



MINUTES OF THE
ORDINARY COUNCIL MEETING
HELD ON THURSDAY
21 April 2016



WESTERN AUSTRALIA'S
WILDFLOWER COUNTRY

**CONFIRMED MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD IN THE
COUNCIL CHAMBERS ON THURSDAY 21 APRIL 2016**

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Declaration of Opening

The Shire President to declare that the meeting open at 6.02pm

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
Mrs F Gledhill	Manager of Accounting and Finance
Mr P Buist	Principal Works Manager

Visitors	
Mr John Phillips	Consultant
Mr Gavin Dobb	QUBE Logistics

1.2 Apologies

Nil

1.3 Approved Leave of Absence

Nil

1.4 Welcoming of Visitors to the Meeting

The President welcomed Mr Phillips and Mr Dobb to the meeting.

1.5 Announcements by the Presiding Member without Discussion

Nil

2 Public Question Time

2.1 Response to previous public questions taken on notice

Nil

2.2 Public question time

There were no questions from the public.

3 Declaration of Interest

Members are to declare financial, proximity and indirect interests.

Cr Thornton declared a proximity interest in item 7.2.4.3 due to his business operating school buses on the same route as that proposed in the RAV application.

4 Confirmation of Minutes of Previous Meeting

4.1 17 March 2016 – Ordinary Council Meeting

COUNCIL RESOLUTION

**1604001 Moved: Cr Collins
Seconded: Cr Agar**

That the Minutes - item 4.1 –21 April 2016 – Ordinary Council Meeting

**CARRIED
7/0**

5 Public Statements, Petitions, Presentations and Approved Deputations
Nil

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 Executive Manager

7.2.5 Chief Executive Officer - Other

**1604002 Moved: Cr Stokes
Seconded: Cr Collins**

That the meeting be adjourned.

**CARRIED
7/0**

The meeting was adjourned at 6.03pm.

**1604003 Moved: Cr Agar
Seconded: Cr Collins**

That the meeting be resumed.

CARRIED

7/0

The meeting was resumed at 6.08pm

7.2 Reports from the Chief Executive Officer

<i>Item No/ Subject:</i>	7.2.1 Status Report –March 201
<i>Date of Meeting:</i>	21 April 2016
<i>Date & Author:</i>	13 April 2016 John Roberts
<i>Responsible Officer:</i>	Chief Executive Officer
<i>Applicant/Proponent:</i>	Chief Executive Officer John Roberts
<i>File Number:</i>	Various
<i>Previous minute/s & Reference:</i>	17 March 2016 (Last Update to Council)

SUMMARY

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

DECLARATION OF INTEREST

The author has no interest to declare in this report.

ATTACHMENTS

Shire of Morawa March 2016 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 March 2016 as tabled.

COUNCIL RESOLUTION

**1604004 Moved: Cr Agar
Seconded: Cr Stokes**

That Council:

Accepts the Shire of Morawa Status Report for March 2016 as tabled.

**CARRIED
7/0**

**Moved: Cr Thornton
Seconded: Cr Coaker**

That items 7.2.2.1 to 7.2.2.3 be moved enbloc.

**CARRIED
7/0**

MEETING	ITEM	ACTION REQUIRED	RESPONSE	OFFICER	TIME FRAME
Mar-08	8.1.2	Sinosteel Midwest Corporation Ltd – Entry Statement Project (Gateway Project)	<ul style="list-style-type: none"> • DPI has offered assistance to ensure that Ministerial Directions in relation to the Rail Siding development are met. Council has agreed to undertake an internal design review to establish suitable on ground structures going forward. CYDO has been commissioned to manage this project with initial community meeting held. Review process will incorporate the main town entry statements and a new northern entry statement along the realigned Mingenew – Morawa Road. Preliminary designs were rejected by Council at September 2010 Meeting. Public tender process initiated to seek alternate design proposals has been suspended. Shire is seeking preliminary design proposals on an array of various concepts for further Council consideration. Visiting artists from Geraldton toured site on 15th March 2011. Preliminary concept designs rejected by Council. Council Working Group established and met to identify a way forward to further the concept design process. Landscape adviser identified and visitation to site occurred on 29th November 2011 with a following submission. TPG have provided a proposal to provide a scoping design role under the Morawa Super Town Project. • Council sub-committee and SMC representative met with principal consultants in Perth on 27th February 2012. Initial design proposal received and on site meeting held on 7th May 2012. Further design received for Council consideration. • Informal discussion held between ACEO and Scott Whitehead (SMC) – June 2013? Topics included: <ul style="list-style-type: none"> ○ Gateway project; ○ Future fund; ○ Radio tower • Options now required to address status of this project: <ul style="list-style-type: none"> ○ CEO (Sean Fletcher) met with Scott Whitehead on 20 December 2013 and had a further meeting with SMC Legal Advisor Stuart Griffiths on 22 January 2014; ○ Discussions highlighted that SMC is willing to allocate \$100,000 to the project or this level of funding to another town based project; ○ Council informed of status at the Briefing Forum on 11 February 2014. • The former CEO suggested to Council at the February Council 	CEO	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. • The Shire CEO has invoiced Sinosteel for \$30,000. 		
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. Water corporation have been approached in April to complete this work</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 	CEO	Dec-12

			<p>was an opportunity to combine the approved funding to the Gateway project. See Gateway Project comments.</p> <ul style="list-style-type: none"> • See item 1. 		
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. • Landcorp has recommended local contractor to assist with the clearing. This work ties in with Stage 1 of Heavy Industrial Land • Club Road has now been reconstructed parallel to the railway reserve. 	EMDA/PWS	Dec-13
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. • A request is being submitted to DRD requesting re-aallocation of the funding to be Tourism/Cultural precinct. 	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>	21 April 2016
<i>Date & Author:</i>	12/04/2016, Melissa Borg Finance Officer
<i>Responsible Officer: Applicant/Proponent:</i>	Finance Officer Manager Accounting & Finance Fred Gledhill
<i>File Number: Previous minute/s & Reference:</i>	ADM0135

SUMMARY

A list of accounts is attached for all payments made for the month of March 2016.

DECLARATION OF INTEREST

Nil

ATTACHMENTS

List of accounts Due & Submitted to council 21 April 2016

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 8358 to EFT 8450 inclusive, amounting to \$182,841.42
- Municipal Cheque Payments Numbered 11536 to 11546 and (5) totalling \$46,438.24
- Municipal Direct Debit Payments Numbers DD4860.1 to DD4895.1 amounting to \$24,343.88
- Payroll for March 2016
09/03/2016 - \$55,485.94
23/03/2016 - \$56,191.46

COUNCIL RESOLUTION

**Moved: Cr
Seconded: Cr**

That Council endorses -

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

- **Municipal EFT Payment Numbers EFT 8358 to EFT 8450 inclusive, amounting to \$182,841.42**
- **Municipal Cheque Payments Numbered 11536 to 11546 and (5) totalling \$46,438.24**
- **Municipal Direct Debit Payments Numbers DD4860.1 to DD4895.1 amounting to \$24,343.88**
- **Payroll for March 2016**
09/03/2016 - \$55,485.94
23/03/2016 - \$56,191.46

CARRIED

Moved enbloc

Date: 12/04/2016
Time: 9:09:09AM

SHIRE OF MORAWA
Payments made March 2016

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
5	30/03/2016	Shire of Morawa	Petty Cash Recoup - March 2016	1		324.90
EFT8358	02/03/2016	Medelect Biomedical Services	Repairs - Coaguchek (Roche)	1		187.00
EFT8359	02/03/2016	Dr Sasha Risinger	Medical Doctor Services 10/02/2016 to 23/02/2016	1		6,661.64
EFT8360	03/03/2016	Morawa Roadhouse	Catering for meeting - Local Government Advisory Board Visit	1		70.00
EFT8361	03/03/2016	Courier Australia	Freight Jason Sign - Morawa	1		609.03
EFT8362	03/03/2016	Shire of Mingenew	Reimbursement share of Accommodation and Meals - Greg Cross LGIS	1		80.00
EFT8363	03/03/2016	Morawa SES	Petty Cash recoup	1		500.00
EFT8364	04/03/2016	Gee-Wizz Contracting	Remove old damaged fence and replace south side of property with New color bond fence – 17 Solomon Terrace	1		6,050.00
EFT8365	10/03/2016	Australian Services Union	Payroll deductions	1		103.20
EFT8367	15/03/2016	Australian Taxation Office	February BAS 2016	1		24,676.00
EFT8368	17/03/2016	Ashdown Ingram	Parts - PO 16783	1		260.70
EFT8369	17/03/2016	Morawa News & Gifts	Stationary and daily Paper - Feb 2016	1		95.24
EFT8370	17/03/2016	Herbert Edward Kenyon	Carpet Cleaning - Waddilove House	1		210.00
EFT8371	17/03/2016	Star Track Express	Freight - Globe Perth - Morawa	1		284.08
EFT8372	17/03/2016	Department of Fire and Emergency Services	2015/16 ESL Quarter 3	1		11,642.84
EFT8373	17/03/2016	Kats Rural	Materials - PO 16892	1		1,213.94
EFT8374	17/03/2016	Morawa Drapery Store	Work Boots - PO 16883	1		119.95
EFT8375	17/03/2016	Morawa Traders	Depot Tea Room Supplies	1		129.65

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT8376	17/03/2016	Metal Artwork Creations	Name Badge Shire President	1		14.30
EFT8377	17/03/2016	BL & MJ Thornton Waste Removal Services	Waste Removal Feb 2016	1		9,272.28
EFT8378	17/03/2016	Landgate	4 AO Maps Morawa Town Cadastral and Satellite	1		532.55
EFT8379	17/03/2016	Everlastings Guest Homes Morawa	Catering 2015 Staff and Council Christmas Function	1		2,965.00
EFT8380	17/03/2016	IXOM	Monthly Service fee chlorine	1		158.22
EFT8381	17/03/2016	Geraldton Fuel Company Pty Ltd	Bulk Fuel, Oil and card purchases	1		10,368.13
EFT8382	17/03/2016	S & K Electrical Contracting Pty Ltd	Inspection of housing RCD's and smoke alarms	1		933.42
EFT8383	17/03/2016	Canine Control	Ranger services - 25/02/2016	1		940.50
EFT8384	17/03/2016	Courier Australia	Freight Staples Geraldton - Morawa	1		23.04
EFT8385	17/03/2016	ChemCentre	Waste water samples - Sewerage Pond	1		265.10
EFT8386	17/03/2016	Cramer & Neill	Air Conditioner for Server Room - PO 188	1		2,571.80
EFT8387	17/03/2016	Frank Gilmour Pest Control	Annual pest control	1		330.00
EFT8388	17/03/2016	Cordell	12 Months Subscription WA Building Cost Guides	1		976.80
EFT8389	17/03/2016	Bob Waddell Consultant	Assistance with 2015/16 Budget Review - 4.25 Hrs	1		1,221.00
EFT8390	17/03/2016	Leading Edge Computers Dongara & Geraldton	Fuser Unit - Oki Printer Finance	1		190.00
EFT8391	17/03/2016	The Paper Company of Australia	140GSM Paper for time cards	1		276.65
EFT8392	17/03/2016	Abbott & Co Printers	2000 DL Window Envelopes	1		338.80

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT8393	17/03/2016	Northern Country Zone of WALGA	Elected Members Training Day and NCZ Conference 2nd April -	1		2,230.00
EFT8394	17/03/2016	Shire of Three Springs	Shared Community Emergency Service Manager - 01/10/2015 to 31/12/2015	1		4,056.18
EFT8395	17/03/2016	Covs Parts Pty Ltd	Parts - PO 16787	1		477.91
EFT8396	17/03/2016	Artists Chronical	Advertising and drop off point for the 2016 Morawa Art Exhibition	1		2,580.00
EFT8397	17/03/2016	Hoppys Parts R Us	Parts	1		722.63
EFT8398	17/03/2016	Dongara Tree Service	Tree Trimming and Removal	1		5,000.00
EFT8399	17/03/2016	Totally Workwear	Work Uniform - PO 157	1		330.16
EFT8400	17/03/2016	RSM Bird Cameron	Audit of Roads 2 Recovery for year ending 30 June 2015	1		1,100.00
EFT8401	17/03/2016	Protector Fire Services	Service Check - Fire Extinguishers PO 16887	1		2,940.58
EFT8402	17/03/2016	Stephen Doherty Painting	Prep and paint doctors surgery - internal - and Doctors House	1		15,950.00
EFT8403	17/03/2016	Central Midwest Service	Repair leaking hot water system at hairdressing salon	1		300.00
EFT8404	17/03/2016	Staples	Meter Reading - March 2016	1		1,244.11
EFT8405	17/03/2016	Tourism Council Western Australia	Visitor Centre Association WA - Membership	1		180.00
EFT8406	17/03/2016	Incite Security	Monthly Monitoring Service	1		116.99
EFT8407	17/03/2016	Colliers International	Rent - 01/03/2016 to 31/03/2016	1		423.85
EFT8408	17/03/2016	Globe Pest Solutions	Supplies - PO 215	1		1,914.00
EFT8409	18/03/2016	DALLYWATER CONSULTING	Contract EHO Work 14/03 - 16/03	1		2,904.00
EFT8410	22/03/2016	BOC Limited	Container Services - 29/01/2016 to 26/02/2016	1		15.44
EFT8411	22/03/2016	J.R. & A. Hersey Pty Ltd	Materials - PO 229	1		981.74

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT8412	22/03/2016	Morawa Roadhouse	Caravan Park Management - 13/02/2016 to 21/03/2016	1		250.00
EFT8413	22/03/2016	Landmark Operations Limited	1 x Large Gas Bottle - PO 190	1		162.02
EFT8414	22/03/2016	Think Water Geraldton	Parts - PO 236	1		2,855.65
EFT8415	22/03/2016	Reliance Petroleum	Fuel Usage Feb 2016	1		165.40
EFT8416	22/03/2016	GH Country Courier	Freight - Staples Geraldton - Morawa	1		30.80
EFT8417	22/03/2016	The West Australian	Advertise Council meeting dates for 16/17	1		195.21
EFT8418	22/03/2016	Bob Waddell Consultant	Assistance with Monthlies - .75 min	1		99.00
EFT8419	22/03/2016	Leading Edge Computers Dongara & Geraldton	Purchases - PO 16842	1		20.00
EFT8420	22/03/2016	Morawa Rural Enterprises	Purchase - PO 196	1		129.60
EFT8421	22/03/2016	Neverfail Springwater Limited	Monthly cooler rental	1		14.30
EFT8422	22/03/2016	Alinta Sales Pty Ltd	Power Usage - 01/02/2016 to 29/02/2016	1		357.23
EFT8423	22/03/2016	Brookfield Rail	Water Recoup	1		65.52
EFT8424	22/03/2016	TPG	Morawa NPP Projects	1		4,400.00
EFT8425	22/03/2016	Emerge Associates	Morawa town center - Civic Square Tender	1		2,290.20
EFT8426	22/03/2016	Morawa Rural Enterprises Two	Parts - PO 16784	1		1,649.35
EFT8427	22/03/2016	Dr Sasha Risinger	Medical Services - 25/02/2016 to 08/3/2016	1		5,823.56
EFT8428	22/03/2016	Data #3 Limited	Purchase of new server	1		9,994.58
EFT8429	22/03/2016	Central Midwest Service	Repairs - PO 170	1		874.50

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EFT8430	22/03/2016	Department of Environment Regulation	Wastewater Treatment Plant - License	1		902.02
EFT8431	22/03/2016	Leopold Contracting	Supply 400 ton of sand	1		6,160.00
EFT8432	24/03/2016	Kats Rural	Purchase- PO 16923	1		17.90
EFT8433	24/03/2016	Morawa Roadhouse	Catering for Regional Road Group Meeting	1		135.00
EFT8434	24/03/2016	Choices Flooring Geraldton	Supply and Install Carpet – Dr Surgery	1		2,895.00
EFT8435	24/03/2016	Canine Control	Ranger Services - 08/03/2016	1		1,881.00
EFT8436	24/03/2016	Burgess Rawson (WA) Pty Ltd	Rent 01/04/2016 - 30/06/2016	1		137.50
EFT8437	24/03/2016	Geraldton Toyota	Vehicle Service - CEO	1		357.48
EFT8438	24/03/2016	Cramer & Neill	Repairs – 20 Barnes	1		205.50
EFT8439	24/03/2016	Greenfield Technical Services	Drainage Damage – Manning Rd	1		2,434.96
EFT8440	24/03/2016	Leading Edge Computers Dongara & Geraldton	Software installation on new server	1		3,709.00
EFT8441	24/03/2016	Central West Pump Service	Parts - PO 234	1		2,316.60
EFT8442	24/03/2016	Shire of Three Springs	Advertising - Health and Wellness Expo	1		80.00
EFT8443	24/03/2016	HOST Catering Supplies	Rectangle Tablecloths	1		153.78
EFT8444	24/03/2016	Catwest Road Maintenance	Emulsion - PO 249	1		1,430.00
EFT8445	24/03/2016	IGA Morawa	Purchases - Feb 2016	1		751.65
EFT8446	24/03/2016	Joanne Draper	Fuel and Accommodation – Training	1		379.93
EFT8447	24/03/2016	Deb Reader	2 Hrs Of Face painting and Entertainment	1		160.00
EFT8448	24/03/2016	Staples	Supply one Brother Fax laser office fax	1		547.53

Date: 12/04/2016
Time: 9:09:09AM

SHIRE OF MORAWA
Payments made March 2016

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT8449	24/03/2016	Globe Pest Solutions	Parts - PO 257	1		968.00
EFT8450	25/03/2016	Australian Services Union	Payroll deductions	1		103.20
11536	03/03/2016	Water Corporation	Water Charges - December 2015 - February 2016	1		29,302.93
11537	17/03/2016	Water Corporation	Water Service Damaged by Shire excavator repaired	1		395.88
11538	17/03/2016	Synergy	Power Usage Jan - Feb 2016	1		1,454.95
11539	17/03/2016	Telstra Corporation Limited	Phone charges 16-01-2016 to 15/02/2016	1		42.56
11540	17/03/2016	Morawa Licensed Post Office Emmlee's	Monthly Postal Fees - Feb2016	1		190.24
11541	17/03/2016	McLeods Barristers and Solicitors	RE: Extractive Industries License	1		1,526.73
11542	17/03/2016	RAC	Return of Unspent sponsorship	1		5,500.00
11543	22/03/2016	Synergy	Power Usage - Jan - Feb 2016	1		3,838.80
11544	22/03/2016	Telstra Corporation Limited	Phone Usage - March 2016	1		3,440.35
11545	22/03/2016	City of Greater Geraldton	Mid West Regional meeting	1		76.00
11546	24/03/2016	Synergy	Power Usage Feb - March 2016	1		344.90
DD4860.1	01/03/2016	Westnet Pty Ltd	Internet March 2016	1		224.75
DD4862.1	03/03/2016	Samantha May Whittington	Rent - March 2016	1		300.00
DD4865.1	09/03/2016	WA Local Government Superannuation Plan	Payroll deductions	1		8,632.14
DD4865.2	09/03/2016	AMP LIFE LTD - SUPERANNUATION	Superannuation contributions	1		744.54
DD4865.3	09/03/2016	BT FINANCIAL GROUP	Superannuation contributions	1		296.76

Date: 12/04/2016
Time: 9:09:09AM

SHIRE OF MORAWA
Payments made March 2016

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD4865.4	09/03/2016	MLC Nominees Pty Ltd	Superannuation contributions	1		219.69
DD4865.5	09/03/2016	Asteron Client Services	Superannuation contributions	1		58.05
DD4865.6	09/03/2016	Australian Super	Superannuation contributions	1		356.41
DD4865.7	09/03/2016	HOSTPLUS	Superannuation contributions	1		166.12
DD4865.8	09/03/2016	Concept One	Superannuation contributions	1		207.93
DD4872.1	14/03/2016	BOQ Finance	Copier Lease March 2016	1		301.16
DD4881.1	17/03/2016	Samantha May Whittington	Rent - March 2016	1		300.00
DD4883.1	07/03/2016	BankWest	Feb 2016 Credit Card Usage	1		1,548.51
DD4890.1	23/03/2016	WA Local Government Superannuation Plan	Payroll deductions	1		8,646.45
DD4890.2	23/03/2016	AMP LIFE LTD - SUPERANNUATION	Superannuation contributions	1		744.54
DD4890.3	23/03/2016	BT FINANCIAL GROUP	Superannuation contributions	1		296.76
DD4890.4	23/03/2016	MLC Nominees Pty Ltd	Superannuation contributions	1		219.69
DD4890.5	23/03/2016	Asteron Client Services	Superannuation contributions	1		43.54
DD4890.6	23/03/2016	Australian Super	Superannuation contributions	1		366.66
DD4890.7	23/03/2016	HOSTPLUS	Superannuation contributions	1		162.25
DD4890.8	23/03/2016	Concept One	Superannuation contributions	1		207.93
DD4895.1	31/03/2016	Samantha May Whittington	Rent - March 2016	1		300.00

Date: 12/04/2016
Time: 9:09:09AM

SHIRE OF MORAWA
Payments made March 2016

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
REPORT TOTALS						
			EFT			\$ 182,841.42
			Cheque			\$ 46,438.24
			Direct Debits			\$ 24,343.88
			Payroll			\$ 111,477.40
			Credit Card – CEO			\$ 710.00
			Credit Card – Manager Finance			\$ 0.00
			Credit Card – EMDA			\$ 838.51
			TOTAL			\$ 366,649.45

<i>Item No/Subject</i>	7.2.2.2 Reconciliations March, 2016
<i>Date of Meeting:</i>	21 April 2016
<i>Date & Author:</i>	21 April 2016, Melissa Borg Finance Officer
<i>Responsible Officer:</i>	Fred Gledhill
<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:-

Account	2016
Municipal Account #	\$555,300.09
Trust Account	\$10,232.23
Business Telenet Saver (Reserve) Account	\$6,293,393.13
WA Treasury O/night Facility (Super Towns) Account	\$721,012.59

BANK BALANCES AS AT 31 March, 2016

BANK RECONCILIATION BALANCES

The Bank Reconciliation Balances for 31 March, 2016 with a comparison for 31 March, 2015 is as follows:

Account	2015	2016
Municipal Account #	\$1,231,296.38	\$555,300.09
Trust Account	\$8,860.55	\$10,232.23
Reserve Account	\$7,293,237.26	\$7,014,405.72

RESERVE ACCOUNT

The Reserve Funds of \$7,014,405.72 as at 31 March, 2016 were invested in:-

- Bank of Western Australia \$6,293,393.13 in the Business Telenet Saver Account and
- \$721,012.59 in the WA Treasury O/Night Facility.

Breakdown for March, 2016 with a comparison for March, 2015 is as follows:-

	2015	2016
Sports Complex Upgrade Reserve	\$0.00	\$ -
Land & Building Reserve	\$5,126.34	\$ 5,224.07
Plant Reserve	\$739,125.37	\$ 943,873.03
Leave Reserve	\$220,551.88	\$ 280,510.70
Economic Development Reserve	\$105,584.08	\$ 107,596.97
Sewerage Reserve	\$79,285.09	\$ 123,565.56
Unspent Grants & Contributions Reserve	\$854,338.48	\$ 996,353.85
Community Development Reserve	\$1,487,801.05	\$1,390,956.42
Water Waste Management Reserve	\$0.00	\$ -
Future Funds Reserve	\$2,151,975.25	\$2,185,371.06
Morawa Community Trust Reserve	\$18,844.19	\$ 11,093.77
Aged Care Units Reserve	\$8,820.08	\$ 8,988.21
Transfer Station Reserve	\$195,067.51	\$ 198,786.34
S/Towns Revitalisation Reserve	\$867,556.83	\$ 172,918.10
ST Solar Thermal Power Station Reserve	\$538,251.14	\$ 548,094.49
Business Units Reserve	\$20,409.81	\$ 41,073.15
TOTAL	\$7,292,737.10	\$7,014,405.72

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 March, 2016.

COUNCIL RESOLUTION

Moved: Cr
Seconded: Cr

That Council receive:

The bank reconciliation report for 31 March, 2016.

Moved enbloc

CARRIED

<i>Item No/Subject</i>	7.2.2.3 Monthly Financial Statements
<i>Date of Meeting:</i>	21 April 2016
<i>Date & Author:</i>	12 April, 2016; Candice Smith Senior Finance Officer
<i>Responsible Officer: Applicant/Proponent:</i>	Manager Accounting & Finance Candice Smith Senior Finance Officer Manager Accounting & Finance Fred Gledhill
<i>File Number: 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 March 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

It is recommended that Council receive the Statement of Financial Activity and the Variance Report for the period ending the 31 March, 2016.

COUNCIL RESOLUTION

**Moved: Cr
Seconded: Cr**

It is recommended that Council receive the Statement of Financial Activity and the Variance Report for the period ending the 31 March, 2016.

CARRIED

Moved enbloc



SHIRE OF MORAWA
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 31 MARCH 2016

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SHIRE OF MORAWA

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 MARCH 2016

	NOTE	MARCH 2016 Actual \$	MARCH 2016 Y-T-D Budget \$	2015/16 Budget \$	Variances Actuals to Budget \$
Operating					
Revenues/Sources	1,2				
Governance		85,210	6,372	99,469	85,210
General Purpose Funding		687,157	743,052	985,278	(55,895)
Law, Order, Public Safety		32,768	32,898	44,420	(130)
Health		41,388	6,500	13,000	34,888
Education and Welfare		9,724	334,263	448,600	(324,539)
Housing		34,015	40,311	122,901	(6,296)
Community Amenities		446,552	570,049	1,947,267	(123,497)
Recreation and Culture		67,843	44,941	264,476	22,902
Transport		783,050	3,147,947	3,178,920	(2,364,897)
Economic Services		156,691	168,922	716,899	(12,231)
Other Property and Services		45,719	69,453	92,617	(23,734)
		<u>2,390,117</u>	<u>5,164,708</u>	<u>7,913,847</u>	<u>(2,768,219)</u>
(Expenses)/(Applications)	1,2				
Governance		(289,667)	(376,047)	(499,849)	(289,667)
General Purpose Funding		(131,213)	(145,152)	(193,557)	13,939
Law, Order, Public Safety		(98,126)	(111,344)	(148,151)	13,218
Health		(196,120)	(172,718)	(226,949)	(23,402)
Education and Welfare		(189,214)	(582,191)	(769,575)	392,977
Housing		(90,138)	(85,081)	(172,364)	(5,057)
Community Amenities		(360,515)	(394,421)	(515,784)	33,906
Recreation & Culture		(832,055)	(838,034)	(1,088,407)	5,979
Transport		(1,711,821)	(1,381,292)	(1,816,974)	(330,529)
Economic Services		(423,270)	(482,179)	(627,851)	58,909
Other Property and Services		(1,373)	(22,556)	(28,878)	21,183
		<u>(4,323,512)</u>	<u>(4,591,015)</u>	<u>(6,088,339)</u>	<u>(108,544)</u>
Net Result Excluding Rates		(1,933,395)	573,693	1,825,508	(2,876,763)
Adjustments for Non-Cash (Revenue) and Expenditure					
(Profit)/Loss on Asset Disposals	4	0	30,690	40,944	(30,690)
Movement in Leave Reserve (Added Back)		3,794	0	0	3,794
Movement in Deferred Pensioner Rates/ESL (nor		0	0	0	0
Movement in Employee Benefit Provisions (non-c		0	0	0	0
Rounding Adjustment		4	0	0	4
Depreciation on Assets		1,284,324	1,039,950	1,386,877	244,374
Capital Revenue and (Expenditure)					
Purchase Land Held for Resale	3	0	0	0	0
Purchase Land and Buildings	3	(386,137)	(831,110)	(932,011)	444,973
Purchase Plant and Equipment	3	(423,860)	(675,063)	(900,105)	251,203
Purchase Furniture and Equipment	3	(9,764)	(13,761)	(18,350)	3,997
Purchase Infrastructure Assets - Roads	3	(419,410)	(1,495,800)	(1,509,960)	1,076,390
Purchase Infrastructure Assets - Footpaths	3	0	0	(76,650)	0
Purchase Infrastructure Assets - Drainage	3	0	0	0	0
Purchase Infrastructure Assets - Parks & Ovals	3	(15,970)	(17,188)	(34,374)	1,218
Purchase Infrastructure Assets - Airfields	3	0	(2,600,000)	(2,600,000)	2,600,000
Purchase Infrastructure Assets - Play Equip	3	0	0	0	0
Purchase Infrastructure Assets - Sewerage	3	0	(37,359)	(49,809)	37,359
Purchase Infrastructure Assets - Dams	3	0	0	0	0
Purchase Infrastructure Assets - Other	3	(194,611)	(1,574,900)	(1,765,200)	1,380,289
Proceeds from Disposal of Assets	4	0	74,813	77,091	(74,813)
Repayment of Debentures	5	(45,688)	(53,073)	(70,783)	7,385
Proceeds from New Debentures	5	350,000	0	0	350,000
Advances to Community Groups		0	0	0	0
Self-Supporting Loan Principal Income	5	0	0	0	0
Transfers to Restricted Assets (Reserves)	6	(186,459)	(532,080)	(709,511)	345,621
Transfers from Restricted Asset (Reserves)	6	0	1,890,067	2,387,648	(1,890,067)
ADD Net Current Assets July 1 B/Fwd	7	1,502,727	1,401,033	1,401,033	101,694
LESS Net Current Assets Year to Date	7	<u>948,910</u>	<u>(1,271,139)</u>	<u>0</u>	<u>2,220,049</u>
Amount Raised from Rates	8	<u>(1,423,355)</u>	<u>(1,548,949)</u>	<u>(1,547,652)</u>	<u>125,594</u>

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

Material Variances SymbolAbove Budget Expectations
Below Budget Expectations▲
▼Greater than 10,000 and greater than 10%
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 MARCH 2016

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 MARCH 2016

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 MARCH 2016

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 31 MARCH 2016

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 asset

- 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 MARCH 2016

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 MARCH 2016

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 MARCH 2016

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 MARCH 2016

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 MARCH 2016

3. ACQUISITION OF ASSETS	2015/16 Budget \$	MARCH 2016 YTD Budget \$	MARCH 2016 Actual \$
The following assets have been acquired during the period under review:			
By Program			
Governance			
Upgrade to Old Council Chambers	181,011	181,011	20,123.28
General Purpose Funding			
Health			
Ford Sedan (Doctor Vehicle)	32,500	24,372	0.00
Education & Welfare			
Skate Park CCTV Cameras	0	0	0.00
Housing			
Staff Housing - Postings to GL	0	0	361,235.00
Aged Person Units x 4	18,000	12,600	0.00
Community Amenities			
Cemetery Upgrade	0	0	0.00
Sewerage Upgrade	49,809	37,359	0.00
New Tip Site Construction	1,200,000	1,200,000	0.00
Closure/Rehabilitation Old Tip Site	20,000	20,000	0.00
Compactors/Transfer Bins for Transfer Station	40,000	29,997	0.00
Refuse Transfer Station - Storage Shed	55,000	54,999	0.00
Purchase Land For New Waste Site	300,000	300,000	0.00
Recreation and Culture			
Morawa Town Hall Kitchen Rendering	150,000	112,500	0.00
Upgrade to Pool Pump House	170,000	170,000	4,200.00
Pool Plant & Equipment	396,605	297,450	423,860.00
Sports Complex Upgrade	14,000	0	0.00
Recreation Centre Floor Restoration	44,000	0	0.00
Bowling Club Lighting	28,200	0	12,996.36
Skate Park CCTV Cameras	10,000	0	8,396.64
Skate Park	34,374	17,188	15,970.14
Transport			
Road Construction			
- Rural Roads Construction	948,425	948,416	165,218.53
- Townsite Roads Construction	561,535	547,384	254,191.19
Footpath Construction	76,650	0	0.00
Plant & Equipment - Road Plant Purchases	357,000	267,750	0.00
Airfield Infrastructure	2,600,000	2,600,000	0.00
Economic Services			
New On site Caravan	40,000	29,997	0.00
Morawa Gateway Project	40,000	28,000	0.00
Morawa Perenjori Trails Project	467,000	326,900	0.00
Phase 1 - Civic Square/Pedestrian Crossing	0	0	167,630.76
MWIP-Morawa Town Revitalisation Project	0	0	5,587.68
Other Property & Services			
Administration Furniture & Equipment	18,350	13,761	9,085.98
CEO/DCEO/MAF Vehicles	34,000	25,497	0.00
	<u>7,886,459</u>	<u>7,245,181</u>	<u>1,449,752.60</u>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 MARCH 2016

3. ACQUISITION OF ASSETS (Continued)	2015/16 Budget \$	MARCH 2016 YTD Budget \$	MARCH 2016 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	932,011	831,110	386,137.18
Plant and Equipment	900,105	675,063	423,860.00
Furniture and Equipment	18,350	13,761	9,764.12
Infrastructure Assets - Roads	1,509,960	1,495,800	419,409.72
Infrastructure Assets - Footpaths	76,650	0	0.00
Infrastructure Assets - Drainage/Dams	0	0	0.00
Infrastructure Assets - Parks & Ovals	34,374	17,188	15,970.14
Infrastructure Assets - Airfields	2,600,000	2,600,000	0.00
Infrastructure Assets - Playground Equipment	0	0	0.00
Infrastructure Assets - Sewerage	49,809	37,359	0.00
Infrastructure Assets - Dams	0	0	0.00
Infrastructure Assets - Other	1,765,200	1,574,900	194,611.44
	<u>7,886,459</u>	<u>7,245,181</u>	<u>1,449,752.60</u>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 MARCH 2016

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 \$	MARCH 2016 Actual \$	2015/16 Budget \$	MARCH 2016 Actual \$	2015/16 Budget \$	MARCH 2016 Actual \$
Health (Asset 364) Ford FG G6 Sedan (Doctors)	24,100	0.00	9,091	0.00	(15,009)	0.00
Transport (Asset 272) Case Backhoe - P192	46,300	0.00	35,000	0.00	(11,300)	0.00
(Asset 476) Works Supervisor Vehicle	28,838	0.00	22,000	0.00	(6,838)	0.00
Economic Services	0	0.00	0	0.00	0	0.00
Other Property & Services (Asset 476) Ford Falcon Sedan - MAF	18,797	0.00	11,000	0.00	(7,797)	0.00
	118,035	0.00	77,091	0.00	(40,944)	0.00

By class of asset	Written Down Value		Sale Proceeds		Profit(Loss)	
	2015/16 Budget \$	MARCH 2016 Actual \$	2015/16 Budget \$	MARCH 2016 Actual \$	2015/16 Budget \$	MARCH 2016 Actual \$
Plant & Equipment (Asset 364) Ford FG G6 Sedan (Doctors)	24,100	0.00	9,091	0.00	(15,009)	0.00
(Asset 476) Ford Falcon Sedan - MAF	18,797	0.00	11,000	0.00	(7,797)	0.00
(Asset 272) Case Backhoe - P192	46,300	0.00	35,000	0.00	(11,300)	0.00
(Asset 476) Works Supervisor Vehicle	28,838	0.00	22,000	0.00	(6,838)	0.00
	118,035	0.00	77,091	0.00	(40,944)	0.00

Summary

Profit on Asset Disposals
Loss on Asset Disposals

2015/16 Budget \$	MARCH 2016 Actual \$
0	0.00
(40,944)	0.00
<u>(40,944)</u>	<u>0.00</u>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 MARCH 2016

5. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-15	New Loans		Principal Repayments		Principal Outstanding 2015/16 Budget \$	Interest Repayments	
		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	8,337	4,413
Loan 134 - 2 Broad Street	93,943	0	0	21,379	21,379	72,564	6,118	6,118
Loan 135 - Staff Housing	19,437	0	0	19,437	9,570	0	1,005	651
Loan 136 - 24 Harley Street - Staff Housing	0	0	350,000	0	0	0	0	0
Transport								
Loan 138 - Plant Replacement	0	0		0	0	0	0	0
Other Property & Services								
	245,961	0	350,000	70,783	45,688	175,178	15,460	11,183

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 31 MARCH 2016

5. INFORMATION ON BORROWINGS (Continued)

(b) New Debentures - 2015/16

Particulars/Purpose	Amount Borrowed		Institution	Loan Type	Term (Years)	Total Interest & Charges \$	Amount Used		Balance Unspent \$
	Budget \$	Actual \$					Budget \$	Actual \$	
Loan 136 - 24 Harley Street - Staff Housing	0	350,000	WATC	Debenture			0	350,000	0

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 MARCH 2016

	2015/16 Budget \$	MARCH 2016 Actual \$
6. RESERVES - CASH BACKED		
(a) Leave Reserve		
Opening Balance	276,716	276,716
Amount Set Aside / Transfer to Reserve	63,104	3,794
Amount Used / Transfer from Reserve	0	0
	339,820	280,510
(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	103,672
Amount Used / Transfer from Reserve	(381,409)	0
	652,553	943,873
(d) Building Reserve		
Opening Balance	5,153	5,153
Amount Set Aside / Transfer to Reserve	73,951	71
Amount Used / Transfer from Reserve	0	0
	79,104	5,224
(e) Economic Development Reserve		
Opening Balance	106,142	106,142
Amount Set Aside / Transfer to Reserve	3,109	1,455
Amount Used / Transfer from Reserve	0	0
	109,251	107,597
(f) Community Development Reserve		
Opening Balance	1,372,142	1,372,142
Amount Set Aside / Transfer to Reserve	40,183	18,815
Amount Used / Transfer from Reserve	(245,026)	0
	1,167,299	1,390,957
(g) Sewerage Reserve		
Opening Balance	121,894	121,894
Amount Set Aside / Transfer to Reserve	40,127	1,671
Amount Used / Transfer from Reserve	0	0
	162,021	123,565
(h) Unspent Grants and Contributions Reserve		
Opening Balance	982,919	982,918
Amount Set Aside / Transfer to Reserve	28,786	13,436
Amount Used / Transfer from Reserve	(926,767)	0
	84,938	996,354

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 MARCH 2016

	2015/16 Budget \$	MARCH 2016 Actual \$
6. RESERVES (Continued)		
(i) Business Units Reserve		
Opening Balance	40,517	40,518
Amount Set Aside / Transfer to Reserve	21,187	556
Amount Used / Transfer from Reserve	0	0
	61,704	41,073
(j) Morawa Community Trust Reserve		
Opening Balance	10,944	10,944
Amount Set Aside / Transfer to Reserve	321	150
Amount Used / Transfer from Reserve	(10,100)	0
	1,165	11,094
(k) Morawa Community Future Funds Reserve		
Opening Balance	2,155,811	2,155,811
Amount Set Aside / Transfer to Reserve	63,136	29,560
Amount Used / Transfer from Reserve	(53,666)	0
	2,165,281	2,185,371
(l) Refuse Transfer Station Reserve		
Opening Balance	196,097	196,097
Amount Set Aside / Transfer to Reserve	5,743	2,689
Amount Used / Transfer from Reserve	(95,000)	0
	106,840	198,786
(m) Aged Care Units Reserve		
Opening Balance	8,867	8,867
Amount Set Aside / Transfer to Reserve	260	122
Amount Used / Transfer from Reserve	-	0
	9,127	8,988
(n) ST-N/Midlands Solar Thermal Power		
Opening Balance	541,001	540,136
Amount Set Aside / Transfer to Reserve	15,844	7,959
Amount Used / Transfer from Reserve	(500,000)	0
	56,845	548,094
(o) ST-Morawa Revitalisation Reserve		
Opening Balance	170,681	170,408
Amount Set Aside / Transfer to Reserve	4,999	2,510
Amount Used / Transfer from Reserve	(175,680)	0
	0	172,918
(p) Legal Fees Reserve		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	15,000	0
Amount Used / Transfer from Reserve	0	0
	15,000	0

SHIRE OF MORAWA
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 31 MARCH 2016

	2015/16 Budget \$	MARCH 2016 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	5,150,948	7,014,405
 Summary of Transfers To Cash Backed Reserves		
Transfers to Reserves		
Leave Reserve	63,104	3,794
Sports and Recreation Facilities Reserve	0	0
Plant Reserve	193,761	103,672
Building Reserve	73,951	71
Economic Development Reserve	3,109	1,455
Community Development Reserve	40,183	18,815
Sewerage Reserve	40,127	1,671
Unspent Grants and Contributions Reserve	28,786	13,436
Business Units Reserve	21,187	556
Morawa Community Trust Reserve	321	150
Morawa Community Future Fund Reserve	63,136	29,560
Refuse Transfer Station Reserve	5,743	2,689
Aged Care Units Reserve	260	122
ST-N/Midlands Solar Thermal Power	15,844	7,959
ST-Morawa Revitalisation Reserve	4,999	2,510
Legal Fees Reserve	15,000	0
Road Reserve	140,000	0
	709,511	186,459
 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	(1,678,137)	186,459

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD 1 JULY 2015 TO 31 MARCH 2016

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 MARCH 2016

	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	1,086,705	769,180	554,434
Cash - Restricted Unspent Grants	0	317,600	0
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	6,829,085	6,827,946	7,014,406
Rates - Current	248,621	242,859	412,103
Sundry Debtors	375,943	375,943	94,902
GST Receivable	78,172	78,836	13,334
Accrued Income/Prepayments	16,328	10,416	0
Provision for Doubtful Debts	(2,632)	(15,624)	(15,624)
Other Current Debtors	27	27	0
Inventories	12,905	10,124	10,124
	<u>8,645,154</u>	<u>8,617,307</u>	<u>8,083,679</u>
LESS: CURRENT LIABILITIES			
Sundry Creditors	(119,308)	(112,291)	0
Income Received in Advance	(111,331)	0	(52,241)
GST Payable	(49,793)	(50,156)	(9,387)
Payroll Creditors	0	0	0
Accrued Expenditure	0	0	0
Other Payables	(9,512)	(2,661)	(7,928)
Withholding Tax Payable	0	0	0
Payg Payable	(32,110)	(32,110)	(32,268)
Accrued Interest on Debentures	(6,864)	(5,737)	0
Accrued Salaries and Wages	(55,522)	(61,334)	0
Current Employee Benefits Provision	(307,312)	(299,061)	(299,061)
Current Loan Liability	(70,783)	(70,783)	(25,095)
	<u>(762,535)</u>	<u>(634,133)</u>	<u>(425,980)</u>
NET CURRENT ASSET POSITION	7,882,619	7,983,174	7,657,699
Less: Cash - Reserves - Restricted	(6,829,085)	(6,827,946)	(7,014,406)
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	276,716	276,716	280,510
Add Back : Current Loan Liability	70,783	70,783	25,095
SURPLUS/(DEFICIENCY) C/FWD	<u>1,401,033</u>	<u>1,502,727</u>	<u>948,910</u>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 MARCH 2016

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	208,698
UV Rural	0.02192	208	56,190,000	1,231,536	(108)	0	1,231,428	1,231,525
UV Mining	0.28968	17	455,557	131,966	3,642	0	135,609	137,401
Sub-Totals		492	59,544,629	1,572,201	4,236	0	1,576,437	1,577,624
Minimum Rates								
GRV Residential/Commercial	271	50	40,840	13,558		0	13,558	13,550
UV Rural	271	6	48,000	1,627	0	0	1,627	1,626
UV Mining	656	12	11,145	7,872	0	0	7,872	8,528
Sub-Totals		68	99,985	23,056	0	0	23,056	23,704
Ex-Gratia Rates								
							1,599,494	1,601,328
							5,624	5,624
Discounts							1,605,118	1,606,952
Rates Written Off							(59,723)	(58,000)
Movement in Excess Rates							(10,704)	(1,300)
							(111,331)	0
Totals							1,423,360	1,547,652

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 31 MARCH 2016

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	0	2,000	0	2,000
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	229	(2,823)	291
DPI Licensing	0	0	0	0
Morawa Oval Function Centre	1,762	0	0	1,762
	<u>10,714</u>	<u>2,649</u>	<u>(3,143)</u>	<u>10,220</u>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 MARCH 2016

10. OPERATING STATEMENT

	MARCH 2016 Actual \$	2015/16 Budget \$	2014/15 Actual \$
OPERATING REVENUES			
Governance	85,210	99,469	9,899
General Purpose Funding	2,110,517	2,532,930	4,102,157
Law, Order, Public Safety	32,768	44,420	45,841
Health	41,388	13,000	4,759
Education and Welfare	9,724	448,600	62,813
Housing	34,015	122,901	48,270
Community Amenities	446,552	1,947,267	430,274
Recreation and Culture	67,843	264,476	525,931
Transport	783,050	3,178,920	1,535,940
Economic Services	156,691	716,899	281,693
Other Property and Services	45,719	92,617	114,320
TOTAL OPERATING REVENUE	3,813,477	9,461,499	7,161,898
OPERATING EXPENSES			
Governance	289,667	499,849	427,808
General Purpose Funding	131,213	193,557	178,137
Law, Order, Public Safety	98,126	148,151	125,997
Health	196,120	226,949	205,675
Education and Welfare	189,214	769,575	233,474
Housing	90,138	172,364	112,723
Community Amenities	360,515	515,784	439,886
Recreation & Culture	832,055	1,088,407	1,213,729
Transport	1,711,821	1,816,974	2,092,360
Economic Services	423,270	627,851	3,311,506
Other Property and Services	1,373	28,878	(46,198)
TOTAL OPERATING EXPENSE	4,323,512	6,088,339	8,295,096
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	<u>(510,035)</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 31 MARCH 2016

11. BALANCE SHEET

	MARCH 2016 Actual \$	2014/15 Actual \$
CURRENT ASSETS		
Cash Assets	7,568,840	7,914,726
Receivables	504,715	692,458
Inventories	10,124	10,124
TOTAL CURRENT ASSETS	8,083,679	8,617,308
NON-CURRENT ASSETS		
Receivables	11,064	11,064
Inventories	0	0
Property, Plant and Equipment	27,067,957	26,804,567
Infrastructure	41,916,212	42,014,173
TOTAL NON-CURRENT ASSETS	68,995,233	68,829,804
TOTAL ASSETS	77,078,912	77,447,112
CURRENT LIABILITIES		
Payables	101,823	264,288
Interest-bearing Liabilities	25,095	70,783
Provisions	299,061	299,061
TOTAL CURRENT LIABILITIES	425,979	634,132
NON-CURRENT LIABILITIES		
Interest-bearing Liabilities	525,178	175,179
Provisions	30,834	30,834
TOTAL NON-CURRENT LIABILITIES	556,012	206,013
TOTAL LIABILITIES	981,991	840,145
NET ASSETS	76,096,921	76,606,967
EQUITY		
Retained Surplus	32,085,603	32,782,098
Reserves - Cash Backed	7,014,406	6,827,946
Reserves - Asset Revaluation	36,996,923	36,996,923
TOTAL EQUITY	76,096,932	76,606,967

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 MARCH 2016

12. FINANCIAL RATIO

	2015 YTD	2014	2013	2012
Current Ratio	7.350	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 MARCH 2016
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

Health - Variance above budget expectations

Income from Doctors surgery to the Shire not budgeted for - offset with Dr Sasha's expenses

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 below budget expectations.

Timing - small grants received - KABC and Main Roads

Transport - Variance below expectations.

RRG & R2R funding - timing

Other Property & Services - Variance below budget expectations.

Private Works on mines roads moved to Roads Maintenance - making actuals for YTD below expectations

REPORTABLE OPERATING EXPENSE VARIATIONS

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

SES maintenance of equipment less than budget

Health - Variance below budget expectations.

Expenditure for Dr Sasha - offset by income -not budgeted for

Education and Welfare - Variance below budget expectations

Industry training centre expenditure yet to commence.

Child Care Maintenance below budget

Community Amenities - Variance below budget expectations.

Town Planning Expenses below budget expectations

Transport - Variance above 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.

Plant Operation costs under budget expectaions

Private works (mining) reallocated - budget under expectations

REPORTABLE NON-CASH VARIATIONS

REPORTABLE CAPITAL EXPENSE VARIATIONS

Purchase of Land & Buildings - Variance below budget expectations.

Upgrade to Old Council Chambers postponed
Town Hall Kitchen rendering not complete

Purchase of Plant & Equipment - Variance below budget expectations.

Shire vehicles not upgraded as yet - timing

Purchase of Infrastructure Assets Roads - Variance below budget expectations.

Capital Road Works for roads under budget - timing

Purchase Infrastructure Assets - Other- Variance below budget expectations.

Construction of the Transfer Station in progress
Morawa Gateway Project awaiting grants - Not Proceeding with
Morawa Perenjori Trails Project awaiting grants - not proceeding with

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

7.2.3 Community Development Officer
No Reports

7.2.4 Executive Manager Development & Administration

<i>Item No/Subject</i>	7.2.4.2 Common Seal
<i>Date of Meeting:</i>	21 April 2016
<i>Date & Author:</i>	4 April 2016, Samantha Appleton
<i>Responsible Officer:</i>	Executive Manager Development & Administration
<i>Applicant/Proponent:</i>	Executive Manager Development & Administration
<i>File Number:</i>	ADM 0608
<i>Previous minute/s & Reference:</i>	

SUMMARY

Council to support the use of the common seal on an agreement with CS Legal to assist in the handover of assets relating to aged persons accommodation in Morawa.

DECLARATION OF INTEREST

Nil

ATTACHMENTS

Agreement with CS Legal

BACKGROUND INFORMATION

Council is in the process of assuming control of the aged persons units located in Yewers Avenue Morawa. As part of the process of acquiring the units, the following steps are to be taken:

- Set up of an MOU with Morawa Community
- Transfer of all assets held by Morawa Community Care
- Winding up of the incorporation of Morawa Community Care and all associated activities.

OFFICER'S COMMENT

The use of CS Legal will expedite the transfer of assets and assist in the winding up of the group, with minimal work required of Morawa Community Care members.

STATUTORY ENVIRONMENT

ASSOCIATIONS INCORPORATION ACT 1987 - SECT 30

30 . Voluntary winding up

(1) An incorporated association may be wound up voluntarily if the association is solvent and resolves by special resolution that it be wound up voluntarily.

(2) The incorporated association shall cause a copy of a special resolution passed under subsection (1) to be lodged with the Commissioner within 14 days after the passing of the resolution.

(3) Dissolution pursuant to the voluntary winding up of an incorporated association shall take effect —

(a) 7 days after the distribution of the surplus property is completed;
or

(b) if there is no surplus property, 14 days after a copy of the resolution is lodged with the Commissioner.

(4) The regulations may declare the winding up of an incorporated association under this section to be an applied Corporations legislation matter for the purposes of Part 3 of the [Corporations \(Ancillary Provisions\) Act 2001](#) in relation to one or more of Parts 5.4 to 5.8 (winding up) of the [Corporations Act 2001](#) of the Commonwealth, with any modifications that are specified in the declaration.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Minor – Budget provision has been made for costs associated with taking on the aged persons units.

STRATEGIC IMPLICATIONS

Shire of Morawa Strategic Community Plan

1.9 Affordable, diverse and quality accommodation options for both residential and business.

RISK MANAGEMENT

Risk is reduced for both parties through the use of professional services.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council endorse the use of the common seal on the costs agreement and retainer with CS Legal relating to the aged persons units.

COUNCIL RESOLUTION

**1604006 Moved: Cr Stokes
Seconded: Cr Thornton**

That Council endorse the use of the common seal on the costs agreement and retainer with CS Legal relating to the aged persons units.

**CARRIED
7/0**

31 March 2016

Your Ref:
Our Ref: NJ:sr:Morawa
Director: Narinder Jessy
Contact: Stephanie Reeves
Email: sreeves@cslegal.com.au

Shire of Morawa
PO Box 14
Morawa WA 6623

Attention: Samantha Appleton

By Email: em@morawa.wa.gov.au

Dear Samantha,

Costs Agreement & Retainer

We refer to the above matter.

Please find **attached** an offer to enter into a Costs Agreement with you to apply to all work undertaken as outlined in the Costs Agreement and, unless otherwise agreed, in relation to any other matter in which you may instruct us.

If you would like us to proceed, please return a signed copy of the Costs Agreement to us.

If you have any queries, please do not hesitate to contact Stephanie Reeves on (08) 9476 4499.

Yours faithfully,



CS LEGAL

Encl.

Bunbury

10A Ommanney St, Bunbury WA 6230
PO Box 1599, Bunbury WA 6231

T: (08) 9721 2022
F: (08) 9792 5059

Fremantle

Suite 29 (1st Flr) 35 William St,
Fremantle Malls, Fremantle WA 6160
PO Box 1234, Fremantle WA 6959

T: (08) 9335 6686
F: (08) 9336 6827

Joondalup

7/80 Grand Blvd, Joondalup WA 6027
PO Box 741, Joondalup DC WA 6919

T: (08) 9301 4422
F: (08) 9301 1000

Perth

1/234 Pier St, Perth WA 6000
PO Box 8259, Perth BC WA 6849

T: (08) 9476 4499
E: (08) 9325 4174

Cost Agreement

This is an offer by CS Legal of Unit 1, 234 Pier Street, Perth in the State of Western Australia to **the party named in Item 1 of the Schedule** to enter into a cost agreement pursuant to the Legal Profession Act 2008.

If you accept this offer, CS Legal will provide services to you as outlined in the schedule of this offer on the terms and conditions set out in this offer.

This offer may be accepted by:

1. your signature on this offer where indicated;
2. if you are a corporation, the signature of at least one director of the company; and
3. a notice or letter in writing from you stating clearly that you accept the offer and signed by you or a director (if a company); and
4. instructions received from you to carry out work in relation to the matter for which this offer relates.

The terms of this offer are as follows:

1. Scope of work

The services to be provided by CS Legal ("Matter") and the scope of the services are as described in Item 2 of the Schedule to this Agreement ("the Schedule") and any other work or services performed for you on your instructions after entering into this Agreement.

2. Who will do the Work

- 2.1. The solicitor (and other professional personnel) who will have day to day responsibility for your matter, and the director supervising are named in Item 3 of the Schedule.
- 2.2. If for any necessary reason there is a change in the professional personnel handling or supervising your matter we will inform you of the change.

3. Our Charges

- 3.1. Our hourly rates are set out in Item 4 of the Schedule.
- 3.2. Our hourly rates are subject to change. When we revise the hourly rates, you will be notified in writing of the proposed revised hourly rates that will apply and the date from which they will apply. The increase in hourly rates will not exceed 10% per annum.
- 3.3. You may accept the revised hourly rates in writing or by your conduct in continuing to instruct us. If you do not accept the revised hourly rates, we may cease acting for you.
- 3.4. You will also pay out of pocket expenses that we meet on your behalf ('disbursements'). See Item 5 of the Schedule for details of some specific charges. We will obtain your consent before incurring any substantial expenses on your behalf.
- 3.5. You also pay us an amount equal to any goods and services tax which is levied or payable on our fees and disbursements.
- 3.6. Urgent and/or particularly complex instructions may attract a higher rate. We will discuss this with you should the circumstances arise.

4. Accounts

- 4.1. We will normally send you an account at the end of every calendar month, however, we can send you, and you can request, an account at any time.
- 4.2. Our accounts are payable within 10 days of the date stated on the account.
- 4.3. If you have a query regarding an account, please contact the lawyer solicitor handling the matter.
- 4.4. If you have any difficulty paying in accordance with our terms please contact our Accounts Department on (08) 9476 4499 immediately to discuss appropriate arrangements.
- 4.5. If our costs or money on account of our costs (see 4.7 below) are not paid in accordance with this agreement, or as otherwise agreed, we may suspend any further work until payment. If

non-payment continues, or if we cannot get adequate instructions from you, we may cease acting for you (see 9.2 below).

- 4.6. You agree that if any account is unpaid, we may exercise a lien over any money held on your behalf and over all papers, documents and deeds that belong to you.
- 4.7. If any account is unpaid for more than 10 days we may charge interest on the outstanding balance at the rate provided for under the Legal Profession Act being the percentage specified by the Reserve Bank of Australia as the cash target rate plus 2 percentage points as the date of the account.
- 4.8. We may from time to time ask you to deposit money with us on account of anticipated costs. This money will be held in our trust account or invested in a bank account on your behalf if you so instruct us. Failure to pay this money can lead to the same consequences as failure to pay an interim or final account (see 4.6 above), save that we will not charge interest. If applicable, the initial amount of money which we require on account of anticipated costs is set out in Item 9 of the Schedule.
- 4.9. Money invested in trust accounts does not earn interest for you. You agree that we are not responsible for the financial return (whether by way of interest or otherwise) or for any loss resulting from the placing of your money in an investment account.
- 5. Engaging Services on Your Behalf**
- 5.1. From time to time it may be necessary to engage an independent expert or consultant on your behalf in order to properly manage a matter for you (eg. barrister, valuer, accountant). When the need arises we will:
- (a) first confer with you about the need for such an expert and any preferences you may have;
 - (b) obtain a cost estimate from the expert;
 - (c) require you to provide us with sufficient funds, in advance, to cover the anticipated cost; and
 - (d) then engage that expert in writing in accordance with this firm's standard expert terms and conditions.
- 5.2. The names (or categories) of consultants or experts that we currently consider may be need to be engaged are as set out in Item 6 of the Schedule.
- 5.3. You agree that when engaging an independent expert or consultant we are your agent. You also agree that you are responsible for any expenses we incur on your behalf and agree to us charging those expenses to, and recovering them from you.
- 6. Trust Account Authority**
- 6.1. By signing this retainer agreement you also authorise us to make payments as necessary from the trust account maintained by us on your behalf for such things as our costs, disbursements and counsel fees, as well as any other payments authorised by you.
- 6.2. Further, you also authorise us to retain and use any settlement sum or costs that we may recover on your behalf to pay any outstanding costs or disbursements that may be owing to us as well as any outstanding counsel fees or other costs or disbursements incurred on your behalf.
- 7. Audit Reviews**
- You agree that your file may be subject to an external review by a quality practice auditor, tax auditor or trust auditor to ensure that we are adhering to our obligations at law or quality practice procedures, when implemented. Results of these reviews are strictly confidential and will not be released to any third party apart from the auditing entity.
- 8. Retention of Files**
- 8.1. All files and documents that we retain on your behalf will be stored in a secure environment to ensure that confidentiality is maintained at all times, even after file closure.
- 8.2. Your file will be archived and stored for a period of 8 years from the date of file closure.

- 8.3. You agree that the files and documents can be archived and stored electronically.
- 8.4. You agree that at the conclusion of 8 years from the date of file closure, that we can destroy your file.

9. Ending This Agreement

- 9.1. You may bring this agreement to an end at any time by giving written notice to us.
- 9.2. You will remain responsible for all costs which we may properly charge under this Agreement up to the time we receive your written notice.
- 9.3. We may bring this Agreement to an end and stop acting for you if:
- (a) you do not comply with this Agreement;
 - (b) we form the opinion, on reasonable grounds, that mutual confidence and trust do not exist between you and us; or
 - (c) we consider on reasonable grounds that, by continuing to act for you, we may breach professional conduct rules.
- 9.4. If we bring this Agreement to an end you remain responsible for all costs which we may properly charge under this Agreement up to the date we send you written notice that we are ending this Agreement.

10. Variation of Agreement

This Agreement cannot be varied except by writing.

11. Privacy

By accepting our offer of services you also consent to our use of your personal information in the manner set out in our privacy statement, which is available for viewing on our company website at www.cslegal.com.au. In respect of the use of your personal information for providing you with information on our products and services, we will ensure that you are provided with an ability to opt out of receiving such communication from us. If you do not wish to receive such information or communication from us please tick the box below.

I do not wish to receive any communication from CS Legal about products and services.

Costs Disclosure

This costs disclosure is provided pursuant to the *Legal Profession Act 2008*.

1. Basis of Calculating Professional Fees

1.1. Hourly rates

If the fee quoted in this offer provides for an hourly charge rate, we will charge the hourly rate (and proportionately for part of an hour) as set out in Item 4 of the Schedule for all work we carry out on your behalf.

In calculating the time spent doing work, our minimum charge is for 1 unit which represents 6 minutes. This minimum unit is applied irrespective of the actual time spent on an individual task.

1.2. Cost Determination

If a costs determination applies to the services to be provided under this offer it will be named at Item 7 of this Schedule to the costs agreement. A copy of the costs determination can be obtained from www.legalcosts.wa.gov.au.

The costs determination (if one applies) is a determination by the Legal Costs Committee of Western Australia of the maximum amount that can be charged for the provision of legal services of the kind contemplated by this offer by a solicitor where there is no written cost agreement between the solicitor and the client.

You should be aware that there may be other solicitors who are willing to act for you without a written costs agreement and limit their charges to the applicable costs determination.

You should, but are not obliged to, obtain Independent legal and professional advice prior to entering into this costs agreement. The purpose of providing this information is to enable you to assess the fees charged by us against the relevant cost determination.

1.3. Disbursements

We claim re-imburement for charges for disbursements including photocopying, faxing, delivery fees, searching, couriers, postage, telephone, Counsel fees (if you have instructed us to brief Counsel), lodgement fees of Courts/Tribunals and other fees and costs paid on your behalf in order to enable us to perform the work.

Our usual disbursements charges are set out in Item 5 of the Schedule and may vary from time to time.

2. Estimate of Legal Costs

2.1. The estimate of the total legal costs in the Matter is set out in Item 6 of the Schedule. The estimate will be based on the instructions received from you and may be revised in the event that your instructions change or the scope and nature of the work changes.

2.2. Where it is not reasonably practicable to give an estimate, a range of estimates will be set out in Item 6 together with a explanation of the major variables affecting the calculation of the cost estimates.

3. Billing Intervals

3.1. Unless a fixed fee is quoted, an account will be rendered at the end of every calendar month.

3.2. If a fixed fee is quoted, an account will be rendered on completion of the work. If the scope, nature, complexity or duration of the work changes and an hourly charge is imposed pursuant to the terms of the offer, an account may be rendered at the end of every calendar

4. Interest Rate

The rate of interest rate is the benchmark rate that provided for under the Legal Profession Act being the percentage specified by the Reserve Bank of Australia as the cash target rate plus 2 percentage points as at the date of the account Unless a fixed fee is quoted, an account will be rendered at the end of every calendar month.

5. Litigation

5.1. Legal Costs If You Are Successful

A court may order, at the end of the litigation, that the unsuccessful party pay the successful party's costs. If you are successful in the Matter, the court may order the other party to the litigation pay some of your costs. These costs are known as party and party costs and are calculated by applying the court scale applying to your Matter.

If the court orders that the other party pay some of your legal costs our estimate of the legal costs you will recover is set out in Item 8 of the Schedule.

If the court does order costs in your favour you must be aware that this order gives you the right to recover some of your costs from the other party. It does not affect your responsibility to pay our legal costs.

The costs you recover may not cover the whole of our legal costs. If you cannot recover the costs from the other party (for example, if a party goes into liquidation or is bankrupted) then you will still be responsible for our legal costs.

5.2. Legal Costs If You Are Unsuccessful

If you are unsuccessful in your Matter the court will most likely order that you pay some of the other party's legal costs. Our range of estimate of the amount is set out in Item 8 of the Schedule.

In addition to the payment of the successful party's costs as estimated above, you will also be responsible for our legal costs.

6. Contact Person

If you wish to discuss legal costs please contact one of our directors, Richard Wensley and Narinder Jessy.

7. Jurisdiction

The law of Western Australia applies this cost agreement and both parties agree to submit to the jurisdiction of the courts of Western Australia.

8. Legal Cost – Your Right to Know

8.1. You have the right to –

- (a) negotiate a costs agreement with us;
- (b) receive a bill of costs from us;
- (c) request an itemised bill of costs after you receive a lump sum bill from us;
- (d) request written reports about the progress of your matter and the costs incurred in your matter (at no cost to you);
- (e) apply for costs to be assessed within 12 months if you are unhappy with our costs
- (f) apply for the costs agreement to be set aside;
- (g) accept or reject any offer we make for an interstate costs law to apply to your matter;
- (h) notify us that you require an interstate costs law to apply to your matter.

8.2. For more information about your rights, please read the fact sheet titled Legal Costs – your right to know. You can ask us for a copy, or obtain it from the Legal Practice Board (or download it from the website of the Legal Practice Board or the Law Society of Western Australia).

8.3. In addition to the above, we will notify you of any substantial change to anything included in this disclosure.

SCHEDULE

ITEM 1 Client

Name: Shire of Morawa
Address: PO Box 14, Morawa WA 6623

ITEM 2 Scope and Services

Matter: (a) To prepare and draft a Memorandum of Understanding between the Shire of Morawa and the Morawa Community Centre Inc. ("MCCI") on the transfer of the operations of the assets of the MCCI to the Shire of Morawa ("Document").

(b) To advise the Shire of Morawa on the de-registration of the MCCI.

Scope: The scope of the work to be done and the services to be provided to you are as follows:

- (a) Take client instructions.
- (b) Prepare Document.
- (c) Draft a letter of advice to the Shire of Morawa.

ITEM 3 Persons Involved in your Matter

The following people will work on your matter:

Name	Position
Narinder Jessy	Director
Stephanie Reeves / Elma Green	Paralegal

ITEM 4 Charges

Our legal costs will be charged by reference to our hourly rates as set out below:

Qualification	Hourly Rate (range excluding GST)
Director	\$500.00 per hour
Associate / Senior Associate	\$320.00 per hour
Solicitor	\$250.00 per hour
Paralegal	\$150.00 per hour
Secretary	\$80.00 per hour
Junior Clerk	\$70.00 per hour

ITEM 5 Disbursements

Disbursement Type	Cost
Photocopying	\$0.30 per page
Printing BW	\$0.30 per page
Printing Colour	\$1.00 per page
Postage	Charged at the standard rate
Couriers	Charged at the standard rate
Local Calls to Landlines	\$0.50 per call

Local Calls to Mobile	\$1.50 per minute
National Calls	\$0.50 per minute
Long distance telephone calls	Charged at the standard rate
Facsimile transmissions	\$3.00 per page
Company Searches	\$14.30 per search
Title Searches	\$24.60 per search

ITEM 6 Costs Estimate

Estimate up to and including preparation of the Document (excluding negotiations and subsequent amendments to the Document as a result of any change in instructions/negotiations)

\$2,000.00 - \$2,550.00 plus GST & Disbursements

The above is only an estimate of costs and not a quote. The estimate may vary depending on variables such as:

- (a) the extent of the documentary material that we are asked to review and consider;
- (b) the extent of negotiations between parties;
- (c) the complexity of the legal issues to be considered;
- (d) the complexity of the facts to be considered;
- (e) the clarity and completeness of any instructions, details or materials provided;
- (f) whether or not any instructions, details, materials or facts are changed, altered or the subject of clarification, correction or adjustment, and whether provided in a timely manner.

ITEM 7 Basis for Costs Estimate

Nature of Work	Estimated Time Required	Estimated Value (ex. GST)
Take client instructions	1 hour (EG/SR)	\$150.00
Prepare Document	2 hours – 3 hours (EG/SR) 1.5 hour (NJ)	\$300.00 - \$450.00 \$750.00 - \$750.00
Draft letter of advice to client	2 – 3 hours (EG/SR) 1.5 hour (NJ)	\$300.00 - \$450.00 \$500.00 - \$750.00
Further amendments or revision(s) as a result of a change of instructions and/or negotiations	Hourly Rates	Hourly Rates

ITEM 8 Estimated Recovery Costs If Successful and Costs If Not Successful

Not Applicable

ITEM 9 Applicable Costs Determination

Legal Profession (Solicitors Costs) Determination 2015

A copy of the applicable Costs Determination can be found at www.legalcosts.wa.gov.au or a copy can be provided to you upon request.

ITEM 10 Moneys on Account

Not Applicable

ACCEPTANCE

We acknowledge having received a copy of the Costs Agreement and Costs Disclosure from CS Legal and confirm that I have read, understood the terms and conditions of the offer.

We hereby accept the offer by CS Legal for the provision of services as set out in the Costs Agreement on the terms and conditions set out in the costs agreement.

Local Government Entity

The Common Seal of Shire of Morawa was affixed in the presence of:

x _____
President's Signature

x *John Edward ROBERTS* _____
Chief Executive Officer's Signature

President's Full Name

Karen Jeanette Chappel _____
Chief Executive Officer's Full Name

Cr Thornton declared a proximity interest in item 7.2.4.3 due to his business operating school buses on the same route as that proposed in the RAV application. Cr Thornton did not participate in the discussion or vote on the resolution.

<i>Item No/Subject</i>	7.2.4.3 RAV Permit – QUBE Logistics
<i>Date of Meeting:</i>	21 April 2016
<i>Date & Author:</i>	13 April 2016, Samantha Appleton
<i>Responsible Officer:</i>	Executive Manager Development and Administration
<i>Applicant/Proponent:</i>	Mr Anthony Hughes on behalf of QUBE Logistics
<i>File Number:</i>	ADM0284
<i>Previous minute/s & Reference:</i>	

SUMMARY

Mr Anthony Hughes has approached the Shire of Morawa to seek approval to operate RAV 7 network vehicles on Shire of Morawa Roads.

DECLARATION OF INTEREST

Nil

ATTACHMENTS

Email from Mr Hughes.

BACKGROUND INFORMATION

An application from Mr Hughes was received on 13 April 2016.

The proposal is for QUBE Logistics to operate a number of heavy vehicles on the Morawa Yalgoo road to the boundary with the Shire of Yalgoo. It is estimated that there will be one vehicle movement a day. The trucks will be carting goods between Deflector Goldmine and Perth.

The trucks operating will be Prime movers, towing a semitrailer and B double between 27.5 and 36.5 metres in length, and B double towing a dog trailer between 27.5 and 36.5 metres in length. The organisation has also requested to operate a network 9 combination as a network 7 combination with regard to length, weight and height (no greater than 36.5 metres long).

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.

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

OFFICER'S COMMENT

The application for the network 7 combinations is relatively straightforward and meets the criteria set for Morawa Yalgoo Road. This application is addressed in the resolution to Council.

The proposal to operate a network 9 vehicle as a network 7 vehicle requires further investigation and the validity of this request is being clarified with Main Roads at the time of writing and may be submitted to Council at another time following advice from Main Roads Advice.

Main Roads Western Australia conditions are as follows for Morawa Yalgoo Road:

- A current written approval from Local Government, permitting use of the road must be carried and produced on demand;
- No operation on unsealed road segment when visibly wet;
- Speed conditions – 10km below posted speed limit.

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 Yalgoo 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 is within the restrictions permitted by Main Roads WA for this road.

VOTING REQUIREMENTS

Simple majority required

OFFICER'S RECOMMENDATION

That Council approve:-

1. A Restricted Access Vehicle (RAV) 7 networks class 2/3 to QUBE Logistics to operate combinations up to 36.5 metres to operate in the Shire of Morawa on local roads listed below:
Morawa Yalgoo Road from Wubin Mullewa 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, however may be withdrawn by the Shire of Morawa at any time.

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

COUNCIL RESOLUTION

**1604007 Moved: Cr Stokes
Seconded: Cr Thornton**

That the meeting move into camera.

**CARRIED
7/0**

The meeting went into camera at 6.10pm.

COUNCIL RESOLUTION

**1604008 Moved: Cr Stokes
Seconded: Cr Thornton**

That standing orders be suspended.

**CARRIED
7/0**

Standing orders were suspended at 6.11pm.

Cr Thornton left the chamber at 6.12pm.

COUNCIL RESOLUTION

**1604009 Moved: Cr Agar
Seconded: Cr Collins**

That Council approve:-

- 1. A Restricted Access Vehicle (RAV) 7 networks class 2/3 to QUBE Logistics to operate combinations up to 36.5 metres to operate in the Shire of Morawa on local roads listed below:
Morawa Yalgoo Road from Wubin Mullewa 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 is to be for a period of one year, from 1 June 2016 to 31 May 2017, with Shire of Morawa staff reviewing operations six monthly. The applicant is to reapply for new approvals prior to the expiry of this permit should it wish to continue operations.

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

**CARRIED
4/2**

Resolution was amended to issue permit for one year with review periods to enable the Shire to assess impacts of vehicles on the road and other users and to be able to take appropriate action where required.

COUNCIL RESOLUTION

**1604010 Moved: Cr Stokes
Seconded: Cr Thornton**

That standing orders be resumed.

**CARRIED
6/0**

Standing orders were resumed at 6.21pm.

COUNCIL RESOLUTION

**1604011 Moved: Cr Stokes
Seconded: Cr Coaker**

That the meeting move out of camera.

**CARRIED
6/0**

The meeting moved out of camera at 6.27pm.

Cr Thornton returned to the chamber at 6.28pm.

Samantha Appleton

From: Anthony Hughes <Anthony.Hughes@qube.com.au>
Sent: Wednesday, 13 April 2016 4:30 PM
To: Samantha Appleton
Subject: RE: RAV permit

Hi Samantha,

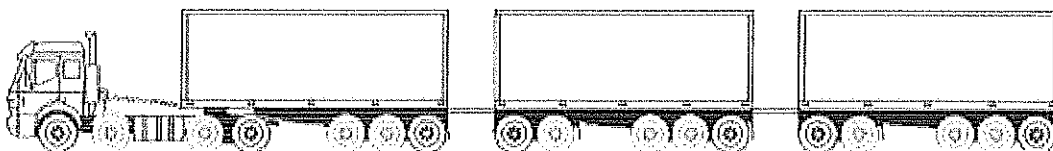
the scope for Qube is as follows...

- RAV 7 network truck to operate to Deflector mine site Mon-Fri 1 x empty and 1 x loaded leg
- Currently the expectation is 1 x truck per day, however would like this to be open or a reasonable amount of movements in case client requires more than 1 truck service per day
- Truck will Depart Ex Perth – arrive into Morawa from the Mullewa – Wubin Road direction heading Northbound as an empty loaded truck
- Cartage of up to 5 shipping containers up to the mine site and approx. 3 shipping containers on the loaded leg
- Distance of travel is 37.9km along Morawa – Yalgoo Rd then continues on in the Yalgoo shire for approx. 35km to arrive at the Deflector mine site.
- Qube have contact Yalgoo Shire and are also in the process of lodging for Local council approvals to operate on the road.
- This distance was taken the rail crossing from Munckton Rd – Yalgoo Shire boundary limits

The initial axle configuration will be either of the 2 x RAV7 setups, (A&B) and Qube are currently working through to setup the Short triple as per the image below. And operate under the 36.5mtr rules.

Weight when loaded will be expected up to GCM of 90ton. And up to an estimated maximum of 103ton However all assets used will be in line with required ratings and RAV7 rules

	(A) PRIME MOVER, TOWING SEMI TRAILER AND B DOUBLE	(A) >27.5, ≤36.5	107.5	6	Network 7 (Road Name Order)
	(B) B-DOUBLE TOWING A DOG TRAILER	(B) >27.5, ≤36.5	107.5	6	Network 7 (LCA Order)



Proposed fleet – Qube would seek approval to list all of the below vehicles as to allow for ability to cycle trucks for R&M.

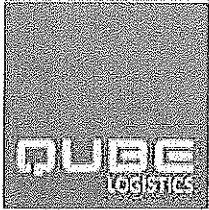
Fleet #	Rego #	VIN	Year	Vehicle Description	Vehicle Ty
P599	1EZQ034	WDB9342412L449462	2010	MERCEDES BENZ - ACTROS 2660 LS	6x4 Prime Mover
TK31	9IP659	6F5000000TA416028	1996	KENWORTH - T900 Caterpillar C15	6x4 Prime Mover
TK32	9IP849	6F5000000TA416029	1996	KENWORTH - T900 Caterpillar C15	6x4 Prime Mover
TK33	1BTO564	YV5ADBD42D122896	2002	VOLVO - FH12 460	6x4 Prime Mover
TK48	1CNK126	5KKJAEAV97PY42845	2007	WESTERN STAR - 4964 FXC Caterpillar C15	6x4 Prime Mover
P750	1DPY750	HP215	2008	VOLVO FH16 580 6x4 Prime Mover	6x4 Prime Mover
P088	1DTO088	HP144	2008	VOLVO FH16 580 6x4 Prime Mover	6x4 Prime Mover
	1CZD574	HP143	2008	VOLVO FH16 580 6X4 Prime Mover	6x4 Prime Mover
	1DUK338	HP241	2011	VOLVO FH13 540 6X4 Prime Mover	6x4 Prime Mover
	1DUK339	HP238	2011	VOLVO FH13 540 6X4 Prime Mover	6x4 Prime Mover
TK10	1DZY639	YV5AG40D5CD135359	2012	VOLVO - FM13 540	6x4 Prime Mover
TK11	1DZD770	YV5JG30G0CD134799	2012	VOLVO - FM13 500 with Epsilon Pole Grab Crane	8x4 Prime Mover
TK12	1EAH465	YV5AG40D1CD135343	2012	VOLVO - FM13 540	6x4 Prime Mover
TK17	1EBB772	5KKJAEAV49PAD2217	2008	WESTERN STAR - 4964 FXC Caterpillar C15 ACERT	6x4 Prime Mover
TK19	1EBB365	5KKJAEAV19PAF3784	2008	WESTERN STAR - 4964 FXC Caterpillar C15 ACERT	6x4 Prime Mover
TK20	1DQW274	YV5AG40D7BD133529	2011	VOLVO - FM13 520	6x4 Prime Mover
TK37	1CKC132	YV5ASW0D66D128631	2006	VOLVO - FH12 480 Globetrotter	6x4 Prime Mover
TK38	1CKB929	YV5ASW0D06D128415	2006	VOLVO - FH12 480 Globetrotter	6x4 Prime Mover
TK51	1DGR026	YV5AS50G29D132023	2009	VOLVO - FH13 520 Globetrotter with EFFER 370-4S Crane	8x4 Prime Mover

I hope this covers off what you require for submission. Anything else that I need to supply please let me know.

Thanks for your help.

Anthony Hughes | Manager Equipment & Compliance
0400 219 475

QUBE Logistics | Western Australia



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Anthony.Hughes@qube.com.au
1 Rous Head Road, North Fremantle, Western Australia, 6159
www.qube.com.au

From: Samantha Appleton [mailto:em@morawa.wa.gov.au]
Sent: Wednesday, 13 April 2016 2:03 PM
To: Anthony Hughes
Subject: RAV permit

Hi Anthony

I believe you enquired this morning about getting a RAV permit for some roads in the Shire of Morawa. In order for a permit to be approved I will need to make a submission to our council meeting next week. If you can provide me the following information sometime today, I will get the permit to next week's meeting.

Vehicles being operated, Rego number, length, axis configuration and weight loaded.

Roads being used –eg: smith road between x road and y road. Distance travelled on that road.

What is being carried.

Period that the permit is required for.

Regards

*Samantha Appleton
Executive Manager Development & Administration
Shire of Morawa*

*Work: (08) 9971 1204
Email : em@morawa.wa.gov.au*

*2010 Local Government Best Practice Award Winner
2011 National Category Winner Regional Collaborations*



7.2.6 Chief Executive Officer - Other

<i>Item No/Subject:</i>	7.2.5.1 Strategic Plan Update and Progress Report
<i>Date of Meeting:</i>	21 April 2016
<i>Date & Author:</i>	13 April 2016 John Roberts
<i>Responsible Officer:</i>	Chief Executive Officer
<i>Applicant/Proponent:</i>	Chief Executive Officer John Roberts
<i>File Number:</i>	Various
<i>Previous minute/s & Reference:</i>	17 March 2016 (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 March 2016 *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

Shire of Morawa: Minutes of the Ordinary Meeting of Council held 21 April 2016

2012. A desktop review was undertaken on 12 September 2014 and adopted by Council on 18 September 2014. The four year review of the Strategic Community Plan has commenced with an Elected Member workshop held on the 10 March 2016.

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 in May 2016. A budget allocation has been included in the 2015/16 budget.

Status

No change - The Long Term Financial Plan (LTFP) requires updating. Moore Stephens (formerly UHY Haines Norton) have provided a quote which has been included in the 2015/16 Budget. The LTFP will be updated in May 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. This is due for completion by the end of April 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. The four year review of the Strategic Community Plan has commenced with an Elected Member workshop held on the 10 March 2016. A draft of the updated strategic directions has been compiled and distributed to Elected Members for comment. A community survey will be circulated in early May followed by a community consultation presentation.

Corporate Business Plan

The Corporate Business Plan Report is provided to Council each month. Accordingly, a summary report and full copy of the Corporate Business Plan report for March 2016 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:

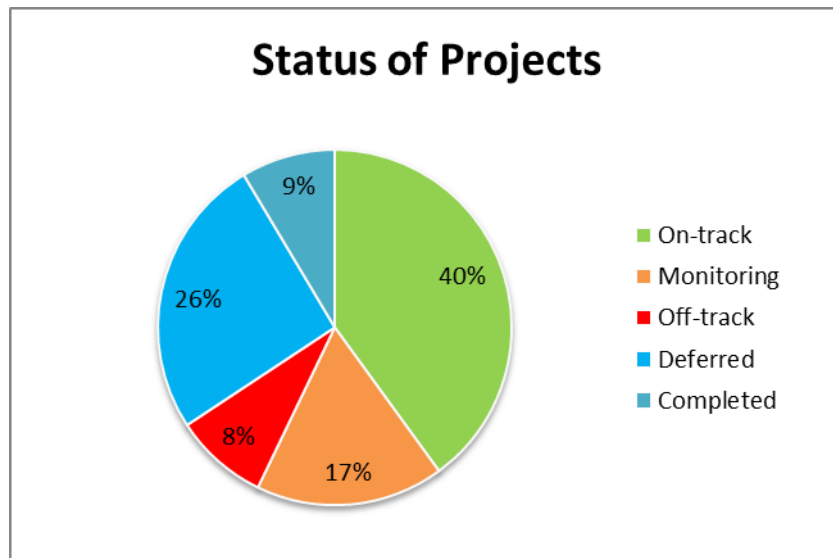


Chart 1: Breakdown on Status of Projects for 2015/16

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 56.81%.	
On-track	There are 14 (40%) projects on track (3, 5, 7, 8, 12, 13, 14, 21, 29, 31, 32, 33, 34, & 35).	
Monitoring	6 (17%) projects are at the monitoring level (4, 10, 18, 19, 20 and 27)	
Off-track		

	In total there are 3 (8%) projects off track (9, 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 (9%) 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:

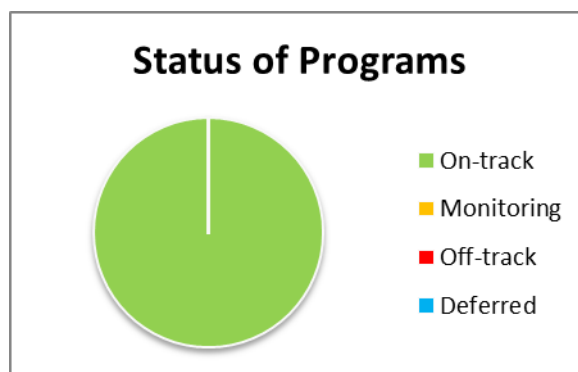


Chart 2: Breakdown on Status of Programs for 2015/16

Chart 2 indicates that four program areas on track i.e. the Roads (77%); Ongoing Health Care Provision (86%); Governance (58%); and Sports Facilities and Programs (76%). The programs on track are subject to key operational or day to day activities and are impacted by seasonal issues. The latter programs generally take time for the costs to come through.

COMMUNITY CONSULTATION

As per the Strategic Plan Update and Progress Report

COUNCILLOR CONSULTATION

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

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Not Applicable

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

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

RISK MANAGEMENT

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

Accepts the Shire of Morawa Strategic Plan Update and Progress Report for March 2016, as tabled.

COUNCIL RESOLUTION

**1604012 Moved: Cr Stokes
Seconded: Cr Agar**

That Council:

Accepts the Shire of Morawa Strategic Plan Update and Progress Report for March 2016, as tabled.

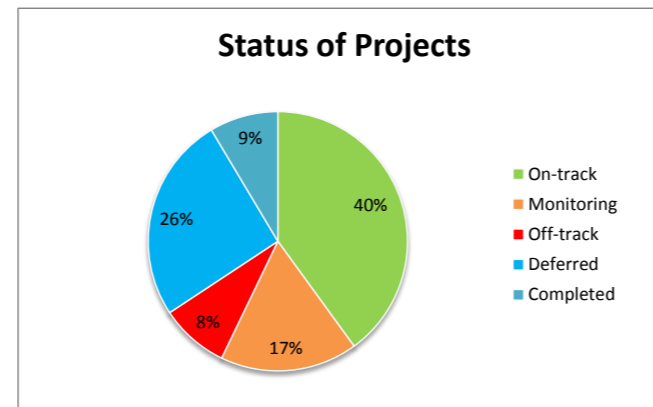
**CARRIED
7/0**

SUMMARY OF CORPORATE BUSINESS PLAN STATUS 2015/2016

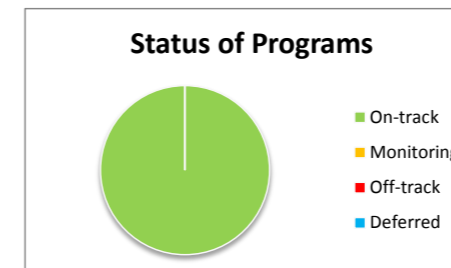
No.	Project	Who	Start	Cost	Cost Remaining	% Completed	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Greater Sports Ground Development	PO				100												
2	Sports Club Development Officer	CEO				100												
3	Recreational Facility Development	PO				95												
4	Morawa Community Care	EMDA				95												
5	Refurbish Old Chambers	CEO				85												
6	Childcare Centre Development	CEO				0												
7	Community Group Support	CDO				39												
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				90												
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				100												
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				93												
32	Old Morawa Hospital	CEO				80												
33	Leadership and Mentoring Young People	CDO				60												
34	Leadership and Advocacy Role	CEO				83												
35	Invest in Council's Capacity	CEO				83												
	Total					64.65												

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				76											
2	Ongoing Healthcare Provision	CEO				86											
3	Roads	PWS				77											
4	Governance	EMDA				58											
	Total					74.25											

Status	Projects
On-track	14
Monitoring	6
Off-track	3
Deferred	9
Completed	3



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





Shire of Morawa Corporate Business Plan Report

March 2016

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 Project management 0.0 FTE 2014/15 Percentage Completed: 100% 	High	3.5.2	CEO	0	2,800,000	0	0	Department of Sport and Recreation	<ul style="list-style-type: none"> A contractor is being engaged in April to complete the path adjacent to the playground.. Hot water in female showers a problem. An amount of \$44k has been included in the 15/16 budget to resolve the problem. Water corporation are being engaged to complete the work in May 2016 <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 Project management 0 FTE Percentage Completed: 100% 	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 	Medium	3.5.3	CEO	0	800,000	400,000	0	Department of Sport and Recreation	<p>Swimming Pool (Works 2015/16 - \$566,605)</p> <ul style="list-style-type: none"> Steps:

<p>Upgrade 3.2 Construction of the Skate Park</p> <p>Project management 0.1 FTE</p> <p>Percentage Completed: 70% 3.1: 90% 3.2 100%</p>					300,000		0		<ul style="list-style-type: none"> o Tender has been awarded to Safeway Building & Renovations o The new shed has been erected. The filtration equipment has been installed. 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. o Prior to calling tenders specialist engineers have been engaged to assess if concrete cancer is present. A report for this is due on 15 April 2016. o The pool has been surveyed so that design plans can be prepared for the tiling tender specifications. <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: 76%</p>	Ongoing			775,000	790,000	805,000	821,000		<p>Recurrent Cost post 2017: \$905,233 Staff Required: 3 FTE 2015/16 Budget \$911,316 Cost YTD: \$694,166</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>									

Project	Priority	SCP Link	Who	12/13 \$	13/14 \$	14/15 \$	15/16 \$	Stakeholders	Progress (Including Performance Indicators)
Program Area Operating Cost: <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 Percentage Completed: 86%	Ongoing	3.1.1, 3.1.2, 3.1.3, 3.1.4		251,884	256,900	262,000	267,000		Note: <ul style="list-style-type: none"> Budget 2015/16: \$226,948 Expenditure for 2015/16: \$196,119; Recurrent Cost post 2017: \$272,000 Staff Required: 0.02 FTE Cost YTD: \$82,644.66

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 Project management 0.6 FTE Percentage Completed: 95% 4 Units: 100% Management: 90%	High	1.9.1	CEO	528,800	420,718	40,000	40,000	Morawa Community Care	Construction 2013: <ul style="list-style-type: none"> Construction of the 4 units completed Cost post 2013/14 are recurrent costs. Will need revaluation Management: <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 presented to the 18 December 2015 OCM. The Management Order has been received. Shire staff are now working to complete the final agreements with a view to

									<p>concluding the transfer of the JV and MCC units by 30 June 2016.</p> <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 This work has now been placed on-hold as the funds may be needed to fund the unexpected swimming pool works. Future use of the old Shire office was discussed at the SCP workshop held on 10 March 2016. It was agreed the future use was to be tourism and cultural purposes. It is proposed to request the reallocation of the Solar Thermal Feasibility Study funds to this project. <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</p>

									industry
<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 Percentage Completed: 39%</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"> Number of people employed Respite care available to parents Respite visits number per annum <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: \$2,347 Depreciation: \$5,836 Recurrent costs post 2016 are \$35,000 per annum <hr/> <p>Community events enhance liveability of community</p> <ul style="list-style-type: none"> Reports to Council community groups <p>Community feedback on events</p> <ul style="list-style-type: none"> Annual community survey
<ul style="list-style-type: none"> Community Engagement and Communication <p>Project management 0.05 FTE</p> <p>Percentage Completed: 25%</p>	Medium	4.1.1, 4.1.2	CEO	1,020	1,020	1,020	1,020		<p>Costs 2014/15</p> <ul style="list-style-type: none"> Met through Public Relations Budget (\$21,000) Recurrent costs post 2016 are \$1,020 per annum Communication strategy and media consultant (Left of Centre LOC) have been included in the 15/16 budget at \$11,000. LOC have set up a Facebook page and are preparing content for media and Shire Snippets. <hr/> <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>	Medium	1.7.2	CEO	0	0	260,000	0	<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

Percentage Completed: 20%									<p>Town Heritage Walk Trails 2014/15</p> <ul style="list-style-type: none"> \$65,000 Lotterywest application unsuccessful (7 March 2014) \$65,000 Shire contribution not budgeted <p>Bush Trails 2014/15?</p> <ul style="list-style-type: none"> \$65,000 application "parked" with Lotterywest subject to Council contribution ; \$65,000 Shire contribution required Recurrent cost post 2016: \$5,000 PA <p>2015/16</p> <ul style="list-style-type: none"> Wildflower Drive trail \$138,915 Town Heritage Walk \$128,970 Bush Trail \$198,690 Total \$467,000 has been included in the budget but only \$65,000 is funded. This is to be amended in the 15/16 mid year review. Funding is to sought from Lotterywest, DRD are funding \$40,000 (from town centre revitalisation project) and it hoped this will be matched by Sinosteel. <p>Increased level of community activity and activation trails</p> <ul style="list-style-type: none"> Annual community survey
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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

									<p>President and CEO's - Agreed this is a key project.</p> <ul style="list-style-type: none"> 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 size of transfer bins and collection methods. CEO has visited potential sites during February. Quotes have been obtained for the waste bins and shed for the transfer station and orders have been placed with delivery scheduled for May 2016. <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. <p>Future water needs secured</p>

<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"> Water storage constructed 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 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: 90%</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 April 2016. Funding from Reserve. <p>Recurrent costs post 2016: Unknown</p> <hr/> <p>Overflow managed in winter</p> <ul style="list-style-type: none"> Nil events <p>Improved use of waste water for irrigation</p> <ul style="list-style-type: none"> Reduced potable water usage
<ul style="list-style-type: none"> Sustainability Program: Identify policies to manage carbon sequestration Implement the Climate Change and Adaption Plan Continue to manage feral flora and fauna Rehabilitate, protect and conserve Shire controlled land Support and promote environmental management practices <p>Project management 0.1 FTE</p>	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 was included in the 2015/16 budget but will be removed in the mid-year review; 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

Percentage Completed: 0%

key facilities

Sustainability initiatives achieved

- Set of nominated activities achieved

Objective: A diverse, resilient and innovative economy

Program Area: Economic Services

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

Project	Priority	SCP Link	Who	12/13 \$	13/14 \$	14/15 \$	15/16 \$	Stakeholders	Progress (Including Performance Indicators)
<ul style="list-style-type: none"> • Develop Industry Training Centre <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"> o 2013/14 set at \$433,908; o Funded through Mid West Investment Plan; o Business case reviewed and submitted to MWRC Board 28 November 2013. Further changes completed: <ul style="list-style-type: none"> ▪ Improve in-kind contribution re project management; ▪ Develop job description form for training coordinator. • 13 December 2013 the MWDC Board approved funding for this project; • Final estimate received Business Case reviewed and submitted to MWDC. The business case needs to be re-drafted following discussions with the MWDC. • Design and specifications have been prepared by EPS. • CEO has received updated letters of support from Doray, Karara and Marrak. • The project was shelved on the advice of MWDC, however following discussions between the CEO and SP the business is being updated by LOC. • It was agreed at the SCP workshop held on 10 March 2016 that further submissions for grant funding will not be made at present. • Recurrent cost post 2016: \$80,000 <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

									Specialist training provided through facility <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/> Sustainable increase in population <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/> New business established <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 	2011/12 <ul style="list-style-type: none"> PRACYS developed Growth & Implementation Plan 2012/13 <ul style="list-style-type: none"> PRACYS commenced North Midlands Economic Development Strategy (\$85,800 inc GST); Prospectus reviewed January 2013 2013/14 <ul style="list-style-type: none"> PRACYS developing North Midlands Economic Development Strategy: <ul style="list-style-type: none"> Framework finalised December 2013 Working Group established Feb 2014 (CEOs meeting 13 April 2014 for briefing); Investment plan required (attraction process defined)? Funding of \$100,000 pa from CLGF/Mid West Investment Plan not requested?; Project requires revaluation 2014 <ul style="list-style-type: none"> Regional Resource Coordinator employed and prospectus issued? 2015 <p>No further progress</p> <hr/> Service gaps filled

									<ul style="list-style-type: none"> Reported by community Increased business activity Applications recorded Reported by CCI
<ul style="list-style-type: none"> Local Tourism Industry Development <p>Support Visitor Information Centre 0.02 FTE</p> <p>Project management 0.02 FTE</p> <p>Percentage Completed: 0%</p>	Medium	1.2.7, 1.2.10, 1.2.11	CEO	0	50,000	0	0	<ul style="list-style-type: none"> Wildflower Way Committee, Local Tourism Group 	<p>2015/16</p> <ul style="list-style-type: none"> CEO & CDO are attending Wildflower Country Committee meetings \$40,000 allocated for the Caravan park Caretaker accommodation to be cfwd from 14/15 to 15/16. A temporary caretaker was appointed for the period July to September. This was a huge success and has lifted the caravan site profile. It is intended to employ similarly again in 2016. <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> <p>Asset management: 0.2 FTE - ongoing</p> <p>Percentage Completed: 50%</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 Solar Thermal funds and \$1m Blackspot funds. These are now complete and were endorsed by Council at the December 2014 OCM. <p>•</p> <p>•</p> <p>2014/15</p> <ul style="list-style-type: none"> 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

									<p>been approved.</p> <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 subject to a commitment by Doray to use the airstrip. The CEO is to discuss the project again with the MWDC on 14 March 2016, following the receipt of 2 letters received from DRD regarding the reallocation of the Solar Thermal Funding. Discussions with DRD and MWDC indicate this project will not be supported. <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: 100%</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: \$432,845,731</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> <p>Percentage Completed: 77%</p>	Ongoing		Works Manager	2,059,403	2,100,000	2,142,000	2,185,000		<p>2015/16 (\$1,649,388) Staff Required: 11 FTE Cost YTD: \$1,270,477</p> <p>Recurrent Cost post 2017: \$2.23M</p>

Program Area: Housing									
Goal: Provide housing for all needs (staff, aged, tourism) to facilitate growth and development									
Project	Priority	SCP Link	Who	12/13 \$	13/14 \$	14/15 \$	15/16 \$	Stakeholders	Progress (Including Performance Indicators)
<ul style="list-style-type: none"> Key Worker Housing 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	2014/15 <ul style="list-style-type: none"> \$139,316 has been allocated for maintenance Recurrent cost post 2016: \$14,000 <hr/> Houses constructed <ul style="list-style-type: none"> Houses in place Staff satisfaction with housing <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		Project deferred until development of next corporate business plan: <ul style="list-style-type: none"> 4 dwellings constructed; Budget \$500,000 from Shire funds <hr/> Additional people stay in town <ul style="list-style-type: none"> Accommodation statistics Additional expenditure <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	Project deferred until development of next corporate business plan: <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: 100% 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. <p>Civic Square constructed</p> <ul style="list-style-type: none"> Project opened 30 April 2015. A commemorative plaque has been

									installed under the clock tower.
<ul style="list-style-type: none"> Wireless and Mobile Blackspot Coverage <p>Project involves Shires of Morawa, Mingenew, Perenjori and Three Springs and MWDC</p> <p>Project management: 0.1</p> <p>Percentage Completed: 50%</p>	High	1.3.2, 1.3.4	Project Officer	0	375,000	0	0	CLGF	<p>Shire of Morawa coordinating update to project business case. Funding required is as follows:</p> <ul style="list-style-type: none"> o Merkanooka (\$680,000) <ul style="list-style-type: none"> ▪ CLGF – R: \$ 83,333 ▪ MWIP: \$534,167 ▪ Shire Funds: \$ 62,500 o 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> <hr/> <p>Meets community standards</p> <ul style="list-style-type: none"> • Monitoring data speed <p>Increase coverage and reliability</p> <ul style="list-style-type: none"> • Telstra

<ul style="list-style-type: none"> Power Line Upgrade Project management: 0.1 Percentage Completed: N/A 	Medium	1.4.2	MWDC	0	0	0	0	Wester Power	<p>Project deferred until development of next corporate business plan:</p> <ul style="list-style-type: none"> o Must be externally funded; o Budget \$7M
<ul style="list-style-type: none"> Land Development – Residential and Industrial Project management: Landcorp? Percentage Completed: 100% <ul style="list-style-type: none"> • Residential: 100% • Industrial: 50% 	High	1.1.2	CEO	800,000 Landcorp	900,000 Landcorp			Landcorp	<p>Costs for 2012/13, 13/14 met by Landcorp:</p> <ul style="list-style-type: none"> • 38 residential lots • 50 industrial lots <p>2014/15 Residential Sub-division</p> <ul style="list-style-type: none"> • First stage of residential sub-division completed – 8 blocks. Non yet sold. <p>2015/16 Industrial Sub-division</p> <ul style="list-style-type: none"> • First stage of industrial sub-division – 6 blocks. Clearing re Club Road completed 8 March 2014. Part of the surplus from the Town Centre projects is being used to fund the sealing of Club Road. • An amount of \$174,000 has been included in the 15/16 draft budget to relocate Club Road • The realignment and sealing of Club road has been completed. Kerbing has occurred. Brookfield and Landcorp have been advised. <hr/> <p>Lots successfully developed</p> <ul style="list-style-type: none"> • Sale of lots
<ul style="list-style-type: none"> Gateway Project Plans Project management: 0.1 Percentage Completed: 10% 	High	1.2.3, 1.6.1	CEO	0	250,000	0	0	Sinosteel	<ul style="list-style-type: none"> • Designs received previously. Matters to be determined: level of funding, Munckton Road, the design (tower) • Funding sources : <ul style="list-style-type: none"> 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

									<p>SMC on 17 July 2014 to discuss. SMC contribution to the gateway project. SMC agreed the contribution was not tied.</p> <ul style="list-style-type: none"> 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: 93%</p> <ul style="list-style-type: none"> • Omnibus: 100% • Urban Design: 90% • LP Strategy: 90% 	Medium	1.5.1	Planning Officer CEO	0	350,000	300,000	0	WAPC, EPA	<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 <p>Urban design guidelines</p> <ul style="list-style-type: none"> • Endorsement by Shire of Morawa as policy
<ul style="list-style-type: none"> • Old Morawa Hospital <p>Project management: 0.05</p> <p>Percentage Completed: 80%</p>	Medium	1.9.4	CEO	0	50,000	0	0	MWDC, R4R	<p>2013/14</p> <ul style="list-style-type: none"> • \$50,000 not budgeted; • Technical report received 16/11/13. Cost of report: \$3,900 funded from Consultancy Services Admin;

									<ul style="list-style-type: none"> • 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
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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: 60%</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 \$169,271 <hr/> <p>Young people move into leadership role</p> <ul style="list-style-type: none"> • Number in community organisations and Council
<ul style="list-style-type: none"> • Leadership and Advocacy Role: <ul style="list-style-type: none"> • CBH to upgrade and extend facilities 	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 	<p>Met through normal operating costs</p> <p>2013/14</p> <ul style="list-style-type: none"> • CBH: Has changed focus? No further action

<ul style="list-style-type: none"> 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>								<p>Government Agencies</p>	<ul style="list-style-type: none"> 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>	<p>High</p>	<p>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</p>	<p>CEO</p>	<p>0</p>	<p>0</p>	<p>0</p>	<p>0</p>		<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 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

									<p>review will occur in February 2016.</p> <ul style="list-style-type: none"> 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		<p>2015/16 YTD (\$47,072)</p> <p>Staff Required: 1 FTE</p> <p>Members of Council</p> <p>Budget: \$376,187</p> <p>Actual \$260,329</p> <p>Governance – General</p> <p>Budget \$123,662</p> <p>YTD Actual \$29,337</p>
Percentage Completed: 58%									

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	<p>Projects (35):</p> <p>Projects on-track: 14 Projects monitored: 5 Projects off-track: 4 Projects deferred: 9 Projects completed: 3 Percentage Completed: 50.35%</p> <p>Program Areas-Operating (4):</p> <p>Monitor 0 On-track 4 Off-track 0</p>	<p>Projects</p> <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) 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 long term financial plan 	<p>Funding: 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 The 2014/15 auditor's report puts three ratios within acceptable limits and three that are borderline</p>	
Operational Risk Assessment	<p>Consists of three key elements:</p> <ul style="list-style-type: none"> • Systems 	A Corporate Risk Management Plan and Matrix has been prepared for the Shire	

- Processes
- Resources

Document Management

- Staff is in the process of setting up electronic records management.

Project Management

- A project management policy has been prepared and was endorsed by Council at the October 2014 Council Meeting

Stakeholder Management System

- Not in place. CEO is currently developing this.

ICT System

- Current system is adequate for needs. Requires optimisation of its use. An ICT Strategic Plan is required.

HR Processes

- 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.

Workforce Planning and Cost Modelling

- Performance management system required;
- A review of JDFs (PDs) is being undertaken and is due to be completed by end of September 2015.

Skills Development

See HR processes and Workforce Planning and Cost Modelling

Workforce

- Corporate Business Plan monthly report developed and implemented December 2013;
- Also see workforce planning and cost modelling.

Council

- Engagement of community regarding the role of the Shire and Council's responsibilities is required;
- Review of the community engagement policy required;

Asset Base

- Rationalisation of assets will occur with the adoption of the asset management plans;
- Collaborative regional processes that optimise the revenue base is occurring

<p>Internal Analysis (Required Improvements)</p>	<p>There are 10 key improvements required:</p> <ol style="list-style-type: none"> 1. Invest in electronic data management 2. Implement electronic project management. Microsoft Project software purchased. 3. Stakeholder relationships managed electronically. A stakeholder schedule will be developed early 2015/16. 4. Communication systems between staff and councillors 5. Formal HR mentoring for senior staff 6. Implement HR systems 7. Effective job planning, detailed JDFs are being developed. 8. Implement work output monitoring systems 9. Rationalise asset base at every opportunity 10. Continue to invest in regional processes that optimise Shire revenue base 	<p>See Operational Risk Assessment</p>	
<p>Measuring Our Success</p>	<p>The Key Performance Measures are:</p> <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; • Annual community satisfaction with cultural, heritage and recreation services (AS); 	<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 financial statements. <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"> • 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 	<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	

7.2.5.2 Correspondence

Nil

7.2.5.3 Information Bulletin

Nil

8. New Business of an Urgent Nature

COUNCIL RESOLUTION

**1604013 Moved: Cr Stokes
Seconded: Cr Thornton**

That item 8.1 Appointment of Acting Chief Executive Officer presented for Council consideration.

**CARRIED
7/0**

<i>Date of Meeting:</i>	21 April 2016
<i>Item No:</i>	8.1
<i>Subject:</i>	Appointment of Acting Chief Executive Officer
<i>Date & Author:</i>	19 April 2016 John Roberts
<i>Responsible Officer:</i>	Chief Executive Officer
<i>Applicant/Proponent:</i>	Chief Executive Officer
<i>File Number:</i>	
<i>Previous minute/s &</i>	
<i>Reference:</i>	

INTRODUCTION

The purpose of this report is for Council to consider appointing Mr Stephen Tindale as Acting Chief Executive Officer for the Shire of Morawa for the period 7 June 2016 to 24 June 2016 inclusive.

ATTACHMENTS

Resume – Mr Stephen Tindale

BACKGROUND INFORMATION

The Shire of Morawa Chief Executive Officer, Mr John Roberts has applied for annual leave for the period 7 June 2016 to 24 June 2016 inclusive.

OFFICER'S COMMENT

Mr Stephen Tindale has previously been CEO at the Towns of Subiaco and Cottesloe and the Shire of Narrogin. He is an extremely well qualified and experienced CEO and is seen to be a suitable candidate for the Acting role particularly with the Aquatic Centre project proving to be complex.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

It is essential that an Acting Chief Executive Officer is appointed to provide continued focus on the strategic priorities and to oversee the day to day operations.

RISK MANAGEMENT

Appointing an Acting Chief Executive will alleviate the risk of the Shire of Morawa stalling on projects that require immediate attention and action.

OFFICER'S RECOMMENDATION

COUNCIL RESOLUTION

**1604014 Moved: Cr Stokes
Seconded: Cr Thornton**

It is recommended that:-

Mr Stephen Tindale is appointed Acting Chief Executive Officer for the Shire of Morawa effective from 7 June 2016 to 24 June 2016 inclusive.

**CARRIED
7/**

9. **Applications for Leave of Absence**

Nil

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

Nil

11. **Questions from Members without Notice**

Nil

12. **Meeting Closed**

12.1 Matters for which the meeting may be closed

12.2 Public reading of resolutions that may be made public

13. **Closure**

The Shire President closed the meeting at 6.34pm.

.....**Presiding Person**

14. **Next Meeting**

Ordinary Meeting 16 June 2016