. ○ BCL proposed a redesign due to ground levels. New design not acceptable to Council. Emerge have been requested to keep amended design close to the original. Amended design went to OCM in October. <p>2015/16</p> <ul style="list-style-type: none"> ○ • Projects completed. Now in defects period. • Outstanding are the completion of gravel works. BCL are waiting for MRWA approval of traffic management plans. <hr/> <p>Civic Square constructed</p> <ul style="list-style-type: none"> • Project opened 30 April 2015. A commemorative Plaque has been installed under the clock tower. |
| <ul style="list-style-type: none"> • Wireless and Mobile Blackspot Coverage <p>Project involves Shires of Morawa, Mingenew, Perenjori and Three Springs and MWDC</p> <p>Project management: 0.1</p> <p>Percentage Completed: 50%</p> | High | 1.3.2, 1.3.4 | Project Officer | 0 | 375,000 | 0 | 0 | CLGF | <p>Shire of Morawa coordinating update to project business case. Funding required is as follows:</p> <ul style="list-style-type: none"> ○ Merkanooka (\$680,000) <ul style="list-style-type: none"> ▪ CLGF – R: \$ 83,333 ▪ MWIP: \$534,167 ▪ Shire Funds: \$ 62,500 ○ Morawa East High (\$942,000): <ul style="list-style-type: none"> ▪ CLGF – R: \$500,000 ▪ MWIP: \$379,500 ▪ Shire Funds: \$ 62,500 • Business went to the MWDC Board on 28 February 2014; • Minister Redman announced 7 March 2014 \$1M approved from CLGF – R; • FAA for project received by CEO. Advised DRD awaiting outcome of MWIP decision before project milestones developed; • MWDC Board advised 19/03/14 it does |

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|--|--------|-------|------|------------------|------------------|---|---|--------------|--|
| | | | | | | | | | <p>not support EOI. Advice issued to participating shire presidents;</p> <ul style="list-style-type: none"> Issue also referred to Shane Love MLA to discuss with Minister Redman; Council briefed on current position 20 March 2014. Indicated that funding should now go to the upgrading of the Morawa Airport; CEOs have had preliminary discussions on allocation of funding to the Airport project; Item will be required by Council to seek reallocation of funding (May OCM 2014); Letter of support received from Shire of Mingenew 29 April 2014. See comments under item 20. <p>Note: The 2013/14 Budget contained an additional \$250,000 from the Community Development Reserve for electrical works</p> <hr/> <p>Meets community standards</p> <ul style="list-style-type: none"> Monitoring data speed <p>Increase coverage and reliability</p> <ul style="list-style-type: none"> Telstra |
| <ul style="list-style-type: none"> Power Line Upgrade <p>Project management: 0.1</p> <p>Percentage Completed: N/A</p> | Medium | 1.4.2 | MWDC | 0 | 0 | 0 | 0 | Wester Power | <p>Project deferred until development of next corporate business plan:</p> <ul style="list-style-type: none"> Must be externally funded; Budget \$7M |
| <ul style="list-style-type: none"> Land Development – Residential and Industrial <p>Project management: Landcorp?</p> <p>Percentage Completed: 100%</p> <ul style="list-style-type: none"> Residential: 100% Industrial: 50% | High | 1.1.2 | CEO | 800,000 Landcorp | 900,000 Landcorp | | | Landcorp | <p>Costs for 2012/13, 13/14 met by Landcorp:</p> <ul style="list-style-type: none"> 38 residential lots 50 industrial lots <p>2013/14 Residential Sub-division</p> <ul style="list-style-type: none"> First stage of residential sub-division completed – 8 blocks. Non yet sold. <p>Industrial Sub-division</p> <ul style="list-style-type: none"> First stage of industrial sub-division – 6 blocks. Clearing re Club Road completed 8 March 2014. It is intended to use the surplus from the Town |

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|---|--------|--------------|-------------------------|---|---------|---------|---|-----------|---|
| | | | | | | | | | <p>Centre projects to fund the sealing of Club Road.</p> <p>2015/16</p> <ul style="list-style-type: none"> An amount of \$174,000 has been included in the 15/16 draft budget to relocate Club Road An item will go to the October briefing session for the naming of the LIA roads to be discussed. <hr/> <p>Lots successfully developed</p> <ul style="list-style-type: none"> Sale of lots |
| <ul style="list-style-type: none"> Gateway Project Plans <p>Project management: 0.1</p> <p>Percentage Completed: 10%</p> | High | 1.2.3, 1.6.1 | CEO | 0 | 250,000 | 0 | 0 | Sinosteel | <ul style="list-style-type: none"> Designs received previously. Matters to be determined: level of funding, Munckton Road, the design (tower) Funding sources : <ul style="list-style-type: none"> Sinosteel: \$200,000. Stated in CBP confirmed. However, only \$30,000 put aside; Shire: \$50,000 to be budgeted. Has not happened. 13/14 Budget \$250,000 Sinosteel? SMC are now offering \$100,000 The CEO and SP have met with SMC on 17 July 2014 to discuss. SMC contribution to the gateway project. SMC agreed the contribution was not tied. CEO has requested Emerge to develop a nature playground concept for the town square. Recurrent costs post 2016 \$2,500 <hr/> <p>Formal entry will provide sense of place</p> <ul style="list-style-type: none"> Annual community survey Visitor survey conducted visitor centre |
| <ul style="list-style-type: none"> Omnibus Scheme Development <p>Project management: 0.2</p> <p>Percentage Completed: 80%</p> <ul style="list-style-type: none"> Omnibus: 80% Urban Design: 80% LP Strategy: 80% | Medium | 1.5.1 | Planning Officer CEO | 0 | 350,000 | 300,000 | 0 | WAPC, EPA | <p>2013/14</p> <p>\$232,844 in Budget</p> <ul style="list-style-type: none"> Urban Design Guidelines developed: <ul style="list-style-type: none"> Individual meetings held with business owners; Staff briefed 25 February 2014; Community meeting to be rescheduled; Mike Davis briefed Council 17 April 2014 – matter deferred pending corrections submitted to |

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|--|--------|-------|-----|---|--------|---|---|-----------|---|
| | | | | | | | | | <p>May meeting</p> <ul style="list-style-type: none"> • Omnibus amendments due 30/06/14, presented to Council 19 June 2014. • Public comment period closed 7 July 2014. No submissions received at present. • Scheme strategy changes due 30/09/14 • <p>2015/16 Budget \$79,450 YTD \$0</p> <hr/> <p>LP Strategy and Scheme</p> <ul style="list-style-type: none"> • Completed report WAPC <p>Omnibus</p> <ul style="list-style-type: none"> • Completed report WAPC <p>Urban design guidelines</p> <ul style="list-style-type: none"> • Endorsement by Shire of Morawa as policy |
| <ul style="list-style-type: none"> • Old Morawa Hospital <p>Project management: 0.05</p> <p>Percentage Completed: 80%</p> | Medium | 1.9.4 | CEO | 0 | 50,000 | 0 | 0 | MWDC, R4R | <p>2013/14</p> <ul style="list-style-type: none"> • \$50,000 not budgeted; • Technical report received 16/11/13. Cost of report: \$3,900 funded from Consultancy Services Admin; • Scope of report discussed with Council 11 February 2014; • Separate site visit and briefing completed 20 March 2014; • Extension for management order (Intention to Take): <ul style="list-style-type: none"> ○ Sort by CEO/DCEO/PO 3 April 2014 as current order expires in May 2014; ○ Order approved until further notice • Further resolution on use of site required. • CEO has obtained a legal opinion on the transfer of the building. This opinion is currently under review and will be discussed at the October briefing session. <hr/> <p>Hospital is renewed as community asset</p> <ul style="list-style-type: none"> • Project completion and new community use |

Objective: A collaborative and connected community with strong and vibrant leadership

Program Area: Governance and Leadership

Goal: Provide high levels of governance to lead and successfully manage the Shire and program of services for the community

| Project | Priority | SCP Link | Who | 12/13 \$ | 13/14 \$ | 14/15 \$ | 15/16 \$ | Stakeholders | Progress (Including Performance Indicators) |
|---|----------|--------------|------|----------|----------|----------|----------|--|---|
| <ul style="list-style-type: none"> Leadership and Mentoring – Young people <p>Project management 0.01 FTE</p> <p>Percentage Completed: 5%</p> | High | 3.1.9 | CYDO | 0 | 120,000 | 120,000 | 120,000 | <ul style="list-style-type: none"> Morawa Youth Centre | <p>2013/14</p> <ul style="list-style-type: none"> Operating \$112,634; Projects \$24,200 (Grants): <p>2014/15</p> <ul style="list-style-type: none"> Operating \$158,892 YTD \$15,396; <p>2015/16</p> <ul style="list-style-type: none"> Operating \$186,330 Projects \$96,275 (Grants \$42,500) YTD \$8,966 <hr/> <p>Young people move into leadership role</p> <ul style="list-style-type: none"> Number in community organisations and Council |
| <ul style="list-style-type: none"> Leadership and Advocacy Role: CBH to upgrade and extend facilities Lobby for access to education system Advocate with State Government to deliver NBN Advocate with Western Power for an upgrade of the Morawa Three Springs Feeder Lobby State Government to retain grain on rail Lobby for Roads Funding Engage with State Government re Kadji Kadji Station Advocate for visiting specialist and allied health Advocate for adequate police and emergency services <p>Project management 0.1 FTE</p> <p>Percentage Completed: 83%</p> | High | 1.2.1, 1.3.4 | CEO | 0 | 0 | 0 | 0 | <ul style="list-style-type: none"> All major service providers, State and Australian Government Agencies | <p>Met through normal operating costs</p> <p>2013/14</p> <ul style="list-style-type: none"> CBH: Has changed focus? No further action Education System: MEITA project – Interim Business Case completed; NBN: Satellite to Mt Campbell; Optic to Town; Western Power – Townsite has been upgraded, but feeder line under review see Status Report; Grain on Rail: Watching Brief; Kadji Kadji: Conservation watching brief; Specialist & Allied Health: <ul style="list-style-type: none"> GP expanding practice, RFDS Dental Van in place; Police & Emergency Services: LEMC and CESM Program in place; Participated in Northern Zone Conference; <hr/> <p>Agencies and Service Providers meet community needs</p> <ul style="list-style-type: none"> Annual community survey |

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|---|------|---|-----|---|---|---|---|--|--|
| <ul style="list-style-type: none"> Invest in Council's Capacity Oversee Management of Shire 0.1 FTE Integrated Strategic Planning Support: 0.2 FTE Annual Customer Survey: 0.1 FTE Percentage Completed: 83% | High | 4.3.1, 4.3.2, 4.3.3, 4.4.1, 4.4.2, 4.5.1, 4.5.2, 4.5.3, 4.6.1, 4.6.2, 4.7.1, 4.7.2, 4.8.1, 4.8.3 | CEO | 0 | 0 | 0 | 0 | | <p>Met through normal operating costs:</p> <p>Staff Training and Development</p> <ul style="list-style-type: none"> PWOH: \$34,438 Administration \$10,000 <p>Professional Development Councillors</p> <ul style="list-style-type: none"> \$4,000. <p>Traineeships</p> <ul style="list-style-type: none"> \$21,700. CII Student 5 day a week engaged <p>Whole of Life Costings</p> <ul style="list-style-type: none"> 12/13 Plant & Equipment not finished 13/14 Land & Buildings 14/15 Road Infrastructure 15/16 Furniture & Equipment <p>Implemented IPR Framework</p> <ul style="list-style-type: none"> SCP 21/06/12; CBP 20/06/13; Department requested modifications to SCP by 31 March 2014 – completed 25/03/14; SCP reviewed in September 2014. Risk Management policy, compliance plan and strategy now complete. Endorsed by Council November 2014. (Reg. 17). Commenced and completed in August 2014 by LGIS. Endorsed by Council in December 2014 <p>Review Council Policies and Local Laws</p> <ul style="list-style-type: none"> The review of policies has been completed and will be presented to Council August 2015. Local Laws review will be undertaken in 2015/16. <p>Compliance with all Legislation and LG Act</p> <ul style="list-style-type: none"> Annual Compliance Return 2014 completed and submitted in March 2015. PID annual survey completed, 30 June 2014 FOI annual return completed 30 June 2014 A governance calendar has been |
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| | | | | | | | | | | compiled. Delivery of Services as Sub-Regional Hub <ul style="list-style-type: none"> Ongoing Shared Services, further discussions to take place. Annual Customer Surveys <ul style="list-style-type: none"> Process to be revisited during 2015/16 Excellence in governance, management and leadership <ul style="list-style-type: none"> Annual community survey |
|--|--|--|--|--|--|--|--|--|--|---|

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|---|---------|--|-----|---------|---------|---------|---------|--|--|--|
| Program Area Operating Cost: Percentage Completed: 9% | Ongoing | | CEO | 836,083 | 852,000 | 869,000 | 886,000 | | | 2015/16 YTD (\$47,072) Staff Required: 1 FTE Members of Council Budget: \$376,187 Governance - General Budget \$123,662 Recurrent Cost post 2017: \$903,000 |
|---|---------|--|-----|---------|---------|---------|---------|--|--|--|

Assessment

The following matrix is a summary assessment on the status of the Corporate Business Plan:

| Criterion | Key Requirements | Progress/Comment | Tracking |
|------------------------|--|--|----------|
| Assessment of Projects | Projects (35): Projects on-track: 14 | Projects <ul style="list-style-type: none"> Staff resourcing in terms of key roles had been a constant issue regarding consistency and progressing of goals i.e. the long term | |

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|---|---|--|--|
| | <p>Projects monitored: 5 Projects off-track: 4 Projects deferred: 9 Projects completed: 3 Percentage Completed: 50.35%</p> <p>Program Areas-Operating (4):</p> <p>Monitor 0 On-track 4 Off-track 0</p> | <p>vacancy of the CEO position;</p> <ul style="list-style-type: none"> The second key issue has been the constant waiting on the approval of funding or resources for key projects: <ul style="list-style-type: none"> State Cabinet – continual delays whilst it makes a decision (Town Centre Revitalisation and Freight Road Re-alignment); Scrapping of Commonwealth funding programs e.g. RADF5 (Town Hall project); Changes to Royalties for Regions (CLGF) funding or not meeting acquittal requirements (Includes key funding regarding the Morawa Swimming Pool); MWDC requirement to continually review business cases; Competition regarding the availability of bitumen for major road projects (has been secured for Feb 2014, so will be on track) The majority of projects with monitoring status, although they have a low completion status, are on track in terms of where they are regarding the timeline of the project. <p>Program Areas-Operating Each program area – operating although they have a monitoring status and off-track status, are on track in terms of normal operations for this time of year.</p> | |
| <p>Resource Capability (Staff)</p> | <ul style="list-style-type: none"> CBP: 2.08 FTE Programs: 24.07 FTE Project Officer funded externally MWRC setting up support re: <ul style="list-style-type: none"> Human Resource Management Higher Level Financial Management Engineering Health and Building Succession planning/mentoring | <p>The key issue here is that the MWRC has dissolved and so is no longer in a position to provide additional support. In particular:</p> <ul style="list-style-type: none"> HRM appears to be lacking; Higher level financial management appears to be lacking; Engineering support has fallen over; Health and building support has fallen over. Now using City of Greater Geraldton, however this is proving a difficult relationship. CEO is currently assessing these issues. <p>The balance between SuperTowns and local government operations is impacting on staff. Key impacts include:</p> <ul style="list-style-type: none"> The struggle to provide consistent governance support; Records management constantly suffers; Front line services constantly interrupt administration support. <p>Resource sharing with Shire of Perenjori is now being explored to help</p> | |

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| | | address the above. CEO has made contact with Perenjori CEO to discuss further. | |
| Assets of the Shire | Whole of Life costs for the next 10 years are put at \$2,426,700 per annum | No change. However, this may change once the review of the asset management plans are completed at the end of 2015. | |
| Financial Estimates of the SCP | <p>Funding:</p> <ul style="list-style-type: none"> Shire Contribution \$3,041,238 CLGF – Regional: \$ 250,000 CLGF – Local: \$ 718,000 Mid West DC: \$3,049,980 Other: \$5,147,500 <p>Financial Ratios</p> <ul style="list-style-type: none"> It is not believed that the CBP will negatively impact on the ratios Will need recalculation in line with the long term financial plan | <p>Funding:</p> <p>As per Assessment of Projects:</p> <ul style="list-style-type: none"> CLGF – R for Mobile Blackspot Tower Project of \$583,333 (out of \$1M approved 7 March 2014); CLGF – L 358,000 for 2012/13 is subject to reinstatement as part of the State Budget process for 2014/15 <p>Financial Ratios</p> <p>The 2013/14 auditor's report puts three ratios within acceptable limits and three that are borderline</p> | |
| Operational Risk Assessment | <p>Consists of three key elements:</p> <ul style="list-style-type: none"> Systems Processes Resources | <p>A Corporate Risk Management Plan and Matrix has been prepared for the Shire</p> <p>Document Management</p> <ul style="list-style-type: none"> Staff is in the process of setting up electronic records management. <p>Project Management</p> <ul style="list-style-type: none"> A project management policy has been prepared and was endorsed by Council at the October 2014 Council Meeting <p>Stakeholder Management System</p> <ul style="list-style-type: none"> Not in place. CEO is currently developing this. <p>ICT System</p> <ul style="list-style-type: none"> Current system is adequate for needs. Requires optimisation of its use. An ICT Strategic Plan is required. <p>HR Processes</p> <ul style="list-style-type: none"> Training and development is budgeted for; Flexible work arrangements are in place; Recruitment processes have been improved since November 2013 (recruitment start up sheet and interview assessment sheet introduced); Performance review process has been developed and is currently underway and will be completed by end of September 2015. <p>Workforce Planning and Cost Modelling</p> <ul style="list-style-type: none"> Performance management system required; | |

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| | | <ul style="list-style-type: none"> • A review of JDFs (PDs) is being undertaken and is due to be completed by end of September 2015. <p>Skills Development See HR processes and Workforce Planning and Cost Modelling</p> <p>Workforce</p> <ul style="list-style-type: none"> • Corporate Business Plan monthly report developed and implemented December 2013; • Also see workforce planning and cost modelling. <p>Council</p> <ul style="list-style-type: none"> • Engagement of community regarding the role of the Shire and Council's responsibilities is required; • Review of the community engagement policy required; <p>Asset Base</p> <ul style="list-style-type: none"> • Rationalisation of assets will occur with the adoption of the asset management plans; • Collaborative regional processes that optimise the revenue base is occurring | |
| <p>Internal Analysis (Required Improvements)</p> | <p>There are 10 key improvements required:</p> <ol style="list-style-type: none"> 1. Invest in electronic data management 2. Implement electronic project management. Microsoft Project software purchased. 3. Stakeholder relationships managed electronically. A stakeholder schedule will be developed early 2015/16. 4. Communication systems between staff and councillors 5. Formal HR mentoring for senior staff 6. Implement HR systems 7. Effective job planning, detailed JDFs are being developed. 8. Implement work output monitoring systems 9. Rationalise asset base at every opportunity 10. Continue to invest in regional processes that optimise Shire revenue base | <p>See Operational Risk Assessment</p> | |
| <p>Measuring Our Success</p> | <p>The Key Performance Measures are:</p> | <p>Annual Survey (AS) Outcomes:</p> | |

- Community satisfaction telecommunication services (AS);
 - Community satisfaction town amenity (AS);
 - Community satisfaction housing supply (AS);
 - Community satisfaction other services (AS)
 - Number houses built per year;
 - Land availability for projects;
 - Nil waste targets achieved;
 - All residents able to access primary health care service within 24 hour target;
 - Number cultural events held;
 - Annual community satisfaction with cultural, heritage and recreation services (AS);
 - Volunteering rate each census period;
 - Community satisfaction with engagement with Council (AS);
 - Improvement in financial ratios
 - Low employee turnover
 - Successful fundraising for key projects 50% target
- Survey process is in place. Satisfaction levels developed based on Shire of Morawa Community Engagement Report 2012.
- House Built Statistics:**
- To be determined (possibly 2 per annum)
- Waste Targets**
- Closure of Landfill by 2015; Subregional centre in place 2015
- Primary Health Care Access (24 hour)**
- Increase satisfaction rating from 2.23 – 2.93.
- Cultural Events**
- There are 12 – 15 events in place a year.
 - Arts festival in place
- Volunteering Rate (ABS Census)**
- To be ascertained
- Financial Ratios**
- These are now compiled and form part of the 2013/14 annual financial statements.
- Employee Turnover**
- Currently 7%. The benchmark for local government is 12%-16%
- Successful Fundraising for key Projects = 50%**
- Grants approved to date include:
 - RADS funding \$20,000 to develop Airport Masterplan. Shire contribution will be \$20,000;
 - DER - Waste Management Strategic Plan: \$5,000. Shire's contribution \$5,000.
 - It would be appropriate to develop a grants plan and matrix to Identify, track and summarise all grants received

| Legend | |
|--------------------------------------|--|
| Off-track (0-49% completed) | |
| Monitor (50-69% completed) | |
| On-track (70–100% completed) | |
| Projects deferred until a later date | |
| Project completed | |

7.2.6.2 Confidential Item

1510009 **Moved: Cr Stokes**
Seconded: Cr Thornton

CARRIED BY AN ABSOLUTE MAJORITY
7/0

7.2.6.3 Correspondence

Nil

7.2.6.4 Information Bulletin

8. New Business of an Urgent Nature

Nil

9. Applications for Leave of Absence

Nil

10. Motions of Which Previous Notice Has Been Given

Nil

11. Questions from Members without Notice

Nil

12. Meeting Closed

12.1 Matters for which the meeting may be closed

12.2 Public reading of resolutions that may be made public

13. Closure

The Shire President closed the meeting at 6.02pm.

14. Next Meeting

Ordinary Meeting 17th December 2015

No Meeting in November