



**AGENDA FOR THE
ORDINARY COUNCIL MEETING
TO BE HELD ON
FRIDAY 18 DECEMBER 2015**



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DISCLAIMER

INFORMATION FOR PUBLIC ATTENDING COUNCIL MEETINGS

PLEASE NOTE:

THE RECOMMENDATIONS CONTAINED IN THIS AGENDA ARE OFFICERS RECOMMENDATIONS ONLY AND SHOULD NOT BE ACTED UPON UNTIL COUNCIL HAS RESOLVED TO ADOPT THOSE RECOMMENDATIONS.

THE RESOLUTIONS OF COUNCIL SHOULD BE CONFIRMED BY PERUSING THE MINUTES OF THE COUNCIL MEETING AT WHICH THESE RECOMMENDATIONS WERE CONSIDERED.

MEMBERS OF THE PUBLIC SHOULD ALSO NOTE THAT THEY ACT AT THEIR OWN RISK IF THEY ENACT ANY RESOLUTION PRIOR TO RECEIVING AN OFFICIAL WRITTEN NOTIFICATION OF COUNCILS DECISION.

**JOHN ROBERTS
CHIEF EXECUTIVE OFFICER**

COUNCIL MEETING INFORMATION NOTES

1. Your Council generally handles all business at Ordinary or Special Council Meetings.
2. From time to time Council may form a Committee to examine subjects and then report to Council.
3. Generally all meetings are open to the public, however, from time to time Council will be required to deal with personal, legal and other sensitive matters. On those occasions Council will generally close that part of the meeting to the public. Every endeavour will be made to do this as the last item of business of the meeting.
4. Public Question Time. It is a requirement of the Local Government Act 1995 to allow at least fifteen (15) minutes for public question time following the opening and announcements at the beginning of the meeting. Should there be a series of questions the period can be extended at the discretion of the Chairman.

Written notice of each question should be given to the Chief Executive Officer fifteen (15) minutes prior to the commencement of the meeting. A summary of each question and response is included in the Minutes.

When a question is not able to be answered at the Council Meeting a written answer will be provided after the necessary research has been carried out. Council staff will endeavour to provide the answers prior to the next meeting of Council.

5. **Councillors** may from time to time have a financial interest in a matter before Council. Councillors must declare an interest and the extent of the interest in the matter on the Agenda. However, the Councillor can request the meeting to declare the matter **trivial, insignificant** or **in common with a significant number of electors** or **ratepayers**. The Councillor must leave the meeting whilst the matter is discussed and cannot vote unless those present agree as above.

Members of staff who have delegated authority from Council to act on certain matters, may from time to time have a financial interest in a matter on the Agenda. The member of staff must declare that interest and generally the Chairman of meeting will advise the Officer if he/she is to leave the meeting.

6. Agendas including an Information Bulletin are delivered to Councillors within the requirements of the Local Government Act 1995, ie seventy-two (72) hours prior to the advertised commencement of the meeting. Whilst late items are generally not considered there is provision on the Agenda for items of an urgent nature to be considered.

Should an elector wish to have a matter placed on the Agenda the relevant information should be forwarded to the Chief Executive Officer in time to allow the matter to be fully researched by staff. An Agenda item including a recommendation will then be submitted to Council for consideration. The Agenda closes the Monday week prior to the Council Meeting (ie ten (10) days prior to the meeting).

The Information Bulletin produced as part of the Agenda includes items of interest and information, which does not require a decision of Council.

7. Agendas for Ordinary Meetings are available in the Morawa Shire offices seventy two (72) hours prior to the meeting and the public are invited to secure a copy.
8. Agenda items submitted to Council will include a recommendation for Council consideration. Electors should not interpret and/or act on the recommendations until after they have been considered by Council. Please note the Disclaimer in the Agenda.
9. Public Question Time – Statutory Provisions – Local Government Act 1995.
 1. Time is to be allocated for questions to be raised by members of the public and responded to at:
 - (a) Every ordinary meeting of a council; and
 - (b) Such other meetings of councils or committees as may be prescribed

Procedures and the minimum time to be allocated for the asking of and responding to questions raised by members of the public at council or committee meetings are to be in accordance with regulations.

9A. Question Time for the Public at Certain Meeting - s5.24 (1) (b)

Local Government (Administration) Regulations 1996

- Reg 5 For the purpose of section 5.24(1)(b), the meetings at which time is to be allocated for questions to be raised by members of the public and responded to are:
- (a) every special meeting of a council; and
 - (b) every meeting of a committee to which the local government has delegated a power or duty.

Minimum Question Time for the Public – s5.24 (2)

- Reg 6 (1) The minimum time to be allocated for the asking of and responding to questions raised by members of the public at ordinary meetings of councils and meetings referred to in regulation 5 is fifteen (15) minutes.
- (2) Once all the questions raised by members of the public have been asked and responded to at a meeting referred to in sub regulation (1), nothing in these regulations prevents the unused part of the minimum question time period from being used for other matters.

Procedures for Question Time for the Public – s5.24 (2)

Local Government (Administration) Regulations 1996

- Reg 7 (1) Procedures for the asking of and responding to questions raised by members of the public at a meeting referred to in regulation 6 (1) are to be determined:
- (a) by the person presiding at the meeting; or
- (b) in the case where the majority of members of the council or committee present at the meeting disagree with the person presiding, by the majority of members,
- having regard to the requirements of sub regulations (2) and (3).
- (2) The time allocated to the asking and responding to questions raised by members of the public at a meeting referred to in regulation 6(1) is to precede the discussion of any matter that requires a decision to be made by the council or the committee, as the case may be.
- (3) Each member of the public who wishes to ask a question at a meeting referred to in regulation 6(1) is to be given an equal and fair opportunity to ask the question and receive a response.
- (4) Nothing in sub regulation (3) requires:
- (a) A council to answer a question that does not relate to a matter affecting the local government;
- (b) A council at a special meeting to answer a question that does not relate to the purpose of the meeting; or
- (c) A committee to answer a question that does not relate to a function of the committee.

10. Public Inspection of Unconfirmed Minutes (Reg 13)

A copy of the unconfirmed Minutes of Ordinary and Special Meetings will be available for public inspection in the Morawa Shire Offices within ten (10) working days after the Meeting.

SHIRE OF MORAWA
REQUEST FOR WORKS AND SERVICES

REPORT ON REQUESTS FOR WORKS AND SERVICES REQUIRING ATTENTION BY THE CHIEF EXECUTIVE OFFICER OR DELEGATED TO OTHER STAFF BY THE CHIEF EXECUTIVE OFFICER FOR ACTION.

To the Chief Executive Officer,
I submit the following for consideration at the _____ meeting held

On _____ Council
Date

Chief Executive Officer

Received Date

Filed On: _____
Date

Item No:	Subject Matter	CEO Action
1.		
2.		
3.		
4.		
5.		
6.		

Councillors Name/Signature _____

Date: _____

OFFICE USE ONLY	TICK
1. Given to Chief Executive Officer	
2. Placed on Status/Information Report	
3. Action Recorded on Report	

**DECLARATION OF
FINANCIAL INTEREST FORM**

TO: THE CHIEF EXECUTIVE OFFICER

AS REQUIRED BY SECTION 5.65 OF THE LOCAL GOVERNMENT ACT 1995,

I HEREBY DISCLOSE MY INTEREST IN THE FOLLOWING MATTERS OF

THE AGENDA PAPERS FOR THE COUNCIL MEETING DATED _____

AGENDA ITEM No.	SUBJECT	NATURE OF INTEREST	MINUTE No.

DISCLOSING PERSON'S NAME: _____

SIGNATURE: _____ DATE: _____

NOTES:

1. For the purpose of the financial interest provisions you will be treated as having a financial interest in a matter if either you, or a person with whom you are closely associated, have a Direct or indirect financial interest or a proximity interest in the matter.
NB: it is important to note that under the Act you are deemed to have a financial interest in a matter if a person with you are closely associated has financial interest or proximity interest. It is not necessary that there be a financial effect on you.
2. This notice must be given to the Chief Executive Officer prior to the meeting.
3. It is the responsibility of the individual Councillor or Committee Member to disclose a Financial interest. If in doubt, seek appropriate advice.
4. A person who has disclosed an interest must not preside at the part of the meeting relating to The matter, or participate in, be present during any discussion or decision-making procedure relating to the matter unless allowed to do so under Section 5.68 or 5.69 of the Local Government Act 1995.

OFFICE USE ONLY:

1. PARTICULARS OF DECLARATION GIVEN TO MEETING
2. PARTICULARS RECORDED IN MINUTES
3. PARTICULARS RECORDED IN REGISTER.

CHIEF EXECUTIVE OFFICER _____ DATED _____

1 Declaration of Opening

The Shire President to declare that the meeting open at 10:00am

1.1 Recording of Those Present

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

Mr J Roberts	Chief Executive Officer
Ms S Appleton	Executive Manager Development & Administration
Ms F Gledhill	Manager of Accounting and Finance
Mr P Buist	Principal Works Manager
Mr J Elliott	Project Officer

1.2 Apologies

1.3 Approved Leave of Absence

1.4 Welcoming of Visitors to the Meeting

1.5 Announcements by the Presiding Member without Discussion

2 Public Question Time

2.1 Response to previous public questions taken on notice

2.2 Public question time

3 Declaration of Interest

Members are to declare financial, proximity and indirect interests.

4 Confirmation of Minutes of Previous Meeting

4.1	15th October 2015 – Ordinary Council Meeting
4.2	10th November 2015 - Special Meeting

5 Public Statements, Petitions, Presentations and Approved Deputations

6 Method of Dealing with Agenda Business

7 Reports

7.1 Reports from Committees

Nil

7.2 Reports from the Chief Executive Officer

7.2.2 Manager Finance and Accounting

7.2.3 Community Youth Development Officer

7.2.4 Project Officer

7.2.5 Executive Manager

7.2.6 Chief Executive Officer - Other

7.2 Reports from the Chief Executive Officer

<i>Date of Meeting:</i>	18 December 2015
<i>Item No:</i>	7.2.1
<i>Subject:</i>	Status Report –November 2015
<i>Date & Author:</i>	9 December 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>	15 October 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 November 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 November 2015 as tabled.

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	Dec-13

			<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. • Sinosteel are reviewing the Minister's Order to see if the obligation is still valid. The CEO discussed the opportunity to use the funds for the Bush Trail. 		
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 trial 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. • See item 1. 	CEO	Dec-12

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 in late January/early February 2016. A site visit with the CEO, PWS and PO took place on 8 December 2015. 	EMDA/PWS	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. 	EMDA/PWS	Dec-13

			<ul style="list-style-type: none"> Landcorp has recommended local contractor to assist with the clearing. This work ties in with Stage 1 of Heavy Industrial Land <p><u>Note:</u> The progress on this project is now subject to the Industrial Sub-division outcomes. See previous item. 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 No further action at this time. 	CEO	Jun-13

Council Resolutions for Actioning or Attention Completed

	Chief Executive Officer				
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. Funding to be re-allocated to the airstrip upgrade project. 	CEO	In Progress
	Manager Accounting & Finance				
	Nil			MAF	
	Project Officer				
	Nil				
	Community Development Officer			CDO	
	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.

<i>Item No/Subject:</i>	7.2.2.1 Accounts Due For Payment
<i>Date of Meeting:</i>	18 December 2015
<i>Date & Author:</i>	7 December 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 October 2015.

DECLARATION OF INTEREST

Nil

ATTACHMENTS

List of accounts Due & Submitted to council 18 December 2015

BACKGROUND INFORMATION

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS
1996 – REG 13

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

OFFICER'S COMMENT

Nil

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 7917 to EFT 8006 inclusive, amounting to \$581,294.05
 - Municipal Cheque Payments Numbered 11472 to 11484 totalling \$40,220.48
 - Municipal Direct Debit Payments Numbers DD4644.1 to DD4674.1 amounting to \$21,326.54
 - Payroll for October 2015
07/10/2015 - \$53,231.17
21/10/2015 - \$52,474.15

EFT7917	01/10/2015	IT Vision Australia Pty Ltd	Renew Synergy Soft & Universe Annual License Fees	1	25,580.50
EFT7918	01/10/2015	S & K Electrical Contracting Pty Ltd	Repairs to power outlet - PO 16594	1	190.41
EFT7919	01/10/2015	Canine Control	Ranger Services 17/09/2015	1	940.50
EFT7920	01/10/2015	Courier Australia	Freight Services - Path west- The Paper Company - Morawa	1	417.29
EFT7921	01/10/2015	Mid West Group of Affiliated Agricultural Societies	2015 Mid West District Display	1	100.00
EFT7922	01/10/2015	Bob Waddell Consultant	Assistance with 2015/16 Annual Financial Report	1	5,676.00
EFT7923	01/10/2015	Morawa Hotel Motel	Accommodation 16/09/2015 - Cancellation Fee	1	137.50
EFT7924	01/10/2015	Leading Edge Computers Dongara & Geraldton	Computers Support Service Agreement 15/16	1	15,529.15
EFT7925	01/10/2015	Morawa Rural Enterprises	Purchase - PO 16525	1	7,385.75
EFT7926	01/10/2015	Brookfield Rail	Water Recoup - 123131	1	230.00
EFT7927	01/10/2015	Safeway Building & Renovations Pty Ltd	Variation - Old Council Office Re Roofing	1	7,197.30
EFT7928	01/10/2015	Incite Security	Monthly Monitoring Service	1	147.00
EFT7929	01/10/2015	Colliers International	Commercial Office Rent 01/10/2015-31/10/2015	1	346.79
EFT7930	08/10/2015	Morawa News & Gifts	Stationery September 2015	1	299.34
EFT7931	08/10/2015	Department of Fire and Emergency Services	2015/16 ESL - Emergency Services levy	1	2,680.39
EFT7932	08/10/2015	BOC Limited	Container Service - Balloon Gas	1	15.98
EFT7933	08/10/2015	Morawa Drapery Store	Work Boots - PO 16652	1	309.90
EFT7934	08/10/2015	Morawa Traders	Purchase - Council Meeting	1	184.94

EFT7935	08/10/2015	Midwest Chemical & Paper Distributors	Cleaning Supplies - PO 16605	1	711.77
EFT7936	08/10/2015	BL & MJ Thornton Waste Removal Services	Monthly Waste Removal	1	8,171.78
EFT7937	08/10/2015	Landgate	Mining Tenement Schedule No. M2015/9	1	37.50
EFT7938	08/10/2015	IXOM	Service Fee - Chlorine 70kg Cylinder	1	163.68
EFT7939	08/10/2015	Geraldton Fuel Company Pty Ltd	Bulk Fuel, Oil and Card Purchases - PO 16595 16550	1	14,430.95
EFT7940	08/10/2015	Geraldton Toyota	Parts - PO 16655	1	497.18
EFT7941	08/10/2015	Vidguard Security Systems	Monitoring Fees - 01/10-31/10 2015	1	102.00
EFT7942	08/10/2015	Cramer & Neill	Parts- PO 16666	1	80.70
EFT7943	08/10/2015	Frank Gilmour Pest Control	Yearly 2015 Pest Control - PO 16614	1	7,235.00
EFT7944	08/10/2015	CS Legal	Professional Fees - Extension of Lease White Avenue	1	893.97
EFT7945	08/10/2015	State-wide Bearings	Parts Purchase - PO 16662	1	24.07
EFT7946	08/10/2015	Wallis Computer Solutions	Annual Billing 2015 Doctors Surgery	1	8,501.90
EFT7947	08/10/2015	Emerge Associates	Morawa Town Civic Square Tender Claim	1	550.00
EFT7948	08/10/2015	Porter Consulting Engineers	Claim For work completed to 31May 2015 as variation to brief for pedestrian crossing and kerbing works	1	2,571.80
EFT7949	08/10/2015	Safeway Building & Renovations Pty Ltd	Morawa Aquatic Facility Upgrade - 4th Progress claim	1	182,745.75
EFT7950	08/10/2015	Blackwoods	Parts- PO 16597	1	89.89
EFT7951	08/10/2015	DG Carpentry	Insurance Works to Morawa Golf and Bowling Club -	1	2,750.00
EFT7952	08/10/2015	Pamela Little	Refund of Bond of hire of the Oval	1	500.00

EFT7953	08/10/2015	Morawa SES	Regional Exercise Refund	1	174.55
EFT7954	08/10/2015	Griffin Valuation Advisory	Updated Valuation report for infrastructure assets for Insurance and Financial Reporting	1	660.00
EFT7955	08/10/2015	Building Civil and Landscapes	Progress Claim 9	1	30,009.65
EFT7956	08/10/2015	Australian Services Union	Payroll deductions	1	103.20
EFT7957	13/10/2015	Samantha May Whittington	Rent 1/10/2015 - 29/10/2015 - 4 weeks	1	600.00
EFT7958	15/10/2015	Ashdown Ingram	Trailer Parts - PO 16660	1	610.94
EFT7959	15/10/2015	Karen Jeanette Chappel	July - September 2015 Council Sitting Fees	1	8,250.00
EFT7960	15/10/2015	Metal Artwork Creations	Staff Badges - PO 16630	1	25.03
EFT7961	15/10/2015	Purcher International Pty Ltd	Parts - PO 16543	1	309.54
EFT7962	15/10/2015	Canine Control	Ranger Services 19/08/2015 - Patrols	1	940.50
EFT7963	15/10/2015	Geraldton Trophy Centre	Engrave Shield - PO 16622	1	15.00
EFT7964	15/10/2015	McIntosh & Son	Repairs To Tyre Puncture - PO 16629	1	44.00
EFT7965	15/10/2015	Mark Thornton	July - September 2015 Council Sitting Fees	1	2,000.00
EFT7966	15/10/2015	Medelect Biomedical Services	Programmed Preventative maintenance of medical equipment	1	1,083.50
EFT7967	15/10/2015	Emerge Associates	Civic Square Tender (CMT09) Claim - Town Centre	1	2,213.20
EFT7968	15/10/2015	IGA Morawa	September 2015 Purchases	1	1,014.76
EFT7969	15/10/2015	DG Carpentry	Insurance Work to Golf & Bowling Club-	1	9,865.05
EFT7970	15/10/2015	Bitutek Pty Ltd	Spray and Sealing Works - PO 16704	1	48,399.12

EFT7971	15/10/2015	DJ & JM Coaker	July - September 2015 Council Sitting Fees	1	2,000.00
EFT7972	15/10/2015	Dean Carslake	July - September 2015 Council Sitting Fees	1	3,062.50
EFT7973	15/10/2015	Debbie Collins	July - September 2015 Council Sitting Fees	1	2,000.00
EFT7974	15/10/2015	Darren S Agar	July - September 2015 Council Sitting Fees	1	2,000.00
EFT7975	15/10/2015	Staples	Meter Charges - Sep 2015	1	2,131.76
EFT7976	22/10/2015	Karen Jeanette Chappel	Reimbursement	1	495.00
EFT7977	22/10/2015	Morawa Golf & Bowling Club	Reimbursement Hire of the Bus	1	75.00
EFT7978	22/10/2015	Star Track Express	Freight - Welshpool - Morawa	1	100.01
EFT7979	22/10/2015	Kats Rural	Oven - PO 16623	1	1,653.97
EFT7980	22/10/2015	Landmark Operations Limited	Klee LP Gas 45KG	1	349.99
EFT7981	22/10/2015	WesTrac Equipment Pty Ltd	Parts - PO 16549	1	7,532.25
EFT7982	22/10/2015	Reliance Petroleum	Sep 2015 Fuel Charges	1	979.76
EFT7983	22/10/2015	S & K Electrical Contracting Pty Ltd	Repairs - PO 16621	1	428.85
EFT7984	22/10/2015	Canine Control	Ranger services 9/10/2015	1	940.50
EFT7985	22/10/2015	GH Country Courier	Freight Midwest Chem - Morawa	1	320.79
EFT7986	22/10/2015	Courier Australia	Freight - Morawa - Chem Centre	1	9.50
EFT7987	22/10/2015	Tyres4U	Parts - PO 16688	1	2,239.60
EFT7988	22/10/2015	Winchester Industries	Supply 14MM Washed Stone - PO 16703	1	6,386.60
EFT7989	22/10/2015	Bob Waddell Consultant	Assistance with 2014/15 Annual Financial Report	1	66.00

EFT7990	22/10/2015	Downer EDI Works Pty Ltd	SSK Emulsions -PO 16663	1	1,375.00
EFT7991	22/10/2015	Morawa Rural Enterprises	Tyres - PO 16658	1	7,402.40
EFT7992	22/10/2015	Starick Tyres	Tyres - PO 16538	1	1,238.60
EFT7993	22/10/2015	Alinta Sales Pty Ltd	Power Usage - 01/09/2015-30/09/2015	1	215.17
EFT7994	22/10/2015	PB & SJ OFFSZANKA	Cleaning of Canna Ablutions- JULY/AUG/SEP 2015	1	450.00
EFT7995	22/10/2015	Covs Parts Pty Ltd	Parts- PO 16669	1	532.83
EFT7996	22/10/2015	Multifile	Purchases - Filing Draw - PO 16628	1	2,737.90
EFT7997	22/10/2015	Central Midwest Service	Repairs- PO 16657	1	423.50
EFT7998	22/10/2015	Midwest Industry Road Safety Alliance	2015/16 Mid-West Road Safety Alliance Contribution	1	5,500.00
EFT7999	22/10/2015	Patience Sandland Pty Ltd	Supply & Delivery 27m of Cream Sand - PO 16587-16705	1	2,770.20
EFT8000	22/10/2015	Australian Services Union	Payroll deductions	1	103.20
EFT8001	22/10/2015	Australian Taxation Office	September BAS 2015	1	27,501.00
EFT8002	27/10/2015	Bob Waddell Consultant	Assistance 2015/16 Budget	1	132.00
EFT8003	27/10/2015	LGIS Risk Management	LGISWA Mid-West Regional Risk Coordination Programme - PN 9531	1	4,680.50
EFT8004	27/10/2015	Local Government Managers Australia	LGMA Annual State Conference 2015 - Pressure makes diamonds	1	1,390.00
EFT8005	27/10/2015	Avlite Systems	Lights - PO 16702	1	1,509.20
EFT8006	27/10/2015	LGISWA	LGIS Property Schedule for details of cover - Second Instalment	1	86,815.75
11472	01/10/2015	Synergy	Power Bill Usage 20/08/2015-16/09/2015 PN 091 624 6724	1	1,556.60

11473	01/10/2015	Building and Construction Industry Training Fund	Collection Agency Fee for : Oct2014-Jun2015	1	1,940.67
11474	01/10/2015	Builders' Registration Board of WA	Collection Agency Fee for : Oct2014-Jun2015	1	881.90
11475	01/10/2015	Canning Bridge Auto Lodge	Accommodation for training	1	1,380.00
11476	08/10/2015	Telstra Corporation Limited	Telstra Phone Bill - T311	1	379.56
11477	08/10/2015	Morawa Licensed Post Office Emmlee's	Sep 15 Daily Mail Fees	1	111.05
11478	15/10/2015	Synergy	Power Usage Aug-Sep 2015 PN- 124 259 3929	1	3,920.75
11482	22/10/2015	Water Corporation	Water Use Charges 06/08/2015 - 07/10/2015 - 0087	1	16,874.04
11483	22/10/2015	Synergy	Power Usage 12/08/2015-09/10/2015 - 6798318723	1	10,605.20
11484	22/10/2015	Telstra Corporation Limited	Phone Charges - Sep 2015 - 414 455 080-1	1	2,570.71
DD4644.1	07/10/2015	WA Local Government Superannuation Plan	Payroll deductions	1	8,130.02
DD4644.2	07/10/2015	AMP LIFE LTD - SUPERANNUATION	Superannuation contributions	1	481.10
DD4644.3	07/10/2015	BT FINANCIAL GROUP	Superannuation contributions	1	296.76
DD4644.4	07/10/2015	MLC Nominees Pty Ltd	Superannuation contributions	1	219.69
DD4644.5	07/10/2015	Asteron Client Services	Superannuation contributions	1	142.71
DD4644.6	07/10/2015	HOSTPLUS	Superannuation contributions	1	180.64
DD4644.7	07/10/2015	Concept One	Superannuation contributions	1	207.93
DD4644.8	07/10/2015	IOOF	Superannuation contributions	1	228.00
DD4644.9	07/10/2015	Australian Super	Superannuation contributions	1	211.36
DD4655.1	21/10/2015	WA Local Government Superannuation Plan	Payroll deductions	1	8,236.12

DD4655.2	21/10/2015	AMP LIFE LTD - SUPERANNUATION	Superannuation contributions	1	560.13
DD4655.3	21/10/2015	BT FINANCIAL GROUP	Superannuation contributions	1	296.76
DD4655.4	21/10/2015	MLC Nominees Pty Ltd	Superannuation contributions	1	219.69
DD4655.5	21/10/2015	Asteron Client Services	Superannuation contributions	1	91.92
DD4655.6	21/10/2015	Australian Super	Superannuation contributions	1	281.81
DD4655.7	21/10/2015	HOSTPLUS	Superannuation contributions	1	205.67
DD4655.8	21/10/2015	Concept One	Superannuation contributions	1	207.93
DD4672.1	05/10/2015	BankWest	September CC Transactions 2015	1	126.00
DD4672.2	05/10/2015	Westnet Pty Ltd	October Internet 2015	1	224.75
DD4672.3	12/10/2015	BOQ Finance	October 2015	1	301.16
DD4672.4	29/10/2015	Samantha May Whittington	Rent 29/10/2015 20 Broad Avenue	1	300.00
DD4674.1	28/10/2015	Westnet Pty Ltd	Doctors Internet October 2015	1	176.39

REPORT TOTALS

EFT	581,294.05
Cheque	40,220.48
Direct Debits	21,326.54
Payroll	105,705.32
Credit Card - CEO	87.00
Credit Card – Brad McCarthy (cancelled and refunded in November)	39.00

TOTAL **748,672.39**

<i>Item No/Subject</i>	7.2.2.2 Reconciliations October, 2015
<i>Date of Meeting:</i>	18 December 2015
<i>Date & Author:</i>	7 December 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 31 October, 2015

Account	2015
Municipal Account #	\$1,269,865.20
Trust Account	\$8,311.08
Business Telenet Saver (Reserve) Account	\$6,155,783.31
WA Treasury O/night Facility (Super Towns) Account	\$715,186.01

BANK RECONCILIATION BALANCES

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

Account	2014	2015
Municipal Account #	\$1,504,655.12	\$1,270,491.81
Trust Account	\$9,943.20	\$8,311.08
Reserve Account	\$7,973,416.28	\$6,870,969.32

RESERVE ACCOUNT

The Reserve Funds of \$6,870,969.32 as at 31 October, 2015 were invested in:-

- Bank of Western Australia \$6,155,783.31 in the Business Telenet Saver Account and
- \$715,186.01 in the WA Treasury O/Night Facility.

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

	2014	2015
Sports Complex Upgrade Reserve	\$0.00	\$0.00
Land & Building Reserve	\$5,075.50	\$5,185.77
Plant Reserve	\$634,727.90	\$845,477.92
Leave Reserve	\$218,364.57	\$278,454.41
Economic Development Reserve	\$104,536.95	\$106,808.23
Sewerage Reserve	\$78,498.78	\$122,659.76
Unspent Grants & Contributions Reserve	\$846,360.83	\$989,050.07
Community Development Reserve	\$1,473,045.86	\$1,380,760.00
Water Waste Management Reserve	\$0.00	\$0.00
Future Funds Reserve	\$2,130,633.16	\$2,169,351.18
Morawa Community Trust Reserve	\$18,657.30	\$11,012.42
Aged Care Units Reserve	\$8,732.61	\$8,922.34
Transfer Station Reserve	\$193,132.93	\$197,329.14
S/Towns Revitalisation Reserve	\$1,708,409.97	\$171,520.96
ST Solar Thermal Power Station Reserve	\$533,032.53	\$543,665.05
Business Units Reserve	\$20,207.39	\$40,772.07
TOTAL	\$7,973,416.28	\$6,870,969.32

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council receive –

The bank reconciliation report for 31 October, 2015.

<i>Item No/Subject</i>	7.2.2.3 Monthly Financial Statements
<i>Date of Meeting:</i>	18 December 2015
<i>Date & Author:</i>	9 December, 2015; Candice Smith Senior Finance Officer
<i>Responsible Officer:</i>	Manager Accounting & Finance
<i>Applicant/Proponent:</i>	Candice Smith Senior Finance Officer Manager Accounting & Finance Fred Gledhill
<i>File Number:</i>	
<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

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

OFFICER'S COMMENT

NIL

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

As presented

STRATEGIC IMPLICATIONS

Nil

RISK MANAGEMENT

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council receive –

The Statement of Financial Activity and the Variance Report for the period ending the 31 October, 2015.



SHIRE OF MORAWA
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 31 OCTOBER 2015

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SHIRE OF MORAWA

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 OCTOBER 2015

	NOTE	October 2015 Actual \$	October 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	2,832	99,469	52,054	157.00%	▲
General Purpose Funding		241,499	258,724	2,532,930	(17,225)	(6.66%)	
Law, Order, Public Safety		20,424	10,681	44,420	9,743	91.22%	
Health		1,668	3,250	13,000	(1,582)	(48.68%)	
Education and Welfare		4,000	143,728	448,600	(139,728)	(97.22%)	▼
Housing		14,960	17,916	122,901	(2,956)	(16.50%)	
Community Amenities		436,553	526,724	1,947,267	(90,171)	(17.12%)	▼
Recreation and Culture		25,847	17,991	264,476	7,856	43.67%	
Transport		140,329	162,686	3,178,920	(22,357)	(13.74%)	▼
Economic Services		78,727	54,552	716,899	24,175	44.32%	▲
Other Property and Services		77,920	30,868	92,617	47,052	152.43%	▲
		1,127,137	1,229,952	9,461,499	(133,139)	(8.36%)	
(Expenses)/(Applications)							
Governance	1,2	(154,938)	(169,962)	(499,849)	11,678	7.01%	
General Purpose Funding		(65,679)	(64,512)	(193,557)	(1,167)	(1.81%)	
Law, Order, Public Safety		(38,266)	(48,972)	(148,151)	10,706	21.86%	▼
Health		(55,752)	(70,734)	(226,949)	14,982	21.18%	▼
Education and Welfare		(35,769)	(255,730)	(769,575)	219,961	86.01%	▼
Housing		(32,835)	(26,632)	(172,364)	(6,203)	(23.29%)	
Community Amenities		(127,062)	(181,267)	(515,784)	54,205	29.90%	▼
Recreation & Culture		(320,356)	(366,254)	(1,088,407)	45,898	12.53%	▼
Transport		(508,322)	(569,649)	(1,816,974)	61,327	10.77%	▼
Economic Services		(166,449)	(223,024)	(627,851)	56,575	25.37%	▼
Other Property and Services		(30,561)	(10,325)	(28,878)	(20,236)	(195.99%)	▲
		(1,535,989)	(1,987,061)	(6,088,339)	447,726	(22.70%)	
Net Result Excluding Rates		(408,852)	(757,109)	3,373,160	314,587		
Adjustments for Non-Cash (Revenue) and Expenditure							
(Profit)/Loss on Asset Disposals	4	0	13,640	0	(13,640)	100.00%	▼
Movement in Leave Reserve (Added Back)		1,738	0	0	1,738	0.00%	
Movement in Deferred Pensioner Rates/ESL (non-c)		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		145,306	460,432	1,381,571	(315,126)	68.44%	▼
Capital Revenue and (Expenditure)							
Purchase of Investments		0	0	0	0	0.00%	
Purchase Land Held for Resale		0	0	0	0	0.00%	
Purchase Land and Buildings	3	(11,141)	(245,747)	(761,317)	234,606	95.47%	▼
Purchase Plant and Equipment	3	(294,854)	(286,696)	(870,105)	(8,158)	(2.85%)	
Purchase Furniture and Equipment	3	(640)	(6,116)	(106,350)	5,476	89.54%	
Purchase Infrastructure Assets - Roads	3	(212,083)	(503,324)	(1,509,960)	291,241	57.86%	▼
Purchase Infrastructure Assets - Footpaths	3	0	(25,548)	(76,650)	25,548	100.00%	▼
Purchase Infrastructure Assets - Drainage	3	0	0	0	0	0.00%	
Purchase Infrastructure Assets - Parks & Ovals	3	(15,726)	(11,456)	(34,374)	(4,270)	(37.27%)	
Purchase Infrastructure Assets - Airfields	3	0	(866,668)	(2,600,000)	866,668	100.00%	▼
Purchase Infrastructure Assets - Other	3	(109,692)	(609,468)	(2,290,400)	499,776	82.00%	▼
Proceeds from Disposal of Assets	4	0	71,028	0	(71,028)	(100.00%)	▼
Repayment of Debentures	5	(21,379)	(23,588)	(70,783)	2,209	9.36%	
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	(43,023)	(236,480)	(704,512)	193,457	81.81%	▼
Transfers from Restricted Asset (Reserves)	6	0	955,408	2,387,648	(955,408)	(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	1,966,817	857,632	0	1,109,185	(129.33%)	
Amount Raised from Rates	8	(1,434,436)	(1,548,949)	0	114,513	(7.39%)	

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

Material Variances 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 31 OCTOBER 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 31 OCTOBER 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 31 OCTOBER 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 Footpaths - slab	not depreciated 50 years 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 31 OCTOBER 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 31 OCTOBER 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 31 OCTOBER 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 31 OCTOBER 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 31 OCTOBER 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 31 OCTOBER 2015

3. ACQUISITION OF ASSETS	2015/16 Budget \$	October 2015 YTD Budget \$	October 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	60,336	10,876.10
Law, Order, Public Safety			
Dog/Cat Pound Construction	0	0	0.00
Health			
Computer System - Surgery	0	0	0.00
	32,500	10,832	0.00
Education & Welfare			
Skate Park CCTV Cameras	10,000		8,396.64
	0		0.00
	0		0.00
	0	0	513.64
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/Car	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	7,200	0.00
Community Amenities			
Cemetery Upgrade	0	0	0.00
Sewerage Upgrade	0	0	0.00
Construction of Transfer Station	1,220,000	406,668	0.00
Compactors/Transfer Bins for Transfer Station	40,000	13,332	0.00
Storage Shed/Land for Transfer Station	355,000	118,336	0.00
Recreation and Culture			
Lane Ropes/Timers in lieu of diving board	0	0	0.00
Upgrade to Pool Pump House	170,000	56,664	0.00
Pool Plant & Equipment	396,605	132,200	286,457.50
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	11,456	15,725.56
Transport			
Road Construction			
- Rural Roads Construction	948,425	316,144	190,106.72
- Townsite Roads Construction	561,535	187,180	21,976.42
Drainage Construction	0	0	0.00
Footpath Construction	76,650	25,548	0.00
Plant & Equipment - Road Plant Purchases	357,000	119,000	0.00
Airfield Infrastructure	2,600,000	866,668	0.00
Economic Services			
New On site Caravan	0	0	0.00
Morawa Gateway Project	80,000	16,000	0.00
Morawa Perenjori Trails Project	934,000	186,800	0.00
Phase 1 - Civic Square/Pedestrian Crossing	0	0	96,696.05
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	6,116	395.45

CEO/DCEO/MAF Vehicles

34,000	11,332	0.00
<u>8,249,156</u>	<u>2,555,023</u>	<u>644,404.90</u>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 OCTOBER 2015

3. ACQUISITION OF ASSETS (Continued)	2015/16 Budget \$	October 2015 YTD Budget \$	October 2015 Actual \$
The following assets have been acquired during the period under review:			
<u>By Class</u>			
Land Held for Resale	0	0	0.00
Investments	0	0	0.00
Land	0	0	0.00
Buildings	761,317	245,747	11,140.56
Plant and Equipment	870,105	286,696	294,854.14
Furniture and Equipment	106,350	6,116	909.09
Infrastructure Assets - Roads	1,509,960	503,324	212,083.14
Infrastructure Assets - Footpaths	76,650	25,548	0.00
Infrastructure Assets - Drainage/Dams	0	0	0.00
Infrastructure Assets - Parks & Ovals	34,374	11,456	15,725.56
Infrastructure Assets - Airfields	2,600,000	866,668	0.00
Infrastructure Assets - Other	2,290,400	609,468	109,692.41
	<u>8,249,156</u>	<u>2,555,023</u>	<u>644,404.90</u>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 31 OCTOBER 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 \$	October 2015 Actual \$	2015/16 Budget \$	October 2015 Actual \$	2015/16 Budget \$	October 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 \$	October 2015 Actual \$	2015/16 Budget \$	October 2015 Actual \$	2015/16 Budget \$	October 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	0	0.00
Loss on Asset Disposals	0	0.00
	0	0.00

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 OCTOBER 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.

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 31 OCTOBER 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 31 OCTOBER 2015

	2015/16 Budget \$	October 2015 Actual \$
6. RESERVES - CASH BACKED		
(a) Leave Reserve		
Opening Balance	276,716	276,716
Amount Set Aside / Transfer to Reserve	63,104	1,738
Amount Used / Transfer from Reserve	0	0
	<u>339,820</u>	<u>278,454</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	5,277
Amount Used / Transfer from Reserve	(381,409)	0
	<u>652,553</u>	<u>845,478</u>
(d) Building Reserve		
Opening Balance	5,153	5,153
Amount Set Aside / Transfer to Reserve	73,951	32
Amount Used / Transfer from Reserve	0	0
	<u>79,104</u>	<u>5,185</u>
(e) Economic Development Reserve		
Opening Balance	106,142	106,142
Amount Set Aside / Transfer to Reserve	3,109	667
Amount Used / Transfer from Reserve	0	0
	<u>109,251</u>	<u>106,809</u>
(f) Community Development Reserve		
Opening Balance	1,372,142	1,372,142
Amount Set Aside / Transfer to Reserve	40,183	8,618
Amount Used / Transfer from Reserve	(245,026)	0
	<u>1,167,299</u>	<u>1,380,760</u>
(g) Sewerage Reserve		
Opening Balance	121,894	121,894
Amount Set Aside / Transfer to Reserve	40,127	766
Amount Used / Transfer from Reserve	0	0
	<u>162,021</u>	<u>122,660</u>
(h) Unspent Grants and Contributions Reserve		
Opening Balance	982,919	982,918
Amount Set Aside / Transfer to Reserve	28,786	6,132
Amount Used / Transfer from Reserve	(926,767)	0
	<u>84,938</u>	<u>989,050</u>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 OCTOBER 2015

	2015/16 Budget \$	October 2015 Actual \$
6. RESERVES (Continued)		
(i) Business Units Reserve		
Opening Balance	40,517	40,518
Amount Set Aside / Transfer to Reserve	21,187	254
Amount Used / Transfer from Reserve	0	0
	<u>61,704</u>	<u>40,772</u>
(j) Morawa Community Trust Reserve		
Opening Balance	10,944	10,944
Amount Set Aside / Transfer to Reserve	321	69
Amount Used / Transfer from Reserve	(10,100)	0
	<u>1,165</u>	<u>11,012</u>
(k) Morawa Community Future Funds Reserve		
Opening Balance	2,155,811	2,155,811
Amount Set Aside / Transfer to Reserve	63,136	13,540
Amount Used / Transfer from Reserve	(53,666)	0
	<u>2,165,281</u>	<u>2,169,351</u>
(l) Refuse Transfer Station Reserve		
Opening Balance	196,097	196,097
Amount Set Aside / Transfer to Reserve	5,743	1,232
Amount Used / Transfer from Reserve	(95,000)	0
	<u>106,840</u>	<u>197,329</u>
(m) Aged Care Units Reserve		
Opening Balance	8,867	8,867
Amount Set Aside / Transfer to Reserve	260	56
Amount Used / Transfer from Reserve	-	0
	<u>9,127</u>	<u>8,922</u>
(n) ST-N/Midlands Solar Thermal Power		
Opening Balance	541,001	540,136
Amount Set Aside / Transfer to Reserve	15,844	3,529
Amount Used / Transfer from Reserve	-	0
	<u>556,845</u>	<u>543,665</u>
(o) ST-Morawa Revitalisation Reserve		
Opening Balance	1,694,377	170,408
Amount Set Aside / Transfer to Reserve	0	1,113
Amount Used / Transfer from Reserve	-	0
	<u>1,694,377</u>	<u>171,521</u>
(p) Legal Fees Reserve		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	15,000	0
Amount Used / Transfer from Reserve	0	0
	<u>15,000</u>	<u>0</u>

SHIRE OF MORAWA
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 31 OCTOBER 2015

	2015/16 Budget \$	October 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
	<u>140,000</u>	<u>0</u>
Total Cash Backed Reserves	7,345,325	6,870,969
Summary of Transfers To Cash Backed Reserves		
Transfers to Reserves		
Leave Reserve	63,104	1,738
Sports and Recreation Facilities Reserve	0	0
Plant Reserve	193,761	5,277
Building Reserve	73,951	32
Economic Development Reserve	3,109	667
Community Development Reserve	40,183	8,618
Sewerage Reserve	40,127	766
Unspent Grants and Contributions Reserve	28,786	6,132
Business Units Reserve	21,187	254
Morawa Community Trust Reserve	321	69
Morawa Community Future Fund Reserve	63,136	13,540
Refuse Transfer Station Reserve	5,743	1,232
Aged Care Units Reserve	260	56
ST-N/Midlands Solar Thermal Power	15,844	3,529
ST-Morawa Revitalisation Reserve	0	1,113
Legal Fees Reserve	15,000	0
Road Reserve	140,000	0
	<u>704,512</u>	<u>43,023</u>
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
	<u>(2,387,648)</u>	<u>0</u>
Total Transfer to/(from) Reserves	(1,683,136)	43,023

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 OCTOBER 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

Morawa Community Future Fund Reserve

To be used to provide an ongoing conduit for benefits to the people and environment of the Morawa Shire through the Sinosteel Midwest Corporation Morawa Future Fund Foundation Memorandum

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 31 OCTOBER 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	1,271,042
Cash - Restricted Unspent Grants	0	317,600	0
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	9,436,266	6,827,946	6,870,969
Rates - Current	247,610	242,859	677,696
Sundry Debtors	166,877	375,943	110,402
GST Receivable	129,967	78,836	43,073
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
	11,416,932	8,617,307	8,967,709
LESS: CURRENT LIABILITIES			
Sundry Creditors	(305,048)	(112,291)	(6,254)
Income Received in Advance	(73,167)	0	(40,275)
GST Payable	(49,538)	(50,156)	(5,077)
Payroll Creditors	0	0	0
Accrued Expenditure	0	0	0
Other Payables	3,316	(2,661)	(27,766)
Withholding Tax Payable	0	0	0
Payg Payable	(28,076)	(32,110)	(29,856)
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)
	(790,567)	(634,133)	(457,693)
NET CURRENT ASSET POSITION	10,626,365	7,983,174	8,510,016
Less: Cash - Reserves - Restricted	(9,436,266)	(6,827,946)	(6,870,969)
Less: Cash - Unspent Grants - Restricted	0	0	0
Adjustment for Trust Transactions Within Muni	0	0	(88)
Add Back : Component of Leave Liability not Required to be Funded	127,862	276,716	278,454
Add Back : Current Loan Liability	62,414	70,783	49,404
SURPLUS/(DEFICIENCY) C/FWD	1,380,375	1,502,727	1,966,817

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 OCTOBER 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	702	0	209,400	0
UV Rural	0.02192	208	56,190,000	1,231,516	(88)	0	1,231,428	0
UV Mining	0.28968	17	455,557	131,966	0	0	131,966	0
Sub-Totals		492	59,544,629	1,572,181	614	0	1,572,795	0
Minimum Rates								
GRV Residential/Commercial	271	50	40,840	13,558		0	13,558	0
UV Rural	271	6	48,000	1,627	0	0	1,627	0
UV Mining	656	12	11,145	7,872	0	0	7,872	0
Sub-Totals		68	99,985	23,056	0	0	23,056	0
Ex-Gratia Rates							1,595,851	0
							5,624	0
Discounts							1,601,475	0
Rates Written Off							(54,975)	0
Movement in Excess Rates							(733)	0
							(111,331)	0
Totals							1,434,436	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 31 OCTOBER 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	100	0	100
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	100	0	660
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>508</u>	<u>(2,823)</u>	<u>8,399</u>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 OCTOBER 2015

10. OPERATING STATEMENT

	October 2015 Actual \$	2015/16 Budget \$	2014/15 Actual \$
OPERATING REVENUES			
Governance	85,210	99,469	9,899
General Purpose Funding	1,675,935	2,532,930	4,102,157
Law, Order, Public Safety	20,424	44,420	45,841
Health	1,668	13,000	4,759
Education and Welfare	4,000	448,600	62,813
Housing	14,960	122,901	48,270
Community Amenities	436,553	1,947,267	430,274
Recreation and Culture	25,847	264,476	525,931
Transport	140,329	3,178,920	1,535,940
Economic Services	78,727	716,899	281,693
Other Property and Services	77,920	92,617	114,320
TOTAL OPERATING REVENUE	<u>2,561,573</u>	<u>9,461,499</u>	<u>7,161,898</u>
OPERATING EXPENSES			
Governance	154,938	499,849	427,808
General Purpose Funding	65,679	193,557	178,137
Law, Order, Public Safety	38,266	148,151	125,997
Health	55,752	226,949	205,675
Education and Welfare	35,769	769,575	233,474
Housing	32,835	172,364	112,723
Community Amenities	127,062	515,784	439,886
Recreation & Culture	320,356	1,088,407	1,213,729
Transport	508,322	1,816,974	2,092,360
Economic Services	166,449	627,851	3,311,506
Other Property and Services	30,561	28,878	(46,198)
TOTAL OPERATING EXPENSE	<u>1,535,989</u>	<u>6,088,339</u>	<u>8,295,096</u>
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	<u><u>1,025,584</u></u>	<u><u>3,373,160</u></u>	<u><u>(1,133,198)</u></u>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 OCTOBER 2015

11. BALANCE SHEET

	October 2015 Actual \$	2014/15 Actual \$
CURRENT ASSETS		
Cash Assets	8,142,011	7,914,726
Receivables	815,573	692,458
Inventories	10,124	10,124
TOTAL CURRENT ASSETS	<u>8,967,708</u>	<u>8,617,308</u>
NON-CURRENT ASSETS		
Receivables	11,064	11,064
Inventories	0	0
Property, Plant and Equipment	27,048,260	26,804,567
Infrastructure	42,269,315	42,014,173
TOTAL NON-CURRENT ASSETS	<u>69,328,639</u>	<u>68,829,804</u>
TOTAL ASSETS	<u>78,296,347</u>	<u>77,447,112</u>
CURRENT LIABILITIES		
Payables	109,228	264,288
Interest-bearing Liabilities	49,404	70,783
Provisions	299,061	299,061
TOTAL CURRENT LIABILITIES	<u>457,693</u>	<u>634,132</u>
NON-CURRENT LIABILITIES		
Interest-bearing Liabilities	175,178	175,179
Provisions	30,834	30,834
TOTAL NON-CURRENT LIABILITIES	<u>206,012</u>	<u>206,013</u>
TOTAL LIABILITIES	<u>663,705</u>	<u>840,145</u>
NET ASSETS	<u>77,632,642</u>	<u>76,606,967</u>
EQUITY		
Retained Surplus	33,764,661	32,782,098
Reserves - Cash Backed	6,870,969	6,827,946
Reserves - Asset Revaluation	36,996,923	36,996,923
TOTAL EQUITY	<u>77,632,553</u>	<u>76,606,967</u>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 OCTOBER 2015

12. FINANCIAL RATIO

	2015 YTD	2014	2013	2012
Current Ratio	11.700	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 31 OCTOBER 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 .

Law, Order, Public Safety - Variance above budget expectations.

Income from aged debtors received in this financial year

Health - Variance below budget expectations

Doctors expenses invoiced to second party below budget expectations

Education and Welfare - Variance below budget expectations

Industry Training Centre - timing

Housing - Variance below budget expectations

Single units are not rented out at present - no income generating from these

Community Amenities - Variance below budget expectations.

Grants for Refuse Site yet to be received - timing

Recreation & Culture - Variance above budget expectations.

Timing - small grants received - KABC and Main Roads

Transport - Variance below budget expectations.

DOT commission income lower then anticipated for this time of the year

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 31 OCTOBER 2015
Report on Significant variances Greater than 10% and \$10,000

REPORTABLE OPERATING EXPENSE VARIATIONS

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

Expense relating Fire Services Manager is less than budget.

Health - Variance below budget expectations.

Timing

Education and Welfare - Variance below budget expectations

Industry training centre expenditure yet to commence.

Child Care Mtce below budget

Community Amenities - Variance below budget expectations.

Town Planning Expenses below budget expectations

Other Sport & Recreation - Variance below budget expectations.

Maintenance to Sports & Rec Ovals & Buildings timing of maintenance

Maintenace to Parks and Gardens - timing

Transport - Variance within budget expectations.

Maintenance of Rural Roads within budget, Town Streets and the Depot is below budget - timing.

Department of Transport licensing reflected in budget - off set by income

Economic Services - Variance below budget expectations

Caravan Park operations under budget

Tourist Bureau operations under budget

North Midlands Solar Thermal Power expenditure delayed.

Other Property & Services - Variance above budget expectations.

Private Works expenditure above budget - timing.

Administration expenditure above budget - timing

SHIRE OF MORAWA
FOR THE PERIOD 1 JULY 2015 TO 31 OCTOBER 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 Infrastructure Assets Roads - Variance below budget expectations.

Capital Road Works for roads under budget - timing

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

Purchase Infrastructure Assets - 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>Item No/Subject:</i>	7.2.2.4 Accounts Due For Payment
<i>Date of Meeting:</i>	18 December 2015
<i>Date & Author:</i>	7 December 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 November 2015.

DECLARATION OF INTEREST

Nil

ATTACHMENTS

List of accounts Due & Submitted to council 18 December 2015

BACKGROUND INFORMATION

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS
1996 – REG 13

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

OFFICER'S COMMENT

Nil

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 8007 to EFT 8097 inclusive, amounting to \$278,959.40
- Municipal Cheque Payments Numbered 11485 to 11499 totalling \$14,330.96
- Municipal Direct Debit Payments Numbers DD4665.1 to DD4705.1 amounting to \$27,543.46
- Payroll for November 2015
04/11/2015 - \$52,301.62
18/11/2015 - \$54,032.36

2	26/11/2015	Shire of Morawa	Petty Cash Recoup November 2015	1	342.90
EFT8007	05/11/2015	Edward Broekstra	Rates refund for assessment A130	1	382.73
EFT8008	05/11/2015	Dean Carslake	Rates refund for assessment A21	1	5,683.14
EFT8009	05/11/2015	Star Track Express	Freight - Hitachi Perth - Morawa	1	45.02
EFT8010	05/11/2015	Morawa Traders	Beverages - PO 16650 - Volunteers Dinner	1	267.90
EFT8011	05/11/2015	Morawa Roadhouse	Catering - PO 16808	1	109.00
EFT8012	05/11/2015	Metal Artwork Creations	Desk Name base, Plaques, Staff Badge - PO 16809	1	117.98
EFT8013	05/11/2015	WesTrac Equipment Pty Ltd	Parts - PO 16674	1	521.75
EFT8014	05/11/2015	Midwest Chemical & Paper Distributors	Cleaning Supplies - PO 15481	1	300.75
EFT8015	05/11/2015	Landgate	Town Map - PO 16635	1	333.80
EFT8016	05/11/2015	Everlastings Guest Homes Morawa	Catering - PO 16648 - Volunteers Dinner	1	1,821.50
EFT8017	05/11/2015	IXOM	Chlorine Service fee	1	169.14
EFT8018	05/11/2015	Mid West Auto Group	24mth/ 40000km Service - PO 16631	1	1,111.97
EFT8019	05/11/2015	Hitachi Construction Machinery (Australia) Pty Ltd	Parts - PO 16680	1	4,337.67
EFT8020	05/11/2015	S & K Electrical Contracting Pty Ltd	Replaced Flood Light - PO 16710	1	447.70
EFT8021	05/11/2015	Canine Control	Ranger Services - 28/10/2015	1	940.50
EFT8022	05/11/2015	GH Country Courier	Freight - Midwest Chemicals - Morawa	1	115.80
EFT8023	05/11/2015	WA Local Government Association	Rates Collection Course - PO 16619	1	522.50

EFT8024	05/11/2015	Courier Australia	Freight Charges	1	32.71
EFT8025	05/11/2015	Geraldton Toyota	Parts - PO 16664	1	1,228.21
EFT8026	05/11/2015	Bob Waddell Consultant	Assistance with 14/15 Annual Financial report	1	66.00
EFT8027	05/11/2015	LGIS Risk Management	General Risk Management support - Playground safety Course	1	1,050.64
EFT8028	05/11/2015	Leading Edge Computers Dongara & Geraldton	Ink - PO 16810	1	357.00
EFT8029	05/11/2015	Downer EDI Works Pty Ltd	SSK Emulsions - PO 16640	1	1,375.00
EFT8030	05/11/2015	Aerodrome Management Services Pty Ltd	Annual Aerodrome safety Inspection - PO 16498	1	5,225.00
EFT8031	05/11/2015	Neverfail Springwater Limited	Monthly Cooler Rental 22/09/2015-22/10/2015	1	14.30
EFT8032	05/11/2015	Shire of Three Springs	Shared Community Emergency Service Manager - 01/07/2015-30/09/2015	1	3,672.70
EFT8033	05/11/2015	Covs Parts Pty Ltd	Parts - PO 16676	1	130.02
EFT8034	05/11/2015	Mark & Bronwyn Thornton	Nomination for council election 2015 Refund	1	80.00
EFT8035	05/11/2015	Batavia Coast Trimmers	Supply and Install Shade Cover - PO 16706	1	4,908.00
EFT8036	05/11/2015	Medelect Biomedical Services	Equipment repair - 26/09/2015	1	654.50
EFT8037	05/11/2015	LGISWA	Increase in limit - 04/11/2015--30/06/2015	1	202.52
EFT8038	05/11/2015	Totally Workwear	Work Uniform - PO 16632	1	390.40
EFT8039	05/11/2015	Cekas Pest Management P.H.L 2101	Nomination for council election 2015 Refund	1	80.00
EFT8040	05/11/2015	Jane Coaker	Nomination for council election 2015 Refund	1	80.00
EFT8041	05/11/2015	Evaside PTY LTD	Cloud Chasing - 2 Days + Product -PO 16811	1	752.70

EFT8042	05/11/2015	Around The traps rural photography	Photography - 2015 Cloud Chasing - PO 16812	1	924.00
EFT8043	05/11/2015	Office Works	Office furniture - PO 16803	1	322.95
EFT8044	05/11/2015	Darren S Agar	Nomination for council election 2015 Refund	1	80.00
EFT8045	05/11/2015	Staples	Meter Charges - 20/09/15-20/10/15	1	568.37
EFT8046	05/11/2015	Incite Security	Supply and Install IP CCTV system - PO 15488	1	6,146.45
EFT8047	05/11/2015	Midwest Carpentry and Electrical	Repairs - PO 16814	1	7,530.00
EFT8048	05/11/2015	Rachel McKenzie	Cloud Chasing Community Arts Project - PO 16645	1	1,957.50
EFT8049	05/11/2015	Colliers International	Commercial Office Rent	1	423.85
EFT8050	05/11/2015	Water Dynamics Perth	Supply and Installation - PO 16596	1	6,792.50
EFT8051	05/11/2015	Australian Services Union	Payroll deductions	1	103.20
EFT8052	05/11/2015	Candice SMITH	Payroll deductions	1	34.75
EFT8053	11/11/2015	Midwest Carpentry and Electrical	Gliding Club work Insurance	1	753.00
EFT8054	11/11/2015	St John of God Pathology	Medical	1	188.45
EFT8055	12/11/2015	DALLYWATER CONSULTING	Contract EHO Work - Site Visit 20/10/2015 to 22/10/2015	1	5,060.00
EFT8056	12/11/2015	Midwest Carpentry and Electrical	Work on old council chambers - PO 15469	1	9,746.00
EFT8057	18/11/2015	Safeway Building & Renovations Pty Ltd	Morawa Aquatic Centre Facility - Progress Claim No 5	1	151,142.75
EFT8058	19/11/2015	Incite Security	Supply and Install an IP CCTV system - PO 15487	1	1,188.95
EFT8059	19/11/2015	Australian Services Union	Payroll deductions	1	103.20
EFT8060	19/11/2015	Candice SMITH	Payroll deductions	1	34.75

EFT8061	24/11/2015	Morawa News & Gifts	Stationery Bill October 2015	1	663.84
EFT8062	24/11/2015	Star Track Express	Freight Covs Perth - Morawa	1	52.00
EFT8063	24/11/2015	BOC Limited	Balloon Gas monthly Fee	1	16.51
EFT8064	24/11/2015	Kats Rural	Parts - PO 16729	1	46.67
EFT8065	24/11/2015	Moore Stephens	Training - PO16646	1	1,564.20
EFT8066	24/11/2015	Landmark Operations Limited	Gas - PO 16670	1	125.00
EFT8067	24/11/2015	Midwest Chemical & Paper Distributors	Cleaning Supplies - PO 16643	1	631.80
EFT8068	24/11/2015	BL & MJ Thornton Waste Removal Services	October Waste Removal	1	8,831.35
EFT8069	24/11/2015	Market Creations	Business Cards - PO 16807	1	220.00
EFT8070	24/11/2015	Geraldton Fuel Company Pty Ltd	Bulk Fuel, Oil and Card Purchase - October 2015	1	12,661.18
EFT8071	24/11/2015	Think Water Geraldton	Parts - PO 16723	1	215.00
EFT8072	24/11/2015	Reliance Petroleum	Bulk Fuel, Oil and Card Purchase - October 2015	1	972.17
EFT8073	24/11/2015	Canine Control	Ranger Services - 4/11/2015	1	940.50
EFT8074	24/11/2015	GH Country Courier	Freight Midwest Chemical Geraldton - Morawa	1	170.01
EFT8075	24/11/2015	Courier Australia	Freight Charges	1	96.58
EFT8076	24/11/2015	Geraldton Toyota	Parts	1	52.13
EFT8077	24/11/2015	Vidguard Security Systems	Monitoring Fees - 1/11/2015-31/01/2016	1	115.50
EFT8078	24/11/2015	Cramer & Neill	Repair + Parts - PO 16722	1	367.65

EFT8079	24/11/2015	Geraldton Mower & Repairs Specialists	Parts - PO 16682	1	39.20
EFT8080	24/11/2015	Morawa Rural Enterprises	Parts + Freight - PO 16726	1	499.00
EFT8081	24/11/2015	Neverfail Springwater Limited	Monthly Cooler Rental 22/10/15-22/11/15	1	28.60
EFT8082	24/11/2015	O'Brien Smash Repairs	Excess on Insurance - MO340	1	300.00
EFT8083	24/11/2015	Truckline	Parts - PO 16684	1	158.18
EFT8084	24/11/2015	Alinta Sales Pty Ltd	Energy Service 01/10/2015-31/10/2015	1	214.65
EFT8085	24/11/2015	Wallis Computer Solutions	Travel onsite and work conducted Doctors Surgery	1	1,661.00
EFT8086	24/11/2015	Covs Parts Pty Ltd	Parts - PO 16686	1	936.23
EFT8087	24/11/2015	Cekas Pest Management P.H.L 2101	Pest Control - PO 15485	1	250.00
EFT8088	24/11/2015	IGA Morawa	Refreshments and Supples October 2015	1	948.61
EFT8089	24/11/2015	Canning Bridge Auto Lodge	Accommodation - 02/11/15-07/11/2015	1	1,700.00
EFT8090	24/11/2015	Office Works	Ergo Mouse Pads - Freight - PO 16803	1	120.65
EFT8091	24/11/2015	Asphalt in a bag	Purchases asphalt - PO 16713	1	1,718.75
EFT8092	24/11/2015	Staples	Ink - Depot Fax - PO 16816	1	105.95
EFT8093	24/11/2015	Patience Sandland Pty Ltd	Supply and Deliver of sand - October 2015 - PO 16708-16707	1	8,310.60
EFT8094	24/11/2015	Wesfarmers Kleenheat Gas Pty Ltd	Rent on Gas Bill - Yearly 2015	1	341.00
EFT8095	24/11/2015	Left of Centre Concepts & Events Pty Ltd	Media Management for month October 2015 - PO 14189	1	572.00
EFT8096	26/11/2015	Grandview Nominees Pty Ltd	Rates refund for assessment A808	1	87.67

EFT8097	27/11/2015	DALLYWATER CONSULTING	Contract EHO work - Site Visit 15/11/15-17/11/2015	1	2,596.00
11485	05/11/2015	St John Ambulance	First Aid Kit - PO 16625	1	110.00
11486	05/11/2015	Synergy	Power Usage 21/08/2015-09/10/2015 - PN 916246724	1	2,852.60
11487	05/11/2015	Telstra Corporation Limited	Phone Bill - 16/10/2015-15/10/2015 Bill Number - 110 2208 581	1	97.60
11488	05/11/2015	Jason Signmakers	Bush Fire Sign - PO 16638	1	214.50
11489	05/11/2015	City Of Rockingham	Reimburse long service leave Entitlement	1	668.87
11490	05/11/2015	Telstra Corporation Limited	October phone charge	1	9.94
11491	05/11/2015	Morawa Licensed Post Office Emmlee's	Postage charges October	1	317.80
11492	24/11/2015	Synergy	Power Charges - 25/09/2015-24/10/2015	1	3,714.95
11493	24/11/2015	Telstra Corporation Limited	Phone Charges October 2015	1	2,803.63
11494	24/11/2015	Betty Heitman	2015/16 Winner of rates Incentive prize - Shire of Morawa	1	500.00
11495	24/11/2015	Shire of Morawa	Vehicle Licencing Rego - 12mths	1	2,190.15
11496	24/11/2015	Synergy	Power usage 11/08/2015-07/10/2015	1	464.60
11497	24/11/2015	Telstra Corporation Limited	Phone Bill November 2015	1	129.48
11499	26/11/2015	Black Peak Holdings Pty Ltd	Rates refund for assessment A973	1	256.84
DD4665.1	04/11/2015	WA Local Government Superannuation Plan	Payroll deductions	1	8,144.55
DD4665.2	04/11/2015	AMP LIFE LTD - SUPERANNUATION	Superannuation contributions	1	744.54
DD4665.3	04/11/2015	BT FINANCIAL GROUP	Superannuation contributions	1	296.76
DD4665.4	04/11/2015	MLC Nominees Pty Ltd	Superannuation contributions	1	219.69

DD4665.5	04/11/2015	Asteron Client Services	Superannuation contributions	1	64.10
DD4665.6	04/11/2015	HOSTPLUS	Superannuation contributions	1	244.15
DD4665.7	04/11/2015	Concept One	Superannuation contributions	1	207.93
DD4665.8	04/11/2015	Australian Super	Superannuation contributions	1	211.36
DD4685.1	18/11/2015	WA Local Government Superannuation Plan	Payroll deductions	1	8,332.72
DD4685.2	18/11/2015	AMP LIFE LTD - SUPERANNUATION	Superannuation contributions	1	744.54
DD4685.3	18/11/2015	BT FINANCIAL GROUP	Superannuation contributions	1	296.76
DD4685.4	18/11/2015	MLC Nominees Pty Ltd	Superannuation contributions	1	219.69
DD4685.5	18/11/2015	Asteron Client Services	Superannuation contributions	1	73.78
DD4685.6	18/11/2015	Australian Super	Superannuation contributions	1	275.94
DD4685.7	18/11/2015	HOSTPLUS	Superannuation contributions	1	230.71
DD4685.8	18/11/2015	Concept One	Superannuation contributions	1	207.93
DD4698.1	04/11/2015	Westnet Pty Ltd	Internet November 2015	1	234.75
DD4700.1	12/11/2015	Samantha May Whittington	Rent November 2015	1	300.00
DD4700.2	26/11/2015	Samantha May Whittington	Rent November 2015	1	300.00
DD4702.1	12/11/2015	BOQ Finance	Copier Lease November 2015	1	301.16
DD4705.1	05/11/2015	Bankwest	October Credit Card usage paid in November 2015	1	5,892.40

REPORT TOTALS

EFT	278,959.40
Cheque	14,673.86
Direct Debits	27,543.46
Payroll	106,333.98
Credit Card – CEO	1,089.70
Credit Card – Manager Finance	454.92
Credit Card – EMDA	4,347.78
TOTAL	433,403.10

<i>Item No/Subject</i>	7.2.2.5 Reconciliations November, 2015
<i>Date of Meeting:</i>	18 December 2015
<i>Date & Author:</i>	10 December 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 30 November, 2015

Account	2015
Municipal Account #	\$1,195,172.03
Trust Account	\$7,991.08
Business Telenet Saver (Reserve) Account	\$6,165,497.64
WA Treasury O/night Facility (Super Towns) Account	\$716,370.52

BANK RECONCILIATION BALANCES

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

Account	2014	2015
Municipal Account #	\$1,431,076.26	\$1,195,172.03
Trust Account	\$9,423.20	\$7,991.08
Reserve Account	\$7,990,571.53	\$6,881,868.16

RESERVE ACCOUNT

The Reserve Funds of \$6,881,868.16 as at 30 November, 2015 were invested in:-

- Bank of Western Australia \$6,165,497.64 in the Business Telenet Saver Account and
- \$716,370.52 in the WA Treasury O/Night Facility.

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

	2014	2015
Sports Complex Upgrade Reserve	\$0.00	\$0.00
Land & Building Reserve	\$5,086.69	\$5,193.96
Plant Reserve	\$636,127.78	\$846,812.15
Leave Reserve	\$218,846.17	\$278,893.82
Economic Development Reserve	\$104,767.50	\$106,976.78
Sewerage Reserve	\$78,671.91	\$122,853.33
Unspent Grants & Contributions Reserve	\$848,227.46	\$990,610.87
Community Development Reserve	\$1,476,294.63	\$1,382,938.95
Water Waste Management Reserve	\$0.00	\$0.00
Future Funds Reserve	\$2,135,332.23	\$2,172,774.59
Morawa Community Trust Reserve	\$18,698.45	\$11,029.82
Aged Care Units Reserve	\$8,751.87	\$8,936.42
Transfer Station Reserve	\$193,558.88	\$197,640.54
S/Towns Revitalisation Reserve	\$1,711,850.07	\$171,804.92
ST Solar Thermal Power Station Reserve	\$534,105.93	\$544,565.60
Business Units Reserve	\$20,251.96	\$40,836.41
TOTAL	\$7,990,571.53	\$6,881,868.16

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

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council receive –

1. The bank reconciliation report for 30 November, 2015.

<i>Item No/Subject</i>	7.2.2.6 Monthly Financial Statements
<i>Date of Meeting:</i>	18 December 2015
<i>Date & Author:</i>	9 December, 2015; Candice Smith Senior Finance Officer
<i>Responsible Officer:</i>	Manager Accounting & Finance
<i>Applicant/Proponent:</i>	Candice Smith Senior Finance Officer Manager Accounting & Finance Fred Gledhill
<i>File Number:</i>	
<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

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

OFFICER'S COMMENT

NIL

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

NIL

FINANCIAL IMPLICATIONS

As presented

STRATEGIC IMPLICATIONS

Nil

RISK MANAGEMENT

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council receive –

The Statement of Financial Activity and the Variance Report for the period ending the 30 November, 2015.



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

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SHIRE OF MORAWA

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 NOVEMBER 2015

	NOTE	NOVEMBER 2015 Actual \$	NOVEMBER 2015 Y-T-D Budget \$	2015/16 Budget \$	Variations Actuals to Budget \$
Operating					
Revenues/Sources	1,2				
Governance		85,210	3,540	99,469	43,765
General Purpose Funding		446,410	469,204	2,532,930	(22,794)
Law, Order, Public Safety		21,078	10,779	44,420	10,299
Health		1,668	3,250	13,000	(1,582)
Education and Welfare		8,900	181,835	448,600	(172,935)
Housing		18,807	22,395	122,901	(3,588)
Community Amenities		439,037	535,389	1,947,267	(96,352)
Recreation and Culture		25,892	23,381	264,476	2,511
Transport		174,522	2,293,286	3,178,920	(2,118,764)
Economic Services		88,160	68,190	716,899	19,970
Other Property and Services		92,433	38,585	92,617	53,848
		<u>1,402,117</u>	<u>3,649,834</u>	<u>9,461,499</u>	<u>(2,285,622)</u>
(Expenses)/(Applications)	1,2				
Governance		(180,053)	(211,179)	(499,849)	28,217
General Purpose Funding		(78,628)	(80,640)	(193,557)	2,012
Law, Order, Public Safety		(58,034)	(62,508)	(148,151)	4,474
Health		(82,335)	(96,862)	(226,949)	14,527
Education and Welfare		(59,131)	(332,731)	(769,575)	273,600
Housing		(45,265)	(81,884)	(172,364)	36,619
Community Amenities		(180,398)	(228,256)	(515,784)	47,858
Recreation & Culture		(479,230)	(489,622)	(1,088,407)	10,392
Transport		(909,459)	(703,954)	(1,816,974)	(205,505)
Economic Services		(243,560)	(279,229)	(627,851)	35,669
Other Property and Services		(92,513)	(12,222)	(28,878)	(80,291)
		<u>(2,408,606)</u>	<u>(2,579,087)</u>	<u>(6,088,339)</u>	<u>167,572</u>
Net Result Excluding Rates		(1,006,489)	1,070,747	3,373,160	(2,118,050)
Adjustments for Non-Cash (Revenue) and Expenditure					
(Profit)/Loss on Asset Disposals	4	0	17,050	0	(17,050)
Movement in Leave Reserve (Added Back)		2,177	0	0	2,177
Movement in Deferred Pensioner Rates/ESL (not)		0	0	0	0
Movement in Employee Benefit Provisions (non-c)		0	0	0	0
Rounding Adjustment		0	0	0	0
Depreciation on Assets		717,160	575,540	1,381,571	141,620
Capital Revenue and (Expenditure)					
Purchase of Investments		0	0	0	0
Purchase Land Held for Resale	3	0	0	0	0
Purchase Land and Buildings	3	(21,975)	(308,894)	(761,317)	286,919
Purchase Plant and Equipment	3	(432,257)	(358,370)	(870,105)	(73,887)
Purchase Furniture and Equipment	3	(909)	(7,645)	(106,350)	6,736
Purchase Infrastructure Assets - Roads	3	(232,963)	(629,155)	(1,509,960)	396,192
Purchase Infrastructure Assets - Footpaths	3	0	(31,935)	(76,650)	31,935
Purchase Infrastructure Assets - Drainage	3	0	0	0	0
Purchase Infrastructure Assets - Parks & Ovals	3	(15,970)	(14,320)	(34,374)	(1,650)
Purchase Infrastructure Assets - Airfields	3	0	(1,083,335)	(2,600,000)	1,083,335
Purchase Infrastructure Assets - Other	3	(109,692)	(812,535)	(2,290,400)	702,843
Proceeds from Disposal of Assets	4	0	71,785	0	(71,785)
Repayment of Debentures	5	(45,688)	(29,485)	(70,783)	(16,203)
Proceeds from New Debentures	5	0	0	0	0
Advances to Community Groups		0	0	0	0
Self-Supporting Loan Principal Income	5	0	0	0	0
Transfers to Restricted Assets (Reserves)	6	(53,922)	(295,600)	(704,512)	241,678
Transfers from Restricted Asset (Reserves)	6	0	1,132,516	2,387,648	(1,132,516)
ADD Net Current Assets July 1 B/Fwd	7	1,502,727	1,380,375	1,380,375	122,352
LESS Net Current Assets Year to Date	7	<u>1,737,053</u>	<u>2,225,688</u>	<u>0</u>	<u>(488,635)</u>
Amount Raised from Rates	8	<u>(1,434,853)</u>	<u>(1,548,949)</u>	<u>0</u>	<u>114,096</u>

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

Material Variances 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 NOVEMBER 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 NOVEMBER 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 NOVEMBER 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	not depreciated
construction/road base	50 years
original surfacing and	
major re-surfacing	
- bituminous seals	20 years
Gravel roads	
clearing and earthworks	not depreciated
construction/road base	50 years
gravel sheet	12 years
Formed roads (unsealed)	
clearing and earthworks	not depreciated
construction/road base	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 NOVEMBER 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 NOVEMBER 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 NOVEMBER 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 NOVEMBER 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 NOVEMBER 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 NOVEMBER 2015

3. ACQUISITION OF ASSETS	2015/16 Budget \$	NOVEMBER 2015 YTD Budget \$	NOVEMBER 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	75,420	19,736.10
Law, Order, Public Safety			
Dog/Cat Pound Construction	0	0	0.00
Health			
Computer System - Surgery	0	0	0.00
	32,500	13,540	0.00
Education & Welfare			
Skate Park CCTV Cameras	10,000		8,396.64
	0		0.00
	0		0.00
	0	0	513.64
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	696.74
Dreghorn Street - Bedroom Suite	0	0	0.00
Other Housing - 2 Caulfield St (Old Doctors House)-Painting/Car	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	10,800	0.00
Community Amenities			
Cemetery Upgrade	0	0	0.00
Sewerage Upgrade	0	0	0.00
Construction of Transfer Station	1,220,000	508,335	0.00
Compactors/Transfer Bins for Transfer Station	40,000	16,665	0.00
Storage Shed/Land for Transfer Station	355,000	147,920	0.00
Recreation and Culture			
Lane Ropes/Timers in lieu of diving board	0	0	0.00
Upgrade to Pool Pump House	170,000	70,830	0.00
Pool Plant & Equipment	396,605	165,250	423,860.00
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	14,320	15,970.14
Transport			
Road Construction			
- Rural Roads Construction	948,425	395,180	194,134.13
- Townsite Roads Construction	561,535	233,975	33,241.61
Drainage Construction	0	0	0.00
Footpath Construction	76,650	31,935	0.00
Plant & Equipment - Road Plant Purchases	357,000	148,750	0.00
Airfield Infrastructure	2,600,000	1,083,335	0.00
Economic Services			
New On site Caravan	0	0	0.00
Morawa Gateway Project	80,000	24,000	0.00
Morawa Perenjori Trails Project	934,000	280,200	0.00
Phase 1 - Civic Square/Pedestrian Crossing	0	0	96,696.05
Phase 2 - Road Freight Alignment	0	0	0.00
Phase 2 - Road Freight Alignment	0	0	5,587.68
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	7,645	395.45
CEO/DCEO/MAF Vehicles	34,000	14,165	0.00
	<u>8,249,156</u>	<u>3,246,189</u>	<u>813,766.34</u>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 NOVEMBER 2015

3. ACQUISITION OF ASSETS (Continued)	2015/16 Budget \$	NOVEMBER 2015 YTD Budget \$	NOVEMBER 2015 Actual \$
The following assets have been acquired during the period under review:			
<u>By Class</u>			
Land Held for Resale	0	0	0.00
Investments	0	0	0.00
Land	0	0	0.00
Buildings	761,317	308,894	21,974.64
Plant and Equipment	870,105	358,370	432,256.64
Furniture and Equipment	106,350	7,645	909.09
Infrastructure Assets - Roads	1,509,960	629,155	232,963.42
Infrastructure Assets - Footpaths	76,650	31,935	0.00
Infrastructure Assets - Drainage/Dams	0	0	0.00
Infrastructure Assets - Parks & Ovals	34,374	14,320	15,970.14
Infrastructure Assets - Airfields	2,600,000	1,083,335	0.00
Infrastructure Assets - Other	2,290,400	812,535	109,692.41
	<u>8,249,156</u>	<u>3,246,189</u>	<u>813,766.34</u>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 NOVEMBER 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	NOVEMBER 2015 Actual	2015/16 Budget	NOVEMBER 2015 Actual	2015/16 Budget	NOVEMBER 2015 Actual
	\$	\$	\$	\$	\$	\$
Health	0	0.00	0	0.00	0	0.00
Transport	0	0.00	0	0.00	0	0.00
	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
	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
	0	0.00	0	0.00	0	0.00

By class of asset	Written Down Value		Sale Proceeds		Profit(Loss)	
	2015/16 Budget	NOVEMBER 2015 Actual	2015/16 Budget	NOVEMBER 2015 Actual	2015/16 Budget	NOVEMBER 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	0	0	0	0
	0	0.00	0	0.00	0	0.00
	0	0.00	0	0.00	0	0.00
Held for Sale Assets						
Sale of Iron Ore Fines	0	0.00	0	0.00	0	0.00
	0	0.00	0	0.00	0	0.00

Summary

Profit on Asset Disposals
Loss on Asset Disposals

	2015/16 Budget \$	NOVEMBER 2015 Actual \$
	0	0.00
	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 NOVEMBER 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	14,739	102,614	117,842	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	9,570	0	9,867	1,005	0
	245,961	0	0	70,783	45,688	175,178	200,273	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 NOVEMBER 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 NOVEMBER 2015

	2015/16 Budget \$	NOVEMBER 2015 Actual \$
6. RESERVES - CASH BACKED		
(a) Leave Reserve		
Opening Balance	276,716	276,716
Amount Set Aside / Transfer to Reserve	63,104	2,177
Amount Used / Transfer from Reserve	0	0
	339,820	278,893
(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
	0	0
(c) Plant Reserve		
Opening Balance	840,201	840,201
Amount Set Aside / Transfer to Reserve	193,761	6,611
Amount Used / Transfer from Reserve	(381,409)	0
	652,553	846,812
(d) Building Reserve		
Opening Balance	5,153	5,153
Amount Set Aside / Transfer to Reserve	73,951	41
Amount Used / Transfer from Reserve	0	0
	79,104	5,194
(e) Economic Development Reserve		
Opening Balance	106,142	106,142
Amount Set Aside / Transfer to Reserve	3,109	835
Amount Used / Transfer from Reserve	0	0
	109,251	106,977
(f) Community Development Reserve		
Opening Balance	1,372,142	1,372,142
Amount Set Aside / Transfer to Reserve	40,183	10,797
Amount Used / Transfer from Reserve	(245,026)	0
	1,167,299	1,382,939
(g) Sewerage Reserve		
Opening Balance	121,894	121,894
Amount Set Aside / Transfer to Reserve	40,127	959
Amount Used / Transfer from Reserve	0	0
	162,021	122,853
(h) Unspent Grants and Contributions Reserve		
Opening Balance	982,919	982,918
Amount Set Aside / Transfer to Reserve	28,786	7,693
Amount Used / Transfer from Reserve	(926,767)	0
	84,938	990,611

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 NOVEMBER 2015

	2015/16 Budget \$	NOVEMBER 2015 Actual \$
6. RESERVES (Continued)		
(i) Business Units Reserve		
Opening Balance	40,517	40,518
Amount Set Aside / Transfer to Reserve	21,187	319
Amount Used / Transfer from Reserve	0	0
	<u>61,704</u>	<u>40,836</u>
(j) Morawa Community Trust Reserve		
Opening Balance	10,944	10,944
Amount Set Aside / Transfer to Reserve	321	86
Amount Used / Transfer from Reserve	(10,100)	0
	<u>1,165</u>	<u>11,030</u>
(k) Morawa Community Future Funds Reserve		
Opening Balance	2,155,811	2,155,811
Amount Set Aside / Transfer to Reserve	63,136	16,964
Amount Used / Transfer from Reserve	(53,666)	0
	<u>2,165,281</u>	<u>2,172,775</u>
(l) Refuse Transfer Station Reserve		
Opening Balance	196,097	196,097
Amount Set Aside / Transfer to Reserve	5,743	1,543
Amount Used / Transfer from Reserve	(95,000)	0
	<u>106,840</u>	<u>197,641</u>
(m) Aged Care Units Reserve		
Opening Balance	8,867	8,867
Amount Set Aside / Transfer to Reserve	260	70
Amount Used / Transfer from Reserve	-	0
	<u>9,127</u>	<u>8,936</u>
(n) ST-N/Midlands Solar Thermal Power		
Opening Balance	541,001	540,136
Amount Set Aside / Transfer to Reserve	15,844	4,430
Amount Used / Transfer from Reserve	-	0
	<u>556,845</u>	<u>544,566</u>
(o) ST-Morawa Revitalisation Reserve		
Opening Balance	1,694,377	170,408
Amount Set Aside / Transfer to Reserve	0	1,397
Amount Used / Transfer from Reserve	-	0
	<u>1,694,377</u>	<u>171,805</u>
(p) Legal Fees Reserve		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	15,000	0
Amount Used / Transfer from Reserve	0	0
	<u>15,000</u>	<u>0</u>

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

	2015/16 Budget \$	NOVEMBER 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	6,881,868
Summary of Transfers		
To Cash Backed Reserves		
Transfers to Reserves		
Leave Reserve	63,104	2,177
Sports and Recreation Facilities Reserve	0	0
Plant Reserve	193,761	6,611
Building Reserve	73,951	41
Economic Development Reserve	3,109	835
Community Development Reserve	40,183	10,797
Sewerage Reserve	40,127	959
Unspent Grants and Contributions Reserve	28,786	7,693
Business Units Reserve	21,187	319
Morawa Community Trust Reserve	321	86
Morawa Community Future Fund Reserve	63,136	16,964
Refuse Transfer Station Reserve	5,743	1,543
Aged Care Units Reserve	260	70
ST-N/Midlands Solar Thermal Power	15,844	4,430
ST-Morawa Revitalisation Reserve	0	1,397
Legal Fees Reserve	15,000	0
Road Reserve	140,000	0
	704,512	53,922
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)	53,922

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 NOVEMBER 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

Morawa Community Future Fund Reserve

To be used to provide an ongoing conduit for benefits to the people and environment of the Morawa Shire through the Sinosteel Midwest Corporation Morawa Future Fund Foundation Memorandum

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 NOVEMBER 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	1,198,484
Cash - Restricted Unspent Grants	0	317,600	0
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	9,436,266	6,827,946	6,881,868
Rates - Current	247,610	242,859	557,408
Sundry Debtors	166,877	375,943	88,859
GST Receivable	129,967	78,836	19,635
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>8,740,781</u>
LESS: CURRENT LIABILITIES			
Sundry Creditors	(305,048)	(112,291)	0
Income Received in Advance	(73,167)	0	(42,552)
GST Payable	(49,538)	(50,156)	(215)
Payroll Creditors	0	0	0
Accrued Expenditure	0	0	0
Other Payables	3,316	(2,661)	(27,623)
Withholding Tax Payable	0	0	0
Payg Payable	(28,076)	(32,110)	(31,314)
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)	(25,095)
	<u>(790,567)</u>	<u>(634,133)</u>	<u>(425,860)</u>
NET CURRENT ASSET POSITION	10,626,365	7,983,174	8,314,921
Less: Cash - Reserves - Restricted	(9,436,266)	(6,827,946)	(6,881,868)
Less: Cash - Unspent Grants - Restricted	0	0	0
Adjustment for Trust Transactions Within Muni	0	0	12
Add Back : Component of Leave Liability not Required to be Funded	127,862	276,716	278,893
Add Back : Current Loan Liability	62,414	70,783	25,095
SURPLUS/(DEFICIENCY) C/FWD	<u>1,380,375</u>	<u>1,502,727</u>	<u>1,737,053</u>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 NOVEMBER 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	702	0	209,400	0
UV Rural	0.02192	208	56,190,000	1,231,516	(108)	0	1,231,408	0
UV Mining	0.28968	17	455,557	131,966	3,642	0	135,609	0
Sub-Totals		492	59,544,629	1,572,181	4,236	0	1,576,417	0
Minimum Rates								
GRV Residential/Commercial	271	50	40,840	13,558		0	13,558	0
UV Rural	271	6	48,000	1,627	0	0	1,627	0
UV Mining	656	12	11,145	7,872	0	0	7,872	0
Sub-Totals		68	99,985	23,056	0	0	23,056	0
Ex-Gratia Rates								
							1,599,474	0
							5,624	0
Discounts								
Rates Written Off							1,605,098	0
Movement in Excess Rates							(59,723)	0
							(733)	0
							(111,331)	0
Totals							1,433,311	0

All land except exempt land in the Shire of Morawa is rated according to its Gross Rental Value (GRV) in townships 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 NOVEMBER 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	300	0	300
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	(320)	0
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	100	0	660
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>708</u>	<u>(3,143)</u>	<u>8,279</u>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 NOVEMBER 2015

10. OPERATING STATEMENT

	NOVEMBER 2015 Actual \$	2015/16 Budget \$	2014/15 Actual \$
OPERATING REVENUES			
Governance	85,210	99,469	9,899
General Purpose Funding	1,879,721	2,532,930	4,102,157
Law, Order, Public Safety	21,078	44,420	45,841
Health	1,668	13,000	4,759
Education and Welfare	8,900	448,600	62,813
Housing	18,807	122,901	48,270
Community Amenities	439,037	1,947,267	430,274
Recreation and Culture	25,892	264,476	525,931
Transport	174,522	3,178,920	1,535,940
Economic Services	88,160	716,899	281,693
Other Property and Services	92,433	92,617	114,320
TOTAL OPERATING REVENUE	2,835,428	9,461,499	7,161,898
OPERATING EXPENSES			
Governance	180,053	499,849	427,808
General Purpose Funding	78,628	193,557	178,137
Law, Order, Public Safety	58,034	148,151	125,997
Health	82,335	226,949	205,675
Education and Welfare	59,131	769,575	233,474
Housing	45,265	172,364	112,723
Community Amenities	180,398	515,784	439,886
Recreation & Culture	479,230	1,088,407	1,213,729
Transport	909,459	1,816,974	2,092,360
Economic Services	243,560	627,851	3,311,506
Other Property and Services	92,513	28,878	(46,198)
TOTAL OPERATING EXPENSE	2,408,606	6,088,339	8,295,096
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	<u>426,822</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 NOVEMBER 2015

11. BALANCE SHEET

	NOVEMBER 2015 Actual \$	2014/15 Actual \$
CURRENT ASSETS		
Cash Assets	8,080,352	7,914,726
Receivables	650,306	692,458
Inventories	10,124	10,124
TOTAL CURRENT ASSETS	<u>8,740,782</u>	<u>8,617,308</u>
NON-CURRENT ASSETS		
Receivables	11,064	11,064
Inventories	0	0
Property, Plant and Equipment	26,947,490	26,804,567
Infrastructure	41,966,314	42,014,173
TOTAL NON-CURRENT ASSETS	<u>68,924,868</u>	<u>68,829,804</u>
TOTAL ASSETS	<u>77,665,650</u>	<u>77,447,112</u>
CURRENT LIABILITIES		
Payables	101,703	264,288
Interest-bearing Liabilities	25,095	70,783
Provisions	299,061	299,061
TOTAL CURRENT LIABILITIES	<u>425,859</u>	<u>634,132</u>
NON-CURRENT LIABILITIES		
Interest-bearing Liabilities	175,178	175,179
Provisions	30,834	30,834
TOTAL NON-CURRENT LIABILITIES	<u>206,012</u>	<u>206,013</u>
TOTAL LIABILITIES	<u>631,871</u>	<u>840,145</u>
NET ASSETS	<u>77,033,779</u>	<u>76,606,967</u>
EQUITY		
Retained Surplus	33,154,999	32,782,098
Reserves - Cash Backed	6,881,868	6,827,946
Reserves - Asset Revaluation	36,996,923	36,996,923
TOTAL EQUITY	<u>77,033,790</u>	<u>76,606,967</u>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 NOVEMBER 2015

12. FINANCIAL RATIO

	2015 YTD	2014	2013	2012
Current Ratio	12.650	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 NOVEMBER 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 .

Law, Order, Public Safety - Variance above budget expectations

Income from aged debtors received in this financial year

Health - Variance below budget expectations

Doctors expenses invoiced to second party below budget expectations
Interest received on Muni Funds below budget

Education and Welfare - Variance below budget expectations

Industry Training Centre - timing

Housing - Variance above budget expectations

Single units are not rented out at present - no income generating from these

Community Amenities - Variance below budget expectations.

Grants for Refuse Site yet to be received - timing

Recreation & Culture - Variance below budget expectations.

Timing - small grants received - KABC and Main Roads

Transport - Variance below expectations.

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 NOVEMBER 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

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

Expense relating Fire Services Manager is less than budget.

Health - Variance below budget expectations.

Timing

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 housing generally is currently under budget.

Community Amenities - Variance below budget expectations.

Town Planning Expenses below budget expectations

Transport - Variance within budget expectations.

Maintenance of Rural Roads within budget, Town Streets and the Depot is below budget - timing.

Department of Transport licensing reflected in budget - off set by income

Economic Services - Variance below budget expectations

Caravan Park operations under budget

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 NOVEMBER 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 Infrastructure Assets Roads - Variance below budget expectations.

Capital Road Works for roads under budget - timing

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

Purchase Infrastructure Assets - 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>Item No:</i>	7.2.2.7
<i>Subject:</i>	Service Charge
<i>Date of Meeting:</i>	17 Dec 2015
<i>Date & Author:</i>	27 Oct 2015, Katrina Kingston – Rates Officer
<i>Responsible Officer:</i>	Fred Gledhill / Katrina Kingston
<i>File Number:</i>	ADM0055
<i>Previous minute/s & Reference:</i>	

SUMMARY

The Shire has received a letter from the CWA stating that they are struggling with low membership, going through hardship and are having trouble paying the Sewerage service fee of \$772.10 for their building at 24 Dreghorn St Morawa

DECLARATION OF INTEREST

Nil

ATTACHMENTS

CWA Letter

BACKGROUND INFORMATION

Under section 6.47 of the Local Government Act 1995 a council may waive a service charge. When a property does not fall into any category of Section 6.26 but the Council may wish to waive a service charge because of the nature of the undertaking of the organisation. This would be a case by case decision and for each individual Council to determine.

OFFICER'S COMMENT

As the CWA is a 'Not-for-profit' organisation & membership is low, it would be appropriate for council to consider waiving the service fees for this organisation.

STATUTORY ENVIRONMENT

Local Government Act 1995 and Local Government (Financial Management) Regulations 1996, (Section 6.47)

Subject to the Rates and Charges (*Rebates and Deferments Act 1992*), a local government may at the time of imposing a rate or service charge or at a later date resolve to waive a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.

Absolute majority required.

POLICY IMPLICATIONS

Section 3 – Finance

FINANCIAL IMPLICATIONS

As presented

STRATEGIC IMPLICATIONS

Nil

RISK MANAGEMENT

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

It is recommended that council:

Waive the sewerage service fee of \$772.10 for the CWA for the 2015/2016 billing cycle.

Council approve the write-off of \$772.10 for the CWA

MAF

20 OCT 2015
File No. A 315



Mr John Roberts
CEO
Shire of Morawa
Winfield St
Morawa 6623
WA

Morawa Branch CWA
P.O. Box 186
Morawa 6623
WA

19 October 2015

Dear Mr Roberts and Shire Councillors,

The Morawa Branch of the CWA continues to face severe financial difficulties in 2015, which is of grave concern to our members.

The yearly expense of Annual Levy Rates to the Shire of Morawa is the prime reason for our financial difficulties. We are a service organisation with limited membership (9 members) and few fundraising opportunities due to the age or work status of our members.

At our September meeting members voted to take the unprecedented step of paying only the Emergency Services Levy component of the rates - \$68.00.

The Branch is unable at this stage to pay the balance amount- for the sewerage - \$772.10

Please find enclosed our cheque for \$68.00

Yours Sincerely,

Mrs Helen Walter
Hon. Treasurer
Morawa Branch CWA

<i>Item No:</i>	7.2.2.8
<i>Subject:</i>	Rate Write-Off
<i>Date of Meeting:</i>	17 Dec 2015
<i>Date & Author:</i>	27 Oct 2015, Katrina Kingston – Rates Officer
<i>Responsible Officer:</i>	Fred Gledhill / Katrina Kingston
<i>File Number:</i>	ADM0055
<i>Previous minute/s & Reference:</i>	

SUMMARY

1 Solomon Terrace is being transferred to the Shire to recover overdue rates. Currently the rates outstanding at the 17th of Dec are \$9,840.35 (it is accruing interest daily).

As the property is now in the ownership of the Shire, approval is required to write-off this overdue amount, any interest and make the property non-rateable.

DECLARATION OF INTEREST

Nil

ATTACHMENTS

Nil

BACKGROUND INFORMATION

Previously at the council meeting held on the 17th of March, Council approved the execution of a Statutory Declaration in support of the amended Transfer of Land for 1 Solomon Tce, Morawa. Council approved that the property be noted on the Asset Register for the Shire of Morawa and further discussions tabled by council for the properties future use.

OFFICER'S COMMENT

Once this property is transferred into the shire's name, all council properties are deemed to be non-rateable.

STATUTORY ENVIRONMENT

Local Government Act 1995 and Local Government (Financial Management) Regulations 1996. (Section 6.26 (b)(c))

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

As presented

STRATEGIC IMPLICATIONS

Nil

RISK MANAGEMENT

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

It is recommended that council:

Approve the write-off of \$9,840.35 on 1 Solomon Terrace and make the property non-rateable.

7.2.3 Community Development Officer

Nil

<i>Item No/Subject</i>	7.2.4.1 Proclamation of Wubin-Mullewa Rd Realignment
<i>Date of Meeting:</i>	18 December 2015
<i>Date & Author:</i>	30 November 2015 John Elliot
<i>Responsible Officer:</i>	Samantha Appleton
<i>Applicant/Proponent:</i>	Shire of Morawa and Main Roads Western Australia
<i>File Number:</i>	ADM 0287
<i>Previous minute/s & Reference:</i>	August 2014, June 2014, March 2014, March 2013

SUMMARY

The Morawa Town Centre Revitalisation Freight Road Extension was completed in August of 2014 and the associated defects period has recently been completed.

The Commissioner of Main Roads intends to make a recommendation to the Minister for Transport to proclaim the new freight alignment road excluding footpaths as a “main road” and de-proclaim Winfield Street as a “main road” under the Main Roads Act 1930.

Before making the recommendation the Commissioner requires endorsement by the Council of the proclamation plans. The Council will also be required to grant authorisation for the Chief Executive Officer Mr John Roberts to sign plans certifying that Council endorses the proclamation drawings.

DECLARATION OF INTEREST

Author of report has no declaration of interest.

ATTACHMENTS

Attachment 1 - Main Roads Western Australia Letter

Attachment 2 - Proclamation Plan Shire of Morawa

Attachment 3 – Proclamation Plan Morawa Town site

BACKGROUND INFORMATION

Construction of the Freight Realignment road was completed in August 2014 as part of the Morawa Town Centre Revitalisation Project.

The road realignment works has been the subject of community consultation and previous reports to Council.

As a result of the construction of the freight realignment road the newly constructed road required dedication as a road and consent to the proclamation of the road as a “main road”.

Winfield Street, the former main road through Morawa town site, also requires de-proclamation as a “main road” as it will be under the care and control of the Shire of Morawa as a local road within the town site.

OFFICER’S COMMENT

In order to ensure that Main Roads WA continue to manage and maintain the freight road within their management and maintenance schedules, it is recommended that the Council endorse the request of Main Roads to support the proclamation of the freight Road and de-proclamation of the old Winfield Street alignment.

STATUTORY ENVIRONMENT

Section 13 of the *Main Roads Act 1930* provides that, on recommendation of the Commissioner, the Governor may, by proclamation, declare that any section of road shall be a main road or shall cease to be so. The Governor may also declare that the footpaths of any such road shall, or shall not, be excluded from the road.

Pursuant to section 13A, before making any recommendation to the Governor, the Commissioner shall cause a notification to be given in writing to the local government of his intention to make the recommendation and a date before any objections may be made.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

Maintenance costs associated with the ownership and ongoing management of footpaths located adjacent to the freight realignment road.

STRATEGIC IMPLICATIONS

The control and maintenance of the freight realignment road will be required to comply with Main Roads Western Australia policy and procedures.

The proposed road dedication and proclamation associated with the freight alignment road conforms to the development and planning objectives of the Morawa SuperTown Growth Plan 2012.

RISK MANAGEMENT

As the proposed proclamation and de-proclamation amendments do not involve any significant changes from current practices the proposal is considered low risk.

VOTING REQUIREMENTS

Simple majority.

OFFICER'S RECOMMENDATION

That the Council

- 1) Supports the recommendation to the Minister to proclaim the road as shown on Main Roads WA Drawings 201121-0005-01 and 201121-0003-01 as a "main road", and de-proclaim the old Winfield Street alignment in accordance with section 13 of the Main Roads Act.
- 2) Grant authorisation for the Chief Executive Officer Mr John Roberts to sign Main Roads WA Drawings 201121-0005-01 and 201121-0003-01 certifying that Council endorses the proclamation drawings.

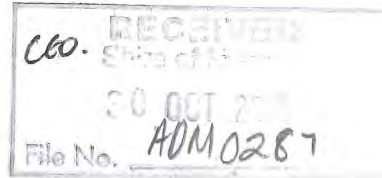


ABN: 50 860 676 021

Enquiries: Ron Tolliday on (08) 9323 4473
Our Ref: 13/8260 D15#188610
Your Ref:

20 October 2015

Mr John Roberts
Chief Executive Officer
Shire Of Morawa
PO Box 14
MORAWA WA 6623



Dear Mr Roberts

PROCLAMATION OF WUBIN-MULLEWA ROAD REALIGNMENT FOR THE MORAWA TOWNSITE FREIGHT DEVIATION

In 2014 works were completed on the Wubin – Mullewa Road to create the Morawa Townsite Freight Deviation. These works have meant that the new alignment needs to be proclaimed as a 'main road' and the old alignment to be deproclaimed as a 'main road'. These actions will require the gazetting of the relevant sections of the road.

In accordance with Section 13 of the Main Roads Act, the Commissioner of Main Roads intends making a recommendation to the Hon Minister for Transport to proclaim the road as shown on Drawings 201121-0005-01 and 201121-0003-01 as a 'main road'. Footpaths will be excluded from the proclamation. Such paths, if any, will therefore be the responsibility of your Council.

Before making the recommendation to the Minister, the Commissioner requires endorsement by Council of the enclosed proclamation drawings, in duplicate.

Subject to Council's agreement, will you please endorse the drawings with details of the Council's resolution number and date of meeting in support of the proposal and return one *original signed set* to Main Roads East Perth office, marked to the attention of Road Classification Manager, Ron Tolliday. The other set should be retained as Council's interim record, pending formal proclamation. Following proclamation, a copy of the final drawings showing gazettal details will be sent to Council for its records.

In the event that Council does not support the changes, Section 13A (2) of the Main Roads Act makes provision for Council to lodge an objection with the Commissioner of Main Roads. Any objection needs to be lodged with Main Roads by 30 December 2015.

If you require any further information regarding the proclamation action, please contact Ron Tolliday on (08) 9323 4473. Any enquiries relating to management of the road and delineation of responsibility between Main Roads and your Council should be addressed to our Regional Manager Mid West–Gascoyne, Bernie Miller, in our Geraldton office on (08) 99561200.

I await receipt of Council's response.

Yours sincerely

Doug Morgan
EXECUTIVE DIRECTOR
PLANNING AND TECHNICAL SERVICES

Encl.

AMENDMENTS

1. Realignment - Morawa, Proclaim / Deproclaim M39

NOTES:

Roads and/or paths are represented by centrelines which are a notional reference line that generates and approximates the centre of the pavement extent.

Ramp intersections are shown schematically. The point at which the lines meet represents the end of the median which separates the converging or diverging carriageways.

Road to be closed in accordance with section 58 of the Land Administration Act.

Slip lanes where ramps intersect other roads are not shown.

PROCLAMATION LEGEND

EXISTING PROCLAIMED ROUTE

H6 Highway
(^ Road Name)

M42 Main Road
(^ Road Name)

SECTION TO BE DEPROCLAIMED

~~H2~~ ~~M12~~

SECTION TO BE PROCLAIMED

H6 Highway

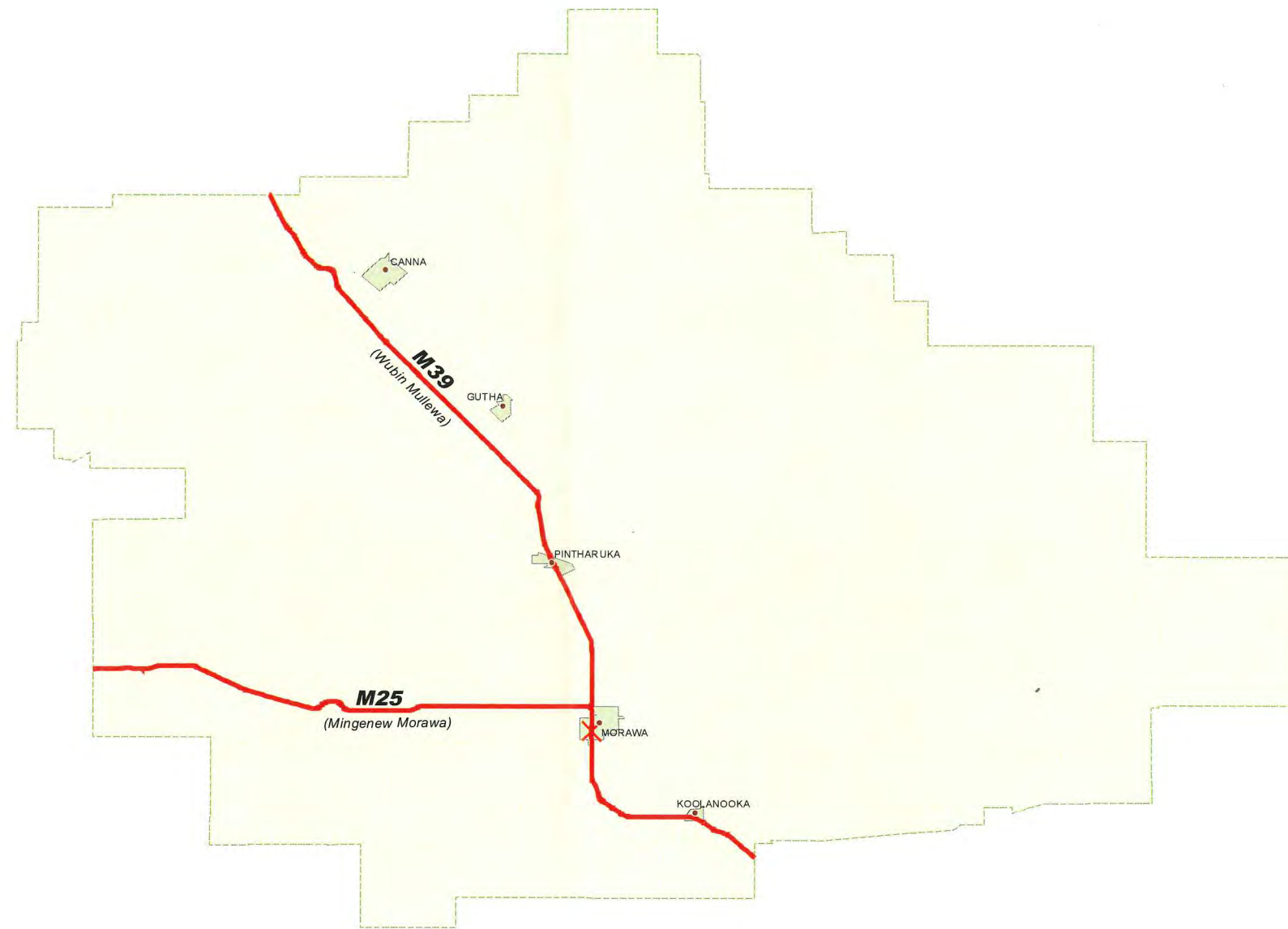
M42 Main Road

^ Landgate approved local usage name.

P18 Main Roads Controlled Path

Shared paths depicted on this drawing are those for which Main Roads Western Australia has responsibility.

Shared paths the responsibility of other entities are not shown.



MID WEST-GASCOYNE REGION



SHIRE OF MORAWA

BASE MAP LEGEND

- Town Site Area And Boundary
- Local Government Area And Boundary
- Cadastre
- Local Road

This is to certify that Council endorses the proposal shown on this plan.

Council Resolution:.....of

Council Meeting Held On:.....

.....

Chief Executive Officer

Date:.....

Gazette:.....

Page No:.....

THIS DRAWING SUPERSEDES: 201121-0003-00

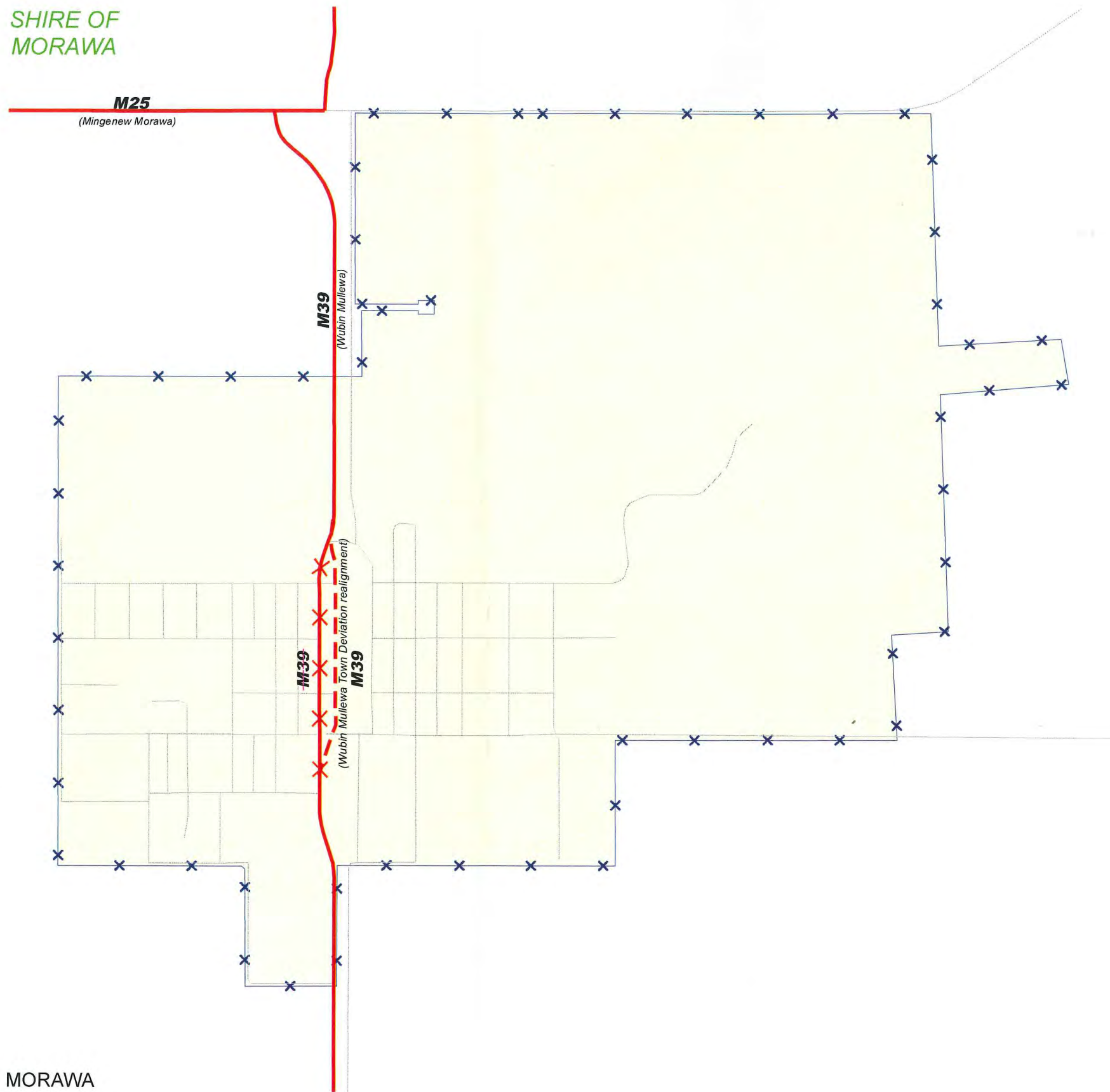
NOTE: FOR DETAIL OF TOWNSITES - REFER TO TOWNSITE DRAWINGS

DATE OF ORIGINAL ISSUE: 27 January 2011 DRAWING AMENDMENT DATE: 23 October 2014	0 10 20 Kilometres	PROCLAMATION PLAN Declared Roads SHIRE OF MORAWA	MAIN ROADS WESTERN AUSTRALIA DWG TYPE FILE No DWG NUMBER 20:00 13/08260 201121-0003-01
RECOMMENDED: 20/10/15 A/NPDM APPROVED: 21/10/15 [Signature] EDPTS	Planning and Technical Services Directorate SHIRE OF MORAWA - LG No. 511 Page 108 of 266	SHEET 1 of 1	

AMENDMENTS

1. Realignment - Morawa, Proclaim / Deproclaim M39

SHIRE OF MORAWA



NOTES:

Roads and/or paths are represented by centrelines which are a notional reference line that generates and approximates the centre of the pavement extent.
 Ramp intersections are shown schematically. The point at which the lines meet represents the end of the median which separates the converging or diverging carriageways.
 Road to be closed in accordance with section 58 of the Land Administration Act.
 Slip lanes where ramps intersect other roads are not shown.

PROCLAMATION LEGEND

EXISTING PROCLAIMED ROUTE

H6 Highway
 (^ Road Name)
M42 Main Road
 (^ Road Name)

SECTION TO BE DEPROCLAIMED

~~H2~~ ~~M12~~

SECTION TO BE PROCLAIMED

H6 Highway
M42 Main Road

^ Landgate approved local usage name.

P18 Main Roads Controlled Path

Shared paths depicted on this drawing are those for which Main Roads Western Australia has responsibility.
 Shared paths the responsibility of other entities are not shown.

This is to certify that Council endorses the proposal shown on this plan.

Council Resolution:.....of

Council Meeting Held On:.....

Chief Executive Officer

Date:.....

Gazette:.....

Page No:.....

MORAWA

THIS DRAWING SUPERSEDES: 201121-0005-00



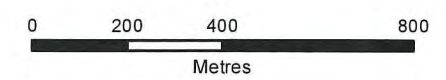
SHIRE OF MORAWA

BASE MAP LEGEND

Local Government Boundary
 Town Site Area And Boundary
 Cadastre
 Local Road

NOTE: FOR DETAIL OF TOWNSITES - REFER TO TOWNSITE DRAWINGS

DATE OF ORIGINAL ISSUE: 27 January 2011
 DRAWING AMENDMENT DATE: 23 October 2014



PROCLAMATION PLAN

Declared Roads
 MORAWA TOWNSITE

MAIN ROADS WESTERN AUSTRALIA

DWG TYPE	FILE No	DWG NUMBER
20:00	13/8260	201121-0005-01

RECOMMENDED 20/10/15 A/NPDM
 APPROVED 21/10/15 EDPYS

Planning and Technical Services Directorate

SHIRE OF MORAWA - LG No. 511

SHEET 2 of 3

<i>Item No/Subject</i>	7.2.4.2 Proposed Street Naming Yalgoo Morawa Road Industrial Subdivision
<i>Date of Meeting:</i>	18 December 2015
<i>Date & Author:</i>	1 December 2015 John Elliot
<i>Responsible Officer:</i>	John Elliot
<i>Applicant/Proponent:</i>	Shire of Morawa
<i>File Number:</i>	
<i>Previous minute/s & Reference:</i>	December 2011, September 2012 and July 2013

SUMMARY

The purpose of this report is for Council to endorse road names associated with the Yalgoo Morawa Road Industrial Subdivision including:

- Proposed road name for existing road reserve from Solomon Terrace to speedway road entrance of Club Road;
- Consideration of Club Road as the proposed road name for the western road within the Industrial subdivision;
- Consideration of Tipping Way as the proposed road name for the eastern road within the Industrial subdivision; and
- Consideration of Kapor Street as the proposed road name for the internal road within the Industrial subdivision located on the northern boundary of the Speedway site.

DECLARATION OF INTEREST

Author of report has no declaration of interest.

ATTACHMENTS

Attachment 1– Plan Depicting Section of Roads and Associated Proposed Names

Attachment 2 – Plan Depicting Section of unnamed road reserve to be renamed Club Road

BACKGROUND INFORMATION

Landgate as part of the State lands Department Geographical Names Committee Western Australia road naming process have requested that the Shire of Morawa Council consider the proposed naming of an unnamed road reserve and three sections of public road associated with the industrial subdivision located in the northern area of the Morawa town site.

The roads will be dedicated to the Shire of Morawa and come under its care control and management.

As part of the road naming process associated with the Industrial subdivision, Landgate has also requested Council consideration of naming the section of an existing road reserve located from Solomon Terrace to the speedway road entrance to Club Road.

The road naming of the industrial subdivision has been considered at a number of Council meetings, including:

COUNCIL RESOLUTION 15 December 2011

Moved: Cr G R North

Seconded: Cr K P Stokes

The name of a road in the proposed Morawa-Yalgoo Road Industrial Subdivision is 'Tipping Road'.

CARRIED

6/0

COUNCIL RESOLUTION September 2012

Moved: Cr D S Carslake

Seconded: Cr D J Coaker

That:-

1. Council assign the names of Skipworth, Lanagan, Cook and Walter to the streets in the new White Avenue Residential Subdivision as detailed on attached diagram.

2. Council assign the names of Solomon and Tipping to the streets in the new Industrial subdivision as detailed on attached diagram.

CARRIED

6/0

The above resolutions were forward to the Geographical names Committee with the following outcomes;

'Below is some information regarding the proposed names for use in the upcoming subdivision of Lots 503 and 513 White Avenue. A replacement name is required. Also as a standard practice, and for mapping purposes, short roads should have short names. Therefore some changes to the proposal will be necessary.

- *The name Cook does not comply because this name is in use within a 50km radius of the subject site (Cook Street in the locality of Arrino – Three Springs). A replacement is required for this name.*
- *Skipworth is suitable but should be applied to the longest road.*
- *Walter is ok but should be applied to the shortest road.*
- *Lanagan is ok but should be applied to a shorter road. Please note your origin document referred to Flanagan which differs from the requested name, clarification will be necessary (i.e. Lanagan or Flanagan).*

As discussed yesterday, the proposed name Solomon Way is not supported as this would be a duplication of the name Solomon albeit with a different road type. Road names shall not be duplicated / or be similar to any other road name within 50km of the site (even if the 50kms overlaps into another LGA). All roads to be created on a survey plan require names approved by Geographic Names prior to the lodgement of the deposited plan. Road names should be approved to their full extent in the first instance. All roads to be created on a survey plan require names approved by Geographic Names prior to the lodgement of the deposited plan. Road names should be approved to their full extent in the first instance.

To assist in resolving the naming of the roads shown on the new super lot plan and as shown on the initial request [formerly Job 839 (2012)] I have provide some suggestions below, please note these are suggestions only as per our discussion yesterday – the choice of name resides with the Shire (subject to compliance with the GNC criteria)

- Road 1 - Speedway Lane / Terrace / View / Vista etc (origin – i.e. the road leads to the Morawa speedway track) – this name and / or an alternative name could be extended south in the future when the road below this development is constructed.*
- Road 2 - Sasse Road / Street / Way etc (origin – early resident / Shire member / Councillor – initials of person / dates required ?? Note the road name cannot relate to living persons). The name Sasse does comply, while not previously approved it is shown on a lodged DP over part of the same area.*
- Road 3 - Tipping Way or Loop or Circuit or Street / Road etc (origin - ?? Note the road name cannot relate to living persons)*

Please review the attachment and liaise with relevant staff / Council and advise if the Shire would like us to proceed with a formal approval of the names. Please note that Geographic Names is open to any other naming options that comply with the GNC criteria for road names. The provisions on the details (origin) of any

name will be required to be provided before any approval would be granted. Noting that the source of the origin should be included e.g. name taken from an Honour Board in Council Chambers / War Memorial / book reference / web page address etc.

It should be noted that some road types shown previously in our GNC Guidelines (2009) are no longer permitted due to the amended Australian/New Zealand Standard for Rural and Urban Addressing AS/NZS 4819:2011. An extract of the current road types is attached to help you with the selection of the road types for any new roads in the Shire of Morawa.

Please refer to the attachment for name placement and road type suggestions. At this point in time, for me to be able to proceed with a formal approval please confirm the shire's preferred road names and select the desired road type for each road. The selections can be marked on my attachment and returned.

I look forward to hearing back from you on the above with a view to finalising the road names for this subdivision as soon as possible.'

COUNCIL RESOLUTION July 2013

Moved: Cr G R North

Seconded: Cr K P Stokes

Council assign the names as detailed below and designated on the attached plan to the new residential subdivision located in White Avenue Morawa and the Industrial subdivision in Morawa for approval by the Geographical Names Committee.

Residential Subdivision

- 1. Skipworth Road*
- 2. Dwyer Court*

3. *Walter Street*

4. *Lanagan Place*

Industrial Subdivision

1. *Club road*

2. *Cook Rd*

3. *Tipping Road*

CARRIED

4/0

Reason for deviation from officers recommendation

- *Residential Subdivision- Council requested Skipworth Chase be changed to Skipworth Road*
- *The Road Names in the Industrial subdivision be change form Speedway Chase to Cook Road as more appropriate.*

OFFICER'S COMMENT

Landgate as part of the State lands Department Geographical Names Committee advised that Cook Road cannot be utilised because:

“Cook was found to be unsuitable because it is after a living person noting that there is also a 2 year exclusion period after date deceased.”

Landgate have also advised that utilising Club Road, Tipping Way and Kapor Street would be suitable on the following grounds:

- Tipping – F J Tipping – an employee of the Morawa Merkanooka Farmers' Co-operative 1925 - (Source: 'A History of Morawa District 1850 to 2006; 9.4 by M Walter 2008), assumed deceased given date of employment.
- Club – named because the road is adjacent to the Morawa Golf and Bowling Club.
- Kapor – M Kapor – Farmer. Member of the Morawa Rifle Club from 1948/9. (Source: 'A History of Morawa District 1850 to 2006; 9.4 by M Walter 2008), assumed deceased given date of membership at rifle club.

The names meet the Geographical name criteria.

The naming of the unconstructed road reserve to be renamed Club Road will also involve renaming the street address of Lot 82 (No 1) Solomon Terrace to Club Road. The total frontage of the lot faces the proposed Club Road. The subject land is owned by Implement & Tractor Service. The Shire has attempted to contact the property owners with no success.

The proposed road naming is consistent with the State Lands Department Geographical Names Committee Western Australia road naming policy and procedures.

The street/road names have been given a suggested end road type to comply with road type standards as detailed in the attached plans.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

No known policy implications.

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

No known strategic implications.

RISK MANAGEMENT

The naming process will be completed in accordance with the State Lands Department Geographical Names Committee Western Australia road naming process.

No risk is attached to this item unless there is a perception that some community members have been overlooked in the naming process.

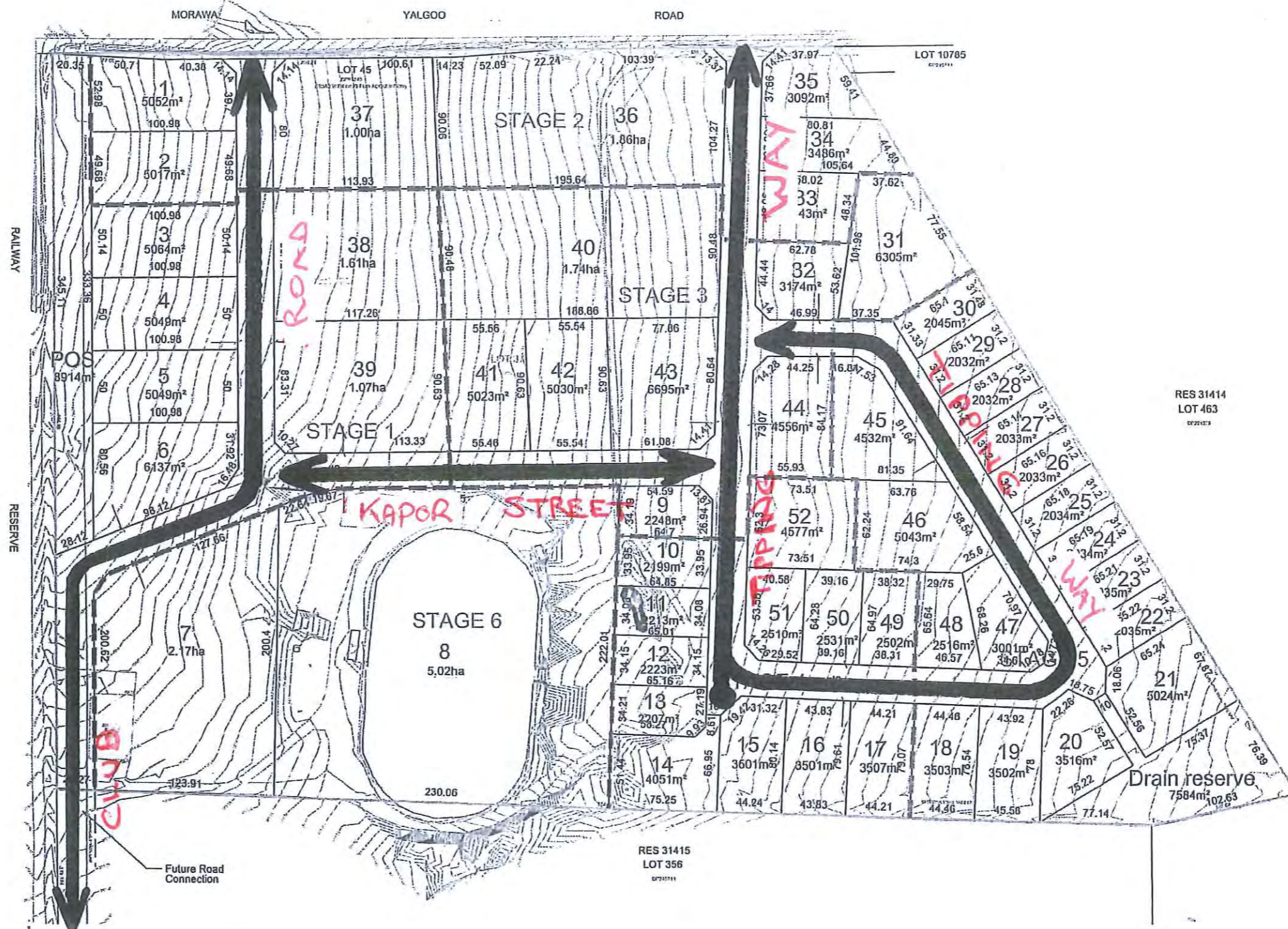
VOTING REQUIREMENTS

Simple majority.

OFFICER'S RECOMMENDATION

That Council:

1. **Assign the road name Club Road to the existing unconstructed road reserve from Solomon Terrace to the speedway road entrance.**
2. **Assign the road name Club Road for the western road within the Industrial subdivision from the existing unconstructed road reserve to the Morawa Yalgoo Road.**
3. **Assign the road name Tipping Way for the eastern internal loop road within the Industrial subdivision.**
4. **Assign the road name Kapor Street for the internal road within the Industrial subdivision adjacent to the northern boundary of the speedway site.**
5. **Advise Landgate (Geographical Names Section) that the section of road fronting lot 82 (No 1) Solomon Terrace being renamed Club Road is supported.**



NOTE: Buildings associated with the speedway to be retained. No Services exist for this lot.

Future Road Connection

RES 31415
LOT 356

Drain reserve
7584m²

RES 31414
LOT 463

Plan No.: 14307-19
Revision: REV.0
Scale: 1:3000@A3



LEGEND	
	Value Mark
	Street Mark
	Power Lines
	Contours
	Existing Boundary
	Proposed Boundary
	Application Area

PROPOSED SUBDIVISION
MORAWA LIGHT INDUSTRIAL AREA
LANDCORP REGIONAL DEVELOPMENT ASSISTANCE PROGRAM

DATE DRAWN: 15-01-2013
DRAWN BY: C.G.
CHECKED BY: C.C.

FILE: 120115 Proposed Subdivision.dwg
VENTURA JHD
HDA104/152434 (50)



P142292
3650

1078

452
10

P2101
350

P77367
9000

P65452
511

AT PRESENT
THIS PORTION IS AN UNNAMED ROAD CLUB ROAD
TO BE NAMED BY
MINISTERIAL ORDER

ADDRESS WILL NEED TO
CHANGE FROM
1 SOLATION TERRACE
TO CLUB DRIVE ADDRESS

<i>Item No/Subject</i>	7.2.4.3 Road Verge Policy
<i>Date of Meeting:</i>	18 December 2015
<i>Date & Author:</i>	8 December 2015, Project Officer
<i>Responsible Officer:</i>	John Elliot
<i>Applicant/Proponent:</i>	Shire of Morawa
<i>File Number:</i>	
<i>Previous minute/s & Reference:</i>	

SUMMARY

The Road Verge policy is to provide guidance relating to verge areas and detail requirements for owners and occupiers of adjoining properties for the use, development and maintenance of verge areas.

DECLARATION OF INTEREST

Nil

ATTACHMENTS

Attachment 1 Proposed Road Verge policy

Attachment 2 Proposed Application Form - Verge Storage and Development

BACKGROUND INFORMATION

The Shire of Morawa currently has no policy framework or local law to guide development and use of verge areas within the Shire of Morawa.

The Morawa town site has experienced a rise in the level of equipment, materials un-licenced vehicles and work plant being stored by property owners on verge areas for extended periods of time.

OFFICER'S COMMENT

The Road Verge policy will provide a policy to guide a range of use and development within verge areas. The policy provides assessment criteria for any permanent or temporary development within road verge areas. The policy guides use of verge areas through assessment and guidelines associated with:

- Appearance;
- Impact on public and service providers
- Safety

- Maintenance of Verges
- Construction
- Vehicle storage
- Work Plant and Equipment Storage
- Clearance and storage of Rubbish

To strengthen the legal force of the policy the Shire of Morawa is currently developing a local law to provide enforcement controls for the maintenance and use of verge areas

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 2.7

POLICY IMPLICATIONS

This new policy is to be included into the 2015 Shire of Morawa Policy Manual.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

RISK MANAGEMENT

To assist enforcement of the policy the Shire of Morawa is currently developing a local law to provide enforcement controls for the maintenance and use of verge areas.

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That Council adopt 8.12 Road Verge Policy so that it can be included into the Shire of Morawa Policy Manual and implemented immediately to guide development and use of road verges.

8.12 ROAD VERGE POLICY

1. OBJECTIVE

To control and manage the development and use of road verges within the Morawa town site.

2. POLICY STATEMENT

The Shire of Morawa is committed to ensuring that verge areas within the Morawa town site are retained by private landowners and the Shire of Morawa in a manner that provides a maintained, safe and aesthetically pleasing environment.

A verge is defined as the section of land between the front property boundary and road kerb.

Council requires that Shire of Morawa approval (delegated to the Chief Executive Officer) be required for any temporary storage on verge areas or installation of gardens, treatments or reticulation on verges.

This policy applies to verge areas located within the Morawa town site.

3. POLICY PROCEDURES FOR UTILISATION OF VERGE AREAS

OBJECTIVES

Temporary storage on verge areas or installation of gardens, treatments or reticulation on verges will require a written application being submitted to the Shire of Morawa Chief Executive Officer for assessment and approval if meeting the Shire of Morawa Road Verge policy assessment criteria.

ASSESSMENT CRITERIA

The following criteria will apply in the verge assessment process:

- No permanent structure can be permitted on the road verge without approval of the Shire of Morawa.
- Any temporary or permanent structure proposed for road reserves located on the Mullewa Wubin Road will require Main Road Western Australia approval.
- No storage on or development of individual verges is permitted without approval from the Shire of Morawa.
- Proposals for storage on or development of individual verges will be assessed on an individual basis by the Shire of Morawa based on safety,

maintenance, appearance and impact on public use and service providers.

ASSESSMENT PROCEDURE

Any storage on verges or development is to comply with the road verge policy.

All property owners (or their agents) proposing to modify any verge treatment or storing any materials/equipment must complete and lodge an “Application for Verge Storage/Development” form.

The storage on verges or development may only occur after formal written approval has been received from the Chief Executive Officer.

On completion of any approved development or storage a final inspection will be undertaken to ensure the works have been completed as per the approval.

ASSESSMENT CRITERIA

Shire of Morawa staff will assess the application against the following criteria:

Appearance

Proposed works will be assessed on their aesthetic qualities and should be designed with the local streetscape in mind.

Impact on Others and/or Services

Proposed treatments should take into account the impact on neighbours and service providers ensuring any development of garden areas does not adversely impact on street drainage, street power lines and access to reticulated sewer lines or restricting access to water meters.

Safety

No verge treatment or storage shall present any trip, slipping or obstruction safety risks.

Safety risks include but are not limited to the following examples:

- Trip risk– uneven surfaces, protruding garden edging, kerbing, etc.
- Slipping risk - loose materials including aggregate and stones, etc.
- Obstructions – building and gardening materials bricks, stakes, pickets, walls, etc.

Storage and any development on verge areas will also be required to address safe sight lines of vehicles using nearby intersections and driveways.

Consideration should be made for pedestrians, gophers, bikes, etc incorporating a clear zone 2 metres wide if no footpath is provided.

Any development of garden areas within verges shall incorporate materials of a different colour to the existing road surface to provide demarcation and reduce the chance of the verge being confused as part of the road.

Planting within verge areas within 6m of an intersection is restricted to grass, ground covers, low shrubs or similar plant; and no plants may be planted between 6m and 10m of an intersection that exceeds or may exceed 750mm in height.

Maintenance

The ongoing maintenance requirements will form an important part of Council's assessment. The assessment will consider the overall maintenance requirements of the treatment as a whole, including pruning, stabilisation of hardstand areas, etc.

All verge treatments must be maintained by the adjoining property owner to ensure any approved treatments do not become unacceptable. Where there is a change in ownership the new owner will become responsible for any ongoing maintenance.

Construction

Storage on the verge of building material and equipment associated with any development on the adjoining property or verge will not be supported for longer than a period of 3 months subject to receipt of approval.

Vehicles

Storage of un-licensed vehicles including cars, trucks, buses, boats, motorcycles, quad bikes and buggies will not be permitted on road verge areas.

Work Plant and Equipment

Storage of work plant or equipment will not be permitted on road verge areas.

Rubbish, Litter and Bulk Rubbish Bins

All rubbish must be placed in an appropriate waste container, such as a bulk rubbish bin and not stored in loose piles on road verge areas.

Storage on the verge of waste container, such as bulk rubbish bins will not be supported for longer than a period of 2 months subject to receipt of approval.



Application for Verge Storage/Development

APPLICANT DETAILS

Name:
Address:
Phone:
Email:

Signature:

Date:

DETAILS OF SITE LOCATED ADJACENT TO VERGE

Lot No:
Street No:
Owners Name:
Street Name:

Please submit the following with this application form:

1. Letter detailing:
 - Proposed items to be stored, reason for storage on verge and proposed time period.
 - Proposed development of verge detailing proposed planting and building/landscaping elements

2. A site plan showing:
 - The location of existing verge trees, reticulation, landscaping, pedestrian footpaths and crossovers as applicable.
 - Proposed verge landscaping and planting
 - Proposed location on verge for storage of equipment, waste containers and materials.

<i>Item No/Subject</i>	7.2.4.4 Planning Application for Oversized Shed on Lot 14 (House Number 76) Yewers Avenue, Morawa
<i>Date of Meeting:</i>	18 December 2015
<i>Date & Author:</i>	9 December 2015, Project Officer
<i>Responsible Officer:</i>	John Elliot (Project Officer)
<i>Applicant/Proponent:</i>	Denis Beauchamp
<i>File Number:</i>	ADM 0048
<i>Previous minute/s & Reference:</i>	July 2014-Oversize Shed on Lot No 407 Tubby Street November 2013-Oversized Shed Lot 401 Croot Street October 2010-Oversized Shed Lot 183 Dreghorn Street October 2009-Oversized Shed Lot 123 Richter Avenue June 2009 - Oversized Shed Lot 48 Dreghorn Street

SUMMARY

The purpose of this report is for Council to consider a planning application for the approval of an oversize shed and lean-to on Lot No 14 (House Number 76) Yewers Avenue, Morawa.

DECLARATION OF INTEREST

Nil

ATTACHMENTS

Attachment 1 Proposed Shed Location Site Plan

Attachment 2 Planning Application

Attachment 3 Proposed Shed Building Plans

BACKGROUND INFORMATION

A planning application has been submitted by Denis Beauchamp (owner) for planning approval to construct an oversized non reflective brown colorbond shed and lean-to of 10 metres (length) x 8 metres (width) x 3.8 metre high shed walls at Lot No 14 (House Number 76) Yewers Avenue, Morawa.

The applicant has advised that the height of the shed is required to allow an off road camper with air conditioner on the roof to be stored in the outbuilding.

The applicant has discussed the matter with a Council Officer and has been advised that Council planning approval is required prior to the construction of the shed due to the proposed wall heights being 3.8 metres high.

OFFICER'S COMMENT

The Lot No 14 (House Number 76) Yewers Avenue incorporates an existing residential house, single carport, patio and garden shed on a 1170m² lot. The applicant proposes to locate the shed in the south west section of the backyard.

The subject land is zoned Residential R10/30 under the Shire of Morawa Town Planning Scheme No 2. The R10 zoning applies to the subject landholding.

The Residential Design Codes permits a 60m² outbuilding with 2.4m wall height to be erected in a residential zone without the requirement for planning approval. Sheds greater than this size or height require Council planning approval.

The proposed shed and lean-to complies with boundary setback requirements for outbuildings within Residential R 10 zoned land.

The proposed 3.8 metre walls do not incorporate any windows overlooking neighbouring properties and the applicant has advised that the proposed shed surfaces would incorporate a non-reflective brown colour. The applicant has received a letter of agreement from adjacent neighbours to the north and north west relating to the proposed construction of the proposed shed with 3.8 metre high walls. The applicant has not been able to contact the owner of the residence to the west and the Shire of Morawa owns the residence to the south of the subject land.

The height and scale of the proposed shed will have a minimal impact on sunlight entering habitable rooms and living areas on any adjacent residential housing located on the residential lot to the south and west of the subject land.

A shed and lean-to located in close proximity to the subject land, Lot 2 (Street number 71) Milloy Street has 3.8 metre high walls, so a precedent is evident for an outbuilding of the same height.

STATUTORY ENVIRONMENT

Planning and Development Act 2005

Shire of Morawa Local Planning Scheme No .2

State Planning Policy 3.1 – Residential Design Codes

Building Code of Australia 1996

POLICY IMPLICATIONS

No known policy implications.

FINANCIAL IMPLICATIONS

A planning fee of \$147

STRATEGIC IMPLICATIONS

Nil

RISK MANAGEMENT

A precedent for outbuildings with wall heights above 2.4 metres, located within the Morawa town site, has been created with a number of oversize outbuildings approved by Council within residential zoned land.

A shed and lean-to located in close proximity to the subject land, Lot 2 (Street number 71) Milloy Street has 3.8 metre high walls, so a precedent is evident for an approved outbuilding of the same height.

The site has been assessed and the new structure is unlikely to have detrimental impacts on the amenity once constructed.

The risk associated with the proposal is minimal as the site of the shed will provide consistency with other structures on surrounding properties.

VOTING REQUIREMENTS

Simple Majority

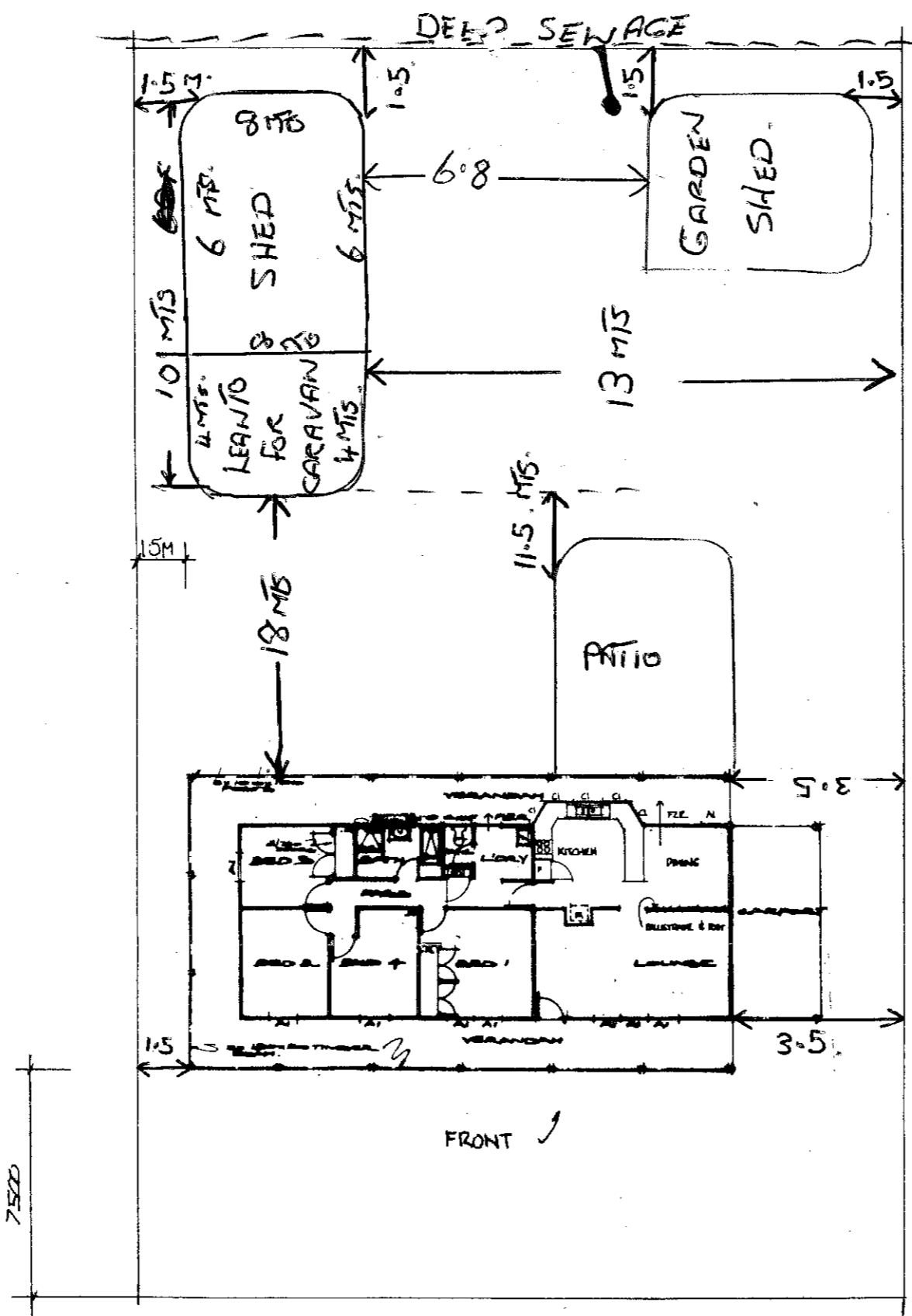
OFFICER'S RECOMMENDATION

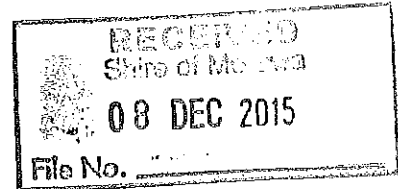
That Council grant planning approval for the construction of an oversized colorbond shed and lean-to of 10 metres (length) x 8 metres (width) x 3.8 metre high shed walls at Lot No 14 (House Number 76) Yewers Avenue, Morawa.

The design and location of the shed and lean-to is to conform to the building design and location plan submitted as part of the planning application by Denis Beauchamp.

The applicant is advised that building approval is required for the shed and lean-to under the *Building Act 2011*.

NORTH →





APPENDIX NO. 4 - APPLICATION FOR PLANNING APPROVAL

SHIRE OF MORAWA

LOCAL PLANNING SCHEME NO. 2

DISTRICT SCHEME

OFFICE USE

Application Number: _____
Date Received: _____
Notice of Application _____

Application for Planning Consent

I/WE DENIS BEAUCHAMP
(Full Name of Applicant)
of 76, YEWERS AVE, MORAWA, WA. P/Code 6623
(Address for Correspondence)

hereby apply for planning consent to:

- 1. Use the land/premises situated at and described as:

SHEED + BEANITO

- 2. Erect, alter or carry out development on land described hereunder in accordance with the accompanying plans (3 copies).

The existing use of the land/building is TO HOUSE CAR AND CARAVAN

The approximate cost of the proposed development is \$20,000

The estimated time of completion is 3 MONTHS FROM TIME OF APPROVAL

The approximate number of persons to be housed/employed when the development is completed is N/A

DESCRIPTION OF LAND

LOCALITY PLAN

House No. 76 Street YEWERS (indicate distance to nearest intersecting street)

Lot No. 14 Plan or Diagram 33995 Location 767 BUNTERS AVE MORAWA

Certificate of Title: Volume 1624 Folio 420

Dimensions: Site Area 80 sq. metres Frontage 10 metres Depth 8 m north

Signature of Applicant [Signature]

Date: _____

Where the applicant is not the owner the owner's signature is required.

Signature of Owner: [Signature]

Date: _____

THIS FORM IS TO BE SUBMITTED IN DUPLICATE, TOGETHER WITH THREE COPIES OF PLANS, COMPRISING THE INFORMATION SPECIFIED IN THE PARTICULARS REQUIRED WITH APPLICATION ON PAGE 2 HEREOF.

Note: This is not an application for a building licence.

PARTICULARS REQUIRED WITH APPLICATIONS

Where an application involves the erection or alteration of a building or a change in levels of a site, the plans accompanying an application for planning consent must, unless otherwise required by the Council.

1. indicate the position and describe the existing buildings and improvements on the site and indicate those which are to be removed;
2. indicate the position and describe the buildings and improvements proposed to be constructed, their appearance, height and proposed used in relation to existing and proposed contours;
3. indicate the position, type and height of all existing trees on the site and indicate those to be retained and those to be removed;
4. indicate the areas to be landscaped and the location and type of shrubs, trees and other treatment proposed;
5. indicate site contours and details of any proposed alteration to the natural contour of the area;
6. indicate car parking areas, their layout and accessways, dimensions and the position of existing and proposed crossovers;
7. indicate site dimensions and be to metric scale.

DENIS BEAUCHAMP

76, YEWEERS AVE

MORAWA, W.A. 6623.

PH:- 0427557867.

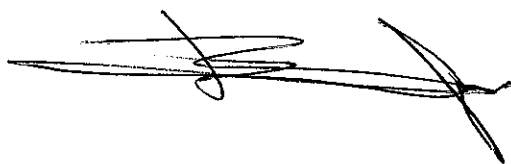
TO/ WHOM IT MAY CONCERN.

THE HEIGHT OF THE SHED AND PROPOSED LEANTO,
IS TO PARK OUR 21'6 OFF ROAD CARAVAN, WITH THE
AIR CONDITIONER ON THE ROOF I NEED THIS HEIGHT,

THE SHED IS TO PARK THE LANDCRUISER IN, WHICH HAS
BEEN RAISED AND WITH A ROOF RACK FITTED, WITH THE
JERRYCANS FITTED IN IT I NEED THE HEIGHT TO FIT IT
IN. THIS WILL THEN KEEP MY CARAVAN AND SECOND
CAR OFF THE FRONT VERGE.

THE COLOUR OF THE SHED WILL BE A
BROWN TO MATCH IN WITH THE HOUSE, AND NONE
REFLECTIVE.


THANKS DENIS.




To the resident i am building a shed with a lean-to in the south west Conner the construction is colorbond non reflective the size is 10x8x 3.8 mts wall hight it is to place the off road caravan and car in ,it is one of the requirements to get adjacent proports consent

74 YEWERS AVENUE


WE ARE HAPPY FOR 76 YEWERS AVENUE
TO BUILD THIS SHED ON THE PROPERTY.


4-12-2015


4-12-2015

73 MILLOY STREET

WE ARE HAPPY FOR 76 YEWERS AVE
TO BUILD THE SHED PROPOSED ON THE
PROPERTY.

 (TENEKE KNIGHT)
7.12.2015

QUOTE / CONTRACT

No NIC000712

KIT/ERECTED

WEST STEEL SHEDS

45 Bradford St Geraldton

www.weststeelsheds.com.au

info@weststeelsheds.com.au

Ph 9923 9521

fax 9921 3567

1800 33 33 10

DATE

29/10/2015

SALESMAN

BUS. PHONE

0427 557 867

CUSTOMER

Dennis

PVT. PHONE

MOB. PHONE

FAX

ADDRESS

76 Yewers ave
Morawa

JOB ADDRESS

76 Yewers ave
Morawa

COUNCIL

COLOURS

PROPOSED

SIZE Shed 10.000x8.000x3.450-3.800

ROOF TYPE - Gable with 15 Degree Pitch

WALL SHEETS - Monoclad 0.42 BMT

ROOF SHEETS - Corrugate 0.42 BMT

1 RD 3.000 W x 3.000 H

1 PA 0.900 W x 2.100 H

Coloured Wall Screws

Coloured Roof Screws

Easyline Standard 100x50 DP Gutter

WALL - Colorbond TBA

ROOF - Colorbond TBA

DOWNPIPE - Colorbond TBA

RIDGE CAP - Colorbond TBA

BARGE - Colorbond TBA

SPOUTING - Colorbond TBA

ROLLERDOOR - Colorbond TBA

CONDITIONS

PAYMENT IN FULL OF KIT PRICE PRIOR TO DELIVERY

PAYMENT IN FULL TO BE MADE WITHIN 24 HOURS OF PRACTICAL COMPLETION.

ANY VARIATION TO THIS AGREEMENT ARE VALID ONLY AFTER BEING

CONFIRMED BY WEST STEEL GERALDTON IN WRITING.

DOWN PIPES TAKEN TO GROUND LEVEL ONLY

IT IS THE RESPONSIBILITY OF THE CLIENT TO SUPPLY A FLAT LEVEL COMPACTED SITE FOR THE LAYING OF CONCRETE.

UNDERGROUND OBSTRUCTIONS IE PIPES, DRAINS, ROCK, POWER CABLES

SEPTIC TANKS AND LEACH DRAINS ETC ARE TO BE REMOVED OR ALTERED AT THE CLIENTS EXPENSE.

THIS CONTRACT IS NOT VALID UNTIL SIGNED AS APPROVED BY

WEST STEEL SHEDS GERALDTON.

ON SHEDS THAT ARE NOT BEING CONSTRUCTED BY WESTSTEEL SHEDS FREIGHT IS NOT INCLUDED UNLESS SPECIFICALLY STATED.

CONCRETE FLOOR 100MM THICK WITH

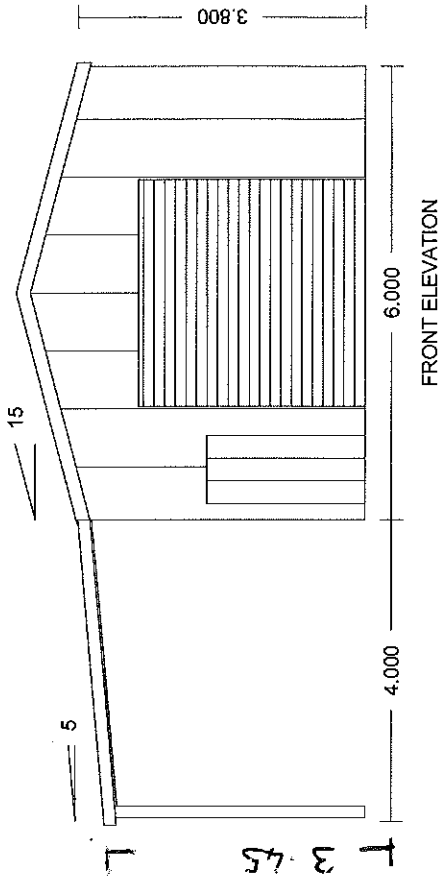
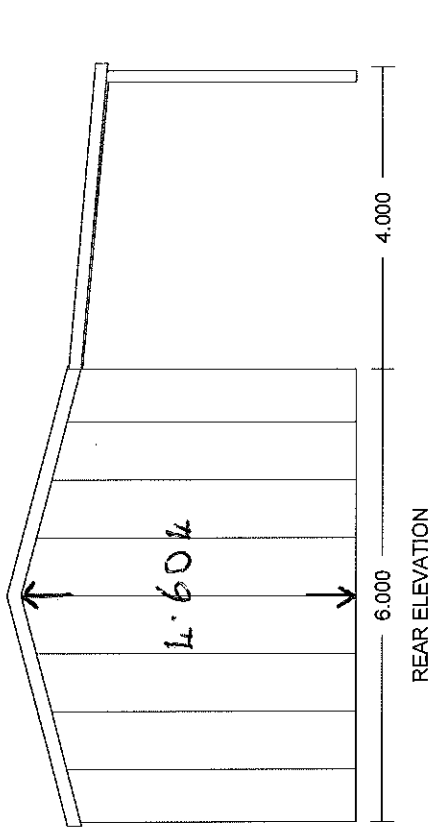
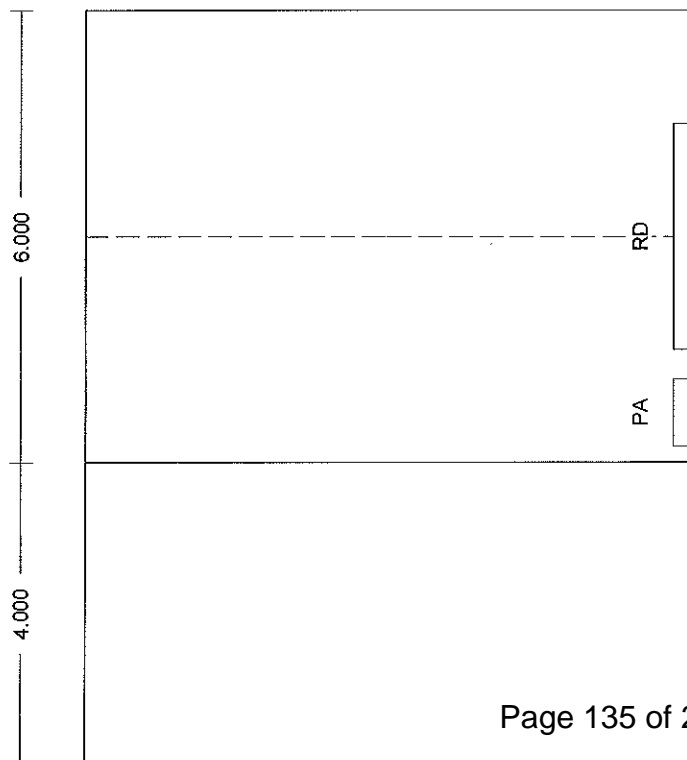
4.5 MTS FOOTINGS

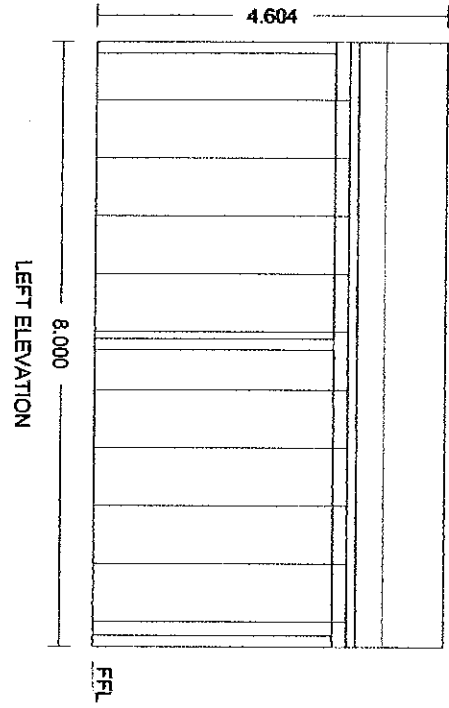
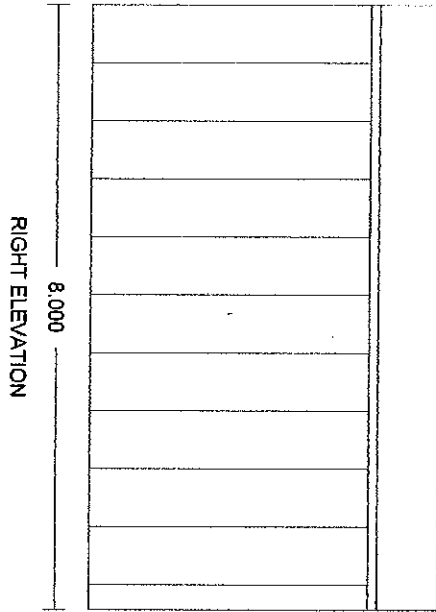
50x300 EDGE TO STOP PAD CRACKING

DONE BY LOCAL CONTRACTOR.

CUSTOMER

COMPANY REP





PROPOSED Shed 10.000x8.000x3.450-3.800		
At 76 Yewers ave Morawa		
For Dennis		
Wall Colour - Colorbond TBA	Roof colour - Colorbond TBA	
Barge Colour - Colorbond TBA	Roller Door Colour - Colorbond TBA	
Job No NAA000520	Quote No NIC000712	Scale 1:100
All Work To Be In Accordance With Accompanying Engineers Details		

WEST STEEL SHEDS
99239521

<i>Item No/Subject</i>	7.2.5.1 Application for Exploration Licence
<i>Date of Meeting:</i>	18 December 2015
<i>Date & Author:</i>	26 November 2015, Samantha Appleton
<i>Responsible Officer:</i>	Executive Manager Development and Administration
<i>Applicant/Proponent:</i>	McMahon Mining Title Services
<i>File Number:</i>	ADM00368
<i>Previous minute/s & Reference:</i>	Nil

SUMMARY

Notification has been received of an application for an exploration licence that has been submitted on behalf of Yukon Resources.

DECLARATION OF INTEREST

Nil

ATTACHMENTS

Form 21 – Application for Mining Tenement

BACKGROUND INFORMATION

The licence is for Tenement 59/2163 which is located in the northern section of the Shire of Morawa and includes the Shire of Yalgoo. As part of the approval process as set out in the Mining Act 1978, applicants are required to notify affected local governments of their application.

OFFICER'S COMMENT

A map of the affected area is attached. The affected area includes private property, with the applicant seeking subsurface rights only. While the application cannot be accepted or rejected by the Shire of Morawa, the Shire does have the right to lodge an objection to the application by 22 December 2015, should the Shire choose to do so.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Morawa Strategic Community Plan:

1.2 Maximise business, industry and investment opportunities.

RISK MANAGEMENT

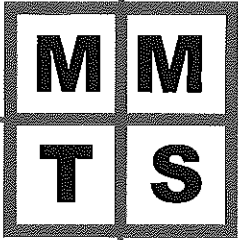
Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That the application for mining tenement EE59/2163 be received.



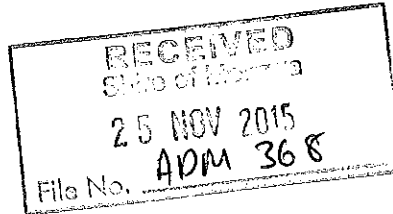
**McMAHON
MINING
TITLES
SERVICES
PTY LTD**

EMDA

Ph: (08) 6467 7997
Fax: (08) 9272 6939
Email: mmts@mmts.net.au
Unit 28/168 Guildford Road
Maylands WA 6051

PO Box 592
Maylands WA 6931
ABN 70 104 341 817

23 November 2015



THE SHIRE CLERK
SHIRE OF MORAWA
PO BOX 14
MORAWA WA 6623

Attention: Chief Executive Officer

Registered Post: 941589326016

Dear Sir/Madam,

RE: APPLICATION FOR EXPLORATION LICENCE 59/2163

On behalf of our client, Yukon Resources Pty Ltd, an application has been made for the above mentioned Exploration Licence 59/2163.

In accordance to requirements set out in the West Australian Mining Act, notification must be forwarded to the appropriate local government authority affected by the application.

As the land affected lies within your shire, please find attached a copy of the application and a plan showing the area of the application.

Should you have any queries, please do not hesitate to contact our office.

Yours faithfully,

Helen Arcus
McMahon Mining Titles

Form 21

WESTERN AUSTRALIA
Mining Act 1978
(Secs. 41, 58, 70C, 74, 86, 91, Reg. 64)

APPLICATION FOR MINING TENEMENT

(a) Type of tenement	(a) Exploration Licence		No. E 59/2163
(b) Time & Date marked out (where applicable)	(b) a.m./p.m. / /	(c) YALGOO	
(c) Mineral Field			
For each applicant:	(d) and (e)		(f) Shares
(d) Full Name and ACN/ABN	YUKON RESOURCES PTY LTD (ACN: 609 082 591) C/- MCMAHON MINING TITLE SERVICES PTY LTD, PO BOX 592, MAYLANDS, WA, 6931		100
(e) Address			
(f) No. of shares			
(g) Total No. of shares			(g) Total 100
DESCRIPTION OF GROUND APPLIED FOR: (For Exploration Licences see Note 1. For other Licences see Note 2. For all Licences see Note 3.)	(h) Mellenbye (i) (j) This application affects Private Property. Details of Private Property Affected: "IN RESPECT TO PRIVATE LAND, THE TENEMENT APPLICANT IS SEEKING SUBSURFACE RIGHTS ONLY, THEREFORE SECTION 33(1a) OF THE MINING ACT 1978 APPLIES TO PRIVATE LAND NOTICES."		
(h) Locality			
(i) Datum Peg			
(j) Boundaries			
(k) Area (ha or km ²)	(k) 51 BL		
(l) Signature of applicant or agent (if agent state full name and address)	(l) Helen Arcus SHOP 28, 168 GUILDFORD ROAD, MAYLANDS, WA, 6051		Date: 17/11/2015

OFFICIAL USE

A NOTICE OF OBJECTION may be lodged at any mining registrar's office on or before the 22nd day of December 2015 (See Note 4).

Where an objection to this application is lodged the hearing will take place on a date to be set.

Received at	15:30:07	on 17 November	2015	with fees of
Application	\$1,323.80			
Rent	\$6,387.75			
TOTAL	\$7,711.55			
Receipt No:	532118469640			

Mining Registrar

NOTES

Note 1: EXPLORATION LICENCE

- (i) Attachments 1 and 2 form part of every application for an exploration licence and must be lodged with this form in lieu of (h), (i), (j) and (k) above.
- (ii) An application for an Exploration Licence shall be accompanied by a statement specifying method of exploration, details of the proposed work programme, estimated cost of exploration and technical and financial ability of the applicant(s).

Note 2: PROSPECTING/MISCELLANEOUS LICENCE AND MINING/GENERAL PURPOSE LEASE

- (i) This application form shall be accompanied by a map on which are clearly delineated the boundaries of the area applied for.

Note 3: GROUND AVAILABILITY

- (i) The onus is on the applicant to ensure that ground is available to be marked out and/or applied for.
- (ii) The following action should be taken to ascertain ground availability:
 - (a) public plan search; (b) register search; (c) ground inspection.

Note 4: ALL APPLICATIONS OVER PRIVATE LAND

The period for lodgement of an objection is within 21 days of service of this notice, or the date noted above for lodging objections, whichever is the longer period.

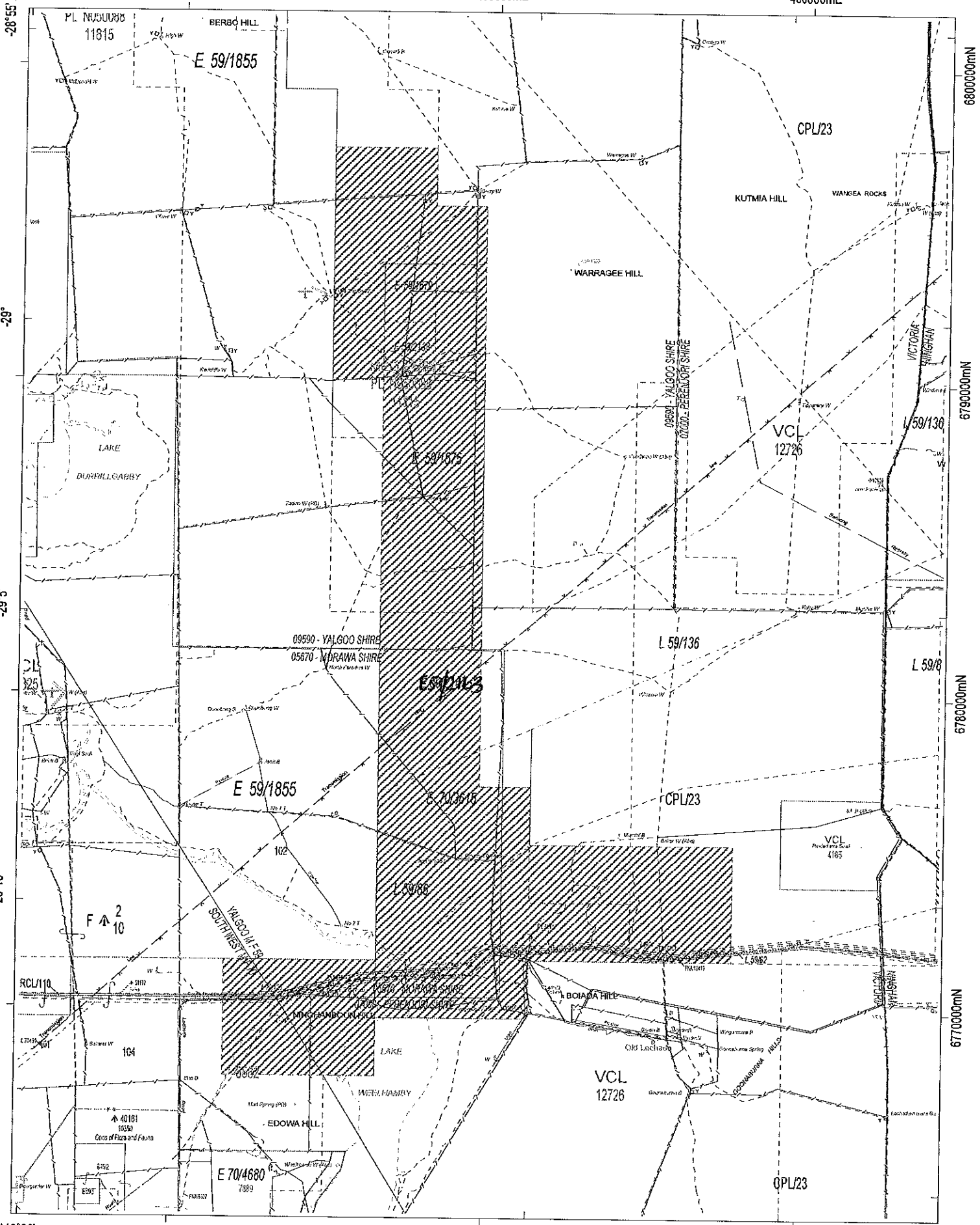
WESTERN AUSTRALIA Mining Act 1978 Sec. 58; Reg. 64		FORM 21 - ATTACHMENT 1
EXPLORATION LICENCE NO. 59/2163		
THIS SECTION MUST BE COMPLETED IN FULL FOR ALL EXPLORATION LICENCE APPLICATIONS		
LOCALITY: Mellenbye		
BLOCK IDENTIFIER (All three sections must be completed)		
1:1,000,000 PLAN NAME	PRIMARY NUMBER	GRATICULAR SECTION
PERTH	822	mnrstwxy
PERTH	894	bcdhjnostxy
PERTH	966	cdhjnostuxyz
PERTH	967	vwxy
PERTH	1037	kp
PERTH	1038	cdefghjklm
PERTH	1039	abcd
TOTAL BLOCKS:		51



440000mE

450000mE

460000mE



116°20'

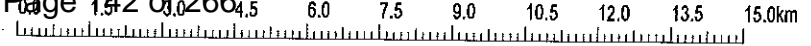
116°25'

116°30'

116°35'

This plan has been compiled from various data sources... It is not to be used for any purpose other than that for which it was prepared.

Scale: 1:150,000



<i>Item No/Subject</i>	7.2.5.2 Councillor Appointment to Committees
<i>Date of Meeting:</i>	18 December 2015
<i>Date & Author:</i>	30 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>	ADM0632 & ADM0264
<i>Previous minute/s & Reference:</i>	1510010 Special Meeting October 2015 Meeting of Morawa Aged Care Committee 16 September 2014

SUMMARY

To appoint Councillors to the Morawa Aged Care Committee and the Development Assessment Panel (DAP)

DECLARATION OF INTEREST

Nil

ATTACHMENTS

Minutes Morawa Aged Care Committee 16 September 2014

Planning Bulletin 106/2011

BACKGROUND INFORMATION

Morawa Aged Care Committee

At the Special Meeting of Council held 22 October 2015 it was noted that there was no provision made for appointments to the Morawa Aged Care Committee and Council resolved to do this at the next meeting of Council.

Development Assessment Panel

Following the meeting it was found that the Shire was required to have four nominated delegates to the Development Assessment Panel (DAP), while only three were nominated. The meeting will be asked to nominate the fourth member to be appointed to the DAP.

OFFICER'S COMMENT

Morawa Aged Care Committee

Previous delegates to the aged care committee were:

Member: Cr Chappel
Member: Cr Stokes
Member: Cr Collins

Deputy Member: Cr Agar

The powers and functions of the Aged Care Committee are as follows:

To assist the Shire of Morawa regarding the proper management of the Morawa Community Aged Care Units as follows:

- Provide oversight (watchful care) regarding the management of the Facility. This includes:
 - The ensuring effective administration and financial management of the Facility along with the development and review of appropriate reports;
 - The determination of fees and charges for the use of the Facility, subject to the Council's adoption of the budget;
 - Ensuring that all fees and charges received associated with the management of the Facility are deposited into the appropriate Shire bank accounts;
 - Noting or authorising relevant capital works, maintenance and repairs within budgetary constraints,
 - Reviewing the needs of the occupants:
 - Internally through ongoing involvement of the users in the development and use of the Facility;
 - Externally through encouraging public interest, participation and involvement in the development and use of the Facility;
 - Ensuring compliance with community housing requirements and legislation; and
 - The development of Council policies for the successful management of the Facility which are consistent with the directions and instructions of Council;
- Minimise the Shire's public liability risk exposure.
- Where appropriate, make recommendations to Council on the needs and requirements of the level of service required regarding the units including major repairs and/or upgrades or the provision of additional services;
- Maximise the sustainable use of the Facility:
 - Develop and review a Facility service delivery plan and risk management plan;

Develop and review the long term financial plan and budget each year for Council's consideration.

The most recently convened meeting of the committee was 16 September 2014.

Development Assessment Panel

At the Special Meeting of Council held 22 October 2015, the following members were appointing to the DAP.

Midwest Joint Development
Assessment Panel (Morawa)

Representative

Cr Carslake

Cr Chappel

Proxy

Cr Collins

The Development Assessment Panel (DAP) purpose and functions are as follows:

As a key component of planning reform in Western Australia, Development Assessment Panels (DAPs) are intended to enhance planning expertise in decision making by **improving the balance between technical advice and local knowledge**.

Each DAP consists of five panel members, three being specialist members and two local government councillors.

Under the DAP regulations, each DAP will determine development applications that meet set type and value thresholds as if it were the responsible authority under the relevant planning instrument, such as the local planning scheme or region planning scheme. The DAP regulations state that DAP applications cannot be determined by local government or the Western Australian Planning Commission (WAPC).

The role of DAP members is to determine development applications within a certain type and value threshold through consistent, accountable, and professional decision-making.

There are two different types of DAPs:

1. Local Development Assessment Panels (LDAPs)

An LDAP only has one local government within its boundary area. An LDAP is established to service a single local government, where it is deemed to be a high-growth local government with enough development to support its own DAP.

2. Joint Development Assessment Panels (JDAPs)

JDAPs are established to service two or more local governments. There are 8 JDAPs in Western Australia.

The Role of Local Members

Local representation is a vital component of the Development Assessment Panel (DAP). Local members are members of a local government council who are nominated by that local government to sit on a DAP. The relevant local government will be responsible for nominating four local government representative members from the local government's pool of elected members (councillors). Two councillors will be local members, and two deputy local members to be called on if an issue of quorum arises. The Minister will appoint the

local government representatives in accordance with the local government's nomination.

Should the local government fail to nominate four representatives, the Minister has the power to appoint two alternative community representatives to ensure local representation is always present on a panel. The regulations require that these alternate representatives are residents of the local area and have relevant knowledge or experience that, in the opinion of the Minister, will enable them to represent the interests of their local community.

STATUTORY ENVIRONMENT

LOCAL GOVERNMENT ACT 1995 - SECT 5.10

5.10 . Committee members, appointment of

(1) A committee is to have as its members —

(a) persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b)); and

(b) persons who are appointed to be members of the committee under subsection (4) or (5).

** Absolute majority required.*

(2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.

(3) Section 52 of the *Interpretation Act 1984* applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the local government.

(4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.

(5) If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —

(a) to be a member of the committee; or

(b) that a representative of the CEO be a member of the committee,

the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

Aged Care Committee

Under section 5.17 (c) (i) of the *Local Government Act 1995*, the proper management, whether necessary or convenient, of the Morawa Community Aged Care Units (the Facility) is delegated to the Morawa Community Aged Care Committee according to the defined Charter of Powers and Functions.

Development Assessment Panel

Approvals and Related Reforms (No. 4) (Planning Act 2010).

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Morawa Strategic Community Plan;

- 3.1 Services and facilities that meet the needs of the community;
- 4.3 A local Government that is respected, professional and accountable;
- 4.5 Be compliant with relevant legislation.

RISK MANAGEMENT

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That Council appoint;

1. The following delegates to the Morawa Aged Care Committee;

Member:

Member:

Member:

Member:

Deputy Member:

2. The following delegates to the Development Assessment Panel;

Member: Cr Chappel

Member: Cr Carslake

Alternate Member 1: Cr Collins

Alternate Member 2:



SHIRE OF MORAWA

Morawa Community Aged Care Committee

MINUTES FOR TUESDAY 16 September 2014

Commencing @ 5:30PM

Council Chambers Winfield Street Morawa

<p>MINUTES FOR THE MORAWA COMMUNITY AGED CARE COMMITTEE</p> <p>HELD IN THE</p> <p>COUNCIL CHAMBERS ON Tuesday 16 September 2014 Commencing @ 5:30PM</p>
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		Page
1.	Opening	
	Declaration of Opening	4
	1.1 Recording of those present	4
	1.2 Apologies	4
	1.3 Approved leave of absence	4
	1.4 Welcoming of visitors to the meeting	4
	1.5 Announcements by the presiding member without discussion	4
2.	Public Question Time	
	2.1 Response to previous public questions taken on notice (N/A)	4
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3.	Declarations of Interest	4
4.	Confirmation of Minutes of Previous Meetings	5
	Minutes of the meeting held 19 August 2014	
5.	Public Statements, Petitions, Presentations and Approved Deputations	5
	Nil	
6.	Method of Dealing with Agenda Business	5
	Nil	
7.	Reports	5
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	7.3 Draft Policy Morawa Aged Units Carers and Visitors	12
8.	New Business of an Urgent Nature	17
	N/A	
9.	Applications for Leave of Absence	17
	N/A	
10.	Motions of Which Previous Notice Has Been Given	17
	N/A	
11.	Questions from Members without Notice	17
12.	Meeting Closed to Public	17
	12.1 Matters for which the meeting may be closed	
	12.2 Public reading of resolutions that may be made public	
13.	Closure	17
Next Meeting:	N/A	

**DECLARATION OF
FINANCIAL INTEREST FORM**

TO: THE CHIEF EXECUTIVE OFFICER

AS REQUIRED BY SECTION 5.65 OF THE LOCAL GOVERNMENT ACT 1995,

I HEREBY DISCLOSE MY INTEREST IN THE FOLLOWING MATTERS OF

THE AGENDA PAPERS FOR THE COMMITTEE MEETING DATED _____

AGENDA ITEM No.	SUBJECT	NATURE OF INTEREST	MINUTE No.

DISCLOSING PERSON'S NAME: _____

SIGNATURE: _____ DATE: _____

NOTES:

1. For the purpose of the financial interest provisions you will be treated as having a financial Interest in a matter if either you, or a person with whom you are closely associated, have a Direct or indirect financial interest or a proximity interest in the matter.
NB: it is important to note that under the Act you are deemed to have a financial interest in a matter if a person with you are closely associated has financial interest or proximity interest. It is not necessary that there be a financial effect on you.
2. This notice must be given to the Chief Executive Officer prior to the meeting.
3. It is the responsibility of the individual Councillor or Committee Member to disclose a Financial interest. If in doubt, seek appropriate advice.
4. A person who has disclosed an interest must not preside at the part of the meeting relating to The matter, or participate in, be present during any discussion or decision-making procedure relating to the matter unless allowed to do so under Section 5.68 or 5.69 of the Local Government Act 1995.

OFFICE USE ONLY:

1. PARTICULARS OF DECLARATION GIVEN TO MEETING
2. PARTICULARS RECORDED IN MINUTES
3. PARTICULARS RECORDED IN REGISTER.

CHIEF EXECUTIVE

OFFICER _____ DATED _____

Terms of Reference Morawa Community Aged Care Committee

Council delegates under Section 5.16 of the *Local Government Act 1995* to the Morawa Community Aged Care Committee the powers and functions set out in the following schedule:

Responsible Officer:	Chief Executive Officer (or representative)
Minutes:	Community & Youth Development Officer
Venue:	As appropriate
Membership:	Member: Cr Chappel Member: Cr Stokes Member: Cr Collins Member: Michelle Shields Deputy Member: Cr Agar
Meetings:	As required, but no less than four meetings per year
Delegation:	Under section 5.17 (c) (i) of the <i>Local Government Act 1995</i> , the proper management, whether necessary or convenient, of the Morawa Community Aged Care Units (the Facility) is delegated to the Morawa Community Aged Care Committee according to the defined Charter of Powers and Functions.
Charter of Powers and Functions:	To assist the Shire of Morawa regarding the proper management of the Morawa Community Aged Care Units as follows: <ul style="list-style-type: none"> • Provide oversight (watchful care) regarding the management of the Facility. This includes: <ul style="list-style-type: none"> ○ The ensuring effective administration and financial management of the Facility along with the development and review of appropriate reports; ○ The determination of fees and charges for the use of the Facility, subject to the Council's adoption of the budget; ○ Ensuring that all fees and charges received associated with the management of the Facility are deposited into the appropriate Shire bank accounts; ○ Noting or authorising relevant capital works, maintenance and repairs within budgetary constraints, ○ Reviewing the needs of the occupants: <ul style="list-style-type: none"> ▪ Internally through ongoing involvement of the users in the development and use of the Facility; ▪ Externally through encouraging public interest, participation and involvement in the development and use of the Facility; ○ Ensuring compliance with community housing requirements and legislation; and ○ The development of Council policies for the successful management of the Facility which are consistent with the directions and instructions of Council; • Minimise the Shire's public liability risk exposure. • Where appropriate, make recommendations to Council on the needs and requirements of the level of service required regarding the units including major repairs and/or upgrades or the provision of additional services; • Maximise the sustainable use of the Facility: <ul style="list-style-type: none"> ○ Develop and review a Facility service delivery plan and risk management plan; ○ Develop and review the long term financial plan and budget each year for Council's consideration.

1. Declaration of Opening

The Presiding Member declared the meeting open at 5.30pm.

1.1 Recording of Those Present

Cr K J Chappel	Shire President & Presiding Member
Cr D B Collins	Committee Member
Cr K P Stokes	Committee Member
Ms M Shields	Committee Member

Mr J Roberts	Chief Executive Officer
Mrs S Hoad	Community Youth Development Officer

1.2 Recording of Apologies

TBA

1.3 Recording Leave of Absence Previously Approved

Nil

1.4 Welcoming of Visitors to the Meeting

Nil

1.5 Announcements by the Presiding Member without Discussion

TBA

2 Public Question Time

TBA

2.1 Response to previous public questions taken on notice

Nil

2.2 Public question time

TBA

3 Declaration of Interest

Members are to declare financial, proximity and indirect interests.

Nil

4 Confirmation of Minutes of Previous Meeting

Confirmation of the minutes of the meeting held on 19 August 2014.

Moved: Cr K P Stokes

Seconded: Cr D B Collins

The Committee confirms the minutes from the Morawa Community Aged Care Committee Meeting held on 19 August 2014.

CARRIED 4/0

5 Public Statements, Petitions, Presentations and Approved Deputations

Nil

6 Method of Dealing with Agenda Business

Nil

7 Reports

Date of Meeting:	16 September 2014
Item No:	7.1
Subject:	Status Report
Date & Author:	8 September 2014 Sean Fletcher, Consultant
Responsible Officer:	Chief Executive Officer
Applicant/Proponent:	Shire of Morawa
File Number:	ADM 0608
Previous minute/s & Reference:	OCM 19 August 2014

SUMMARY

The purpose of this report is to confirm the status of Morawa Community Aged Care Committee decisions that required further action.

DECLARATION OF INTEREST

Nil

ATTACHMENTS

Attachment 7.1.A. Morawa Community Aged Care Committee Status Report

BACKGROUND INFORMATION

The Status Report is used to track the outcome of decisions made by the Committee that require further action.

OFFICER'S COMMENT

As per Attachment 7.1.A Morawa Community Aged Care Committee Status Report.

COMMUNITY CONSULTATION

Nil

COMMITTEE MEMBER CONSULTATION

Nil

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

RISK MANAGEMENT

Nil

VOTING REQUIREMENT

Simple Majority.

OFFICER'S RECOMMENDATION

The Committee accepts Mr Fletcher's report regarding the Status Update for the Morawa Community Aged Care Committee for September 2014.

COMMITTEE RESOLUTION

Moved: Cr K P Stokes

Seconded: Ms M Shields

The Committee accepts Mr Fletchers report regarding the Status Update for the Morawa Community Aged Care Committee for September 2014.

CARRIED 4/0

Attachment 7.1.A: Morawa Community Aged Care Committee Status Report

Reference	Issue	Action Plan	Officer/Member	Status
OCM 19 August 2014	Resolution:		Mr Fletcher	<ul style="list-style-type: none"> Confirmed with CEO 8 August 2014 that the Draft Service Delivery Plan will be presented to Council at the October OCM;
Item 7.3	4. Recommends to Council the adoption of the Draft Service Delivery Plan 2014 Version 3 as presented in Attachment 7.3.A.	1. Present Draft Service Delivery Plan to Council at the October Ordinary Council Meeting		
Item 7.4	<p>The Committee:</p> <p>1. Endorses the draft policies in Attachments:</p> <ul style="list-style-type: none"> 7.4.A - 12.1 Draft Policy Eligibility Criteria – Joint Venture Aged Units. 7.4.B - 12.2 Draft Policy Eligibility Criteria – Non-Asset Based Units. 7.4.C - 12.3 Draft Policy Rental Fees – Joint Venture Units. 7.4.D - 12.4 Draft Policy Fees and Charges – Non-Asset Based Units. 	<p>1. Present the draft policies to Council at the October Ordinary Council Meeting.</p> <p>2. Draft additional policy regarding eligibility criteria for consideration at the September Committee meeting</p>		<ul style="list-style-type: none"> Confirmed with CEO that the draft policies will be presented to Council at the October OCM. Policy regarding the live-in status and visitors drafted for consideration at today’s meeting.

	<p>2. Recommends to Council the adoption of the draft policies in the following attachments:</p> <ul style="list-style-type: none"> • 7.4.A - 12.1 Draft Policy Eligibility Criteria – Joint Venture Aged Units. • 7.4.B - 12.2 Draft Policy Eligibility Criteria – Non-Asset Based Units. • 7.4.C - 12.3 Draft Policy Rental Fees – Joint Venture Units. • 7.4.D - 12.4 Draft Policy Fees and Charges – Non-Asset Based Units. <p>3. Requests Mr Fletcher to draft a new policy regarding the status and eligibility criteria for live-in carer(s) or visitor(s) of a Morawa Aged Unit resident.</p>			
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Date of Meeting:	16 September 2014
Item No:	7.2
Subject:	Action Matrix Status and Project Timeline
Date & Author:	8 September 2014 Sean Fletcher, Consultant
Responsible Officer:	Chief Executive Officer
Applicant/Proponent:	Sean Fletcher
File Number:	ADM: 0608
Previous minute/s & Reference:	Nil

SUMMARY

The purpose of this report is for the Morawa Community Aged Committee to receive an update on the Committee Action Matrix.

DECLARATION OF INTEREST

Nil

ATTACHMENTS

- 7.2.A Committee Action Matrix.
- 7.2.B Implementation Project Timeline.

BACKGROUND INFORMATION

Action Matrix

The Action Matrix has now been updated for September to show the current status of where things are at including:

Responsibility	Comment
1	<ul style="list-style-type: none"> • CEO confirmed in a meeting with Mr Fletcher on 21 August 2014 that a current Shire officer will undertake the property management function; • MFA is in the process of advising UHY Haines Norton of the need to conduct the audits in due course for both Joint Venture and Non Asset Based Units.
2	<ul style="list-style-type: none"> • Shire Budget adopted 21 August 2014 re fees and charges
3	<ul style="list-style-type: none"> • Mr Fletcher requested the Department of Housing to provide an update on the drafting of the new Joint Venture Agreement 8 September 2014; • Mr See responded that the Department of Housing now has all the information it needs and that the lawyers are 99% completed with template and that Shire of Morawa is a priority.
4	<ul style="list-style-type: none"> • Property Manager to be one of the existing Shire staff; • Budget adopted 21 August 2014.
5	<ul style="list-style-type: none"> • Policies endorsed at the August Committee meeting: <ul style="list-style-type: none"> ○ Will be submitted to October 2014 Council Meeting for adoption; ○ The Committee at the August 2014 requested Mr Fletcher to draft an additional policy regarding the criteria regarding live-in carers and visitors
6	See 5
7	Shire Budget adopted 21 August 2014 re capital works required
8	See 1
9	<p>The Committee discussed initial ideas regarding the future direction of the facility including:</p> <ul style="list-style-type: none"> • Future expansion of the facility including the construction of additional units; • How to attract private investment or providers to undertake the Aged Units complex.

Implementation Project Timeline

The Project Timeline has now been updated for September to show the current status of where things are at from a project management perspective:

Component	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
Establish Committee • Appointment • 1 st Meeting									
Compliance Framework: • Support materials • Develop policies									
Develop Service Delivery Plan (Fees & charges, risk management, LTFP)									
Handover of units: • Joint Venture • Other									
Implement property management									
Resolve other matters e.g. stakeholder access									
Implement engagement process: • Community, Unit users									

Legend

Completed	Projected	Extension
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Timeline: Key Steps of the Work of the Committee 2014

The project plan now shows that this project due to a number of road blocks has had to extend its completion date from the start of October to more than likely the end of November. Key impacts at this point in time include:

- The compliance framework is behind due to the not able to meet in June and July 2014 to adopt the Draft Service Delivery Plan and Draft Policies:
 - These have now been endorsed and will go to the Council for adoption on October 2014;
 - The Committee has requested the development of a new policy regarding live-in carers and visitors. This will effectively see this part of the project completed in October 2014;
- Handover of units will now occur November 2014 due to the time taken for the Department of Housing to receive the new Joint Venture Unit Agreements template;
- Implementation of property management still on target as existing Shire staff will take up this role;
- Matters to resolve with other stakeholders is impacted by the handover of the management of the units and may take longer than expected;
- The engagement process with the community and the residents is impact by the delays in other areas..

The detailed project timeline is attached for the Committee's information.

OFFICER'S COMMENT

See the section on background information.

COMMUNITY CONSULTATION

Nil

COMMITTEE MEMBER CONSULTATION

Nil

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

RISK MANAGEMENT

Nil

VOTING REQUIREMENT:

Simple Majority

OFFICER'S RECOMMENDATION

The Committee:

1. Accepts the update on the Morawa Community Aged Care Committee Action Matrix for September 2014.
2. Accepts the information regarding the Implementation Project Timeline for September 2014.

COMMITTEE RESOLUTION

Moved: Cr K P Stokes

Seconded: Ms M Shields

The Committee:

1. **Accepts the update on the Morawa Community Aged Care Committee Action Matrix for September 2014.**

2. **Accepts the information regarding the Implementation Project Timeline for September 2014.**

CARRIED 4/0

Date of Meeting:	19 August 2014
Item No:	7.3
Subject:	Draft Policy: Morawa Aged Units Carers and Visitors
Date & Author:	12 August 2014 Sean Fletcher, Consultant
Responsible Officer:	Chief Executive Officer
Applicant/Proponent:	Sean Fletcher
File Number:	ADM: 0608
Previous minute/s & Reference:	OCM 19 August 2014

SUMMARY

The purpose of this report is for the Committee to consider the draft policy regarding a resident's access to carers and visitors and their respective suitability to live-in or visit the resident at their aged unit within the Morawa Aged Unit complex.

DECLARATION OF INTEREST

Nil

ATTACHMENTS

Attachment 7.3.A - 12.5 Draft Policy Morawa Aged Units Carers and Visitors.
Attachment 7.3.B – Carers of Family and Friends in Country Western Australia 2011.
Attachment 7.3.C – A Guide for Family Carers About Getting Supports.

BACKGROUND INFORMATION

At its' meeting on 19 August 2014, the Committee, when discussing in a workshop environment the initial policies for endorsement, identified the need for a further policy regarding the status of carers and visitors.

In particular, the Committee discussed and sort advice on the capacity of the units to deal with:

- Live-in carers (whether a partner or other);
- Visitors (whether an external carer, visiting family member or friend, or someone the resident may have responsibility for).

Accordingly, the Committee resolved in part, the following:

Moved: Cr D S Agar

Seconded: Cr D B Collins

The Committee:

3. Requests Mr Fletcher to draft a new policy regarding the status and eligibility criteria for live-in carer(s) or visitor(s) of a Morawa Aged Unit resident.

CARRIED 4/0

Accordingly, the author has conducted initial research regarding this matter and drafted a preliminary policy for consideration.

OFFICER'S COMMENT

Carers

Carers under the *Carer's Recognition Act 2004* (WA) are defined as:

A carer is someone who provides unpaid care and support to family members and friends who have a disability, mental illness, chronic condition, terminal illness, an alcohol or other drug use, or who are frail aged.

A similar definition is encapsulated within the *Carer's Recognition Act 2010* (Commonwealth).

The issue regarding the legislation is that it makes a clear distinction between paid carers (those provided by a government agency or other organisation) and informal or voluntary carers. The proposed intent of the policy regarding carers and visitors for residents at the Morawa Aged Units is that of an informal or voluntary (unpaid) carer.

With the above in mind, it would appear that the policy position, and the implementation of legislation from time to time, at both the Commonwealth and State levels tends to deal with carers who are either live-in, or visit on a regular basis to help the family member or friend.

Carers WA sets out the role of carers, in particular:

- Some carers provide 24 hour nursing aid to a family member or friend with high care needs. They may assist with daily needs and routines such as feeding, bathing, dressing and administering medications.
- Others care for people who are relatively independent but require someone to keep an eye on them or assist them with tasks such as banking, transport, housework and shopping.
- Carers are integral in providing comfort, encouragement and reassurance to the person they care for. They oversee their health and wellbeing, monitor their safety and help them retain their independence and quality of life.

There is no formal recognition (licence, card, qualification) for a carer other than someone who applies for carer status with the Department of Human Services (Commonwealth) that may entitle them to some additional funding, or to access services such as carer respite. In Western Australia, a companion card is issued to carers, but this is not proof of their carer status. The companion card is so that the carer can have a companion help them access services, venues and events.

As it currently stands, more than one in eight Australians are carers. Of these, over 310 000 are providing either substantial or full time care in Western Australia (Carers WA: www.carerswa.asn.au).

The profile of carers in Country WA shows that over 40% of carers support their spouse, 30% are caring for their child and almost 10% are caring for their parents. Most carers are caring for one person, but 15% are caring for two or more people. Most carers live in the same house as the person they care for but 15% live separately (Carers WA: *Carers of Family and Friends in Country Western Australia 2011*).

The author has attached the document: *Carers of Family and Friends in Country Western Australia 2011* and A Guide For Carers About Getting Supports for inclusion in the resources file issued to Committee Members previously.

Accordingly, it would be reasonable to assume that the majority of residents requiring a live-in carer at the Morawa Aged Units will have a carer that is their partner.

In the case of single residents that have another family or friend that cares for them, the criteria for them to live-in with the resident would be subject to a unit's capacity to allow this arrangement to work. As such, only the double units have the capacity to allow a carer who is not a partner i.e. Units 1 and 2.

In the case where the resident does not have a partner but is responsible for another family member, again their capacity to look after this person is subject to three key issues:

1. The capacity of the resident to look after this person;
2. The capacity of the resident's unit to house this other person;
3. The capacity of the aged units in general regarding this other person.

Visitors

Similar to the benefit to the access of carers, access to visitors by the residents of an aged unit complex is recognised as a very important strategy regarding their well-being.

A visitor may be a carer, a family member, a friend, an acquaintance, a service provider, or other who visits a resident.

As such, the status of a visitor can be given its ordinary meaning in the context of a "visit" i.e. to go and stay with a person, family, or to stay at a place for a short time, or to stay with someone or place as a guest.

In this instance a visitor is someone who visits the resident temporarily, or in other words:

- For a short period of time; and
- Subject to the capacity of the aged unit, and the complex to cater for this visit.

The categories of visitor including the visit length could be classified as follows:

Visitor Status	Visit Length	Overnight Stay
Carer	Each day or as required	Requires approval regarding each instance
Family Member (Other than someone under a resident's care)	<ul style="list-style-type: none"> • Up to one week – four times a year; • Cannot occur consecutively; • A longer stay may be permissible: <ul style="list-style-type: none"> ○ Subject to the discretion of the Property Manager; and ○ Must not take unfair advantage of the intent of the Property Manager's permission. 	Yes
Friend	Daily (includes evenings)	No
Acquaintance	Daily (includes evenings)	No
Service Provider	As required	No
Other	Daily (includes evenings)	No

In the main, research of other retirement villages, or aged accommodation complexes show that they tend to be silent from a policy perspective on the matter of live-in informal carers and visitors except for the matter regarding the advantages that such persons bring to a resident.

COMMUNITY CONSULTATION

Nil

COMMITTEE MEMBER CONSULTATION

Ordinary Committee Meeting 19 August 2014.

STATUTORY ENVIRONMENT

As explained in the main body of this report.

POLICY IMPLICATIONS

This is a draft policy prepared for endorsement by the Committee, which is then submitted to Council for adoption.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

RISK MANAGEMENT

Nil

VOTING REQUIREMENT:

Simple Majority

OFFICER'S RECOMMENDATION

The Committee:

1. Suspends the Morawa Community Aged Care Committee Meeting under Standing Order 17.1 at _____ PM so that it may discuss the matters listed in Report 7.3.
2. Reconvenes the Morawa Community Aged Care Committee Meeting under Standing Order 17.1 at _____ PM.
3. After consideration of the Draft Policy Morawa Aged Units as presented in Attachment 7.3.A:
 - a. Requests Mr Fletcher to amend/undertake further research regarding the Draft Policy Morawa Aged Units Carers and Visitors as follows:
 - i. _____; and

- ii. Resubmit the amended policy back to the Committee at its meeting on 15 October 2014; or
- b. Endorses the Draft Policy Morawa Aged Units and that this is submitted to Council for adoption.

COMMITTEE RESOLUTION

**Moved: Cr K P Stokes
Seconded: Cr D B Collins**

- 1. **Suspends the Morawa Community Aged Care Committee Meeting under Standing Order 17.1 at 5.31 PM so that it may discuss the matters listed in Report 7.3.**

CARRIED 4/0

**Moved: Cr D B Collins
Seconded: Cr K P Stokes**

- 2. **Reconvenes the Morawa Community Aged Care Committee Meeting under Standing Order 17.1 at 5.35 PM.**

CARRIED 4/0

**Moved: Cr K P Stokes
Seconded: Cr D B Collins**

- 3. **After consideration of the Draft Policy Morawa Aged Units as presented in Attachment 7.3.A:**
 - b. **Endorses the Draft Policy Morawa Aged Units and that this is submitted to Council for adoption.**

CARRIED 4/0

8. New Business of an Urgent Nature

Cr D B Collins reported that the lights going into the Hospital are an issue.

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

Meeting was closed at 5.38 PM

.....**Presiding Person**

Next Meeting

The next Ordinary Meeting of Morawa Community Aged Care Committee is scheduled for 15 October 2014

1. Introduction

As part of the Government's commitment to streamlining and improving the planning approvals process in Western Australia, the WA Parliament passed the *Approvals and Related Reforms (No. 4) (Planning) Act 2010* (the '2010 Amendment Act'). The provisions of the 2010 Amendment Act, except part three, commenced on 22 November 2010.

The 2010 Amendment Act contains a number of amendments to the *Planning and Development Act 2005* (the 'PD Act') that are designed to improve the planning system. Part 3 of the 2010 Amendment Act contains the heads of powers required to introduce development assessment panels ('DAPs') in this State, through the making of regulations by the Governor. The details on how these panels will be established, administered and operated are set out in the new *Planning and Development (Development Assessment Panels) Regulations 2011* ('DAP regulations').

2. What are DAPs?

DAPs are panels comprising a mix of technical experts and local government representatives with the power to determine applications for development approvals in place of the relevant decision-making authority. The introduction of DAPs is one of the fundamental principles of the national Development Assessment Forum's ('DAF') leading practice model for development assessment. This model also promotes limiting referrals to agencies with a relevant role for advice only, avoiding the need for separate approval processes. South Australia and New South Wales have already introduced development assessment panels into their planning systems in accordance with the DAF model. Victoria has also recently passed legislation to implement development assessment commissions to perform the role of development assessment panels.

The introduction of DAPs in Western Australia will have significant benefits for local governments, the development industry, landowners, the general community and other stakeholders. They aim to help to improve the planning system by providing more transparency, consistency and reliability in decision-making on complex development applications. As regulations prepared under this part will clearly identify what classes of development applications are to be determined by development assessment panels, applicants will be well aware of who will be determining their application, regardless of the location of the development. The determination of complex applications will also be improved by the involvement of experts with technical knowledge on the panel.

The involvement of independent experts will also help to strike an appropriate balance between local representation and professional advice in decision-making by ensuring that decisions made by the panel are based on the planning merits of an application. Finally, the use of development assessment panels will help to address issues with dual approvals by making the relevant panel the single decision-making authority under both local and region planning schemes.

Following the gazetting of the DAP regulations the Minister will establish fifteen different DAPs on **2 May 2011**, however, these will not start to consider new applications until 60 days after their establishment. Therefore, DAPs will commence operation on **1 July 2011**.

3. Purpose

The purpose of this planning bulletin is to provide an overview of new provisions that take effect under part 11A of the *Planning and Development Act 2005* and the DAP regulations. Where appropriate, the relevant section or regulation is quoted in brackets. Please note this document is only a guide and not intended otherwise to have any legal effect.

Please note a range of manuals will also be available for local governments, DAP members and applicants. These documents will provide further details on the procedures outlined in this bulletin, and will be available on the DAP website at

www.daps.planning.wa.gov.au

4. Glossary

In this planning bulletin:

Administrative officers means members of the DAP Secretariat.

2010 Amendment Act means the *Approvals and Related Reforms (No. 4) (Planning) Act 2010*, which amended the PD Act.

DAP means a Development Assessment Panel.

DAP regulations means the *Planning and Development (Development Assessment Panels) Regulations 2011*.

DAP secretariat means officers of the Department assisting DAPs, defined in the DAP regulations as administrative officers.

CEO means the Director General of the Department of Planning.

The Department means the Department of Planning.

JDAP means a Joint Development Assessment Panel.

LDAP means a Local Development Assessment Panel.

Minister means the Minister for Planning.

PD Act means the *Planning and Development Act 2005*.

PDR means the *Planning and Development Regulations 2009*.

TPR means the *Town Planning Regulations 1967*, including the *Model Scheme Text*, and its equivalent as amended from time-to-time.

WAPC means the Western Australian Planning Commission.

The above definitions are for guidance purposes only. Readers are otherwise

directed to the various definitions found in the PD Act and DAP regulations. To the extent of any inconsistency, the definitions in the PD Act and DAP regulations prevail.

5. Summary of new sections in the PD Act

Part 3 of the 2010 Amendment Act introduces a new Part 11A - Development Assessment Panels into the PD Act. In summary, the new sections contain the following:

- The Governor may prescribe mandatory classes or kinds of development applications that must be determined by a DAP, as if the DAP was the responsible authority (either the relevant local government and/or WAPC), under the relevant local or region scheme, or interim development order (s.171A(2)(a)). A determination of (or failure to determine) a prescribed development application by a DAP is to be regarded, and take effect, as if was made by the relevant local government or the Western Australian Planning Commission.
- The Governor may also prescribe opt-in classes or kinds of development applications that must be determined by a DAP, where an applicant has elected such an application to be determined by the DAP (s.171A(2)(b)).
- The Governor may also prescribe regulations allowing additional functions to be delegated to the relevant DAP by the responsible authority (s.171B). It is intended that small local governments, and the WAPC if relevant, will use this section to delegate to the relevant DAP the power to determine development applications that are not of a class prescribed under section 171A.
- The Minister will establish a development assessment panel for each local government area, by the publication of an Order in the *Gazette* (s.171C). Two different types of development assessment panels will be established by the Minister:
 - *Local development assessment panels*, which will be established to service a single local government, where that local government is deemed to be a high-growth local government with enough development to support its

own panel, by determining applications made under the local planning scheme (and if applicable, the relevant region planning scheme); and

- *Joint development assessment panels*, which will be established to service two or more local governments that are not high-growth local governments, by determining applications made under each local planning scheme (and if applicable, the relevant region planning scheme).
- The Governor may prescribe regulations concerning the constitution, procedures and conduct of DAPs (s.171D).
- The Governor may prescribe regulations concerning the administration and costs of DAPs (s.171E).
- The DAP regulations are to be reviewed as soon as practicable after the expiry of 2 years from the day on which regulations made under this Part first come into operation (s.171F).

6. Summary of the new DAP regulations

To give effect to these new provisions in the PD Act, the *Planning and Development (Development Assessment Panels) Regulations 2011* ('DAP regulations') have been introduced. The DAP regulations contain six Parts, with three additional schedules.

This planning bulletin will now summarise the contents of each part and schedule. For details of the provisions summarised in this Planning Bulletin, please refer to the full regulations, which are available from the State Law Publisher.

6.1 Part 1 – Preliminary

This part states that regulations one and two come into operation on the day of gazettal and that the rest of the DAP regulations come into operation on the day on which section 43 of the 2010 Amendment Act comes into operation.

This part also contains the terms used in the DAP regulations (r.3). Readers should note that many terms used in the DAP regulations, such as the 'Development Assessment Panel' itself, are defined in section 4 of the PD Act rather than the DAP regulations.

The following definitions in the DAP regulations are of particular note:

- "DAP application", which includes mandatory applications (r.5) and opt-in applications (r.7). Importantly, delegated applications (r.19) are not technically "DAP applications", however, for the most part are practically treated as if they were DAP applications (r.21(2)(b));
- "DAP member" means both a specialist member and a local government member, and also includes an alternate member;
- "excluded development application", which makes it clear that even where a development application falls within the financial thresholds of a DAP application, certain types of applications, such as the construction of a single house, cannot be determined by DAPs. Furthermore, subsection (d) makes it clear that even when the DAP regulations commence operation, DAPs will not begin considering development applications until 60 days after they are established by the Minister.

6.2 Part 2 – Development applications and determinations

This part sets out what types of development applications will be determined by DAPs, and the process to be followed in the lodgement, assessment and determination of such applications.

The DAP regulations reflect the policy direction set out in the Policy Statement regarding mandatory DAP applications and applications that will be subject to the "opt-in" process. These applications are defined as follows:

- *Mandatory DAP Applications* (r.5): An application for development where the estimated cost of development is \$7 million or more (and \$15 or more in the City of Perth), and which is not an excluded development application. Such an application must be determined by a DAP (s.171A(2)(a) of the PD Act).
- *Optional DAP Applications* (r.6 & r.7): An application for development of a total value of more than \$3 million but less than \$7 million (more than \$10 million but less than \$15 million in the City of Perth) which is not an excluded development application and has not been delegated to the DAP by the relevant local government. Such

an application must be determined by a DAP when the applicant has elected to have the DAP determine the application (s.171A(2)(ba) of the PD Act).

This part also sets out the processes to be followed in relation to the making and assessment of DAP applications, including the role of local governments and the WAPC, as well as the role of the Department of Planning and the DAP. In summary, the process is as follows:

- The applicant lodges a DAP application (r.7(2)(a)) with the relevant local government (Form 1, sch.3, r.10(1)(a)), together with the new DAP determination fee (r.10(1)(b), sch.1). It should be noted that the DAP application and DAP fee is an addition, not a replacement, to the ordinary development application form prescribed under any planning scheme(s) (r.10(2)) and fee prescribed under the PDR (r.10(3)). Thus, an applicant will in many cases submit two forms and pay two fees, one for the DAP and one for the local government.
- The local government notifies the Department of the receipt of the DAP application and confirmation that the applicant has paid the DAP fee, within seven days of receipt (r.11). The local government also remits the DAP fee to the Department within 30 days (r.10(5)).
- The responsible authority (the local government or the Western Australian Planning Commission (WAPC)) assesses the application in the usual way, in accordance with the relevant local or region planning scheme. Local governments and/or the WAPC will undertake the same advertising and referrals for DAP applications as currently apply under their schemes (r.9(b)).
- The responsible authority prepares a report containing its recommendations on how the DAP application should be determined (r.12).
- The DAP Secretariat, comprising officers of the Department (r.49), organises the DAP meeting where that application will be determined. This may involve administrative tasks not included in the regulations, such as notifying DAP members, organising deputy members to attend if required, and liaising with the local government in organising the venue for the DAP meeting. Local governments will

also usually assist in providing a venue, electronic equipment and catering for DAP members as required (r.50).

- At least 5 days before a DAP meeting the Department puts the agenda for the meeting on the DAP website, along with details of the time, date and location of the meeting (r.39(1)). It also provides this information to the applicant (r.15) and relevant local government (r.39(2)).
- The DAP conducts a public meeting (r.40) to determine the application(s) (r.16). The meeting procedures under Division two of part four of the DAP regulations are to be followed, as well as the procedures set out in any Practice Notes (i.e. Standing Orders) issued by the CEO. The DAP is otherwise required to determine a DAP application in accordance with the provisions of the relevant planning instrument (r.16(1)). Any determination made by a DAP will be taken to be a determination made by the responsible authority (r.8(1)(a)).
- The Department sends notification of the decision made by the DAP to the applicant in accordance with the relevant planning instrument (r.16(1)) and also gives a copy to the responsible authority (r.16(2)).
- Where a decision has been granted, an applicant may also make a minor application seeking to amend or cancel the approval or any conditions imposed (r.17). A minor amendment application is made by submitting the prescribed form (Form 2, sch.3) to the relevant local government with the prescribed minor fee.
- By contrast to other applications, the DAP will usually meet to determine any r.17 minor amendment application through means of instantaneous communication r.40(4)(a).
- If an applicant is dissatisfied with a decision of either a DAP application or r.17 minor amendment application, he or she can seek a review from the State Administrative Tribunal (r.18(2)). In any such review, the application will be defended by the DAP (r.18(3)).

6.3 Part 3 – Delegation to DAPs

This Part allows local governments and the WAPC to delegate the power to determine development applications that (s.171B & r.19):

- fall within the optional DAP application thresholds, being more than \$3 million but less than \$7 million (more than \$10 million but less than \$15 million in the City of Perth) and where the application is not an excluded development application; but
- where an applicant has decided not to opt-in to have the matter determined by a DAP; and
- where the responsible authority nevertheless decides that the application is of a class of development that should be delegated to a DAP for determination.

It is intended that local governments (and the Western Australian Planning Commission if relevant) will more likely use this section to delegate to the relevant DAP the power to determine development applications that are not of a mandatory class prescribed under section 171A.

All delegations made under this part will be published in the *Government Gazette* (r.20). In providing clarity about what types of applications have been delegated to a DAP, the Department will ensure that all delegation instruments relating to DAPs are listed on the DAP website (r.20(3)).

The fact that a local government has decided to delegate certain matters to a DAP does not preclude that local government from nonetheless making a determination on a delegated development application (r.21(1)). Furthermore, although delegated applications do not technically fall within the definition of a 'DAP application', the procedures mostly otherwise apply as if they were DAP applications (r.21(2)(b)).

Finally, it is important to note that an applicant is not required to pay a DAP fee for a delegated application, although the relevant local government fee under the Planning and Development Regulations 2009 will still be payable in the usual manner. Subject to any agreement with the CEO, if a local government chooses to delegate any matter to a DAP, the local government must pay the DAP fee (r.22). This is to ensure applicants are not imposed with an additional fee for an application they

did not choose to have determined by a DAP, whilst ensuring DAPs are still provided with the prescribed fee necessary to resource a DAP decision. It will remain wholly a matter for local governments whether they exercise their discretions in delegating any classes of applications to DAPs (r.23).

6.4 Part 4 – Development assessment panels

This part comprises of four divisions:

- Division one – DAP members
- Division two – Specialist members
- Division three – Meetings
- Division four – Conduct of DAP members.

Division one – DAP members

This Division concerns DAP members more generally, and sets out:

- the composition of DAPs (r.23 & r.25);
- the process by which local government members are nominated and appointed (r.23 & r.25);
- how alternate members will be appointed and used (r.28);
- the term of office for DAP members (r.29);
- the requirement for all DAP members to attend training before sitting on a DAP (r.30);
- fees and allowances that DAP members will be paid (sch.2, r.31); and
- the circumstances in which a DAP member's office becomes vacant or a member may be removed from office (r.32);
- leaves of absence for DAP members (r.33); and
- extension of terms of office during vacancy in membership (r.34).

All DAPs will comprise of the following membership (r.23(1) and r.25(1)):

- Two local government representatives; and
- Three specialist members – one of whom is the presiding member (with a planning qualification and experience), one of whom is the deputy presiding member

(also with a planning qualification and experience), and one who will otherwise possess relevant qualifications and/or expertise.

This division also sets out the process by which local government members are nominated and appointed to a DAP. Local government representatives are nominated by the relevant local government, and appointed by the Minister (r.24 and r.25).

All DAP members, with some exceptions, are paid sitting fees under Schedule two (r.31). DAP members who are already considered on the 'public payroll' will not ordinarily be entitled to sitting fees, including: all Commonwealth, State and Local Government employees, current and retired judicial officers and employees of public academic institutions (r.31(6)). However, there is scope for the Minister to give written consent on a case-by-case basis to allow such persons to be paid.

Alternate members will be appointed in the same way, and will sit on the DAP when a DAP member is unable to perform the functions of the member by reason of illness, absence or other cause. Obviously, only a local government alternate can sit in for a local government member (r.28(4)), as can a specialist alternate for a specialist member (r.28(5)).

The Minister is required to appoint one of the three specialist members as the presiding member of the DAP. The presiding member must be a planning expert. At all DAP meetings that the presiding member attends, that person will preside over the meeting. The Minister is also required to appoint a Deputy Presiding Member, to preside when the presiding member is absent. The Deputy Presiding Member must also be a planning expert (r.27).

All DAP members are appointed for two years (r.29(2)). The regulations allow for DAP members to continue sitting on a DAP for up to three months once their term has expired, or until the vacancy is filled (r.34). DAP members can be reappointed to the same DAP following the expiry of their term, or may be replaced by another person (r.29(3)).

This division also sets out the circumstances in which the Minister can remove a DAP member from office (r.32(3)). This includes:

- neglect of duty
- misconduct or incompetence

- mental or physical incapacity to carry out duties in a satisfactory manner; or
- absence from 3 DAP meetings without leave first being obtained.

Finally, this division states that a DAP member's office becomes vacant if the DAP member's situation changes in any of the following ways (r.32(1)):

- the DAP member dies, resigns or is removed from office by the Minister;
- the DAP member becomes a bankrupt or a person whose affairs are under insolvency laws;
- the DAP member is convicted of an offence punishable by imprisonment for more than 12 months; or
- the DAP member is convicted of an offence under section 266 of the PD Act which deals with failing to act honestly, failing to declare a conflict of interest, disclosing information or making improper use of information.

Division two – Specialist members

This Division set outs how specialist members and alternate special members are appointed. Specialist members with the required qualifications and experience are listed on a register (r.35). The register is then reviewed by a special short-list working group, which compiles a list of nominees for the Minister to consider (r.36 & r.38). Specialist members are then appointed by the Minister (r.37).

Division three – Meetings

This Division sets out the meeting procedures to be followed by all DAPs, including the taking of minutes. Meetings are to be conducted in accordance with this Division, as well as the Standing Orders published by the Department (referred to in the DAP regulations as practice notes, r.40(5)).

All DAP meetings will be open to the public (r.30(2)). The presiding member has the power to invite a person to make a presentation to the DAP on a DAP application (r.40(3)). The presiding member also has the power to allow a person to attend a DAP meeting by telephone or other means of instantaneous communication (r.43). The circumstances in which these powers will be exercised will be set out in the Standing Orders.

The quorum for a DAP is the presiding member (or deputy presiding member), one other specialist member and one local government member. Each DAP member has one vote. In the event of a deadlocked vote, the Presiding Member has the deciding vote (r.42).

Finally, this division also requires minutes of the DAP meeting to be kept by an officer of the local government hosting the DAP meeting, or another person approved by the CEO of the Department. Minutes will be provided to the Department within 5 days of the meeting, and put on the DAP website within 10 days after the meeting, after they have been confirmed by the DAP (r.44).

Division four – Conduct of DAP members

This division requires all DAP members to abide by certain rules of conduct (r.45). These requirements are in addition to the requirements regarding conflict of interest and use of information that are set out in section 266 of the PD Act.

This division requires the CEO of the Department to prepare a Code of Conduct (r.45(1)), which must be complied with by all DAP members (r.45(2)). The Minister can remove a member from a DAP for breaching the Code of Conduct (r.32(4)).

This division also sets out what rules apply regarding the acceptance of gifts (r.46). These requirements are similar to those currently in place under the *Local Government Act 1995* and the *Local Government (Rules of Conduct) Regulations 2007*. There are two types of gifts addressed in this Division:

- **Prohibited gifts** which are gifts worth \$300 or more, or two or more gifts that are in total worth \$300 or more; and
- **Notifiable gifts** which are gifts worth between \$50 and \$300, or two or more gifts that are in total worth between \$50 and \$300.

DAP members are not permitted to accept a prohibited gift from a known applicant, or a person “who it is reasonable to believe” may be intending to undertake development that the DAP will be required to determine (r.46(2)). However, DAP members are permitted to accept notifiable gifts as long as they notify the CEO of the Department that they have accepted such a gift (r.46(3)). Failure to notify the Department may result in the Minister removing that DAP member from the DAP (r.32(4)).

Finally, this Division also emphasises the professional behaviour expected of DAP members. DAP members are not to make statements about the competency or honesty of local government officers or public sector officers, or use offensive or objectionable expressions regarding those officers (r.47). Only the presiding member is permitted to publicly comment on determinations made by the DAP (r.48).

6.5 Part 5 – Administration

This part will set out how administrative support will be provided to each DAP. Most support will be provided by the DAP Secretariat, such as organising agendas, organising meetings, booking travel for DAP members and paying the sitting fees of DAP members (r.49). However, each local government will also be required to undertake some administrative tasks on behalf of the DAP, including taking minutes at DAP meetings, provide a venue for DAP meetings, organise catering and provide electronic equipment if required (r.50). The DAP Secretariat is also required to establish and maintain a DAP website, which will have information about each DAP created (r.51).

This part also contains the primary enforcement provisions for the successful operation of the DAP system (r.52). Where necessary, the Minister can order a DAP, a local government, the WAPC, or the Department to provide any necessary information or document to him or her (r.52(3) and s.18 PD Act). The Minister can also order that such information be provided to the DAP (r.52(2)(d)), or make use of the Western Australian Planning Commission’s and local government’s staff to obtain such information (r.52(3)(d)).

Finally, this division requires the CEO of the Department to prepare an annual report on the performance of DAPs (r.53).

6.6 Part 6 – Miscellaneous

This Part contains transitional provisions dealing with what happens to a DAP application if the Order establishing the DAP is amended or revoked before the application is determined (r.54). For example, if a DAP application has been forwarded to the DAP but not determined when the Order creating the DAP is revoked, then that application is to be forwarded to the new Local Development

Assessment Panel (LDAP) or Joint Development Assessment Panel (JDAP) created to serve that local government. The new LDAP or JDAP will determine the application. The provisions support section 171I of the PD Act.

In addition, this Part requires the Department to conduct an annual review of the new DAP fee (r.55). The Department will provide the information collected during each annual review to the Standing Committee of the Legislative Council that will review the DAP regulations after two years of operation, under new section 171F of the PD Act.

6.7 Schedule 1 – Fees for applications

Schedule 1 contains the item of fees payable by an applicant when submitting a DAP application (r.10 & r.17). The relevant fee is calculated on estimated cost of development. It is important to note the following:

- The DAP fee is in addition to any local government development application fee payable under the Planning and Development Regulations 2009 (PDR) (r.10(3)). Therefore, DAP applications may in effect require two fees be paid – one for the DAP under this schedule and one for the local government under the PDR.
- The fee for an r.17 minor amendment application is prescribed under item 2 (currently only \$150), as distinct from other ordinary DAP applications under item 1 (currently ranging from \$3,376 to \$6,320).

A delegated application (r.19) is not technically a DAP application, although in many other respects the application is treated the same way. Thus, an application is not required to pay the DAP fee under schedule one is required. The DAP fee will instead be paid by local government (r.22).

6.8 Schedule 2 – Fees for DAP members

Schedule two sets out the relevant sitting fees for DAP members (r.31). It is important to distinguish the relevant fees for:

- presiding members, compared with other members, where presiding members are entitled to a slightly higher fee to reflect additional responsibilities imposed under the regulations;

- ordinary DAP applications, compared with r.17 minor amendment applications, to reflect the scale and complexity of ordinary DAP applications, as well as to reflect that ordinary applications are open to the public whilst r.17 applications are determined through instantaneous means;
- fees for determining an applications, compared to attending a proceeding before the State Administrative Tribunal, where the fees are otherwise the same; and
- training fees, where both prospective presiding members and all other members are entitled to the same fee, and only at the satisfactory completion of the training.
- most DAP members, compared with those considered on the 'public payroll', who without the written consent of the Minister will not be entitled to sitting fees, including: all Commonwealth, State and Local Government employees, current and retired judicial officers and employees of public academic institutions (r.30(6) & r.31(6)).

6.9 Schedule 3 – Forms

Finally, Schedule 3 contains the relevant DAP forms. Again, it is important to distinguish between:

- DAP application forms compared with local government development application forms. As noted above, DAP application forms are submitted in addition to, not a replacement of, local government development application forms prescribed under each relevant local planning schemes (r.10(2)).
- An ordinary DAP application form, which is intended to cover mandatory (r.5), opt-in (r.6 & r.7) and delegated (r.19) applications, compared with minor amendment applications (r.17).

7. Further information

Legislation, including copies of the DAP regulations, the 2010 Amendment Act and amended PD Act can be obtained from the State Law Publisher at:

10 William Street
Perth WA 6000
Phone: (08) 6552 6000
Fax: (08) 9321 7536
Email: sales@dpc.wa.gov.au
Website: www.slp.wa.gov.au

Copies can also be obtained from the DAP website at www.daps.planning.wa.gov.au

Please note a range of manuals will also be available for local governments, DAP members and applicants. These documents will provide further details on the procedures outlined in this bulletin, and will be available on the DAP website.

For further information, please refer to the DAP website or contact the Department of Planning at:

Albert Facey House
469 Wellington Street
Perth 6000
Western Australia
Tel: (08) 9264 7777
Fax: (08) 9264 7566

Disclaimer

This planning bulletin is intended as a guide only. It is not intended to be comprehensive or to cover particular circumstances.

Readers are advised to refer to the legislation, which is available from the State Law Publisher, and to seek professional legal advice should they have specific legal questions in relation to their particular circumstances.

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Published by the
Western Australian Planning Commission
Albert Facey House
469 Wellington Street
Perth WA 6000

Published March 2011

ISSN 1324-9142

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This document is available in alternative formats on application to Communication Services.



<i>Item No/Subject</i>	7.2.5.3 RAV PERMIT – FUEL DISTRIBUTORS OF WA
<i>Date of Meeting:</i>	17 December 2015
<i>Date & Author:</i>	2 November 2015, Samantha Appleton
<i>Responsible Officer:</i>	Executive Manager Development and Administration
<i>Applicant/Proponent:</i>	Fuel Distributors WA
<i>File Number:</i>	ADM0284
<i>Previous minute/s & Reference:</i>	

SUMMARY

Fuel Distributors of WA have approached Council for a Restricted Access Vehicle (RAV) 2/3 network 3 and 4 approval to operate pocket road trains with 5 and 6 axle dog trailers which enables a up to 27.5 metres to operate on local roads on an ongoing basis.

DECLARATION OF INTEREST

The author has no interest to declare in this report.

ATTACHMENTS

Map showing Offzanka Road from Wubin Mullewa Road to Canna CBH Bin.

BACKGROUND INFORMATION

An application from Mr Kirkby was received on 2 November. The email requesting the permit is listed below:

From: Len Kirkby [<mailto:len@fdwa.com.au>]
Sent: Monday, 2 November 2015 9:57 AM
To: Graeme Whitmore
Subject: Permit

Works Supervisor,

Fuel Distributors of WA have been given the contract to deliver diesel to CBH at Canna for the locomotives hauling grain.

I would like to apply for a permit to run 27.5m pocket road trains with 5 and 6 axle dog trailers concessionally loaded on the following roads.

We currently have permits to get to Geraldton Fuels depot in Morawa, I would like to extend out to Canna Road on the Wubin Mullewa Road then turn right onto Canna road to the CBH bin. The frequency of the deliveries will depend on when and how often the CBH trains are running.

We have 8 prime movers that will do the job, registration numbers are 1COY 061, 1DJK 870, 1DJK 871, 1DRO 175, 1DUX 005, 1DZT 645, 1EMT 215, 1 EST 951. If you send me the permit I can then have it endorsed with MRWA.

Please do not hesitate to call me if you have any queries regarding this matter.

Regards,

Len Kirkby

FDWA

The road trains will carry up to 40 tonnes when a five axle dog trailer is used and up to 47 tonnes when a six axle dog trailer is used. They will be delivering fuel to the Canna grain receival point and are currently doing these using smaller truck and trailer combinations.

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

When the application was received the applicant was notified that the application would be unlikely to be approved until the December ordinary meeting of Council on 17 December unless a special meeting is called in the interim.

Clarification was sought as to the load being carried and the weight carried on both types of combinations.

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

Discussion with the Principal Works Supervisor Paul Buist has confirmed that Canna Road has been renamed Offzanka Road. Hence the proposed permit will refer to Offzanka Road.

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.

As with previous permit approvals, consideration may be made to restrict operations to times outside of school bus run times. Previous consultation with Rod Gillis from Main Roads Geraldton, MJ & BC Thornton (Morawa School Bus Company) and the Principal Works Manager of the Shire of Morawa it is this

officers' recommendation that a condition of the RAV permit approval be that travel is restricted on the Morawa South Road between the hours of 7.00am to 8.30am and 3.00pm to 5.00pm Monday to Friday during school bus route runs.

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.

STATUTORY ENVIRONMENT

Local Government Act 1995

Main Roads Act 1930

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.

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 REQUIREMENTS

Simple majority required

OFFICER'S RECOMMENDATION

That Council approve:-

1. A Restricted Access Vehicle (RAV) 2/3 networks 3 and 4 permit to Fuel Distributors of WA to operate pocket road trains with five and six axle dog trailers up to 27.5metres to operate in the Shire of Morawa on local roads listed below:

Offzanka Road from Mullewa Wubin Road to CBH Grain Storage Facility.

Standard Conditions of Use:

- a) *Maximum speed unsealed roads 60kms/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 Town site*
- d) *Only approved routes will be permitted in the Morawa Town site*
- 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 (7.00am to 8.30am and 3.00pm to 5.00pm school days)*
- 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

The approval will be ongoing and may be reviewed and revised at any time.

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



Map showing route from Wubin Mullewa Road to CBH bin at Canna

<i>Item No/Subject</i>	7.2.5.4 Change to Purchasing Policy
<i>Date of Meeting:</i>	18 December 2015
<i>Date & Author:</i>	4 December 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>	ADM0343
<i>Previous minute/s & Reference:</i>	Shire of Morawa Policy Manual

SUMMARY

Recent changes to the Local Government (Functions and General) Regulations 1996 – Reg 11 have necessitated an update to the Shire of Morawa Purchasing Policy (Policy 3.5).

DECLARATION OF INTEREST

Nil

ATTACHMENTS

Proposed purchasing policy

BACKGROUND INFORMATION

The current purchasing policy has a threshold of \$100,000 before there is a requirement to enter into tender or other processes (such as the use of WALGA preferred suppliers or Common Use Agreement suppliers to State Government). The regulations were amended on 18 September 2015.

OFFICER'S COMMENT

The increasing of the threshold will enable purchases to be made up to \$150,000 without the requirement to go to tender, however other due diligence processes remain, such as the receipt of three written quotations prior to purchase and the evaluation of the product or service supplier with regard to value for money, quality of product and sustainability. The only change to the policy is the increase to \$150,000 from \$100,000 in the band requiring three quotations.

STATUTORY ENVIRONMENT

Local Government (Functions and General) Regulations) 1996 Regulation 11

POLICY IMPLICATIONS

Shire of Morawa Policy Manual – Policy 3.5

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Morawa Strategic Community Plan

4.3 A local government that is respected, professional and accountable

4.5 Be compliant with relevant legislation

RISK MANAGEMENT

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That Council adopt the revised policy 3.5 Purchasing Policy as presented.

3.5 PURCHASING POLICY

1.1 OBJECTIVES

- To provide compliance with the Local Government Act, 1995 and the Local Government Act (Functions and General) Regulations, 1996 (as amended in March 2007).
- To deliver a best practice approach and procedures to internal purchasing for the Shire of Morawa.
- To ensure consistency for all purchasing activities that integrates within all the Shire of Morawa operational areas.

1.2 WHY DO WE NEED A PURCHASING POLICY?

The Shire of Morawa is committed to setting up efficient, effective, economical and sustainable procedures in all purchasing activities. This policy:

- Provides the Shire of Morawa with a more effective way of purchasing goods and services.
- Ensures that purchasing transactions are carried out in a fair and equitable manner.
- Strengthens integrity and confidence in the purchasing system.
- Ensures that the Shire of Morawa receives value for money in its purchasing.
- Ensures that the Shire of Morawa considers the environmental impact of the procurement process across the life cycle of goods and services.
- Ensures the Shire of Morawa is compliant with all regulatory obligations.
- Promotes effective governance and definition of roles and responsibilities.
- Uphold respect from the public and industry for the Shire of Morawa's purchasing practices that withstand probity.

1.3 ETHICS & INTEGRITY

All officers and employees of the Shire of Morawa shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Shire of Morawa.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

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- Full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money.
- All purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire of Morawa policies and code of conduct.
- Purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently.
- All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements.
- Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed.
- Any information provided to the Shire of Morawa by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

1.4 VALUE FOR MONEY

Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the Shire of Morawa. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, safety and quality standards, sustainability, life cycle costing, timeliness of supply and other relevant service benchmarks.

An assessment of the best value for money outcome for any purchasing should consider:

- All relevant whole-of-life costs and benefits whole-of-life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal.
- The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality.
- Financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history).

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- A strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

1.5 SUSTAINABLE PROCUREMENT

Sustainable Procurement is defined as the procurement of goods and services that have less environmental and social impacts than competing products and services.

The Shire of Morawa is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and/or processes that minimise environmental and negative social impacts. Sustainable considerations must be balanced against value for money outcomes in accordance with the Shire of Morawa's sustainability objectives.

Practically, sustainable procurement means the Shire of Morawa shall endeavour at all times to identify and procure products and services that:

- Have been determined as necessary.
- Demonstrate environmental best practice in energy efficiency and/or consumption which can be demonstrated through suitable rating systems and eco-labelling.
- Demonstrate environmental best practice in water efficiency.
- Are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, that are free of toxic or polluting materials and that consume minimal energy during the production stage.
- Products that can be refurbished, reused, recycled or reclaimed shall be given priority, and those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste.
- For motor vehicles – select vehicles featuring the highest fuel efficiency available, based on vehicle type and within the designated price range.
- For new buildings and refurbishments – where available use renewable energy and technologies.

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1.6 PURCHASE ORDERING AUTHORITY & LIMITS

The following positions have delegated authority to sign purchase orders with the associated monetary limits, subject to the conditions and regulations contained in this Purchasing Policy and in accordance with annual budgetary allocations and any out of budget Council approval:

POSITION	LIMIT OF PURCHASE VALUE \$
Chief Executive Officer	Unlimited
Executive Manager Development & Administration	\$50,000
Principal Works Supervisor	\$50,000
Manager Accounting & Finance	\$10,000
Shire Mechanic	\$5,000

PURCHASE OF GOODS AND SERVICES - \$150,000 or more

All contracts for the purchase of goods and services with a value of \$150,000 or more shall be by public tender and made in accordance with the Local Government Act 1995 s3.57 and the Local Government (Functions and General) Regulations 1996 Part 4.

Council will also enforce the following additional requirements:

- That suitable suppliers listed in the Local Suppliers Register shall be notified that the tender has been advertised. Such notice shall be given as soon as possible after the advertisement appears in the newspaper.
- Acceptance of a tender for building construction projects will be subject to the execution of a contract based on the standard contract supplied by the Master Builders Association.
- Council's Buy Local Policy will apply to the consideration of tender submissions.

Any decision not to call tenders for Goods or Services valued at more than \$150,000 because of one of the exceptions listed in Regulation 11(2) shall be by Council resolution.

Before calling for tenders, the CEO shall investigate whether the goods or services requested:

- Are available under a common use contract from the State Supply Commission
- Are available via a joint purchasing arrangement through WALGA
May be combined with the requirements of other Local Governments in the North Midlands Region to obtain better value for money.

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1.7 PURCHASE OF GOODS AND SERVICES – Less than \$150,000

Before seeking quotes, staff shall investigate whether the goods or services requested:

- Are available under a common use contract from the State Supply Commission
- Are available under a joint purchasing arrangement through WALGA or the Mid West Regional Council

Goods valued at over \$50,000 but less than \$150,000

Staff will obtain a minimum of 3 written quotes from alternative suppliers. The following conditions will apply:

- Staff will prepare a written specification of the requirements for distribution to potential suppliers
- All suitable suppliers from the Local Suppliers Register will be invited to submit a quotation even if there are more than 3 suitable suppliers
- Staff will allow a minimum of 5 working days for a quote to be provided. If more than 3 days are provided, all suppliers will be allowed that same period to respond.
- If staff is unable to obtain 3 written quotes, this should be documented.
- All purchases to be approved by Council.

Goods valued at over \$10,000 and up to \$50,000

Staff will obtain 3 written quotes from alternative suppliers. The following conditions will also apply:

- All suitable suppliers from the Local Suppliers Register will be invited to submit a quotation even if there are more than 3 suitable suppliers
- Staff will allow a minimum of 3 working days for a quote to be provided.
- If more than 3 days are provided, all suppliers will be allowed that same period to respond.
- If staff are unable to obtain 3 written quotes, this should be documented and the purchase approved by the CEO.

Goods and services valued at over \$3,000 and less than \$10,000

Staff will obtain verbal quotes from 3 alternative suppliers.

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All suitable suppliers from the Local Suppliers Register will be invited to submit a quotation even if there are more than 3 suitable suppliers. If staff is unable to obtain 3 quotes, this should be documented.

Goods and services valued up to \$3,000

May be purchased with a single satisfactory quotation. Staff should ensure that local suppliers are considered first and that value for money is being obtained. If there is any doubt about whether value for money is being obtained, additional quotes should be sought.

1.8 RECORD KEEPING - PURCHASING

Goods valued at \$150,000 or over

Whenever goods or services are purchased by public tender, a separate file for that tender will be raised. This file will contain:

- A copy of the Tender Specification
- A copy of the notification to Local Suppliers, if any. Copies of all tenders received including late tenders (date stamped accordingly) and non-compliant tenders
- A copy of the tender assessment
- A copy of the relevant sections of the Council Minutes where the decision was taken

Goods valued at over \$50,000 but less than \$150,000

Whenever goods or services are purchased within this price range a separate file for that purchase will be raised. The file will contain:

- A copy of the Specification
- A copy of the notification to Local Suppliers, if any
- Copies of all quotations received including late quotations (date stamped accordingly) and non-compliant quotations
- A copy of the purchase assessment
- A copy of the relevant sections of the Council Minutes where the decision was taken

Goods valued at over \$10,000 and up to \$50,000

Whenever goods or services are purchased within this price range, the following documents will be appended to the office copy of the purchase order:

- A copy of the notification to Local Suppliers if any
- Copies of all quotations received including late quotations (date stamped accordingly) and non-compliant quotations
- A copy of the purchase assessment

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Goods valued at over \$3000 and up to \$10,000

Whenever goods or services are purchased within this price range, the following documents will be appended to the office copy of the purchase order:

- Details of all written or verbal quotations received
- A copy of the purchase assessment

Goods and services valued at up to \$3,000

Details of the quoted price should be included on the purchase order

Adopted Council Meeting
15/12/2007 Reviewed Council
Meeting 22/07/2015

<i>Item No/Subject</i>	7.2.5.5 Equal Employment Opportunity Policy
<i>Date of Meeting:</i>	18 December 2015
<i>Date & Author:</i>	4 December 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>	ADM0227
<i>Previous minute/s & Reference:</i>	October 2015 Minutes – 7.2.5.2

SUMMARY

Council adopted the EEO Plan at its October meeting. It is now proposed to adopt a policy to reflect the plan and the requirements of the relevant legislation.

DECLARATION OF INTEREST

Nil

ATTACHMENTS

Nil

BACKGROUND INFORMATION

The Shire of Morawa currently does not have an EEO Policy. It is proposed that Council adopt a policy addressing the requirements of the EEO management plan adopted at the October ordinary meeting of Council on 15 October 2015.

OFFICER'S COMMENT

The proposed policy is relatively simple and addresses the requirements of the EEO plan.

The proposed policy is shown below:

OBJECTIVES:

To detail the Shire's commitment to Equal Employment Opportunity

POLICY STATEMENT:

1. The Shire recognises its legal obligations under the Equal Opportunity Act (1984) to actively promote equal employment opportunity based on merit to

ensure that discrimination does not occur on the grounds of gender, marital status, pregnancy, race, disability, religious or political convictions.

2. All offers of employment within the Shire will be directed to providing equal opportunity to prospective employees, provided their relevant experience, skills and ability meet the minimum requirements for engagement.
3. All employment training opportunities within the Shire will be directed towards providing equal opportunity to all employees based on merit and their relevant experience, skills and ability meet the minimum requirements for the position.
4. All promotional policies and opportunities within the Shire will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability are adequate to meet the minimum requirements and they are assessed as the most appropriate candidate for the advertised position. In this context, as a minimum, all vacancies shall be advertised internally within the organisation.
5. The equal opportunity goals of this Council are designed to provide an enjoyable, challenging, involving and harmonious work environment for all employees, where each has the opportunity to progress to the extent of their ability.

STATUTORY ENVIRONMENT

Equal Opportunity Act 1984 Section 145

POLICY IMPLICATIONS

Shire of Morawa Policy Manual

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

Adoption of and adherence to policy reduces risk related to industrial relations issues.

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That Council adopt the proposed Equal Employment Opportunity Policy.

<i>Item No/Subject</i>	7.2.5.6 Deed of Novation Joint Venture Aged Units
<i>Date of Meeting:</i>	18 December 2015
<i>Date & Author:</i>	4 December 2015, Samantha Appleton
<i>Responsible Officer:</i>	Executive Manager Development and Administration
<i>Applicant/Proponent:</i>	Housing Authority
<i>File Number:</i>	ADM0608
<i>Previous minute/s & Reference:</i>	Nil

SUMMARY

Council to authorise the signing of and the application of the common seal to a deed of Novation assigning all agreements with the Morawa Community Aged Care Committee regarding the operation of the Joint Venture Aged Units to the Shire of Morawa.

DECLARATION OF INTEREST

The author has no interest to declare in this report.

ATTACHMENTS

Deed of Novation, Original Agreement with Morawa Community Aged Care Committee

BACKGROUND INFORMATION

The Shire of Morawa is in the process of taking on the management of the Aged Units near the hospital. The units operate under two separate agreements; the novation specifically addresses the agreement between the Shire and the Department of Housing assigning all rights and obligations that were formerly assigned to the Morawa Community Aged Care Committee.

OFFICER'S COMMENT

Once the deed is signed by both parties this progresses the handover of the Joint Venture Aged Units which will be operated in accordance with rules associated with Department of Housing and Works Community Housing properties.

STATUTORY ENVIRONMENT

Local Government Act Section 9.49A

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil – Taking on of the units will be revenue neutral

STRATEGIC IMPLICATIONS

Shire of Morawa Strategic Community Plan
1.9 Affordable, diverse and quality accommodation options for both residential and business.
3.1 Services and facilities that meet the needs of the community.

RISK MANAGEMENT

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That Council:-

- 1. Endorse the signing of the Deed of Novation with the Department of Housing;**
- 2. Endorse the application of the common seal to the Deed of Novation upon signing of the document.**

EXECUTION COPY



Government of **Western Australia**
Department of **Housing**

Deed of Novation

**Joint Venture Agreement relating to Corner of Caulfield
Road and Yewers Avenue, Morawa**

Shire of Morawa (**Substitute Party**)

Morawa Community Care Incorporated (**Retiring Party**)

Housing Authority (**Housing Authority**)

This Deed is made the

day of

2015

BETWEEN

SHIRE OF MORAWA PO BOX 14, MORAWA, WESTERN AUSTRALIA 6623 (**Substitute Party**);

MORAWA COMMUNITY CARE INCORPORATED (ABN 65 373 142 234) of PO BOX 189, MORAWA, WESTERN AUSTRALIA 6623 (**Retiring Party**); and

HOUSING AUTHORITY a body corporate constituted under section 6 of the *Housing Act 1980* (trading as the Department of Housing) of 99 PLAIN STREET, EAST PERTH, WESTERN AUSTRALIA 6004 (**Continuing Party**),

(together, the Parties).

RECITALS

- A. The Retiring Party and the Continuing Party are parties to the Contract.
- B. At the time of entering into the Contract, the Land (being Crown land) was vested with the Retiring Party.
- C. At the request of the Retiring Party, on 24 April 2015, the Minister for Lands ordered that the care, control and management of the Land be placed with the Substitute Party for the purpose of 'Aged Persons Homes'.
- D. The Retiring Party and the Continuing Party agree that the Substitute Party will undertake the role and responsibilities of the Retiring Party.
- E. The Parties have agreed to novate the Contract on the terms of this Deed.

OPERATIVE PART

1. Definitions and Interpretation

1.1 Definitions

In this Deed:

Contract means the Joint Venture Agreement between the State Housing Commission (now the Continuing Party) and the Retiring Party for the design, construction, maintenance and management of 4 housing units on the Land dated 9 July 1993.

Deed means this document and its schedules.

Novation Date means 24 April 2015.

1.2 Interpretation

In this Deed unless the context otherwise requires:

- (a) headings are for convenience only and do not affect its interpretation;
- (b) an obligation or liability assumed by, or a right conferred on, 2 or more Parties binds or benefits all of them jointly and each of them severally;
- (c) a reference to any document (including this Deed) is to that document as varied, novated, ratified or replaced from time to time; and
- (d) words importing the singular include the plural (and vice versa) and words indicating a gender include every other gender.
- (e) expressions, phrases and words defined in the Contract have the same meaning when appearing in this Deed as they have in the Contract unless specifically defined in this Deed.

2. Novation

2.1 Novation

On and from the Novation Date, the Retiring Party novates the Contract so that:

- (a) the Substitute Party replaces the Retiring Party under the Contract as if it is an original Party to the Contract; and
- (b) a reference in the Contract to the Retiring Party must be read as a reference to the Substitute Party.

2.2 Assumptions of rights and obligations

- (a) The Substitute Party must comply with the Contract and obtains the rights and powers and assumes all of the obligations and liabilities of the Retiring Party under the Contract regardless of whether those obligations or liabilities accrued before the Novation Date.

- (b) On and from the Novation Date, the Continuing Party must comply with the Contract on the basis that the Substitute Party has replaced the Retiring Party under the Contract in accordance with this Deed.

2.3 Surplus Funds and Records

- (a) Within 28 days of the Novation Date (or such other date agreed by the Parties), the Retiring Party must:
 - (i) transfer to the Substitute Party all surplus income accumulated pursuant to the Contract to date (including any interest), being at the time of entering into this Deed approximately \$51,000 (**Surplus Funds**); and
 - (ii) provide to the Substitute Party all records (including accounting, tenancy management and maintenance records) it was required to keep under the terms of the Contract.
- (b) The Substitute Party will ensure that the Surplus Funds are held and used in accordance with the terms of the Contract.

3. Consent

The Continuing Party consents to the novation of the Contract from the Retiring Party to the Substitute Party on and from the Novation Date.

4. Release

- (a) The Continuing Party and the Substitute Party release the Retiring Party from the obligations and liabilities arising under the Contract relating to the period after the Novation Date.
- (b) The Retiring Party remains liable to the Substitute Party and the Continuing Party for all of the obligations and liabilities under the Contract arising before the Novation Date.
- (c) The Continuing Party and the Substitute Party do not release the Retiring Party from any liabilities which accrued before the Novation Date, even if such liability does not come to the attention of the Continuing Party and the Substitute Party until after the Novation Date.

5. Miscellaneous

5.1 Severance

If a provision of this Deed would, but for this clause, be unenforceable:

- (a) the provision will be read down to the extent necessary to avoid that result; and
- (b) if the provision cannot be read down to that extent, it will be severed without affecting the validity and enforceability of the remainder of this Deed.

5.2 About this Deed

- (a) This Deed may be amended only by written agreement of all Parties.
- (b) This Deed may be executed in any number of counterparts, and by the Parties in separate counterparts, but is not effective until each Party has executed at least one counterpart.

- (c) Each counterpart of this Deed constitutes an original of this Deed but the counterparts together constitute one and the same instrument.

5.3 Governing Law and Jurisdiction

- (a) This Deed is governed by, and to be interpreted in accordance with the laws of Western Australia.
- (b) Each Party irrevocably submits to the non-exclusive jurisdiction of the courts of Western Australia, and of all courts competent to hear appeals therefrom in relation to any legal action, suit or proceedings arising out of or in respect of this Deed

5.4 Costs

- (a) Each Party will bear its own costs in relation to the negotiation, preparation and execution of this Deed.
- (b) The Substitute Party shall bear the cost of any duty in respect of this Deed, and any further document required.
- (c) Unless this Deed otherwise provides, the cost of performing an obligation will be borne by the Party concerned.

5.5 Further Acts

The Parties must do all things reasonably required to facilitate the performance of the transactions contemplated by this Deed.

EXECUTED as a Deed.

The Common Seal of the **SHIRE OF MORAWA** was hereunto affixed in the presence of:)
)
)
)

Secretary

President

Name
(BLOCK LETTERS)

Name
(BLOCK LETTERS)

The Common Seal of **MORAWA COMMUNITY CARE INCORPORATED (ABN 65 373 142 234)** was hereunto affixed in the presence of:)
)
)
)

Secretary

President

Name
(BLOCK LETTERS)

Name
(BLOCK LETTERS)

The Common Seal of the HOUSING
AUTHORITY was hereunto affixed in the
presence of:

Signature of Authorised Officer

Signature of Authorised Officer

Name of Authorised Officer
(please print)

Name of Authorised Officer
(please print)

Position of Authorised Officer
(please print)

Position of Authorised Officer
(please print)

3119

EXEMPT from W.A. Stamp Duty

THIS JOINT VENTURE AGREEMENT is made the 9th day of July 1993
BETWEEN:

THE STATE HOUSING COMMISSION a body corporate constituted under the Housing Act 1980 of 99 Plain Street East Perth ("Homeswest") of the one part AND the party or parties described in item 1 of the Schedule hereto ("the Organisation") of the other part

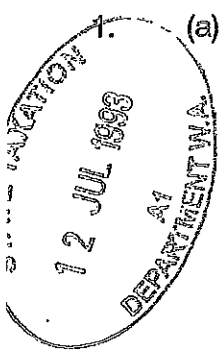
WESTERN AUSTRALIA STAMP DUTY
12/07/93 12400006 NDP \$*****0.00
EXEMPT (SECTION 119 OF THE STAMP ACT)

RECITALS

- (A) Homeswest is empowered under the abovementioned Act and wishes to provide in conjunction with the Organisation rental accommodation for senior citizens who are eligible by virtue of their low personal income and their compliance with eligibility criteria adopted by Homeswest from time to time to rent public housing from Homeswest ("Eligible Tenants").
- (B) The land described in item 2 of the Schedule hereto and delineated on the plan annexed hereto marked "A" ("the Land") is presently vested in the Organisation under Section 33 of the Land Act 1933 for the purpose of Aged Persons Accommodation.

NOW IT IS AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:-

GENERAL



- (a) Homeswest and the Organisation hereby associate themselves in a joint venture for the purpose of designing, erecting, constructing maintaining and managing upon the Land four (4) housing units ("the Units") for use as rental accommodation for Eligible Tenants referred to in Recital (A) together with agreed ancillary services as described in item 7 of the Schedule, ("the Project") PROVIDED HOWEVER that nothing contained in this Agreement shall be deemed or interpreted to create a partnership, association, agency or trust.
- (b) The Organisation and Homeswest shall at all times and in all material respects observe, conform to and comply with the provisions of all applicable laws statutes and legislation and all rules by-laws and regulations made thereunder including but without limitation the Equal Opportunity Act 1984, the Housing Act 1980, the Housing Agreement (Commonwealth and State) Acts and Residential Tenancies Act 1987 and with the provisions of the Code of Practice for Retirement Villages administered by the Ministry of Consumer Affairs.

- (c) The Organisation shall at all times during the term or continuance of this Agreement comply with the Guidelines of the Joint Venture Scheme issued by Homeswest (a copy of which has been supplied to the Organisation) and all additions thereto and amendments thereof from time to time.

ACKNOWLEDGMENT – TIME IS OF THE ESSENCE

2. (a) All in advertising promotion and publicity of the Project and upon all signs upon the Units and the Land credit shall be given to the participation of Homeswest and the nature of the Project as a joint venture shall be expressly acknowledged.
- (b) The Parties hereby declare their intention to commence, effect and complete the implementation of the Project as soon as reasonably practicable after the execution of this Agreement.

TERM, OPTIONS

3. (a) This Agreement shall take effect upon the date hereof and shall continue and remain in force for a period of fifty (50) years from that date.
- (b) At the expiration of this Agreement the Parties may agree to renew or extend the term of this Agreement but neither party shall have the right in the absence of such agreement to compel or require the other to extend or renew this Agreement.
- (c) SUBJECT to any agreement to extend or renew this Agreement Homeswest shall have the option exercisable by notice in writing to the Organisation within 28 days after the expiration of fifty (50) years from the date of this Agreement and within 28 days after the sooner determination of this Agreement to assume the management and control of the Land by procuring the revocation by the Governor of the Order vesting the Land in the Organisation and having the Land re-vested in Homeswest under the provisions of the Land Act 1933. The Organisation shall do all things necessary and render all requisite assistance to enable Homeswest to become vested of the Land.

- (d) If Homeswest elects not to exercise its option hereinbefore referred to and so advises the Organisation in writing THEN the Organisation shall if so required by Homeswest in writing at any time thereafter either (i) pursuant to the provisions of the Land Act 1933 have itself divested of the Land and procure the vesting thereof in another association or body approved by Homeswest and which is eligible to participate in the Project and has objects in its constitution or memorandum of association similar to those of the Organisation or (ii) surrender and hand over to Homeswest the complete management and control of the Units, the Land and the Project at the pleasure of Homeswest or (iii) forthwith repay to Homeswest the full amount of Homeswest's contribution specified in item 3 of the Schedule hereto.

FINANCING

4. (a) Homeswest shall contribute towards the costs of the Project the sum specified in item 3 of the Schedule hereto being the cost of the Units plus the cost of landscaping and architectural services to be provided by Homeswest to the Project, which sum represents the percentage of the total cost of the Project specified in item 4 of the Schedule hereto.
- (b) The Organisation shall contribute the sum specified in item 5 of the Schedule towards the costs of the Project being the value of the Land provided by the Organisation and the cost of the development of the Land, which sum represents the percentage of the total cost of the Project specified in item 6 of the Schedule.
- (c) Except as otherwise provided herein, all costs and expenses of the Project shall be borne by the Organisation.
- (d) As soon as practicable after the execution of this Agreement the Organisation shall take all steps and do all things necessary to procure a change in the vesting of the Land to include an express condition of the vesting to the effect that the Organisation shall at all times duly and punctually observe perform and comply with all the terms covenants and conditions on its part contained or implied in this Agreement.

RENT, CONTINGENCY RESERVE ACCOUNT, ADDITIONAL SERVICES

5. (a) The Organisation shall charge a rental to all occupants of the Units which (excluding all available subsidies) shall not exceed 110% nor be less than 90% of the rent for the time being charged on a rent to income level by Homeswest pursuant to the Commonwealth/State Housing Agreement then in force and shall be no greater than cost rent. All rentals shall be the property of and be retained by the Organisation.
- (b) As soon as possible after the date of this Agreement the Organisation shall open in the books of the Organisation a contingency reserve account to cover anticipated costs of periodical repairs and maintenance of the Land and the Units. The Organisation shall from time to time pay to the credit of this account such portion of the rent received from the Units as shall be necessary to maintain the amount standing to the credit of this account at all times throughout the duration of this Agreement at not less than twenty five per cent (25%) of the amount of the total gross rent received by the Organisation from the Units over the immediately preceding period of twelve (12) months ending on the 30th day of June last past.
- (c) The Organisation shall provide to such tenants of the Units as may request from time to time the Additional Services listed in item 11 of the Schedule and the Organisation shall be entitled to charge a fee for such of those Additional Services as the Organisation provides from time to time to those tenants to whom those services have been provided. The fee to be charged for each of the Additional Services shall be subject to the prior written approval of Homeswest and should not in any case exceed the cost to the Organisation of the provision of those Additional Services. Any increase in the amount of such fees shall also be subject to the prior written approval of Homeswest.

ACCOUNTING RECORDS – AUDIT

6. (a) The Organisation shall at all times keep and maintain proper and accurate accounting records with respect to the Project showing (without limitation) –
- (i) the several sources from which, and purposes for which, contributions relating to the Project are received, and the manner in which those contributions are disbursed; and

- (ii) the several sources from which other monies relating to the Project are received, and the manner in which those monies are distributed and shall keep those records open for inspection at all reasonable times by responsible officers of Homeswest the Treasury and the Auditor General.
- (b) The Organisation shall furnish to Homeswest an annual statistical return with details of all lettings or tenancies of the Units, turnover of Units, the amounts of rents and service fees received together with a copy of the audited annual balance sheet and profit and loss account in respect of the Project within ninety days of the end of each financial year. The Organisation shall on demand supply such further information to Homeswest with respect to the Project as Homeswest may from time to time require.
- (c) The Treasurer of the State of Western Australia may require the Auditor General to audit the accounts of the Organisation to ascertain whether moneys contributed granted paid or advanced by Homeswest under this Agreement have been expended upon the Project or otherwise in accordance with the purposes of the contribution grant payment or advance.
- (d) The Auditor General shall be entitled at any time to conduct any investigation that he considers necessary concerning any matter relating to the accounts of the Organisation or to public moneys, other moneys of the Organisation or moneys of Homeswest or to public property or other property and to carry out examinations of the efficiency and effectiveness of the Organisation or Homeswest with respect to the Project.
- (e) For the purpose of any audit performed under this Agreement, the Auditor General, or a person authorised by him in writing, shall be entitled to full and free access at all reasonable times to moneys, negotiable instruments and securities of all kinds which have been collected, received or held by the Organisation for or on behalf of Homeswest or any other person or which have been collected, received or held by Homeswest.
- (f) The Organisation shall at all reasonable times upon request by the Auditor General, or a person authorised by him in writing, produce to the Auditor General or that person such accounts, information, explanation, documents, records, moneys or property as are specified in the request for the purpose of any audit performed under this Agreement. The Organisation shall not without reasonable excuse fail to comply with a request under this clause within fourteen (14) days of receiving notification of it.

- (g) (i) Except in the case of accounting records listed in paragraph (ii) of this subclause, the Organisation shall not destroy any accounting records unless the approval of the Under Treasurer is first obtained.
- (ii) Accounting records specified in this paragraph may be destroyed by the Organisation after the expiry of the prescribed retention period:

Accounting Record	Retention Period
Retired cheques and cash orders	6 years
Pay records	6 years
Advices of salaried staff and wage employee charges	6 years
Processed payment vouchers	6 years
Group Certificates	2 years
Handing Over Statements	2 years
Attendance Books and Time Sheets	2 years
Cancelled and void cash receipts	1 year
Carbon copies or counterfoils of monetary forms when completed	1 year

- (iii) No accounting record shall be destroyed by the Organisation until the audit by the Auditor General for the financial year has been completed.

SURPLUS INCOME

7. Any surplus income or revenue after payment of all outgoings and expenses incurred in the operation maintenance and management of the Units shall be applied and utilised by the Organisation for the purpose of the Project, the maintenance and operation of the Units, the construction of additional Units on the Land in accordance with plans and specifications agreed by Homeswest or for the provision of further housing in accordance with the Joint Venture Scheme Guidelines and for no other purpose whatsoever.

DESIGN AND CONSTRUCTION

8. (a) Homeswest shall erect and construct on the Land four (4) Units described on the Plans and drawings annexed hereto and marked "B" in accordance with the standard Homeswest design and specifications. Prior to Homeswest calling tenders and commencing the erection and construction of the Units the Organisation at its own expense, shall cause the Land to be properly cleared, prepared and adequately serviced for the Project (confirmed in writing by an Engineer's Certificate) and appropriately zoned. These requirements are more fully explained in Appendix "C".
- (b) The Organisation shall at its own expense provide and install all such additional facilities, furnishings, fixtures and fittings as it considers necessary to be incorporated in the Homeswest design of the Units.
- (c) Homeswest shall at its own expense obtain all such approvals, consents, permits and licences (other than rezoning) as may be required by law for the construction of the Units, together with all such renewals and extensions thereof as may be required or necessary from time to time.

ALLOCATION OF TENANTS

9. (a) The Organisation shall not use the Land or the Units except for the purpose of providing rental accommodation to Eligible Tenants (as defined in Recital (A)) who at the time of letting are registered either on the waiting list of Homeswest or the waiting list maintained by the Organisation or both.
- (b) A Joint Allocation Panel shall be established in the manner described in Item 10 of the Schedule and shall meet upon completion of the Units and on each occasion when a vacancy occurs in the Units for the purpose of allocating vacant Units to Eligible Tenants.
- (c) In allocating the unoccupied Units to persons on the waiting list the Joint Allocation Panel shall give preference to Eligible Tenants who have the greatest and most urgent need of accommodation and, subject as aforesaid, Units shall be allocated to those persons who at the time of allocation have been on the common waiting list for the longest period of times and without discrimination against any persons with respect to sectarian or ethnic background.

MANAGEMENT

10. Throughout the term of continuance of this Agreement the Organisation as Manager of the Project shall at all times and at its own expense:-
- (a) Keep and maintain the Units in good and substantial repair order and condition and fit for occupation.
 - (b) Keep and maintain the landscaping of the grounds and the common areas of the Units in good repair and neat and tidy.
 - (c) Be responsible for the upgrading of the Units and all other improvements on the Land.
 - (d) Duly and punctually pay all rates taxes and charges levied in respect of the Land and all improvements thereon.
 - (e) At all times insure and keep insured in the joint names of Homeswest and the Organisation against fire and all other applicable risks the Units and all improvements on the Land to their full insurable value with an insurance company acceptable to Homeswest and pay all premiums in respect of such insurance as and when the same shall fall due.
 - (f) Effect and maintain in the joint names of Homeswest and the Organisation adequate insurance against the liabilities of the Parties hereto with respect to workers' compensation, employer's liability, occupier's liability and public liability.
 - (g) Produce to Homeswest on demand all policies of insurance in respect of the Land and improvements thereon effected by the Organisation pursuant to this Agreement.
 - (h) Be responsible for the operation and management of the Land and the Units thereon.
 - (i) Ensure that adequate Workers Compensation and Common Law liability insurance is effected by all contractors engaged on the Project and that such insurance includes a waiver of subrogation against the Parties hereto.

ANCILLARY SERVICES

11. The Organisation shall throughout the term or continuance of this Agreement at all times provide and keep available for the benefit of all tenants of the Units the Ancillary Services described in item 7 of the Schedule hereto. Equal access to the Ancillary Services shall be provided for all tenants of the Units.

MANAGEMENT COMMITTEE

12. (a) For the purpose of managing the Units the Organisation shall forthwith upon completion of construction thereof appoint as its agent a Management Committee comprising persons appointed by the Parties hereto as specified in item 8 of the Schedule hereto.
- (b) The Organisation shall authorise and empower the Management Committee to:-
- (i) prepare and have executed the appropriate leases for all tenants of the Units;
 - (ii) carry out all necessary repairs and periodical maintenance to the Units;
 - (iii) attend to the payment of all costs of operating and maintaining the Units;
 - (iv) maintain an up to date waiting list of eligible tenants seeking to occupy the Units;
 - (v) advise the executive of the Organisation of administrative and tenants' concerns with respect to the operation of the Units.

LEASE FORM

13. (a) The Organisation shall as soon as practicable after execution of this Agreement furnish to Homeswest a copy of the form of lease which it proposes to use with respect to tenants of the Units.
- (b) The Organisation shall ensure that the form of Lease complies with the Residential Tenancies Act 1987.
- (c) The Organisation shall not replace nor make any alteration addition deletion variation or amendment to or of the said form of lease without the prior consent of Homeswest in writing.

WRITTEN NOTICE, LIAISON, CONSULTATION

14. (a) As soon as practicable after the occurrence of each or any of the following circumstances, the Organisation shall give written notice thereof to Homeswest at its Regional Office referred to in item 9 of the Schedule, namely:-
- (i) a vacancy in any Unit occurs;
 - (ii) the Organisation proposes to terminate the lease of any tenant;

- (iii) the Organisation proposes to vary any rental;
 - (iv) the Organisation is experiencing difficulty in maintaining the agreed level of Ancillary Services for tenants of the Units;
 - (v) the Organisation is experiencing difficulty in complying with any one or more of the Guidelines for the Joint Venture Scheme;
 - (vi) the Organisation is experiencing Management difficulties;
- (b) Homeswest shall make available at all times an appropriate officer at Homeswest's nearest Regional Office described in item 9 of the Schedule to:-
- (i) maintain a regular liaison with the Organisation;
 - (ii) act as Homeswest's representative on the Organisation's Management Committee;
 - (iii) assist the Organisation at its request with the resolution of any of the matters listed in clause 14 hereof;
 - (iv) advise the Organisation on appropriate rentals to be charged, the operation of the contingency reserve fund referred to in clause 5 and the keeping of the books of account.

VARIATION

15. (a) This Agreement may not be varied altered amended renewed or extended except by a further written Agreement executed by both parties hereto.
- (b) The Organisation acknowledges and declares that in entering into this Agreement the Organisation has not relied on any promise, representation, undertaking or warranty given by or on behalf of Homeswest and that the covenants and provisions contained in this Agreement expressly or by statutory implication cover and comprise the whole of the agreement between the parties hereto and it is expressly agreed and declared that no further or other covenants or provisions shall be deemed to be implied herein or to arise between the Parties hereto by way of collateral or other agreement, except as otherwise hereafter agreed in writing between Homeswest and the Organisation.

ASSIGNMENT, SALE, TRANSFER

16. (a) Neither Party shall assign sell transfer lease let mortgage charge encumber or otherwise dispose of its estate or interest in the Land, the Units, the Project or this Agreement or any part thereof during the term or continuance of this Agreement (other than lettings of Units to Eligible Tenants as hereinbefore provided) without giving to the other Party twelve months prior notice in writing of its intention so to do.
- (b) The Organisation shall not assign sell transfer lease let surrender or dispose of its estate or interest as aforesaid or any part thereof (other than lettings of Units to Eligible Tenants as hereinbefore provided) without the prior written consent of Homeswest, which consent shall not be unreasonably withheld in the case of an assignment sale transfer lease or disposition to another organisation approved by Homeswest which enters into a Deed of Covenant with Homeswest whereby that organisation agrees to observe perform and be bound by all the terms covenants and conditions contained in this Agreement on the part of the Organisation to be observed performed and complied with.
- (c) The Organisation shall not mortgage charge encumber or create any security over its estate or interest in the Land or any part thereof without the prior written consent of Homeswest, which consent shall not be unreasonably withheld where the other party or parties to the proposed mortgage charge encumbrance or security enter into a Deed of Covenant with Homeswest whereby the said party or parties shall agree not to exercise any power of sale over the Land or any part thereof under the proposed mortgage charge encumbrance or security without the prior written consent of Homeswest and without obtaining from the proposed purchaser a Deed of Covenant with Homeswest of the kind referred to in subclause (b) of this clause.

CONTINGENCIES

17. (a) In the event of any breach or default by the Organisation in the observance or performance of any one or more of the terms and conditions on the part of the Organisation to be observed performed or complied with under this Agreement or contained in the Guidelines of the Joint Venture Scheme, Homeswest may forthwith serve notice in writing upon the Organisation requiring the Organisation forthwith to observe or perform the said term covenant or condition and otherwise remedy the breach in the manner specified in the notice.
- (b) In the event of the Organisation failing to comply with the notice referred to in paragraph (a) hereof and the breach or default complained of is in respect of a fundamental term or condition of this Agreement or goes to the root of this Agreement or is in the opinion of Homeswest sufficiently serious as to amount to a repudiation of this Agreement by the Organisation entitling Homeswest under the general law to terminate this Agreement THEN Homeswest shall be entitled by a further notice in writing to the Organisation to terminate this Agreement. Upon receipt of the said notice by the Organisation this Agreement and the obligations of Homeswest thereunder shall cease but all Homeswest's rights of action against the Organisation prior to such notice of termination shall continue in full force and effect. Upon the termination of this Agreement the provisions of clause 3 shall apply and the Organisation shall pay to Homeswest upon demand the full amount of any loss injury damage or expense suffered or incurred by Homeswest as a result of the termination of this Agreement. Homeswest shall be entitled to deduct from any moneys payable to the Organisation the amount of any moneys due and payable to Homeswest by the organisation consequent upon any breach or default by the Organisation or the termination of this Agreement as aforesaid or otherwise howsoever.
- (c) In all other cases where the Organisation fails to comply with the notice referred to in paragraph (a) of this clause and where paragraph (b) does not apply, the matter shall be settled by arbitration under clause 18 hereof.

ARBITRATION

18. Any dispute difference or disagreement between the parties arising under or in respect of this Agreement or the interpretation of any term or provision of this Agreement other than a breach or default by the Organisation to which paragraph (a) of Clause 17 hereof applies shall be referred to a single arbitrator acceptable to both parties who shall determine such disagreement or dispute in accordance with the Commercial Arbitration Act 1985.

TERMINATION

19. In the event that –
- (a) any judgement is obtained against the Organisation in any court of law and (no stay of proceedings relative to that judgement in any appropriate court having been granted) the judgement remains unsatisfied or execution is levied or issued against any of the assets or property of the Organisation;
 - (b) an order is made by the Court or a resolution is passed for the dissolution of the Organisation or if a receiver of all or any part of the revenue property assets or undertaking of the Organisation is appointed or if without the written consent of Homeswest the Organisation enters into a compromise or arrangement with creditors;
 - (c) the Organisation stops payment of any of its debts or ceases or threatens to cease to conduct and operate the Units;
 - (d) the Land or any part thereof ceases to be vested in the Organisation or the Governor exercises any of his powers under Section 12 of the Local Government Act 1960 or Part III of the Land Act 1933 which in the opinion of Homeswest might detrimentally effect the Project or the interest of Homeswest under this Agreement;

THEN and in any of the said cases and immediately thereupon or at any time thereafter Homeswest may by notice in writing to the Organisation terminate this Agreement and the provisions of clause 3 shall apply.

INSURANCE, INDEMNIFICATION, COMPENSATION

20. (a) If any loss injury or damage should be suffered or sustained by any tenant or tenants of the Units in consequence of a breach or default by the Organisation under this Agreement and the Organisation has failed neglected or refused to reimburse or compensate the said tenant or tenants either adequately or at all for or in respect of the loss injury or damage so suffered or sustained THEN upon the written request of the said tenant or tenants Homeswest shall be entitled as agent or attorney for and on behalf of the said tenant or tenants to claim and recover from the Organisation by court proceedings or otherwise the amount properly payable to such tenant or tenants by way of reimbursement compensation or damages for or in respect of the loss injury or damage so suffered or sustained.
- (b) The Organisation shall not without the written consent of Homeswest to do or permit to be done any act matter or thing upon the Land or the Units or bring or keep anything therein or thereon whereby any Policy of insurance taken out with respect to the Land or the Units against damage by fire and other risks insured against may be rendered void or voidable or whereby the rate of premium on such insurance shall be liable to be increased and shall pay all additional premiums of insurance on the Land and the Units (if any) required on account of the additional risk caused by the use to which the Land and the Units are put by the Organisation as aforesaid PROVIDED THAT if the Organisation shall do or permit to be done any act matter or thing which has the effect of voiding any policy of insurance taken out by the Organisation or by Homeswest then (in addition to all other rights of Homeswest thereby arising) the Organisation shall be responsible for and shall pay and discharge on demand any damage or loss which Homeswest may suffer or incur as a result thereof.

FORCE MAJEURE

21. (a) A Party shall not be liable to any other Party for any failure in the fulfilment of any of its obligations hereunder to the extent that such failure is due to any delay, interruption, loss or damage occasioned by Force Majeure.

- (b) For the purposes of this Agreement "Force Majeure" means an act of God, strike, lockout, act of the public enemy, war declared or undeclared, blockade, revolution, riot, insurrection, civil commotion, lightning, fire storm, flood, earthquake, inclement weather, explosion, breakage or accident to machinery or lines of pipe, governmental restraint, embargoes, inability to obtain or delay in obtaining equipment or transport, governmental approvals, permits, licences or allocations and other cause, whether of the kind herein enumerated or otherwise, which is not reasonably within the control of a Party PROVIDED that lack of funds shall not be interpreted as a cause not reasonably within the control of a Party FURTHER PROVIDED that inability to use available funds, due to any reason set out above, shall not be interpreted as a cause reasonably within the control of a Party.
- (c) A Party claiming the benefit or protection of Force Majeure shall promptly give notice thereof to the other Party. Performance of any obligation affected by Force Majeure shall be resumed as soon as possible after termination or abatement thereof.
- (d) Notwithstanding anything herein to the contrary expressed or implied, the settlement of strikes, lockouts and other industrial disturbances shall be entirely within the discretion of the Party involved therein and such Party may make settlement thereof at such time and on such terms and conditions as it may deem to be advisable.

RIGHTS AND OBLIGATIONS - SEVERAL, PARTITION

22. (a) The rights and obligations of the Parties hereto shall be several and not joint or collective and each Party shall be responsible only for its obligations hereunder to the intent that the Parties' ownership of their respective interests shall be as tenants in common.
- (b) No Party shall seek or be entitled to partition of Joint Property acquired by the Parties under this Agreement for the purpose of the Project or any part thereof, whether by way of physical partition, sale or otherwise, EXCEPT pursuant to clause 3 hereof.

INTERPRETATION

23. Headings have been inserted for guidance only and shall be deemed not to form part of the context.

The Schedule forms part of this Agreement.

THE SCHEDULE

Item 1.	Name of The Organisation MORAWA COMMUNITY CARE INC. POST OFFICE BOX 189, MORAWA, WA, 6623	
Item 2.	Description of The Land PORTION OF RESERVE 37512 AND PORTION OF MORAWA LOT 427 CORNER OF CAULFIELD ROAD AND YEWERS AVENUE	
Item 3.	Homeswest's capital contribution	\$205,546
	ESTIMATED TENDER PRICE	\$214,100
	LESS ORGANISATION CONTRIBUTION	\$ 25,000
		\$189,100
	ARCHITECTURAL SERVICES FEE 6%	\$ 12,846
	ESTIMATED LANDSCAPING COST	\$ 3,600
Item 4.	Homeswest's percentage interest in the Project 87.26%	
Item 5.	Organisation's capital contribution	\$ 30,000
	VALUE OF THE LAND	\$ 5,000
	CASH CONTRIBUTION	\$ 25,000
Item 6.	Organisation's percentage interest in the Project 12.74%	
Item 7.	Description of Ancillary Services NIL	
Item 8.	Membership of the Management Committee of the Units MANAGEMENT COMMITTEE OF ORGANISATION	
Item 9.	Address of Homeswest Office REGIONAL OFFICE, SECOND FLOOR TOWN TOWERS, CATHEDRAL AVENUE, GERALDTON, WA, 6530	
Item 10.	Membership of the Joint Allocation Panel SECRETARY AND PRESIDENT OF ORGANISATION, AND, ACCOMMODATION MANAGER, HOMESWEST	
Item 11.	Description of and charges for Additional Services NIL	

IN WITNESS whereof the parties hereto have executed this Agreement as a Deed the day and year first hereinbefore written.

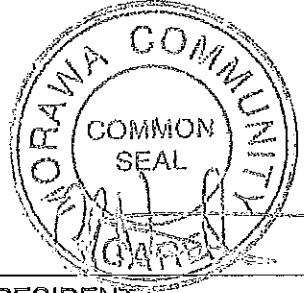
THE COMMON SEAL of THE)
STATE HOUSING COMMISSION)
was hereunto affixed in)
the presence of:)



[Signature]
OFFICER IN CHARGE
SECURITY & MORTGAGE
SETTLEMENT SERVICES

[Signature]
GENERAL MANAGER

THE COMMON SEAL of)
MORAWA COMMUNITY CARE)
INC.)
was hereunto affixed)
in the presence of:)
)
)
)



[Signature]
SECRETARY

[Signature]
PRESIDENT

APPENDIX "C"

These additional comments are relevant to and referred to in Clause 8(b) and explain in further detail what is required of the Organisation in relation to the clearing, preparing and servicing of the land.

- PROPERLY CLEARED** – This includes the demolition of any unwanted old buildings, old footings and foundations, clearing all debris and all unwanted vegetation.
- PROPERLY PREPARED** – This includes the removal of unsuitable soils, like clay or peat and filling with suitable fill material, and any rock encountered in the building works.
- ADEQUATELY SERVICES** – This includes the following:-
- Electrical incoming cables, sub-stations and contributions.
 - Water incoming mains and contributions.
 - Off-site stormwater disposal to connect to Local Authority drains, or special disposal methods.
 - Sub-soil drainage.
 - Main site sewer, pipe connecting to Minister's sewer, or extension of Minister's sewer to site and contributions.

<i>Item No/Subject</i>	7.2.5.7 Agenda Meeting
<i>Date of Meeting:</i>	18 December 2015
<i>Date & Author:</i>	9 December 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>	ADM0378
<i>Previous minute/s & Reference:</i>	N/A

SUMMARY

Council to set dates for ordinary meetings to be held in 2016.

DECLARATION OF INTEREST

Nil

ATTACHMENTS

Nil

BACKGROUND INFORMATION

The Local Government Act 1995 details the requirement to hold meetings of Council:

Division 2 — Council meetings, committees and their meetings and electors' meetings

Subdivision 1 — Council meetings

5.3. Ordinary and special council meetings

- (1) A council is to hold ordinary meetings and may hold special meetings.
- (2) Ordinary meetings are to be held not more than 3 months apart.
- (3) If a council fails to meet as required by subsection (2) the CEO is to notify the Minister of that failure.

5.4. Calling council meetings

An ordinary or a special meeting of a council is to be held —

- (a) if called for by either —
 - (i) the mayor or president; or
 - (ii) at least $\frac{1}{3}$ of the councillors,

in a notice to the CEO setting out the date and purpose of the proposed meeting; or

(b) if so decided by the council.

5.5. Convening council meetings

(1) The CEO is to convene an ordinary meeting by giving each council member at least 72 hours' notice of the date, time and place of the meeting and an agenda for the meeting.

(2) The CEO is to convene a special meeting by giving each council member notice, before the meeting, of the date, time, place and purpose of the meeting.

(ii) at least $\frac{1}{3}$ of the councillors,

in a notice to the CEO setting out the date and purpose of the proposed meeting; or

(b) if so decided by the council.

OFFICER'S COMMENT

The proposed motion acknowledges that Council does not meet in the months of January, May and November. The meeting dates are set for the third Thursday of the months when Council meets. Suggested meeting dates are listed below:

- Thursday 18 February 2016
- Thursday 17 March 2016
- Thursday 21 April 2016
- Thursday 16 June 2016
- Thursday 21 July 2016
- Thursday 18 August 2016
- Thursday 15 September 2016
- Thursday 20 October 2016
- Thursday 15 December 2016

Section 5.25 of the Local Government Act 1995 requires the giving of public notice of the date and agenda for Council or Committee meetings. Once dates are set they will be advertised.

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 5.3, 5.4 and 5.25

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Morawa Strategic Community Plan

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

4.5 Be compliant with relevant legislation.

RISK MANAGEMENT

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council set ordinary meeting dates for 2016 as follows:

- Thursday 18 February 2016
- Thursday 17 March 2016
- Thursday 21 April 2016
- Thursday 16 June 2016
- Thursday 21 July 2016
- Thursday 18 August 2016
- Thursday 15 September 2016
- Thursday 20 October 2016
- Thursday 15 December 2016

<i>Item No/Subject</i>	7.2.5.8 Acceptance of Annual Report and Financial Statements
<i>Date of Meeting:</i>	18 December 2015
<i>Date & Author:</i>	10 December 2015, Samantha Appleton
<i>Responsible Officer:</i>	Chief Executive Officer
<i>Applicant/Proponent:</i>	N/A
<i>File Number:</i>	0533
<i>Previous minute/s & Reference:</i>	Minutes December 2014 Ordinary Meeting of Council

SUMMARY

The 2014/2015 Annual Report and Financial Statements is presented to Council for adoption. A copy of the 2014/2015 Annual Report and Financial Statements has been provided separately to all Councillors.

DECLARATION OF INTEREST

The author has no interest to declare in this report.

ATTACHMENTS

Shire of Morawa 2014/2015 Annual Report and Financial Statements

BACKGROUND INFORMATION

Council has an obligation under the Local Government Act 1995 to prepare an Annual Report and to present the report to the community within 56 days of accepting the Annual Report.

There is a requirement to give at least 14 days' public notice of the Annual Electors Meeting.

Council will advertise the meeting in the Geraldton Guardian for the Electors Meeting to be held on, 10 February 2015 commencing at 5.30 pm.

OFFICER'S COMMENT

The Annual Report and Financial Statements includes:

- Shire President's Report
- Chief Executive Officers Report
- Statutory Reports
- Freedom of Information Statement
- Audited Financial Statements
- Audit Report

The reports outline activities undertaken during 2014/15 together with the financial position of the Shire of Morawa as at 30th June, 2015.

COMMUNITY CONSULTATION

The community are invited to attend the Annual Electors meeting

COUNCILLOR CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Morawa Strategic Community Plan
4.3 A local government that is respected professional and accountable.

RISK MANAGEMENT

Nil

VOTING REQUIREMENT:

Simple Majority

OFFICER'S RECOMMENDATION

It is recommended:-

- 1. Council adopt the 2014/2015 Annual Report and Financial Statements for the Shire of Morawa**
- 2. The Annual Electors Meeting to be held at the Morawa Shire Council Chambers commencing on 10 February, 2015 commencing from 530pm.**

<i>Item No/Subject</i>	7.2.5.9 RAV Permit – Hobbs Logistics
<i>Date of Meeting:</i>	18 December 2015
<i>Date & Author:</i>	10 December 2015, Samantha Appleton
<i>Responsible Officer:</i>	Executive Manager Development and Administration
<i>Applicant/Proponent:</i>	Troy Hobbs
<i>File Number:</i>	ADM0284
<i>Previous minute/s & Reference:</i>	November 2015 Special Meeting of Council

SUMMARY

Council to amend RAV permit approved in November 2015.

DECLARATION OF INTEREST

The author has no interest to declare in this report.

ATTACHMENTS

Nil

BACKGROUND INFORMATION

At the November Special Meeting of Council a RAV Permit was issued to Hobbs Transport to operate for the months of December 2015 to February 2016. The wording of the resolution was prepared with an expectation that there would not be a meeting until December. The original request was made in October 2015 after the ordinary meeting of Council.

OFFICER'S COMMENT

The permit originally approved was to travel down Morawa South Road from Wubin Mullewa Road to the Shire of Morawa boundary.

Upon receipt of the permit giving permission to operate from December 2015 to February 2016 the operator contacted the Shire requesting permission to operate on the route for the remainder of the days of November after which the permit was approved. Permission was given to do this by the CEO and this agenda item has been put forward to ratify that decision.

STATUTORY ENVIRONMENT

Local Government Act 1995
Main Roads Act 1930

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.

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

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 REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council approve the amendment to the RAV permit issued to Hobbs Logistics to include the period from 24 November 2015 to 30 November 2015 to operate on the Morawa South Road from Wubin Mullewa Road to the Shire of Morawa boundary.

<i>Item No/Subject</i>	7.2.5.10 Kleenheat Gas RAV Permit
<i>Date of Meeting:</i>	18 December 2015
<i>Date & Author:</i>	14 December 2015, Samantha Appleton
<i>Responsible Officer:</i>	Executive Manager Development and Administration
<i>Applicant/Proponent:</i>	Kleenheat Gas
<i>File Number:</i>	ADM0284
<i>Previous minute/s & Reference:</i>	N/A

SUMMARY

Kleenheat Gas have approached the Shire of Morawa about being granted a a Restricted Access Vehicle (RAV) 2/3 network 3 and 4 approval to operate pocket road trains with 3 axle dog trailers plus dolly which enables a up to 30 metres to operate on local roads on an ongoing basis.

DECLARATION OF INTEREST

The author has no interest to declare in this report.

ATTACHMENTS

Nil

BACKGROUND INFORMATION

A request for a RAV permit to operate on the Morawa Yalgoo road has been received from Kleenheat gas. The request from Kleenheat Gas is pasted below:

Sam,

Kleenheat will be assisting in the supply of services to the Doray Deflector project with gas deliveries to the site.

We are seeking approval for 27.5m two trailer pocket road trains and on occasion 30.0m combinations however if 30m is an issue we would reschedule to exclude the longer configuration.

Combinations would not be concessional loaded.

Given the appropriate approvals deliveries would commence with 1-2 deliveries a week in the 2nd quarter 2016 growing with the mines requirement to approx 3 deliveries a week on an ongoing basis.

The product to be delivered is LNG (Liquid Natural Gas) with some LPG (Liquid Petroleum Gas) and the company would provide an awareness session to interested staff prior to commencement.

The anticipated route is Wubin-Mullewa Road and the Morawa-Yalgoo Road.

Please don't hesitate to contact if seeking any further clarification and I look forward to the Shire response.

Gary Muntz
Distribution Manager



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.

As with previous permit approvals, consideration may be made to restrict operations to times outside of school bus run times. Previous consultation with Rod Gillis from Main Roads Geraldton, MJ & BC Thornton (Morawa School Bus Company) and the Principal Works Manager of the Shire of Morawa it is this officers' recommendation that a condition of the RAV permit approval be that travel is restricted on the Morawa South Road between the hours of 7.00am to 8.30am and 3.00pm to 5.00pm Monday to Friday during school bus route runs.

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.

STATUTORY ENVIRONMENT

Local Government Act 1995

Main Roads Act 1930

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.

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 REQUIREMENTS

Simple majority required

OFFICER'S RECOMMENDATION

That Council approve:-

- 1. A Restricted Access Vehicle (RAV) 2/3 networks 3 and 4 permit to Kleenheat Gas to operate pocket road trains with two three axle trailers up plus dolly to 30 metres to operate in the Shire of Morawa on local roads listed below:**

Morawa Yalgoo Road from Morawa Mingenew Road to the Shire of Yalgoo Boundary.

Standard Conditions of Use:

- a) Maximum speed unsealed roads 60kms/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 Town site***
- d) Only approved routes will be permitted in the Morawa Town site***
- 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 (7.00am to 8.30am and 3.00pm to 5.00pm school days)***
- 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

The approval will be ongoing and may be reviewed and revised at any time.

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

7.2.6 Chief Executive Officer - Other

<i>Date of Meeting:</i>	18 December 2015
<i>Item No:</i>	7.2.6.1
<i>Subject:</i>	Strategic Plan Update and Progress Report
<i>Date & Author:</i>	9 December 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>	15 October 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 November 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

Greenfield Technical Services have undertaken a full assessment of road infrastructure condition and fair values.

Roman II has been updated with local road data.

A consultant, Ben Symmonds, has been engaged to update the Shire's Asset Management Plans in February/March 2016.

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 have formed part of the SCP since 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 November 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:

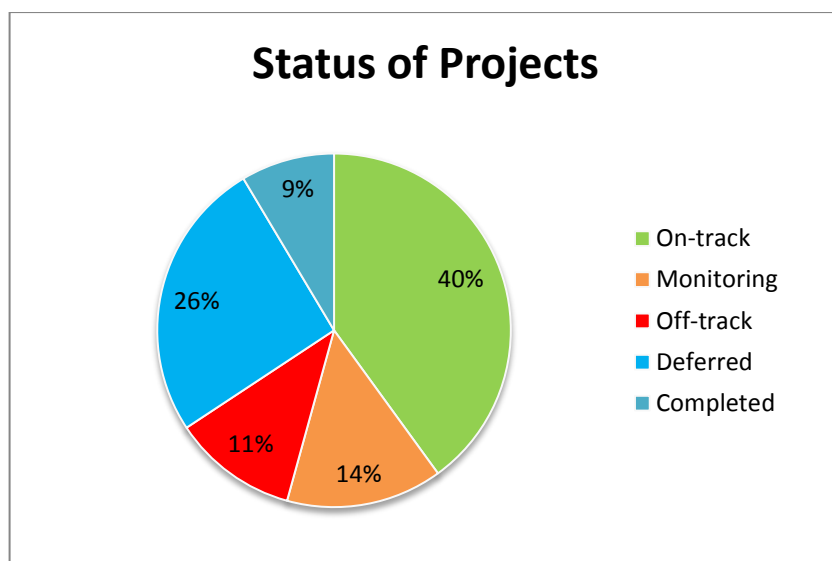


Chart 1: Breakdown on Status of Projects for 2015/16

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).	The impacts on these projects include: <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:

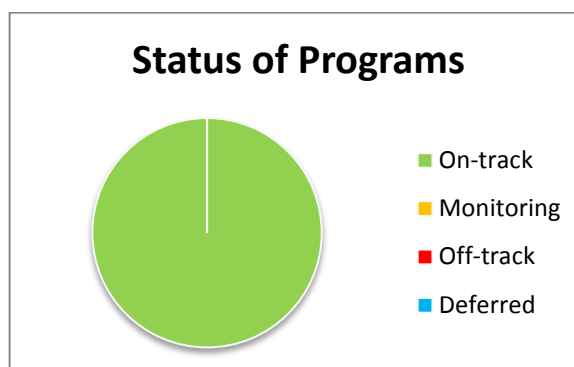


Chart 2: Breakdown on Status of Programs for 2015/16

Chart 2 indicates that four program areas on track i.e. the Roads (54%), Ongoing Health Care Provision (30%) Governance (40%) and Sports Facilities and Programs (44%). 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

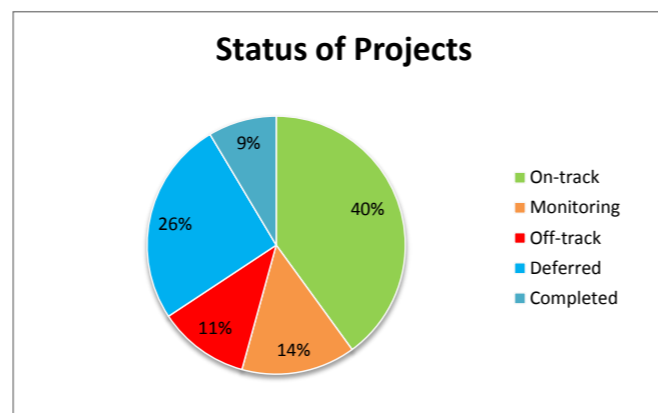
That Council:
Accepts the Shire of Morawa Strategic Plan Update and Progress Report for November 2015, as tabled.

SUMMARY OF CORPORATE BUSINESS PLAN STATUS 2015/2016

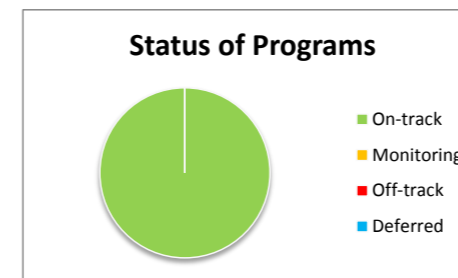
No.	Project	Who	Start	Cost	Cost Remaining	% Completed	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Greater Sports Ground Development	PO				100												
2	Sports Club Development Officer	CEO				100												
3	Recreational Facility Development	PO				90												
4	Morawa Community Care	EMDA				95												
5	Refurbish Old Chambers	CEO				85												
6	Childcare Centre Development	CEO				0												
7	Community Group Support	CDO				10												
8	Community Engagement & Communication	CEO				25												
9	Trails Strategy	CEO				20												
10	Waste Management Project	CEO				45												
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	CEO				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	CEO				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	CEO				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				5												
34	Leadership and Advocacy Role	CEO				83												
35	Invest in Council's Capacity	CEO				83												
	Total					53.42												

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	CDO				44												
2	Ongoing Healthcare Provision	CEO				30												
3	Roads	PWS				54												
4	Governance	EMDA				40												
	Total					42.00												

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



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 Mingenev 	<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. o The floor surface of the pool has deteriorated since August 2015 and will need to be restored. o Following an independent assessment Council have directed the CEO to call tenders for works to tile the floor,walls, and wet deck surfaces. <hr/> <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: \$400,367</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: \$48,718</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 reevaluation <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. A Deed of Novation has been received and will be presented to the 18 December OCM. <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

									<ul style="list-style-type: none"> ○ This work has now been placed on-hold as the funds may be needed to fund the unexpected swimming pool works. ○ <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 <p>Note: regular use is occurring.</p>
<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 	<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: <ul style="list-style-type: none"> • 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: 10%</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

<ul style="list-style-type: none"> Community Engagement and Communication <p>Project management 0.05 FTE</p> <p>Percentage Completed: 25%</p>	<p>Medium</p>	<p>4.1.1, 4.1.2</p>	<p>CEO</p>	<p>1,020</p>	<p>1,020</p>	<p>1,020</p>	<p>1,020</p>		<p>Community feedback on events</p> <ul style="list-style-type: none"> Annual community survey <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 15/16 budget at \$11,000. The strategy has now been provided and will be presented to the February 2016 briefing session. LOC have set up a Facebook page and are preparing content for media and Shire Snippets. <p>Good relationship between community and Council</p> <ul style="list-style-type: none"> Annual community survey
<ul style="list-style-type: none"> Trails Strategy <p>Project management 0.1 FTE</p> <p>Percentage Completed: 20%</p>	<p>Medium</p>	<p>1.7.2</p>	<p>CEO</p>	<p>0</p>	<p>0</p>	<p>260,000</p>	<p>0</p>	<ul style="list-style-type: none"> LotteryWest Department of Regional Development 	<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 <p>Recurrent cost post 2016: \$5,000 PA</p> <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 \$65,000 is funded by Lotterywest, DRD are funding \$40,000 and it hoped this will be matched by Sinosteel.

Increased level of community activity and activation trails

- 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 Percentage Completed: 45% 	High	2.4	CEO, MWRC	0	360,000	0	0	Shires of Carnamah, Coorow, Mullewa, Perenjori, Three Springs and Mingenew	<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 \$5,000 in planning funding; ○ 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 has discussed with Karara and Sinosteel the possibility of purchasing or leasing a portion of Dingle Dell as a possible site for location of a landfill site. • CEO has met with Avon Waste and Dallywater to determine the optimum

									<p>size of transfer bins and collection methods.</p> <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> <p>Percentage Completed: 95%</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; 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</p> <p>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. <hr/> <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: <ul style="list-style-type: none"> 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
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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 <p>Project management 0.1 FTE</p> <p>Percentage Completed: 25%</p>	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

									<ul style="list-style-type: none"> support from Doray, Karara and Marrak. The project was shelved on the advice of MWDC, however following discussions between the CEO and SP the business is being updated by LOC. 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) <p>Project management 0.3 FTE</p> <p>Percentage Completed: N/A</p>	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 <p>Project management 0.2 FTE</p> <p>Percentage Completed: N/A</p>	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> <ul style="list-style-type: none"> New business establishment
<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 	<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)?

									<ul style="list-style-type: none"> 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 c/wd from 14/15 to 15/16. The need for this is under review. A temporary caretaker was appointed for the period July to September. This was a huge success and has lifted the caravan profile. <hr/> <p>Increase in visitor numbers</p> <ul style="list-style-type: none"> Visitor numbers Caravan park <p>Wildflower Way project</p> <ul style="list-style-type: none"> Completion of project

Objective: Morawa is a comfortable and welcoming place to live, work and visit

Program Area: Transport Infrastructure and Services

Goal: Provide transport linkages and infrastructure which enables industry and community to grow and develop

Project	Priority	SCP Link	Who	12/13 \$	13/14 \$	14/15 \$	15/16 \$	Stakeholders	Progress (Including Performance Indicators)
<ul style="list-style-type: none"> Upgrade Morawa Airport <p>Project development support 0.02 FTE 13/14</p> <p>Project management: 0.2 FTE – External 14/15</p>	High	1.10.1, 1.10.2	Project Officer	0	40,000	1,000,000	1,500,000	RDAF	<p>2013/14</p> <ul style="list-style-type: none"> New airport road sealed Feb 2014; An EOI has been requested by MDC for \$900k funding. This was submitted by 11 July 2014. Business Plans have been requested by DRD for the reallocation of \$500k

<p>Asset management: 0.2 FTE - ongoing</p> <p>Percentage Completed: 50%</p>									<p>Solar Thermal funds and \$1m Blackspot funds. These are now complete and were endorsed by Council at the December 2014 OCM.</p> <ul style="list-style-type: none"> • 2014/15 • CEO has received letters of support from Doray, Karara., RFDS and Marrak. • CEO has received letter from DRD informing the Shire that the reallocation of mobile blackspot funding has not been approved. <p>2015/16</p> <ul style="list-style-type: none"> • Following discussions with the MWDC and DRD the CEO has prepared a new business case which will include a number of funding options. • The business case option 1 (full upgrade) was endorsed by the MWDC <hr/> <p>Commencement commercial facility</p> <ul style="list-style-type: none"> • Commencement <p>Improved transport hub to the region</p> <ul style="list-style-type: none"> • Volume traffic flow <p>Service hub RFDS</p> <ul style="list-style-type: none"> • Usage
<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
•									
<p>Program Area Operating Cost:</p>	Ongoing		Works Manager	2,059,403	2,100,000	2,142,000	2,185,000		<p>2015/16 (\$1,655,118) Staff Required: 11 FTE Cost YTD: \$893,799</p>

Percentage Completed: 12%

Recurrent Cost post 2017: \$2.23M

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 Percentage Completed: N/A 	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 Project management 0.1 FTE Percentage Completed: N/A 	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)
<ul style="list-style-type: none"> Expansion Caravan Park Project management 0.2 FTE Percentage Completed: N/A 	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"> 4 dwellings constructed; 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 Project management 0.3 FTE Percentage Completed: N/A 	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"> Plan and feasibility study for additional aged care housing; 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 Landcorp Project Management 1 FTE funded Project support: 0.5 FTE – External 13/14 Percentage Completed: 80% Stage 1: 100% Stage 2: 100% 	High	1.7.1, 1.7.5, 1.6.1	Project Officer	0	3,536,000	2,200,000	0	SuperTownns 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"> Freight Realignment (Stage 1) - 2013/14/15 Civic Square (Stage 2) - 2013/14/15 Recurrent costs of \$50,000 Stage 3 deferred beyond 2015/16 Stage 4 deferred beyond 2015/15 Stage 5 commenced pending funding <p>2013/14</p> <ul style="list-style-type: none"> Additional funding of \$2.536M announced 12 February 2014. <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.
									Civic Square constructed <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 <ul style="list-style-type: none"> 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 not support EOI. Advice issued to participating shire presidents; 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>

									Meets community standards <ul style="list-style-type: none"> Monitoring data speed Increase coverage and reliability <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	Project deferred until development of next corporate business plan: <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	Costs for 2012/13, 13/14 met by Landcorp: <ul style="list-style-type: none"> 38 residential lots 50 industrial lots 2013/14 Residential Sub-division <ul style="list-style-type: none"> First stage of residential sub-division completed – 8 blocks. Non yet sold. Industrial Sub-division <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 Centre projects to fund the sealing of Club Road. 2015/16 <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. The realignment and sealing of Club road will be completed by February 2016. Brookfield and Landcorp have been advised. <hr/> Lots successfully developed <ul style="list-style-type: none"> Sale of lots
<ul style="list-style-type: none"> Gateway Project Plans <p>Project management: 0.1</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 :

<p>Percentage Completed: 10%</p>									<ul style="list-style-type: none"> o Sinosteel: \$200,000. Stated in CBP confirmed. However, only \$30,000 put aside; o Shire: \$50,000 to be budgeted. Has not happened. o 13/14 Budget \$250,000 Sinosteel? o SMC are now offering \$100,000 o 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. o CEO has requested Emerge to develop a nature playground concept for the town square. <ul style="list-style-type: none"> • 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% 	<p>Medium</p>	<p>1.5.1</p>	<p>Planning Officer CEO</p>	<p>0</p>	<p>350,000</p>	<p>300,000</p>	<p>0</p>	<p>WAPC, EPA</p>	<p>2013/14 \$232,844 in Budget</p> <ul style="list-style-type: none"> • Urban Design Guidelines developed: <ul style="list-style-type: none"> o Individual meetings held with business owners; o Staff briefed 25 February 2014; o Community meeting to be rescheduled; o Mike Davis briefed Council 17 April 2014 – matter deferred pending corrections submitted to May meeting • 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>•</p> <p>2015/16 Budget \$79,450 YTD \$0</p> <p>•</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

									Urban design guidelines
<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	<ul style="list-style-type: none"> Endorsement by Shire of Morawa as policy <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 and this has been distributed to councillors. <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

									Young people move into leadership role <ul style="list-style-type: none"> Number in community organisations and Council
<ul style="list-style-type: none"> Leadership and Advocacy Role: <ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> Invest in Council's Capacity <p>Oversee Management of Shire 0.1 FTE</p> <p>Integrated Strategic Planning Support: 0.2 FTE</p> <p>Annual Customer Survey: 0.1 FTE</p> <p>Percentage Completed: 83%</p>	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. A full review will occur in February 2016. • 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 compiled. <p>Delivery of Services as Sub-Regional Hub</p> <ul style="list-style-type: none"> • Ongoing Shared Services, further discussions to take place. <p>Annual Customer Surveys</p> <ul style="list-style-type: none"> • Process to be revisited during 2015/16 <p>Excellence in governance, management and leadership</p> <ul style="list-style-type: none"> • Annual community survey
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Program Area Operating Cost:	Ongoing	CEO	836,083	852,000	869,000	886,000		2015/16 YTD (\$47,072) Staff Required: 1 FTE Members of Council
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Percentage Completed: 9%										Budget: \$376,187 Governance - General YTD Actual \$150,104 Recurrent Cost post 2017: \$903,000
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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 monitored: 5 Projects off-track: 4 Projects deferred: 9 Projects completed: 3 Percentage Completed: 50.35% Program Areas-Operating (4): Monitor 0 On-track 4 Off-track 0	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 vacancy of the CEO position; 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) 	

		<ul style="list-style-type: none"> 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>	
Resource Capability (Staff)	<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 address the above. CEO has made contact with Perenjori CEO to discuss further.</p>	
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 	<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 2014/15 auditor's report puts three ratios within acceptable limits and three that are borderline</p>	

<p>Operational Risk Assessment</p>	<p>long term financial plan</p> <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; • A review of JDFs (PDs) is being undertaken and is due to be completed by end of September 2015. <p>Skills Development</p> <p>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; 	
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		<ul style="list-style-type: none"> • Collaborative regional processes that optimise the revenue base is occurring 	
Internal Analysis (Required Improvements)	<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>	
Measuring Our Success	<p>The Key Performance Measures are:</p> <ul style="list-style-type: none"> • 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; 	<p>Annual Survey (AS) Outcomes:</p> <ul style="list-style-type: none"> • Survey process is in place. Satisfaction levels developed based on Shire of Morawa Community Engagement Report 2012. <p>House Built Statistics:</p> <ul style="list-style-type: none"> • To be determined (possibly 2 per annum) <p>Waste Targets</p> <ul style="list-style-type: none"> • Closure of Landfill by 2016; Subregional centre in place 2016 <p>Primary Health Care Access (24 hour)</p> <ul style="list-style-type: none"> • Increase satisfaction rating from 2.23 – 2.93. <p>Cultural Events</p> <ul style="list-style-type: none"> • There are 12 – 15 events in place a year. • Arts festival in place <p>Volunteering Rate (ABS Census)</p> <ul style="list-style-type: none"> • To be ascertained <p>Financial Ratios</p> <ul style="list-style-type: none"> • These are now compiled and form part of the 2014/15 annual 	

	<ul style="list-style-type: none"> 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 	<p>financial statements.</p> <p>Employee Turnover</p> <ul style="list-style-type: none"> Currently 7%. The benchmark for local government is 12%-16% <p>Successful Fundraising for key Projects = 50%</p> <ul style="list-style-type: none"> Grants approved to date include: <ul style="list-style-type: none"> 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 	
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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 Correspondence

7.2.6.3 Information Bulletin

8. **New Business of an Urgent Nature**

9. **Applications for Leave of Absence**

10. **Motions of Which Previous Notice Has Been Given**

11. **Questions from Members without Notice**

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**

Next Meeting

Ordinary Meeting 18th February 2016