



CONFIRMED MINUTES FOR THE
ORDINARY COUNCIL MEETING
HELD ON THURSDAY
21 JULY 2016



<p>CONFIRMED MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBERS ON THURSDAY 21 July 2016</p>
--

1.	Declaration of Opening.....	1
1.1	Recording of those present	1
1.2	Apologies.....	1
1.3	Approved leave of absence	1
1.4	Welcoming of visitors to the meeting.....	1
1.5	Announcements by the presiding member without discussion	1
2.	Public Question Time	1
2.1	Response to previous public questions taken on notice.....	1
2.2	Public question time	1
3.	Declarations of Interest	1
4	Confirmation of Minutes of Previous Meetings	1
4.1	Confirmation of Minutes 16 June 2016 – Ordinary Council Meeting.....	1
5.	Public Statements, Petitions, Presentations and Approved Deputations.....	1
6	Method of Dealing with Agenda Business	1
7	Reports.....	2
7.1	Reports from committees	2
7.2	Reports from the Chief Executive Officer	3
7.2.1	Status Report	3
7.2.1	Status Report Attachment	5
7.2.2	Manager Finance and Accounting.....	10
7.2.2.1	Accounts Due for Payment June 2016).....	10
7.2.2.1	Attachment.....	13
7.2.2.2	Reconciliations (June 2016)	20
7.2.2.3	Monthly Financial Statements (June 2016)	27
7.2.2.3	Attachment.....	29
7.2.3	Community Development Officer.....	54
7.2.4	Executive Manager Development & Administration.....	55
7.2.4.1	Policy Manual Review	55
7.2.4.1	Attachment 1	58
7.2.4.2	Delegations Register Review 2016	162

7.2.4.1 Attachment 1	165
7.2.4.3 Reserve Amendment – Amalgamation of Lots and Management Order	185
7.2.4.3 Attachment1	187
7.2.4.4 RAV Permit – Geraldton Fuel	187
7.2.2.4 Attachment 1	190
7.2.4.4 Attachment 2	196
7.2.4.4 Attachment 3	197
7.2.4.5 RAV Permit – Hobbs Logistics	204
7.2.4.5 Attachment 1	209
7.2.5 Chief Executive Officer	210
7.2.5.1 Strategic Plan	210
7.2.5.1 Strategic Plan Attachment	218
7.2.5.1 Corporate Business Plan	219
7.2.5.2 Better Practise Review	245
7.2.5.2 Attachment	249
7.2.5.3 Financial Management Review	286
7.2.5.3 Attachment	289
7.2.5.5 Correspondence	302
7.2.5.6 Information Bulletin	302
8. New Business of an Urgent Nature	302
7.2.4.6 Flood Damage Tender	
8.1 Late Item Application for Overdraft Facility	
9. Applications for Leave of Absence	308
10. Motions of Which Previous Notice Has Been Given	308
11. Questions from Members without Notice	308
12. Meeting Closed to Public	308
12.1. Matters for which meeting may be closed	308
12.2. Public reading of resolutions that may be made public	308
13. Closure	308
14. Next Meeting	308

1 Declaration of Opening

The Shire President declared the meeting open at 5:30pm.

1.1 Recording of Those Present

Cr K J Chappel	President
Cr D S Carslake	Deputy President
Cr D B Collins	
Cr 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 W Gledhill	Manager of Accounting and Finance
Mr P Buist	Principal Works Manager
Mrs S Adams	Executive Assistant to CEO

Ms J Law	Director of Local Government Regulation & Support – Department of Local Government and Communities
----------	---

1.2 Apologies

Nil

1.3 Approved Leave of Absence

Nil

1.4 Welcoming of Visitors to the Meeting

The Shire President welcomed Jenni Law from the Department of Local Government and Sandy Adams.

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

Nil

3 Declaration of Interest

Cr Stokes declared a financial interest in Item 7.2.4.4 and Cr Thornton declared a proximity interest in Items 7.2.4.4 and 7.2.4.5.

4 Confirmation of Minutes of Previous Meeting

4.1 16 June 2016 - Ordinary Council Meeting

COUNCIL RESOLUTION

1607001 Moved: Cr Stokes
Seconded: Cr Collins

That the Minutes - item 4.1 –16 June 2016 – Ordinary Council Meeting be adopted by Council.

CARRIED 7/0

5 Public Statements, Petitions, Presentations and Approved Deputations

There were no Public Statements, Petitions, Presentations and Approved Deputations.

6 Method of Dealing with Agenda Business

7 Reports

7.1 Reports from Committees
Nil

7.2 Reports from the Chief Executive Officer

<i>Item No/ Subject:</i>	7.2.1 Status Report –March 201
<i>Date of Meeting:</i>	21 July 2016
<i>Date & Author:</i>	14 July 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>	16 June 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 June 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 June 2016 as tabled.

COUNCIL RESOLUTION

**1607002 Moved: Cr Agar
Seconded: Cr Thornton**

That Council accepts the Shire of Morawa Status Report for June 2016 as tabled.

CARRIED 7/0

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

Moved: Cr Stokes
Seconded: Cr Thornton

That items 7.2.2.1 to 7.2.2.3 be moved en bloc.

CARRIED 7/0

<i>Date of Meeting:</i>	21 July 2016
<i>Item No:</i>	7.2.2.1
<i>Subject:</i>	Accounts Due For Payment
<i>Date & Author:</i>	14/07/2016, Candice Smith Senior Finance Officer
<i>Responsible Officer:</i>	Senior Finance Officer
<i>Applicant/Proponent:</i>	Manager Accounting & Finance Fred Gledhill
<i>File Number:</i>	ADM0135
<i>Previous minute/s & Reference:</i>	

SUMMARY

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

DECLARATION OF INTEREST

Nil

ATTACHMENTS

List of accounts Due & Submitted to council 21 July 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 of accounts paid by the CEO is to prepare each month showing for each account paid since the last such list was prepared.

OFFICER'S COMMENT

Nil

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

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 8649 to EFT 8788 inclusive, amounting to \$596,878.96**
- **Municipal Cheque Payments Numbered 11570 to 11584 and (8) totalling \$45,201.62**
- **Municipal Direct Debit Payments Numbers DD4989.1 to DD5052.1 amounting to \$34,885.27**
- **Payroll for June 2016**
 - 01/06/2016 - \$55,185.91**
 - 15/06/2016 - \$58,443.33**
 - 29/06/2016 - \$53,144.06**

8	22/06/2016	Shire of Morawa	June 2016 Petty Cash Recoup	1	340.00
EFT8649	02/06/2016	The West Australian	Advertising - Health Expo	1	4,321.06
EFT8650	02/06/2016	Vivify	Medical Centre	1	308.85
EFT8651	02/06/2016	Australian Services Union	Payroll deductions	1	103.20
EFT8652	07/06/2016	Morawa News & Gifts	Purchases - May 2016	1	275.88
EFT8653	07/06/2016	Star Track Express	Freight Perth - Morawa	1	2,400.68
EFT8654	07/06/2016	Department of Fire and Emergency Services	2015/16 ESL Quarter 4	1	3,880.95
EFT8655	07/06/2016	Morawa Drapery Store	Work Clothes	1	269.80
EFT8656	07/06/2016	Morawa Traders	Supplies - May 2016	1	83.13
EFT8657	07/06/2016	BL & MJ Thornton Waste Removal Services	Waste Removal - May 2016	1	9,272.29
EFT8658	07/06/2016	S & K Electrical Contracting Pty Ltd	Repairs - PO 406	1	415.13
EFT8659	07/06/2016	Canine Control	Ranger Services - 20/05/2016	1	940.50
EFT8660	07/06/2016	Courier Australia	Freight Pathwest - Morawa	1	8.64
EFT8661	07/06/2016	Jump 'N Bump	Health and Wellbeing Expo - Hire of Surf the Wave Waterslide	1	1,016.00
EFT8662	07/06/2016	Blackwoods	Parts - PO 375	1	569.60
EFT8663	07/06/2016	The Peninsula	Accommodation - Staff Training	1	358.00
EFT8664	07/06/2016	Staples	Meter Charges - May 2016	1	1,228.15
EFT8665	07/06/2016	Balls 'N' All	Arcade Games annual fee 2016	1	3,000.00

EFT8666	07/06/2016	Galvins Plumbing Supplies	Parts	1	449.15
EFT8667	07/06/2016	DALLYWATER CONSULTING	Contract EHO work - 09/05/2016 - 11/05/2016 plus travel	1	3,685.00
EFT8668	07/06/2016	Colliers	Rent - 01/05/2016 - 31/05/2016	1	423.85
EFT8669	08/06/2016	Moore Stephens	Financial Management Review	1	14,762.00
EFT8670	08/06/2016	Deans Contracting WA Pty Ltd	Flood Damage Supervisor - 16/05/2016 to 22/05/2016	1	9,716.63
EFT8671	08/06/2016	Asset Infrastructure Management	Inception Development of Transport, Development of Recreation, Development of Property - AM Plans	1	12,144.00
EFT8672	14/06/2016	Midwest Chemical & Paper Distributors	Cleaning Supplies	1	1,002.90
EFT8673	14/06/2016	IT Vision Australia Pty Ltd	Rates Modelling and Billing Training	1	550.00
EFT8674	14/06/2016	Geraldton Fuel Company Pty Ltd	Bulk Fuel and Card Purchases	1	12,320.59
EFT8675	14/06/2016	Courier Australia	Freight - Perth - Morawa	1	17.62
EFT8676	14/06/2016	Bob Waddell Consultant	Assistance with 16/17 Budget - 1.75 Hrs	1	231.00
EFT8677	14/06/2016	Bunnings Group Limited	Various Items	1	200.51
EFT8678	14/06/2016	Shire of Three Springs	Advertising - Art Show	1	40.00
EFT8679	14/06/2016	Morawa Rural Enterprises Two	Parts - PO 389	1	1,212.50
EFT8680	14/06/2016	O'Brien Four Wheel Drive Centre	Suspension and labor	1	3,112.50
EFT8681	14/06/2016	Benara Nurseries	Supply two rolls artificial turf	1	4,163.50
EFT8682	15/06/2016	S & K Electrical Contracting Pty Ltd	Repair - PO 312	1	2,347.08
EFT8683	15/06/2016	Geraldton Toyota	Parts - PO 431	1	121.85

EFT8684	15/06/2016	MC Crushing & Screening	50 Tons of Sand	1	715.00
EFT8685	15/06/2016	Greenfield Technical Services	Flood Damage	1	5,074.82
EFT8686	15/06/2016	Leading Edge Computers Dongara & Geraldton	Online backup License for single server 1 year 16/17	1	1,499.00
EFT8687	15/06/2016	Covs Parts Pty Ltd	Parts - PO 433	1	12.32
EFT8688	15/06/2016	Deans Contracting WA Pty Ltd	Flood damage supervisor 30/05/2016 to 12/06/2016	1	17,726.72
EFT8689	15/06/2016	CMS Plumbing & Gas	Replace pipe from 18B to 18A Evans Street units	1	1,617.00
EFT8690	15/06/2016	GNC Concreat & Precast	Tank and Leach Drain and delivery costs	1	5,441.04
EFT8691	15/06/2016	Ashdown Ingram	Parts - PO 16794	1	325.05
EFT8692	15/06/2016	BOC Limited	Balloon Gas - Last Payment as sent back 11/05/2016	1	7.76
EFT8693	15/06/2016	Reliance Petroleum	Fuel Card Purchase - May 2016	1	950.81
EFT8694	15/06/2016	Canine Control	Ranger Services - 10/06/2016	1	940.00
EFT8695	15/06/2016	GH Country Courier	Freight Midwest Chemical Geraldton - Morawa	1	202.03
EFT8696	15/06/2016	Marketforce	Advertising Tender 01-2016 Morawa Aquatic Facility Upgrade 14 May 2016	1	2,587.58
EFT8697	15/06/2016	Bob Waddell Consultant	Assistance with 16/07 Budget 3.25 hrs	1	429.00
EFT8698	15/06/2016	Neverfail Springwater Limited	Monthly Cooler Rental	1	14.30
EFT8699	15/06/2016	Alinta Sales Pty Ltd	Power Usage 01/05/2016 to 31/05/2016	1	259.35
EFT8700	15/06/2016	IGA Morawa	Refreshments & Supplies - May 2016	1	379.64
EFT8701	16/06/2016	BPH	GTS MO 04/2016 - Flood Repairs 30/05/2016 - 12/06/2016	1	252,857.94

EFT8702	17/06/2016	Australian Services Union	Payroll deductions	1	77.40
EFT8703	22/06/2016	BOC Limited	Annual Container Service Charge - 2016	1	1,305.58
EFT8704	22/06/2016	S & K Electrical Contracting Pty Ltd	Repair light in file room - Admin Office	1	229.68
EFT8705	22/06/2016	The West Australian	Advertising - Morawa Art Show 11/05/2016 and 25/05/2016	1	851.58
EFT8706	22/06/2016	Bob Waddell Consultant	Assistance with 16/17 Annual Budget - 5.50Hrs	1	726.00
EFT8707	22/06/2016	Geraldton Mower & Repairs Specialists	Supply 2 helmet kits professional	1	258.00
EFT8708	22/06/2016	Leading Edge Computers Dongara & Geraldton	Ink for OKI - Finance Printer	1	451.30
EFT8709	22/06/2016	Aussie Tree Services	Prune tree in power line	1	1,433.52
EFT8710	22/06/2016	Dalwallinu Community Resource Centre	2016 Morawa Art Exhibition and Awards Advertising	1	50.00
EFT8711	22/06/2016	Covs Parts Pty Ltd	Parts - PO 473	1	19.80
EFT8712	22/06/2016	Joanne Draper	Reimbursement - Youth Program	1	25.20
EFT8713	22/06/2016	Central West Concrete PTY LTD	9m3 concrete 20-14/ mix 100 chairs	1	4,528.70
EFT8714	22/06/2016	Incite Security	Maintenance to Bosch Security System	1	290.79
EFT8715	28/06/2016	Moore Stephens	Royalties for regions - Midwest investment plan - Sportsground Acquittal	1	2,310.00
EFT8716	28/06/2016	Landmark Operations Limited	Interest	1	5.61
EFT8717	28/06/2016	Canine Control	Ranger Services - 22/06/2016	1	940.50
EFT8718	28/06/2016	Courier Australia	Freight - Staples - Morawa	1	9.32
EFT8719	28/06/2016	Geraldton Toyota	RAV4 AWD PET 5DR A/T GX + Space Saver for MAF	1	35,047.75

EFT8720	28/06/2016	Bob Waddell Consultant	Assistance 16/17 Annual Budget and fair value and 15/16 assets - 5hrs	1	528.00
EFT8721	28/06/2016	Local Government Managers Australia	Professional Development Day	1	165.00
EFT8722	28/06/2016	Shire of Three Springs	Shared Emergency Service manager - 01/01/2016 - 31/03/2016	1	3,543.28
EFT8723	28/06/2016	Safeway Building & Renovations Pty Ltd	Aquatic Centre - Facility Upgrade	1	9,780.82
EFT8724	28/06/2016	Snell Building Services Pty Ltd	Preparation of drawings of ramp for site office at transfer station	1	275.00
EFT8725	28/06/2016	Staples	Assorted stationary for records	1	96.93
EFT8726	28/06/2016	Blacktop Consulting Engineering	Preparation of plans for ramp at oval playground including site survey	1	3,465.00
EFT8727	29/06/2016	Landgate	Valuation Rolls - Mining tenements	1	351.85
EFT8728	29/06/2016	Winchester Industries	Deliver 100 ton 14mm washed blue metal 90 ton 7mm washed blue metal to shire depot	1	12,099.73
EFT8729	29/06/2016	Frank Gilmour Pest Control	Spray for white ants	1	285.00
EFT8730	29/06/2016	Bunnings Group Limited	Marquee - Health and wellbeing expo	1	185.71
EFT8731	29/06/2016	Jason Signmakers	Carpark signage	1	154.00
EFT8732	29/06/2016	Leading Edge Computers Dongara & Geraldton	Ink - HP98 Payroll	1	103.00
EFT8733	29/06/2016	Morawa Rural Enterprises	20L roundup	1	170.28
EFT8734	29/06/2016	Dawn Hamlett	Painting of Banners in the Terrace for 2016	1	1,500.00
EFT8735	29/06/2016	Wallis Computer Solutions	Computer Service and travel - 08/06/2016	1	280.50
EFT8736	29/06/2016	Auto One	Various Goods for SES Vehicle	1	372.72
EFT8737	29/06/2016	Covs Parts Pty Ltd	Wiper blade 28 " 8mm 2rchet tie down 5000-12 1 bag cable ties	1	106.70

EFT8738	29/06/2016	Morawa Rural Enterprises Two	Various parts for Fire Truck Canna	1	4,436.60
EFT8739	29/06/2016	Deans Contracting WA Pty Ltd.	Flood Damage Supervisor - 13/06/2016 to 26/06/2016	1	9,014.17
EFT8740	29/06/2016	Western Australia Police	Underspend on CCTV cameras for community hall - Youth Centre	1	763.40
EFT8741	29/06/2016	ARB 4x4 Accessories	Various Goods for SES Vehicle	1	1,037.00
EFT8742	29/06/2016	Australian Services Union	Payroll deductions	1	77.40
EFT8777	30/06/2016	Kats Rural	Latch Gate Pool safety gate - PO 403	1	779.76
EFT8778	30/06/2016	Landmark Operations Limited	Gas Bottles - PO 424	1	972.58
EFT8779	30/06/2016	Marketforce	Advertising differential rates	1	492.12
EFT8780	30/06/2016	The West Australian Regional Newspapers	2016 Morawa ARt Awards and Exhibition advertising	1	146.90
EFT8781	30/06/2016	TPG	Morawa NPP Projects - Preparation of local planning scheme	1	308.00
EFT8782	30/06/2016	Kats Rural	Supply of plants as per quote no 418	1	2,649.34
EFT8783	30/06/2016	Landmark Operations Limited	Supply one pallet rapid set pre mix - PO 442	1	813.38
EFT8784	30/06/2016	S & K Electrical Contracting Pty Ltd	Hard wiring of generators genset SES building	1	3,909.40
EFT8785	30/06/2016	GNC Concrete & Precast	Supply 10 rcp-450-class 2 4295-hw-m and delivery	1	6,039.00
EFT8786	30/06/2016	BPH	Flood Damage - 13/06/2016 to 26/06/2016	1	94,119.30
EFT8787	30/06/2016	Kats Rural	Plants	1	2,946.02
EFT8788	30/06/2016	AMA Services (WA) PTY LTD	Drug test 6 Panel DOA Cup	1	358.44
11570	07/06/2016	Glenn Jason Tapscott	Stand Pipe Water overpayment	1	102.00

11571	10/06/2016	Synergy	Power Usage Feb - April 2016	1	671.85
11572	10/06/2016	Telstra Corporation Limited	Phone Charges - May 2016	1	2,977.28
11573	14/06/2016	Synergy	Power Usage - 15/04/2016 to 25/05/2016	1	41.95
11574	14/06/2016	Telstra Corporation Limited	Phone Charges - May 2016	1	291.57
11575	14/06/2016	Morawa Licensed Post Office Emmlee's	Postal Fees - May 2016	1	198.85
11576	14/06/2016	Harvey Norman Furniture Geraldton	UPS - Battery back up for SES Office	1	298.00
11577	14/06/2016	McLeods Barristers and Solicitors	Deed for Morawa Hospital	1	1,485.69
11578	15/06/2016	Synergy	Power Usage 04-05 2016	1	4,119.55
11579	15/06/2016	Telstra Corporation Limited	Phone Charges June 2016	1	322.54
11580	22/06/2016	Telstra Corporation Limited	Phone Charges June 2016	1	2,820.12
11581	24/06/2016	Water Corporation	Water Usage Charges April 2016 - June 2016	1	18,714.87
11582	28/06/2016	Synergy	Power usage for April - June 2016	1	868.45
11583	29/06/2016	Synergy	Power Usage April 2016 to June 2016	1	11,430.80
11584	29/06/2016	City of Greater Geraldton	Processing building application	1	518.10
DD4989.1	01/06/2016	WA Local Government Superannuation Plan	Payroll deductions	1	8,242.76
DD4989.2	01/06/2016	AMP LIFE LTD - SUPERANNUATION	Superannuation contributions	1	744.54
DD4989.3	01/06/2016	BT FINANCIAL GROUP	Superannuation contributions	1	296.76
DD4989.4	01/06/2016	MLC Nominees Pty Ltd	Superannuation contributions	1	219.69
DD4989.5	01/06/2016	Asteron Client Services	Superannuation contributions	1	297.65

DD4989.6	01/06/2016	HOSTPLUS	Superannuation contributions	1	186.20
DD4989.7	01/06/2016	Concept One	Superannuation contributions	1	207.93
DD4989.8	01/06/2016	Australian Super	Superannuation contributions	1	211.36
DD5011.1	15/06/2016	WA Local Government Superannuation Plan	Payroll deductions	1	8,696.20
DD5011.2	15/06/2016	AMP LIFE LTD - SUPERANNUATION	Superannuation contributions	1	744.54
DD5011.3	15/06/2016	BT FINANCIAL GROUP	Superannuation contributions	1	296.76
DD5011.4	15/06/2016	MLC Nominees Pty Ltd	Superannuation contributions	1	219.69
DD5011.5	15/06/2016	Asteron Client Services	Superannuation contributions	1	40.12
DD5011.6	15/06/2016	HOSTPLUS	Superannuation contributions	1	174.61
DD5011.7	15/06/2016	Concept One	Superannuation contributions	1	415.86
DD5011.8	15/06/2016	Australian Super	Superannuation contributions	1	211.36
DD5016.1	14/06/2016	BOQ Finance	Copier Lease BAFL June 2016	1	301.16
DD5018.1	01/06/2016	Westnet Pty Ltd	Internet Charges - June 2016	1	254.75
DD5020.1	09/06/2016	Samantha May Whittington	Rent - June 2016	1	300.00
DD5035.1	29/06/2016	WA Local Government Superannuation Plan	Payroll deductions	1	8,300.56
DD5035.2	29/06/2016	AMP LIFE LTD - SUPERANNUATION	Superannuation contributions	1	744.54
DD5035.3	29/06/2016	BT FINANCIAL GROUP	Superannuation contributions	1	296.76
DD5035.4	29/06/2016	MLC Nominees Pty Ltd	Superannuation contributions	1	219.69

DD5035.5	29/06/2016	Asteron Client Services	Superannuation contributions	1	67.53
DD5035.6	29/06/2016	HOSTPLUS	Superannuation contributions	1	162.26
DD5035.7	29/06/2016	Australian Super	Superannuation contributions	1	211.36
DD5043.1	23/06/2016	Samantha May Whittington	June 2016 - Rent	1	300.00
DD5052.1	06/06/2016	Bank West	May Transactions debited in June 2016 Credit Card	1	2,520.63

REPORT TOTALS

EFT	\$ 596,878.96
Cheque	\$ 45,201.62
Direct Debits	\$ 32,364.64
Payroll	\$ 166,773.30
Credit Card – CEO	\$ 93.39
Credit Card – Manager Finance	\$ 1,135.67
Credit Card – EMDA	\$ 1,291.57
TOTAL	\$ 843,739.15

<i>Date of Meeting:</i>	21 July 2016
<i>Item No:</i>	7.2.2.2
<i>Subject:</i>	Reconciliations June, 2016
<i>Date & Author:</i>	14 July 2016, Candice Smith Senior 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

BANK BALANCES AS AT 30 June, 2016

Account	2016
Municipal Account #	\$108,222.97
Trust Account	\$10,853.53
Business Telenet Saver (Reserve) Account	\$5,584,098.31
WA Treasury O/night Facility (Super Towns) Account	\$724,423.38

BANK RECONCILIATION BALANCES

The Bank Reconciliation Balances for 30 June, 2016 with a comparison for 30 June, 2015 is as follows:

Account	2015	2016
Municipal Account #	\$1,086,230.31	\$9,9997.47
Trust Account	\$10,713.65	\$10,853.53
Reserve Account	\$6,827,947.33	\$6,308,521.69

RESERVE ACCOUNT

The Reserve Funds of \$6,308,521.69 as at 30 June, 2016 were invested in:-

- Bank of Western Australia \$5,584,098.31 in the Business Telenet Saver Account and
- \$724,423.38 in the WA Treasury O/Night Facility.

Breakdown for May, 2016 with a comparison for June, 2016 is as follows:-

	2015	2016
Sports Complex Upgrade Reserve	\$0.00	\$0.00
Land & Building Reserve	\$5,153.41	\$79,045.36
Plant Reserve	\$840,200.76	\$941,343.64
Leave Reserve	\$276,716.40	\$286,652.39
Economic Development Reserve	\$106,141.57	\$108,034.89
Sewerage Reserve	\$121,894.16	\$144,601.84
Unspent Grants & Contributions Reserve	\$982,918.29	\$92,742.57
Community Development Reserve	\$1,372,141.82	\$1,376,592.95
Water Waste Management Reserve	\$0.00	\$0.00
Future Funds Reserve	\$2,155,810.91	\$2,140,599.64
Morawa Community Trust Reserve	\$10,943.69	\$54,704.93
Aged Care Units Reserve	\$8,866.65	\$9,024.79
Transfer Station Reserve	\$196,097.48	\$134,514.99
S/Towns Revitalisation Reserve	\$170,407.71	\$173,736.09
ST Solar Thermal Power Station Reserve	\$540,135.90	\$550,687.29
Business Units Reserve	\$40,517.58	\$61,240.32
Legal Reserve	\$0.00	\$15,000.00
Road Reserve	\$0.00	\$140,000.00
TOTAL	\$6,827,946.33	\$6,308,521.69

TRANSFER OF FUNDS

- \$27,275.00 from Municipal Fund to Unspent Grant being for Cloud Chasing Grant not spent. 8th September 2015
- \$91,905.23 from Municipal Fund to Plant Reserve being for 1st and 2nd Quarter Plant Depreciation for 15/16. 18th January 2016
- \$787,492.00 to Municipal Fund from Unspent Grants being for FAGS Grant money received in advance. 15th April 2016
- \$9,090.18 to Municipal Fund from Unspent Grants being for Railway Building Works. 15th April 2016

- *\$8,700.700 to Municipal Fund from Unspent Grant being for DEFS – Unspent Grant received early. 15th April 2016*
- *\$18,409.00 to Municipal Fund from Plant Reserve being for Doctors Vehicle Upgrade as per 15/16 Budget. 11th May 2016*
- *\$65,000.00 to Municipal Fund from Transfer Station Reserve being for Office and Bins for Transfer Station. 11th May 2016*
- *\$20,000.00 to Municipal Fund from Community Development Fund being for Old Council Chambers upgrade to the roof. 11th May 2016*
- *\$73,800.00 to Building Reserve from Municipal Account being for Housing depreciation transfer as per budget. 30th June 2016*
- *\$20,533.36 to Municipal Fund from Sewerage Reserve being for 25% Income/Expense 15/16 as per budget. 30th June 2016*
- *\$140,000.00 from Municipal Fund to Road Reserve being for Road Reserve as per budget. 30th June 2016*
- *\$15,000.00 from Municipal Fund to Legal Fees Reserve being for Legal as per budget. 30th June 2016*
- *\$53,666.00 from Community Development Fund to Community Trust Fund being for Community projects as per budget. 30th June 2016*
- *\$20,000.00 from Municipal Fund to Business Units Reserve being for Upgrade/Maintenance as per budget. 30th June 2016*
- *\$10,100.00 from Community Trust Reserve to Municipal Fund being for various projects as per the budget. 30th June 2016*
- *\$5,000.00 from Municipal Fund to Leave Reserve being for general provision as per budget variance. 30th June 2016*
- *\$77,248.77 from Municipal Fund to Plant Reserve being for Plant Depreciation 3rd and 4th Quarter. 30th June 2016*
- *\$40,000.00 to Municipal Fund from Plant Reserve being for Caravan Park Caretakers Office as per budget. 30th June 2016*
- *\$25,188.00 to Municipal Fund from Plant Reserve being for MAF vehicle upgrade as per budget. 30th June 2016*

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 30 June, 2016.

Moved en bloc

<i>Date of Meeting:</i>	21 July 2016
<i>Item No</i>	7.2.2.3
<i>Subject:</i>	Monthly Financial Statements
<i>Date & Author:</i>	14 July, 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 June 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 30 June, 2016.

Moved en bloc



SHIRE OF MORAWA
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 30 JUNE 2016

TABLE OF CONTENTS

	Page
Statement of Financial Activity	2
Notes to and Forming Part of the Statement	
1 Significant Accounting Policies	3 to 8
2 Statement of Objective	9
3 Acquisition of Assets	10 to 11
4 Disposal of Assets	12
5 Information on Borrowings	13 to 14
6 Reserves	15 to 17
7 Net Current Assets	18
8 Rating Information	19
9 Trust Funds	20
10 Operating Statement	21
11 Balance Sheet	22
12 Financial Ratio	23

SHIRE OF MORAWA

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 JUNE 2016

	NOTE	JUNE 2016 Actual \$	JUNE 2016 Y-T-D Budget \$	2015/16 Budget \$	Variances Actuals to Budget \$
Operating					
Revenues/Sources	1,2				
Governance		85,353	87,724	99,469	85,353
General Purpose Funding		924,560	988,899	985,278	(64,339)
Law, Order, Public Safety		47,691	49,416	44,420	(1,725)
Health		59,064	10,000	13,000	49,064
Education and Welfare		17,905	437,400	448,600	(419,495)
Housing		46,856	73,774	122,901	(26,918)
Community Amenities		538,402	687,938	1,947,267	(149,536)
Recreation and Culture		267,759	263,807	264,476	3,952
Transport		2,757,169	3,826,810	3,178,920	(1,069,641)
Economic Services		210,212	159,766	716,899	50,446
Other Property and Services		90,359	110,267	92,617	(19,908)
		<u>5,045,330</u>	<u>6,695,801</u>	<u>7,913,847</u>	<u>(1,562,747)</u>
(Expenses)/(Applications)	1,2				
Governance		(443,014)	(453,603)	(499,849)	(443,014)
General Purpose Funding		(183,504)	(180,797)	(193,557)	(2,707)
Law, Order, Public Safety		(146,204)	(137,148)	(148,151)	(9,056)
Health		(271,801)	(211,453)	(226,949)	(60,348)
Education and Welfare		(280,601)	(735,438)	(769,575)	454,837
Housing		(122,374)	(99,485)	(172,364)	(22,889)
Community Amenities		(477,783)	(578,020)	(515,784)	100,257
Recreation & Culture		(1,152,300)	(1,034,386)	(1,088,407)	(117,914)
Transport		(3,412,619)	(2,127,843)	(1,816,974)	(1,284,776)
Economic Services		(534,690)	(498,776)	(627,851)	(35,914)
Other Property and Services		(11,402)	(109,661)	(28,878)	98,259
		<u>(7,036,272)</u>	<u>(6,166,610)</u>	<u>(6,088,339)</u>	<u>(1,323,265)</u>
Net Result Excluding Rates		(1,990,942)	529,191	1,825,508	(2,886,012)
Adjustments for Non-Cash (Revenue) and Expenditure					
(Profit)/Loss on Asset Disposals	4	41,790	33,147	40,944	8,643
Movement in Leave Reserve (Added Back)		9,936	0	0	9,936
Movement in Deferred Pensioner Rates/ESL (noi)		0	0	0	0
Movement in Employee Benefit Provisions (non-c)		6,827	0	0	6,827
Rounding Adjustment		0	0	0	0
Depreciation on Assets		1,713,603	1,447,637	1,386,877	265,966
Capital Revenue and (Expenditure)					
Purchase Land Held for Resale	3	0	0	0	0
Purchase Land and Buildings	3	(463,151)	(1,308,246)	(1,308,246)	845,095
Purchase Plant and Equipment	3	(96,557)	(415,735)	(415,735)	319,178
Purchase Furniture and Equipment	3	(10,691)	(18,350)	(18,350)	7,659
Purchase Infrastructure Assets - Roads	3	(1,017,688)	(1,468,125)	(1,468,125)	450,437
Purchase Infrastructure Assets - Footpaths	3	(2,075)	(30,000)	(30,000)	27,925
Purchase Infrastructure Assets - Drainage	3	0	0	0	0
Purchase Infrastructure Assets - Parks & Ovals	3	(15,970)	(34,374)	(34,374)	18,404
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	(33,761)	(49,809)	(49,809)	16,048
Purchase Infrastructure Assets - Dams	3	0	0	0	0
Purchase Infrastructure Assets - Other	3	(781,936)	(1,765,200)	(1,765,200)	983,264
Proceeds from Disposal of Assets	4	35,909	72,545	77,091	(36,636)
Repayment of Debentures	5	(76,622)	(70,783)	(70,783)	(5,839)
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	(618,320)	(643,200)	(709,511)	24,881
Transfers from Restricted Asset (Reserves)	6	1,137,744	2,415,622	2,387,648	(1,277,878)
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>1,168,328</u>	<u>(971,316)</u>	<u>0</u>	<u>2,139,644</u>
Amount Raised from Rates	8	(1,477,505)	(1,533,331)	(1,351,032)	55,826

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

Material Variances Symbol

Above 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 30 JUNE 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 30 JUNE 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 30 JUNE 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 30 JUNE 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

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

Capitalisation Threshold

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

(k) Financial Instruments

Initial Recognition and Measurement

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

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

Classification and Subsequent Measurement

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

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

Amortised cost is calculated as:

(a) the amount in which the financial asset or financial liability is measured at initial recognition;

(b) less principal repayments;

(c) plus or minus the cumulative amortisation of the difference, if any, between the amount initially recognised and the maturity amount calculated using the effective interest rate method; and

(b) less any reduction for impairment.

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

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 JUNE 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 30 JUNE 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 30 JUNE 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 30 JUNE 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 30 JUNE 2016

3. ACQUISITION OF ASSETS	2015/16 Budget \$	JUNE 2016 YTD Budget \$	JUNE 2016 Actual \$
The following assets have been acquired during the period under review:			
<u>By Program</u>			
Governance			
Upgrade to Old Council Chambers	181,011	181,011	19,626.10
General Purpose Funding			
Health			
Ford Sedan (Doctor Vehicle)	36,924	36,924	36,924.19
Education & Welfare			
Skate Park CCTV Cameras	0	0	0.00
Housing			
Staff Housing - Postings to GL	361,235	361,235	361,235.00
Aged Person Units x 4	18,000	18,000	0.00
Community Amenities			
Cemetery Upgrade	15,000	15,000	0.00
Sewerage Upgrade	49,809	49,809	33,761.37
New Tip Site Construction	1,200,000	1,200,000	39,267.85
Closure/Rehabilitation Old Tip Site	20,000	20,000	0.00
Compactors/Transfer Bins for Transfer Station	40,000	40,000	0.00
Refuse Transfer Station - Storage Shed	55,000	55,000	30,310.98
Purchase Land For New Waste Site	300,000	300,000	0.00
Recreation and Culture			
Morawa Town Hall Kitchen Rendering	150,000	150,000	0.00
Upgrade to Pool Pump House	170,000	170,000	0.00
Pool Swimming Filtration System	0	0	545,049.16
Sports Complex Upgrade	14,000	14,000	5,250.00
Recreation Centre Floor Restoration	44,000	44,000	46,729.08
Bowling Club Lighting	28,200	28,200	0.00
Skate Park CCTV Cameras	10,000	10,000	8,396.64
Skate Park	34,374	34,374	15,970.14
Transport			
Road Construction			
- Rural Roads Construction	857,425	857,425	511,002.67
- Townsite Roads Construction	610,700	610,700	506,685.79
Footpath Construction	30,000	30,000	2,074.50
Plant & Equipment - Road Plant Purchases	237,000	237,000	0.00
Airfield Infrastructure	2,600,000	2,600,000	0.00
Economic Services			
New On site Caravan	40,000	40,000	0.00
Morawa Gateway Project	40,000	40,000	0.00
Morawa Perenjori Trails Project	467,000	467,000	0.00
Phase 1 - Civic Square/Pedestrian Crossing	0	0	183,635.10
MWIP-Morawa Town Revitalisation Project	0	0	5,587.68
Other Property & Services			
Administration Furniture & Equipment	18,350	18,350	10,690.98
CEO/DCEO/MAF Vehicles	61,811	61,811	59,633.28
	<u>7,689,839</u>	<u>7,689,839</u>	<u>2,421,830.51</u>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 JUNE 2016

3. ACQUISITION OF ASSETS (Continued)	2015/16 Budget \$	JUNE 2016 YTD Budget \$	JUNE 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	1,308,246	1,308,246	463,151.16
Plant and Equipment	415,735	415,735	96,557.47
Furniture and Equipment	18,350	18,350	10,690.98
Infrastructure Assets - Roads	1,468,125	1,468,125	1,017,688.46
Infrastructure Assets - Footpaths	30,000	30,000	2,074.50
Infrastructure Assets - Drainage/Dams	0	0	0.00
Infrastructure Assets - Parks & Ovals	34,374	34,374	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	49,809	33,761.37
Infrastructure Assets - Dams	0	0	0.00
Infrastructure Assets - Other	1,765,200	1,765,200	781,936.43
	<u>7,689,839</u>	<u>7,689,839</u>	<u>2,421,830.51</u>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 JUNE 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 \$	JUNE 2016 Actual \$	2015/16 Budget \$	JUNE 2016 Actual \$	2015/16 Budget \$	JUNE 2016 Actual \$
Health						
(Asset 364) Ford FG G6 Sedan (Doctors)	24,100	19,420.82	9,091	5,000.00	(15,009)	(14,420.82)
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
Recreation & Culture						
Pool Plant Room	0	14,667.00	0	0.00	0	(14,667.00)
Other Property & Services						
(Asset 476) Ford Falcon Sedan - MAF	18,797	14,554.25	11,000	6,363.64	(7,797)	(8,190.61)
(Asset 475) Toyota Hilux 4 x 4 Inspector	0	21,274.83	0	20,000.00	0	(1,274.83)
(Asset 343) Mitsubishi Outlander LS Auto (2nd Dr	0	7,782.63	0	4,545.45	0	(3,237.18)
	0	0.00	0	0.00	0	0.00
	118,035	77,699.53	77,091	35,909.09	(40,944)	(41,790.44)

By class of asset	Written Down Value		Sale Proceeds		Profit(Loss)	
	2015/16 Budget \$	JUNE 2016 Actual \$	2015/16 Budget \$	JUNE 2016 Actual \$	2015/16 Budget \$	JUNE 2016 Actual \$
Land & Buildings						
Pool Plant Room	0	14,667.00	0	0.00	0	(14,667.00)
Plant & Equipment						
(Asset 364) Ford FG G6 Sedan (Doctors)	24,100	19,420.82	9,091	5,000.00	(15,009)	(14,420.82)
(Asset 476) Ford Falcon Sedan - MAF	18,797	14,554.25	11,000	6,363.64	(7,797)	(8,190.61)
(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
(Asset 475) Toyota Hilux 4 x 4 Inspector	0	21,275	0	20,000	0	(1,275)
(Asset 343) Mitsubishi Outlander LS Auto (2nd Dr	0	7,782.63	0	4,545.45	0	(3,237.18)
	118,035	77,699.53	77,091	35,909.09	(40,944)	(41,790.44)

Summary

Profit on Asset Disposals
Loss on Asset Disposals

2015/16 Budget \$	JUNE 2016 Actual \$
0	0.00
(40,944)	(41,790.44)
<u>(40,944)</u>	<u>(41,790.44)</u>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 JUNE 2016

5. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-15	New Loans		Principal Repayments		Principal Outstanding	Interest Repayments	
		2015/16 Budget \$	2015/16 Actual \$	2015/16 Budget \$	2015/16 Actual \$		2015/16 Budget \$	2015/16 Actual \$
Housing								
Loan 133 - GEHA House	132,581	0	0	29,967	29,967	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	19,437	0	1,005	651
Loan 136 - 24 Harley Street - Staff Housing	0	0	350,000	0	5,839	0	0	6,878
Transport								
Loan 138 - Plant Replacement	0	0		0	0	0	0	0
Other Property & Services								
	245,961	0	350,000	70,783	76,622	175,178	15,460	18,061

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

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 JUNE 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 30 JUNE 2016

	2015/16 Budget \$	JUNE 2016 Actual \$
6. RESERVES - CASH BACKED		
(a) Leave Reserve		
Opening Balance	276,716	276,716
Amount Set Aside / Transfer to Reserve	63,104	9,936
Amount Used / Transfer from Reserve	0	0
	<u>339,820</u>	<u>286,652</u>
(b) Sports and Recreation Facilities Reserve		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>0</u>	<u>0</u>
(c) Plant Reserve		
Opening Balance	840,201	840,201
Amount Set Aside / Transfer to Reserve	193,761	184,740
Amount Used / Transfer from Reserve	(381,409)	(83,597)
	<u>652,553</u>	<u>941,344</u>
(d) Building Reserve		
Opening Balance	5,153	5,153
Amount Set Aside / Transfer to Reserve	73,951	73,892
Amount Used / Transfer from Reserve	0	0
	<u>79,104</u>	<u>79,045</u>
(e) Economic Development Reserve		
Opening Balance	106,142	106,142
Amount Set Aside / Transfer to Reserve	3,109	1,893
Amount Used / Transfer from Reserve	0	0
	<u>109,251</u>	<u>108,035</u>
(f) Community Development Reserve		
Opening Balance	1,372,142	1,372,142
Amount Set Aside / Transfer to Reserve	40,183	24,451
Amount Used / Transfer from Reserve	(245,026)	(20,000)
	<u>1,167,299</u>	<u>1,376,593</u>
(g) Sewerage Reserve		
Opening Balance	121,894	121,894
Amount Set Aside / Transfer to Reserve	40,127	22,708
Amount Used / Transfer from Reserve	0	0
	<u>162,021</u>	<u>144,602</u>
(h) Unspent Grants and Contributions Reserve		
Opening Balance	982,919	982,918
Amount Set Aside / Transfer to Reserve	28,786	15,206
Amount Used / Transfer from Reserve	(926,767)	(905,381)
	<u>84,938</u>	<u>92,743</u>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 JUNE 2016

	2015/16 Budget \$	JUNE 2016 Actual \$
6. RESERVES (Continued)		
(i) Business Units Reserve		
Opening Balance	40,517	40,518
Amount Set Aside / Transfer to Reserve	21,187	20,723
Amount Used / Transfer from Reserve	0	0
	<u>61,704</u>	<u>61,240</u>
(j) Morawa Community Trust Reserve		
Opening Balance	10,944	10,944
Amount Set Aside / Transfer to Reserve	321	53,861
Amount Used / Transfer from Reserve	(10,100)	(10,100)
	<u>1,165</u>	<u>54,705</u>
(k) Morawa Community Future Funds Reserve		
Opening Balance	2,155,811	2,155,811
Amount Set Aside / Transfer to Reserve	63,136	38,455
Amount Used / Transfer from Reserve	(53,666)	(53,666)
	<u>2,165,281</u>	<u>2,140,600</u>
(l) Refuse Transfer Station Reserve		
Opening Balance	196,097	196,097
Amount Set Aside / Transfer to Reserve	5,743	3,418
Amount Used / Transfer from Reserve	(95,000)	(65,000)
	<u>106,840</u>	<u>134,515</u>
(m) Aged Care Units Reserve		
Opening Balance	8,867	8,867
Amount Set Aside / Transfer to Reserve	260	158
Amount Used / Transfer from Reserve	-	0
	<u>9,127</u>	<u>9,025</u>
(n) ST-N/Midlands Solar Thermal Power		
Opening Balance	541,001	540,136
Amount Set Aside / Transfer to Reserve	15,844	10,551
Amount Used / Transfer from Reserve	(500,000)	0
	<u>56,845</u>	<u>550,687</u>
(o) ST-Morawa Revitalisation Reserve		
Opening Balance	170,681	170,408
Amount Set Aside / Transfer to Reserve	4,999	3,328
Amount Used / Transfer from Reserve	(175,680)	0
	<u>0</u>	<u>173,736</u>
(p) Legal Fees Reserve		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	15,000	15,000
Amount Used / Transfer from Reserve	0	0
	<u>15,000</u>	<u>15,000</u>

SHIRE OF MORAWA
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 30 JUNE 2016

	2015/16 Budget \$	JUNE 2016 Actual \$
6. RESERVES (Continued)		
(q) Road Reserve		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	140,000	140,000
Amount Used / Transfer from Reserve	0	0
	140,000	140,000
 Total Cash Backed Reserves	 5,150,948	 6,308,522
 Summary of Transfers To Cash Backed Reserves		
Transfers to Reserves		
Leave Reserve	63,104	9,936
Sports and Recreation Facilities Reserve	0	0
Plant Reserve	193,761	184,740
Building Reserve	73,951	73,892
Economic Development Reserve	3,109	1,893
Community Development Reserve	40,183	24,451
Sewerage Reserve	40,127	22,708
Unspent Grants and Contributions Reserve	28,786	15,206
Business Units Reserve	21,187	20,723
Morawa Community Trust Reserve	321	53,861
Morawa Community Future Fund Reserve	63,136	38,455
Refuse Transfer Station Reserve	5,743	3,418
Aged Care Units Reserve	260	158
ST-N/Midlands Solar Thermal Power	15,844	10,551
ST-Morawa Revitalisation Reserve	4,999	3,328
Legal Fees Reserve	15,000	15,000
Road Reserve	140,000	140,000
	709,511	618,320
 Transfers from Reserves		
Leave Reserve	0	0
Sports and Recreation Facilities Reserve	0	0
Plant Reserve	(381,409)	(83,597)
Building Reserve	0	0
Economic Development Reserve	0	0
Community Development Reserve	(245,026)	(20,000)
Sewerage Reserve	0	0
Unspent Grants and Contributions Reserve	(926,767)	(905,381)
Business Units Reserve	0	0
Morawa Community Trust Reserve	(10,100)	(10,100)
Morawa Community Future Fund Reserve	(53,666)	(53,666)
Refuse Transfer Station Reserve	(95,000)	(65,000)
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)	(1,137,744)
 Total Transfer to/(from) Reserves	 (1,678,137)	 (519,424)

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 JUNE 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 30 JUNE 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	(9,447)
Cash - Restricted Unspent Grants	0	317,600	0
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	6,829,085	6,827,946	6,308,522
Rates - Current	248,621	242,859	404,059
Sundry Debtors	375,943	375,943	1,005,442
GST Receivable	78,172	78,836	64,200
Accrued Income/Prepayments	16,328	10,416	6,882
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>7,774,158</u>
LESS: CURRENT LIABILITIES			
Sundry Creditors	(119,308)	(112,291)	(136,955)
Income Received in Advance	(111,331)	0	0
GST Payable	(49,793)	(50,156)	(46,646)
Payroll Creditors	0	0	0
Accrued Expenditure	0	0	0
Other Payables	(9,512)	(2,661)	(6,010)
Withholding Tax Payable	0	0	0
Payg Payable	(32,110)	(32,110)	(48,960)
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)	(345,401)
Current Loan Liability	(70,783)	(70,783)	(60,904)
	<u>(762,535)</u>	<u>(634,133)</u>	<u>(644,876)</u>
NET CURRENT ASSET POSITION	7,882,619	7,983,174	7,129,282
Less: Cash - Reserves - Restricted	(6,829,085)	(6,827,946)	(6,308,522)
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	286,652
Add Back : Current Loan Liability	70,783	70,783	60,904
SURPLUS/(DEFICIENCY) C/FWD	<u>1,401,033</u>	<u>1,502,727</u>	<u>1,168,328</u>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 JUNE 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	(135)	0	1,231,401	1,231,525
UV Mining	0.28968	17	455,557	131,966	508	0	132,474	137,401
Sub-Totals		492	59,544,629	1,572,201	1,075	0	1,573,276	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								
							1,596,332	1,601,328
							5,624	5,624
Discounts							1,601,956	1,606,952
Rates Written Off							(59,723)	(58,000)
Movement in Excess Rates							(10,704)	(1,300)
							(54,024)	0
Totals							1,477,505	1,547,652

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

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

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

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 JUNE 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	2,498	0	2,498
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	352	(2,823)	414
DPI Licensing	0	0	0	0
Morawa Oval Function Centre	1,762	0	0	1,762
	10,714	3,270	(3,143)	10,841

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 JUNE 2016

10. OPERATING STATEMENT

	JUNE 2016 Actual \$	2015/16 Budget \$	2014/15 Actual \$
OPERATING REVENUES			
Governance	85,353	99,469	9,899
General Purpose Funding	2,402,065	2,532,930	4,102,157
Law, Order, Public Safety	47,691	44,420	45,841
Health	59,064	13,000	4,759
Education and Welfare	17,905	448,600	62,813
Housing	46,856	122,901	48,270
Community Amenities	538,402	1,947,267	430,274
Recreation and Culture	267,759	264,476	525,931
Transport	2,757,169	3,178,920	1,535,940
Economic Services	210,212	716,899	281,693
Other Property and Services	90,359	92,617	114,320
TOTAL OPERATING REVENUE	6,522,835	9,461,499	7,161,898
OPERATING EXPENSES			
Governance	443,014	499,849	427,808
General Purpose Funding	183,504	193,557	178,137
Law, Order, Public Safety	146,204	148,151	125,997
Health	271,801	226,949	205,675
Education and Welfare	280,601	769,575	233,474
Housing	122,374	172,364	112,723
Community Amenities	477,763	515,784	439,886
Recreation & Culture	1,152,300	1,088,407	1,213,729
Transport	3,412,619	1,816,974	2,092,360
Economic Services	534,690	627,851	3,311,506
Other Property and Services	11,402	28,878	(46,198)
TOTAL OPERATING EXPENSE	7,036,272	6,088,339	8,295,096
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	<u>(513,437)</u>	<u>3,373,160</u>	<u>(1,133,198)</u>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 JUNE 2016

11. BALANCE SHEET

	JUNE 2016 Actual \$	2014/15 Actual \$
CURRENT ASSETS		
Cash Assets	6,299,074	7,914,726
Receivables	1,464,959	692,458
Inventories	10,124	10,124
TOTAL CURRENT ASSETS	<u>7,774,157</u>	<u>8,617,308</u>
NON-CURRENT ASSETS		
Receivables	11,064	11,064
Inventories	0	0
Property, Plant and Equipment	26,552,926	26,804,567
Infrastructure	42,896,343	42,014,173
TOTAL NON-CURRENT ASSETS	<u>69,460,333</u>	<u>68,829,804</u>
TOTAL ASSETS	<u>77,234,490</u>	<u>77,447,112</u>
CURRENT LIABILITIES		
Payables	238,571	264,288
Interest-bearing Liabilities	60,904	70,783
Provisions	345,401	299,061
TOTAL CURRENT LIABILITIES	<u>644,876</u>	<u>634,132</u>
NON-CURRENT LIABILITIES		
Interest-bearing Liabilities	458,435	175,179
Provisions	37,661	30,834
TOTAL NON-CURRENT LIABILITIES	<u>496,096</u>	<u>206,013</u>
TOTAL LIABILITIES	<u>1,140,972</u>	<u>840,145</u>
NET ASSETS	<u>76,093,518</u>	<u>76,606,967</u>
EQUITY		
Retained Surplus	32,788,084	32,782,098
Reserves - Cash Backed	6,308,522	6,827,946
Reserves - Asset Revaluation	36,996,923	36,996,923
TOTAL EQUITY	<u>76,093,529</u>	<u>76,606,967</u>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 JUNE 2016

12. FINANCIAL RATIO

	2015 YTD	2014	2013	2012
Current Ratio	4.090	7.880	1.870	2.230

The above rates are calculated as follows:

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

SHIRE OF MORAWA
FOR THE PERIOD 1 JULY 2015 TO 30 JUNE 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 offset with expenditure. (waiting for new doctor to start)

Education and Welfare - Variance below budget expectations

Industry Training Centre - timing

Housing - Variance below budget expectations

Single units only recently rented. Income below budget expectations

Community Amenities - Variance below budget expectations.

Grants for Refuse Site yet to be received - timing

Transport - Variance below expectations.

RRG & R2R funding - timing

Economic Services - Variance above budget expectations.

Tourism - Caravan Park Challet income higher than anticipated in the off season

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

Health - Variance above budget expectations.

Expenditure offset against income from vacant doctors position. Salary paid for Office Manager during this period

Education and Welfare - Variance below budget expectations

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

Housing - Variance above budget expectations.

Building maintenance on Staff housing higher than anticipated

Community Amenities - Variance below budget expectations.

Town Planning Expenses below budget expectations

Recreation and Culture - Variance above budget expectations.

Contractors utilised cartage of sand for top dressing of oval making water usage higher than normal

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

Other Property & Services - Variance below budget expectations.

Fuel and Oils, Tyres and Tubes underspent for the year

SHIRE OF MORAWA
FOR THE PERIOD 1 JULY 2015 TO 30 JUNE 2016
Report on Significant variances Greater than 10% and \$10,000

REPORTABLE NON-CASH VARIATIONS

REPORTABLE CAPITAL EXPENSE VARIATIONS

Purchase of Land & Buildings - Variance below budget expectations.

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

Purchase of Plant & Equipment - Variance below budget expectations.

Upgrade of works vehicles not purchased - 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
Morawa Perenjori Trails Project awaiting grants

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

7.2.4 Executive Manager Development and Administration

<i>Date of Meeting:</i>	21 July 2016
<i>Item No:</i>	7.2.4.1
<i>Subject:</i>	Policy Manual Review
<i>Date & Author:</i>	6 July 2016, Samantha Appleton
<i>Responsible Officer:</i>	Executive Manager Development and Administration
<i>Applicant/Proponent:</i>	Executive Manager Development and Administration
<i>File Number:</i>	ADM 0159
<i>Previous minute/s & Reference:</i>	18 June 2015

SUMMARY

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

DECLARATION OF INTEREST

Nil

ATTACHMENTS

The Shire of Morawa Policy Manual.

BACKGROUND INFORMATION

It is current Council policy and a statutory requirement that a review of the Policies of the Shire is done annually. The Shire of Morawa Policy Manual was last reviewed at the Council Meeting held on 18 June 2015.

OFFICER'S COMMENT

The Shire of Morawa maintains a Policy Manual with an up-to-date recording of the various policies of the Council.

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

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

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

The Shire of Morawa Policy Manual has been reviewed and updated accordingly.

Major changes made to the policy manual include clarification terms to indicate where responsibility with Council or with the Shire as well as referring to Councilor's as elected members and to all staff (also employees and workers) with the exception of the CEO as staff. There has also been improvements to grammar and formatting and the amendment of policies where current practice differs or legislation requires.

Policy 1.8 Secretarial Work for Community Groups has been deleted on the basis that this is an operational matter.

COMMUNITY CONSULTATION

Nil

COUNCILLOR CONSULTATION

Presented to briefing session.

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 2.7

POLICY IMPLICATIONS

The Policy Manual is to be reviewed at least once annually

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Morawa Strategic Community Plan

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

RISK MANAGEMENT

Nil

VOTING REQUIREMENT:

Absolute Majority

OFFICER'S RECOMMENDATION

It is recommended that Council resolve to adopt the reviewed and updated Shire of Morawa Policy Manual as tabled.

COUNCIL RESOLUTION

**1607003 Moved: Cr Agar
Seconded: Cr Collins**

Council resolved to defer the adoption of the Shire of Morawa Policy Manual for further consideration.

CARRIED 7/0

Motion amended to allow staff and Councillors to review the Policy Manual at a workshop to be held.

SHIRE OF MORAWA

POLICY MANUAL



Draft Review 21 July 2016



Table of Contents

Section 1 – Administration	3
1.1 POLICY MANUAL.....	3
1.2 USE OF COUNCIL CHAMBERS.....	3
1.3 COUNCIL PHOTOGRAPHS.....	4
1.4 NOMINATION OF SENIOR STAFF MEMBERS.....	4
1.5 SMOKE FREE BUILDINGS & VEHICLES.....	4
1.6 COUNCIL MEETINGS.....	4
1.7 CLOSURE OF SHIRE OFFICE & DEPOT – CHRISTMAS/NEW YEAR.....	5
1.8 CONFERENCE & TRAINING EXPENSES.....	5
1.10 CONFERENCE – STUDY TOURS.....	5
1.11 COUNCIL CONTRIBUTION TO STAFF FUNCTIONS.....	6
1.12 REGIONAL PRICE PREFERENCE.....	7
1.13 PERSONAL PROFESSIONAL DEVELOPMENT.....	8
1.14 RECORDKEEPING.....	9
Section 2 – Buildings.....	14
2.1 SHIRE HOUSING INTERIOR COLOUR SCHEME.....	14
2.2 HERITAGE COLOURS – SOLOMON AND WINFIELD STREETS.....	14
Section 3 - Finance.....	15
3.1 BUDGET MEETING.....	15
3.2 SUPERANNUATION.....	15
3.3 CHEQUE SIGNING & ACCOUNT LIMIT (FIN 05).....	15
3.4 INVESTMENT POLICY.....	20
3.5 PURCHASING POLICY.....	20
3.6 USE OF CORPORATE CREDIT CARDS POLICY.....	26
3.7 RATES COLLECTION.....	27
3.8 SUNDRY DEBTOR COLLECTION.....	28
3.9 FINANCIAL HARDSHIP FOR WATER SERVICES.....	33
3.10 SHIRE OF MORAWA PROJECT MANAGEMENT POLICY.....	37
.11 SHIRE OF MORAWA RISK MANAGEMENT POLICY.....	39
Section 4 – Health.....	41
4.1 OCCUPATIONAL HEALTH & SAFETY POLICY.....	41
Section 5 - Industrial.....	50
5.1 CODE OF CONDUCT.....	50
5.2 STAFF POSITIONS.....	55
5.3 TEMPORARY / CASUAL STAFF.....	55
5.4 STAFF HOUSING.....	56
5.5 SEXUAL HARASSMENT.....	57
5.6 REMOVAL EXPENSES FOR NEW STAFF.....	60
5.7 INSIDE STAFF UNIFORMS.....	60
5.8 PAYMENTS TO STAFF IN ADDITION TO CONTRACT OR AWARD.....	60
5.9 HOUSING INCENTIVES PAYMENTS.....	61
5.10 ROSTERED DAYS OFF (RDO).....	61
5.11 EQUAL OPPORTUNITY EMPLOYMENT POLICY.....	62
5.12 ALCOHOL AND DRUG POLICY.....	63
Section 6 – Law, Order and Public Safety.....	66
6.1 FIRE BURNING PERIODS.....	66
6.2 SUSPENSION OF PROHIBITED BURNING TIMES.....	67
6.3 HARVEST BANS.....	67
6.4 BRIGADE MEMBERSHIP.....	67
Section 7 – Plant and Equipment.....	71
7.1 TENDERING & PURCHASE OF PLANT & EQUIPMENT.....	71
7.2 RUNNING HOURS ON OIL – GRADERS.....	71
7.3 PRIVATE USE COMPONENT OF PLANT & EQUIPMENT.....	71
7.4 PREVENTATIVE MAINTENANCE – PLANT & EQUIPMENT.....	71

Shire of Morawa – Policy Manual

Section 8 - Roads	72
8.1 BUILDING ACTIVITY ENCROACHING ON ROAD RESERVE.....	72
8.2 CULVERT COST – RURAL LANDHOLDERS	72
8.3 ROAD CROSSINGS FOR DEEP DRAINAGE.....	72
8.4 FENCING – RURAL ROAD RESERVES.....	74
8.5 SCHOOL BUS ROUTES.....	74
8.6 STREET SIGNAGE	74
8.7 BUSINESS DIRECTIONAL SIGNAGE	74
8.8 ROAD WIDTHS	75
8.9 PRIVATE WORKS.....	76
8.10 GRAVEL PIT USE & REHABILITATION	76
8.11 CROSSOVERS	76
8.12 ROAD VERGE POLICY	77
Section 9 - Recreation	81
9.1 LIQUOR PERMITS	81
9.2 HIRING & USE OF RECREATION FACILITIES.....	81
9.3 MORAWA CARAVAN PARK – OCCUPANCY CONDITIONS.....	85
9.4 SWIMMING POOL – YEARLY OPENING & CLOSING	86
9.5 CLEANING GUIDELINES	86
9.6 MORAWA MARKETS POLICY	88
9.7 MORAWA VOLUNTEERS.....	88
9.8 PREMIER'S AUSTRALIA DAY ACTIVE CITIZENSHIP AWARDS - SHIRE OF MORAWA.....	89
9.9 USE OF SOCIAL MEDIA FOR PUBLICITY	91
Section 10 – Town Planning	95
10.1 RURAL SUBDIVISION.....	95
Section 11 – Economic Development.....	96
11.1 INCENTIVES FOR INVESTMENT	96
11.2 CHARTER OF CORPORATE RESPONSIBILITY – ‘PARTNERS IN PROSPERITY’	99
11.3 COMMUNITY CONSULTATION PLAN.....	99
11.4 INFRASTRUCTURE ASSET MANAGEMENT POLICY.....	101

Section 1 – Administration

1.1 POLICY MANUAL

The Chief Executive Officer shall maintain a Policy Manual as an up to date recording of the various policies of the Council.

Policies shall relate to matters of an on-going nature. Policy decisions on single issues are not to be recorded in the manual.

The objectives of the Policy Manual are:

- to provide elected members with a formal written record of all policy decisions;
- to provide the staff with guidelines to follow in accordance with Council decisions;
- to enable the staff to act promptly in accordance with Council requirements, but without continual reference to Council;
- to enable elected members to adequately handle enquiries from electors without unnecessary referrals to the staff or the Council;
- to enable Council to maintain a continual review of Council policy decisions and to ensure they are in keeping with community expectations, current trends and circumstances;

To enable electors to obtain immediate advice on matters of Council policy. Council is to carry out a review of the policies each year.

A copy of the Policy Manual, together with details of variations as they occur, shall be distributed to all elected members.

Changes to the Policy Manual shall be made only on:

- A notice of motion.
- An agenda item clearly setting out details of the amended policy.
- By Absolute Majority Vote.

Adopted Council Meeting 16/04/2003
Reviewed Council Meeting 21/07/2016

1.2 USE OF COUNCIL CHAMBERS

The use of the Council Chambers other than for official Council activities will be at the discretion of the Shire President or Chief Executive Officer.

Adopted Council Meeting 21/05/1998
Reviewed Council Meeting 21/07/2016

1.3 COUNCIL PHOTOGRAPHS

A formal group photograph of all elected members will be taken after the election of each new Council.

Adopted Council Meeting 16/03/2000
Amended Council Meeting 16/04/2003
Reviewed Council Meeting 21/07/2016

1.4 NOMINATION OF SENIOR STAFF MEMBERS

For the purposes of Section 5.37 of the *Local Government Act 1995*, the Council designates the following staff members to be “senior staff members”:

- Chief Executive Officer

Adopted Council Meeting 21/08/1996
Amended Council Meeting 17/02/2011
Reviewed Council Meeting 21/07/2016

1.5 SMOKE FREE BUILDINGS & VEHICLES

Smoking is prohibited under all circumstances in all Shire buildings and vehicles. The *Health (Smoking in Public Places) Regulations 1998* have application.

Adopted Council Meeting 16/03/2000
Amended Council Meeting 20/12/2007
Reviewed Council Meeting 21/07/2016

1.6 COUNCIL MEETINGS

Council meetings are to be held on the third Thursday of each month, with the exception of January, May and November when the Council is in recess.

The procedures for public question time are set out in Section 7 of the *Local Government (Administration) Regulations 1996* and local law 6.7 of the *Shire of Morawa Meeting Procedures Local Law 2012*.

Written notice of each question should be given to the Chief Executive Officer fifteen minutes prior to the commencement of the meeting.

The Shire President and Deputy Shire President shall be elected by Council every second year at the first Council meeting held following the ordinary Council election.

Adopted Council Meeting 16/10/1997
Amended Council Meeting 20/12/2007
Reviewed Council Meeting 21/07/2016

1.7 CLOSURE OF SHIRE OFFICE & DEPOT – CHRISTMAS/NEW YEAR

The Shire Office and Depot is to be closed between Christmas and New Year.

Staff will be offered the option of working, taking time off in lieu, unpaid or annual leave.

Adopted Council Meeting 17/12/1997
Reviewed Council Meeting 21/07/2016

1.8 CONFERENCE & TRAINING EXPENSES

WALGA Annual Conference expenses will be met by the Shire of Morawa and is limited to registration fees, accommodation, breakfast and evening meals including those of partners. The cost of partners programs is excluded.

The Shire President, Chief Executive Officer and a maximum of three elected members may attend annually. Attendance by elected members is to be rotated.

Other conference and training expenses by elected members and/or staff are to be within normal approved budget allocation, and limited to registration, accommodation and meals for authorised attendees and their partners.

Adopted Council Meeting 20/05/1999
Amended Council Meeting 16/04/2003
Reviewed Council Meeting 21/07/2016

1.10 CONFERENCE – STUDY TOURS

State and Federal Professional Conferences

- (i) Senior Management Team members are encouraged to attend the annual State conference relating to their profession.
- (ii) Senior Management Team members are encouraged to attend biennially, the Federal conference relating to their profession. (Note: where the officer's professional organisation does not convene a State conference the senior team member is encouraged to attend the organisation's Federal conference, annually).
- (iii) Funds for attendance at State and Federal professional conferences shall be provided in each annual budget under the provision for staff member training.
- (iv) The Chief Executive Officer is authorised to approve the attendance of staff at State and Federal professional conferences in accordance with the following guidelines:
 - Budget authority and funding arrangements are to be considered.
 - The Chief Executive Officer is to ensure that attendance at the conference will be beneficial to the officer and/or the Shire of Morawa.
 - The staff member is to provide a report on the issues, outcomes, etc. of the conference with recommendations as appropriate and the report is to be submitted to Council.

- Senior Management Team members will not be precluded from attending a
 - Federal Conference only because the conference happens to be held overseas.
- (v) If it is considered beneficial for the President and/or elected members/s to accompany Senior Management Team members to any State or Federal conference, such attendance shall be at the discretion of the Council and will only occur if adequate funds are available in the annual budget.

Other Conferences

Provision is to be made in each year's budget of an appropriate sum to cover Shire representation (President, elected members and staff) at other conferences (i.e. in addition to State & Federal professional conferences)

- (i) The Chief Executive Officer may approve or decline staff attendance at other conferences.
- (ii) If it is considered beneficial for the President and/or elected members/s to accompany staff to any other conferences, such attendance shall be at the discretion of the Council and will only occur if adequate funds are available in the annual budget.

Annual Study Tours

- i) Details of study tours are to be arranged in advance so that suitable provision can be made in the annual budget. When no details of study tours have been arranged or arrangements are incomplete, an appropriate amount shall be included in the annual budget to cover the cost of an annual study tour.
- ii) The Chief Executive Officer in consultation with Council may approve attendance at study tours in compliance with the following guidelines:
 - The maximum attendance at any study tour is to be two elected members and two staff;
 - Attendance at a study tour shall only take place where there are appropriate funds provided for in the annual budget;
 - A detailed report including recommendations on each study tour shall be submitted to Council.
 - Budget authority and funding arrangements shall be considered.

Adopted Council Meeting 16/04/2003
Reviewed Council Meeting 21/07/2016

1.11 COUNCIL CONTRIBUTION TO STAFF FUNCTIONS

- i) Council's contribution to a function in honour of staff leaving employment with the Shire of Morawa shall be in accordance with the following at the discretion of the Chief Executive Officer:

Up to 2 years' service	Nil
2 years plus service	Council sponsored sundowner (elected members, staff & partners) with nibbles, beer, wine & soft drink. \$100 gift.
After 5 years' service	Council plaque, sundowner (elected members, staff & partners) and \$100 plus \$15 (per years of service) gift.

After 10 years' service	Council plaque, Council reception (elected staff & partners) and \$100 plus \$15 service gift.
-------------------------	--

- ii) Council's staff Christmas party shall:
- be in December prior to Christmas
 - include staff, elected members and immediate family (partners & children)
 - include buffet, beer, wine and soft drinks
 - be a combined outside/inside staff event
 - include provision of bus transport for attendees
- iii) Staff attaining 10 Years' Service – presentation of a certificate.
- iv) Council will acknowledge the contribution of staff who have completed 20 years of service with the Shire of Morawa by presenting a suitably engraved plaque at a function to be held at the staff member's workplace, and that recognition be made through the local media.

Adopted Council Meeting 16/04/2003
Amended Council Meeting 17/02/2011
Reviewed Council Meeting 21/07/2016

1.12 REGIONAL PRICE PREFERENCE

In order to promote sub-regional development the Shire of Morawa will provide a price preference to regional suppliers (located within the stipulated areas) when evaluating and awarding contracts with Council via the tendering process. Any price preference provided will comply with Part 4A of the *Local Government (Functions and General) Regulations 1995* as amended.

- 1) Price preference will be given to all suppliers submitting conforming tenders for the supply of goods and services (including construction (building) services) to the Shire of Morawa, unless Council resolves that this policy not apply to a particular tender.
- 2) The following price preference will be given to suppliers submitting tenders assessed in relation to this policy:

2.1 Goods and Services – up to a maximum price reduction of \$50,000 unless a lesser amount is stipulated in the tender document.

Stipulated Area

10% to all suppliers located within the Shire of Morawa.

2.2 Construction (Building) Services – up to a maximum price reduction of \$50,000 unless a lesser amount is stipulated in the tender document.

Stipulated Area

5% to all suppliers located within the Shire of Morawa.

- 3) Regional Price Preference will only be given to suppliers located within the stipulated areas for more than 6 months prior to the advertising date of the tender.

Located within the area stipulated is defined as having a supplier having a physical presence in the way of a shop, depot, outlet, headquarters or other premises where goods and services specifically being provided are supplied from. This does not

exclude suppliers whose registered business is located outside the stipulated area but undertake the business from premises within the stipulated area. An example is a franchisee of a multinational company.

- 4) Only those goods and services identified in the tender, as being from a source located within the stipulated area will have the price preference applied when assessing the tender.
- 5) Price is only one factor that Council considers when evaluating a tender. There is nothing contained within this policy that compels Council to accept the lowest tender or any tender based on the price offered.

Adopted Council Meeting 15/11/2001
Reviewed Council Meeting 21/07/2016

1.13 PERSONAL PROFESSIONAL DEVELOPMENT

The Shire of Morawa is committed to the personal development of its staff and encourages staff to undertake formal study.

The Shire recognises that staff who undergo formal study will be of benefit to the Shire's development as well as increasing the staff knowledge and expanding their career prospects.

As part of the Shire's pledge to support their staff, this policy has been put in place, to provide a fair system suitable to both staff and the Shire of Morawa's needs.

Council will provide a budget for the purposes of formal external study to the value of \$10,000. This figure will be reviewed annually.

The review process will include the Chief Executive Officer requesting an expression of interest from staff, held in March, as part of the budget preparation. Staff members will be required to show their intention of commencing or continuing study and provide an estimate on the cost involved.

A budget figure will be presented to Council as a result of the information sourced from the staff.

The allocation of the adopted budget to staff is based on a first-in first-served basis, with each staff member initially allowed to undertake one unit at a time. However should the budget allow, staff members may be able to claim more than one unit. Approval to do so will be at the discretion of the Chief Executive Officer.

Staff can claim 50% of the cost associated with their studies upon enrolment for the required unit. The remaining 50% may be claimed from the Shire upon successful completion of the unit.

Cost associated refers to the enrolment and purchase of required course textbooks and materials.

Staff, who fail a unit that the Shire has paid the first 50% for, will be required to reimburse the Shire, unless they re-enroll within 6 months. Any costs associated with the re-enrolment will be at the expense of the staff member. Staff who have re-enrolled and successfully pass the

unit are still able to claim the remaining 50%. The amount will not include any costs associated with the re-enrolment.

If a staff member fails a second time when attempting the unit, the staff member is required to reimburse all of the Shire's expense for that unit.

Applicants must be employed by the Shire for a minimum of three months. The Chief

Executive Officer may use his/her discretion and approve a staff member with less than three months tenure under exceptional circumstances.

Study undertaken must have a degree of relevance to the position held currently within the Shire. Courses must be provided by an accredited educational facility such as TAFE or a University.

Adopted Council Meeting 16/12/2004
Amended Council Meeting 22/12/2005
Reviewed Council Meeting 21/07/2016

1.14 RECORDKEEPING

Objectives

- To capture and control full and accurate records, in all formats, as evidence of the Shire of Morawa's business activities by developing systems and practices that make information readily accessible.
- To safeguard records of continuing value for legal, administrative or historical purposes.

Scope

The policy applies to all government records created or received by a Shire of Morawa staff member, contractor or elected member, or an organisation performing outsourced services on behalf of the Shire of Morawa, regardless of their physical format, storage location or date of creation.

Policy Statement

The Shire will maintain a Records Office that manages the efficient capture, creation, distribution, storage, retrieval and disposition of its records in accordance with the *State Records Act 2000*. All elected members, staff and contractors will capture, create or provide full and accurate records, in the appropriate format, of the Shire's business decisions and transactions to meet all legal, evidential, administrative, financial and historical requirements.

Creation, Capture and Control of Records

All records, regardless of format, and whether internal or external, are to be captured at the point of creation, with required metadata, into appropriate corporate systems that are managed in accordance with record keeping principles and the Australian Standard for Records Management AS ISO 15489. All records are to be categorised as to their level of sensitivity and adequately secured and protected from violation, unauthorised access and destruction in accordance with necessary preservation and storage requirements.

Access to Records

Access to the Shire's records by staff and contractors will be regulated according to security classifications. Access to the Shire's records by the general public will be in accordance with the *Freedom of Information Act 1992*. Access to the Shire's records by elected members will be via the Chief Executive Officer in the accordance with the *Local Government Act 1995*.

Appraisal, Retention and Disposal of Records

All records maintained by the Shire are to be retained and disposed of in accordance with the State Records Office's *General Disposal Authority for Local Government Records 1999*. This policy is to be reviewed once every year once adopted.

Objective

The purpose of this policy is to define the principles of the Shire of Morawa records management function, the roles and responsibilities of those who manage the record keeping process and provide an orderly and efficient approach to records management. It incorporates legislative requirements into the Shire's records management practices and requirements.

Legislation requires the Shire to maintain a records management system that completely, accurately and reliably creates and maintains evidential records, and to dispose of those records only through an approved scheme. The policy applies to all external and internal records, which are handled, created or received by the Shire of Morawa staff, contractors or elected members, regardless of their physical format, storage location, creation date or media type.

Importance

Local government records are an important information resource and cultural asset. Records provide the essential means to meet the accountability requirements of the local government.

The *Local Government Act 1995* provides (Section 5.41(h)) that a function of the Chief Executive Officer is to ensure that records and documents of the local government are properly kept for the purposes of the *Local Government Act 1995* and any other written law. This policy, the record keeping plan and the records procedure and policy manual are designed to manage this function.

Definitions of a Record

A record as defined in the *State Records Act 2000* means any record of information however recorded and includes:

- Anything on which there is writing or Braille
- A map, plan, diagram or graph
- A drawing, pictorial or graphic work or photograph
- Anything on which there are figures, marks, perforations, or symbols, having a meaning for persons qualified to interpret them
- Anything from which images, sounds or writings can be reproduced with or without the

- aid of anything else
- Anything on which information has been stored or recorded, either mechanically, magnetically or electronically

Inward Correspondence

All items received via mail avenues (including normal post, or other state mail, couriered mail, mail handed to a staff member of the Shire) and inward mail in electronic transmission or form (e.g. facsimiles or email).

Outward Correspondence

All items sent via mail avenues (as listed above) and outward mail in electronic transmission or form. Records in the public sector are referred to as Government Records or Public Records. Records created or received by a public officer or elected member in the course of his or her duties regardless of whether the communication is between staff in the same agency, between different agencies or between public officers and members of the community (both private and business).

Website Management

The Chief Executive Officer shall determine the contents to be contained on the Shire's website. The existing contents shall be kept up to date at all times. Any information that was used to enter data on the Shire of Morawa website has been converted to hard copy and kept in the Shire's record keeping system.

Ephemeral Records

Records may be categorised as Ephemeral Records. Ephemeral documents are documents which have only short term value to the organisation with little or no ongoing administrative, fiscal, legal, evidential or historical value. Usually, they are not incorporated into the Shire's record keeping system.

Significant Records

Significant records contain information which is of administrative, legal, fiscal, evidential or historical value and are not recorded elsewhere on the public record. They describe an issue, record who was involved, record why a decision was made and may embody actual guidelines.

Vital Records

Vital records are those deemed essential to reconstruct and continue operations of the Shire and to protect its organisational, legal and financial interests.

Records Disposal

Disposal is by way of depositing records in the State Archives, managing the records as designated State Archives at the Shire or by destruction in accordance with the *General Disposal Authority for Local Government Records 1999* (GDALGR).

Policy

1. The organisation must ensure efficiency in the creation, dissemination, storage and disposal of all Shire records.
2. Provide record management systems which meet the corporate needs of the organisation and are consistent with the requirement of Government Acts and Regulations.
3. All communications in the form of records, whether paper or electronic, and whether internal or external, are to be captured within the appropriate record keeping system.
4. Prevent the loss or damage of records, including inward and outwards correspondence
5. (including copies).
6. Prepare a disposal and retention schedule based on the requirement of the Local Government Disposal Schedules.
7. All records are to be managed according to whether they are significant or ephemeral records, vital or non-vital records and in accordance with their security classification.
8. Any records / files in the possession of individual staff are to be registered to them and, dependent upon security classification, kept accessible.
9. Only approved record formats are to be used in effecting the Shire's business.
10. Records are not to be removed from the Shire's sites unless in accordance with the approved retention and disposal schedule or in the custody of an officer performing approved business.
11. Registers are to be maintained of all records series and special categories, including but not limited to, registers of policies, databases, Freedom of Information applications, assets, tenders photographs, forms, vital records, files and contracts.

Roles and Responsibilities

Chief Executive Officer

The Chief Executive Officer is to ensure there is a system for the maintenance and management of records that is compliant with records management legislation and State guidelines and procedures. This includes the provisions of Section 5.41(h) of the *Local Government Act 1995*.

Managers and Staff

All managers must ensure that record keeping policy and procedures are adhered by the staff. Managers must ensure that staff, including contractors, understand and have knowledge of the Shire's record keeping policy, procedures and plan.

Staff responsibility is to ensure that they have a good understanding of the record keeping plan, policy and procedures. All staff members should retain records relating to the business activities they perform. They are to identify significant and ephemeral records, ensure significant records are registered in the records management system; maintained, protected and disposed of in accordance with the State Records Office's *General Disposal Authority for Local Government Records*.

Records Officer Duties

Staff with Records Officer duties are to maintain and manage:

- A professional information management system that meets legislative requirement and conforms to Council policy.
- Correspondence control programs
- Indexing activities

- Disposal and retention schedules
- Inactive records
- All forms associated with the records office
- The development of policy and procedures associated with the records system which
- will allow for retrieval and dissemination of accurate, accessible information to all staff, elected members and members of the public.
- Conduct record keeping induction and awareness training for staff

Elected Members

All elected members are to create, collect and retain records relating to their role as an elected member for the Shire of Morawa as specified by legislation and the Shire's Record Keeping Policy and Procedures. Political party and personal records of elected members are exempt.

Related Acts and Policies

In addition to the requirements of the *State Records Act 2000*, the relevant aspects of the following statutes should also be considered:

- *Evidence Act 1906*
- *Limitation Act 1935*
- *Freedom of Information Act 1992*
- *Public Interest Disclosure Act 2003*
- *Local Government Act 1995*
- *Financial Administration and Audit Act 1985*
- *Criminal Code 1913 (section 85)*
- *Electronic Transactions Act 2001*
- *Crimes Act 1914*

Adopted Council Meeting 18/5/2006
Reviewed Council Meeting 21/07/2016

Section 2 – Buildings

2.1 SHIRE HOUSING INTERIOR COLOUR SCHEME

The interior colour scheme including walls, skirting boards, architraves, doors and frames for all Shire housing is to be of neutral colours at the Chief Executive Officer's discretion.

Adopted Council Meeting 22/12/2005
Reviewed Council Meeting 21/07/2016

2.2 HERITAGE COLOURS – SOLOMON AND WINFIELD STREETS

Property owners of buildings along Solomon and Winfield Streets are encouraged to upkeep the presentation of their shop frontages. The Shire of Morawa's preference is to retain heritage colours (Morawa Town Planning Scheme Report part 10 and Morawa Town-site Policy No.4 and 5) throughout the main streets, being Winfield and Solomon Streets.

The Shire will reimburse 100% cost of the paint (not painting costs) should property owners paint their shop frontages in the heritage colour scheme.

Adopted Council Meeting 22/12/2005
Amended Council Meeting 20/7/2006
Reviewed Council Meeting 21/07/2016

Section 3 - Finance

3.1 BUDGET MEETING

The draft is to be submitted to Council during May or June of each year in view of obtaining approvals for the adoption as early as possible as permitted by the *Local Government Act 1995* or as amended. All fees, charges and rentals shall be reviewed in the budget process annually.

Adopted Council Meeting 21/08/1996
Amended Council Meeting 20/12/2007
Reviewed Council Meeting 21/07/2016

3.2 SUPERANNUATION

(seperate to policy 5.9 HOUSING INCENTIVES PAYMENTS)

Superannuation is based on the compulsory Commonwealth Government legislation. If a staff member contributes an additional 5%, the Shire will match that 5% with an additional 5%.

Shire	Staff member
Legislated amount	0%
5%	5%

Adopted Council Meeting 16/07/1998
Amended Council Meeting 22/12/2005
Reviewed Council Meeting 21/07/2016

3.3 CHEQUE SIGNING & ACCOUNT LIMIT (FIN 05)

The Shire President, or one elected member and the Chief Executive Officer is authorised to sign Municipal Fund cheques on behalf of the Shire of Morawa for all accounts. Delegated authority is given to the Chief Executive Officer, Executive Manager Development & Administration and Manager Accounting and Finance to sign Municipal Fund cheques to a maximum amount of \$100,000 for items contained within the adopted budget of the Council, and for other expenditure and allocations approved by Council from time to time. Formal documentation is to be submitted to the next held Council meeting detailing any use of this facility.

Adopted Council Meeting 16/03/2000
Amended Council Meeting 20/12/2007
Reviewed Council Meeting 21/07/2016

3.4 INVESTMENT POLICY

OVERVIEW

The purpose of this policy is to ensure:

Council conforms with its responsibilities under: -

Local Government Act 1995 – Section 6.14;

The *Trustees Act 1962* – Part III Investments;

Local Government (Financial Management) Regulations 1996 – Regulations 19, 28 and 49

Australian Accounting Standards

- That Council has in place a current set of policies and delegations for its Officer's responsible for the investment of Council held funds.
- Adherence to the guidelines and procedures outlined in this document by all officers with delegated authority to invest/control Council funds.

OBJECTIVE

- Preservation of Capital.
- To take a conservative approach to investments, but with a focus to add value through a prudent investment of funds.
- To achieve an adequate level of diversification to spread risk.
- To achieve a high level of security.
- To have ready access to funds for day-to-day requirements.
- To ensure that surplus funds are invested appropriately and that appropriate records are kept.

POLICY

Whilst exercising the power to invest, consideration is to be given to the preservation of capital, liquidity and the return on investment.

Preservation of capital is the principal objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes management of credit and interest risk within identified thresholds and parameters.

The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash-flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.

The investment is expected to achieve a predetermined market average rate of return that takes into account the Shire's risk tolerance. Any additional return target set by Council will also consider the risk limitation and prudent investment principles.

LEGISLATIVE REQUIREMENTS

All investments are to comply with the following:

- Local Government Act 1995 (as amended) – Section 6.14;
- Trustees Act, 1962 – Part III Investments
- Local Government (Financial Management) Regulations 1996 – Regulation 19, Regulation 19C, Regulation 28 and Regulation 49; and
- Australian Accounting Standards.

DELEGATED AUTHORITY

- Officers authorised to make investment decisions and sign investment lodgments, withdrawals etc, are outlined below and must be named in Council's Delegated Authority Register.
- In case of annual leave or absence, the Chief Executive Officer may approve delegations for relieving persons, under advice to Council.
- Any investments made under delegated authority are to comply with the Authorised Investments List.
- Decisions in excess of \$750,000 unauthorized investments or for terms > 12 months should be referred to Council.

PRUDENT PERSON STANDARD

The investment will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolio to safeguard the portfolio in accordance with the spirit of this Investment Policy and not for speculative purposes.

ETHICS and CONFLICTS OF INTEREST

Officers shall refrain from personal activities that would conflict with the proper execution and the management of the Shire's investment portfolio. This policy requires Officers to disclose any conflict of interest to the CEO.

APPROVED INVESTMENTS

Without approval from Council, investments are limited to:

- State/Commonwealth Government Bonds with a term of maturity not exceeding three years;
- Fixed term deposits placed with an authorized institution* for a term not exceeding 12 months; and
- Interest-bearing deposits placed with an authorized institution

PROHIBITED INVESTMENTS

This Investment Policy prohibits any investment carried out for speculative purposes including:

- Derivative-based instruments;
- Principal-only investments or securities that provide potentially nil or negative cash flow; and
- Stand-alone securities issued that have underlying futures, options, forward contracts and swaps of any kind.

This policy also prohibits the use of leveraging (borrowing to invest) of an investment.

In accordance with the Local Government (Financial Management) Regulations 1996 Reg 19C, this policy also prohibits the following:

- Deposits with any institution other than an authorized institution*;
- Deposits for a fixed term of more than 12 months;
- Investment in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
- Investment in bonds with a term to maturity of more than three years; and
- Investment in a foreign currency.

*Authorized Institution as defined in the Bank Act 1959 (Commonwealth) section 5.

RISK MANAGEMENT CONTROLS

Risk Management Controls include:-

- Delegated Authority to invest;
- Documented investment procedures;
- Investment Register to be maintained;
- Maturity of investments to be monitored at least monthly;
- Monthly statements to be received from counterparties;
- Monthly bank reconciliations to be prepared for each account;
- Monthly report to Council.

RISK MANAGEMENT GUIDELINES

Investments obtained are to comply with three key criteria relating to:

- a) Portfolio Credit Framework: limit overall credit exposure of the portfolio;
- b) Counterparty Credit Framework: limit exposure to individual counterparties/institutions; and
- c) Term to maturity Framework: limits based upon maturity of securities.

a) Portfolio Credit Framework - limits overall credit exposure of the portfolio.

The following credit framework limits the percentage of the portfolio exposed to any particular credit rating category.

Shire of Morawa – Policy Manual

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum %
AAA	A-1+	100%
AA	A-1	100%
A	A-2	60%

b) Counterparty Credit Framework - limits exposure to individual counterparties/institutions.

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum %
AAA	A-1+	45%
AA	A-1	35%
A	A-2	20%

c) Term to Maturity Framework - limits based upon maturity of securities.

Overall Portfolio Term to Maturity Limits	
Portfolio % < 1 year	100% Max. And 40% Min.
Portfolio % 1-3 years	60%

INVESTMENT ADVISOR

It may be appropriate to seek external advice from an investment advisor and if so this person must be: -

- An independent person who has no conflict of interest in relation to investment products recommended,

- Approved by Council, and
- Licensed by the Australian Securities and Investment Commission.

REPORTING AND REVIEW

- (a) Documentary evidence must be held on file for each investment and an investment register maintained by filing the monthly investment report to council in the Register.
- (b) The investment policy will be reviewed annually or as required in the event of legislative changes.
- (c) A monthly report must be provided to council detailing the investment portfolio. The monthly report shall include information about the term and the rate of return of each investment.
- (d) The annual financial report is to include information on earnings from investments as specified by Financial Management Regulation (FMR) 49.

LIQUIDITY

- (a) Liquidity ratio - at least 70% of total investment portfolio must be liquefiable within ten (10) days.
- (b) Maturity and Cash flow to be monitored to ensure cash funds are available to meet commitments.

SEPARATE AND COMMON ACCOUNTS

- (a) Separate accounts must be established the following purposes: —
Money required to be held in the municipal fund;
Money required to be held in the trust fund; and
Money required to be held in reserve accounts.
- (b) Money from different accounts may be placed in a common account for investment purposes.
- (c) Interest earned on each individual "Reserves/Restricted Assets" will be applied to that particular account.

Amended 17/04/2008
Amended 21/07/2016

3.5 PURCHASING POLICY

1.1 OBJECTIVES

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

1.2 WHY DO WE NEED A PURCHASING POLICY?

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

- Provides the Shire with a more effective way of purchasing goods and

services.

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

1.3 ETHICS & INTEGRITY

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

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

- Full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money.
- All purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire policies and code of conduct.
- Purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently.
- All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements.

- Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed.
- Any information provided to the Shire by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

1.4 VALUE FOR MONEY

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

An assessment of the best value for money outcome for any purchasing

should consider:

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

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

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

1.5 SUSTAINABLE PROCUREMENT

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

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

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

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

energy and technologies.

PURCHASE ORDERING AUTHORITY & LIMITS

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

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

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

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

The Shire will also enforce the following additional requirements:

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

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

Before calling for tenders, the Chief Executive Officer or his nominee shall investigate whether the goods or services requested:

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

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

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

- Are available under a common use contract from the State Supply Commission
- Are available under a joint purchasing arrangement through WALGA.

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

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

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

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

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

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

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

Staff will obtain verbal quotes from 3 alternative suppliers.

All suitable suppliers from the Local Suppliers Register will be invited to submit a quotation even if there are more than 3 suitable suppliers.

If staff is unable to obtain 3 quotes, this should be documented.

Goods and services valued up to \$3,000

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

1.7 RECORD KEEPING - PURCHASING

Goods valued at \$150,000 or over

Whenever goods or services are purchased by public tender, a separate file for

that tender will be raised. This file will contain:

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

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

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

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

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

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

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

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

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

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

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

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

Adopted Council Meeting 15/12/2007
Amended Council Meeting 18/12/2015
Reviewed Council Meeting 21/07/2016

3.6 USE OF CORPORATE CREDIT CARDS POLICY

The following policy is to be adhered to for controlling the use of credit cards –

Policy

- a provider agreement of 'terms and conditions' is to be signed by the cardholder and the local government which sets out the cardholder's responsibilities and legal obligations when using the credit card;
- a register of all current cardholders shall be kept which includes, card number, expiry date of the credit card, credit limit and details of goods and services the cardholder has purchased.
- the cardholder will in the event their employment ceases, an extended period of leave(greater than two months) is taken or they are moved to a position which does not require the use of a credit card return the credit card to the Manager of Accounting and Finance for destruction;
- the cardholder will notify the Manager of Accounting and Finance and relevant banking agency immediately if they lose or misplace their credit card;
- credit cards will not be transferred to other users;
- reward schemes, such as Fly Buys are not to be credited for the user's personal use;
- in the event that a cardholder fails to comply with the policy the card holder may have the card revoked.
- all new and existing cardholders will be provided with a copy of this policy relating to the use of credit cards;

Use of Corporate Credit Cards Purchasing

- credit cards should only be used for purchasing goods and services on behalf of the local government;
- personal expenditure is prohibited;
- a credit card is not be used for cash withdrawals;
- maximum credit limits are be based on the cardholder's need; and
- purchases by facsimile, telephone or over the Internet shall be communicated to the Manager of Accounting and Finance.

Approval of Corporate Credit Card Applications by Chief Executive Officer.

The Chief Executive Officer can approve an application by a staff member for a corporate credit card. In the case of the Executive Officer, the Council shall approve the application by Council resolution.

USE OF CORPORATE CREDIT CARDS AUTHORITY & LIMITS

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

POSITION	LIMIT OF CARD VALUE \$
Chief Executive Officer	\$15,000
Executive Manager Development & Administration	\$ 5,000
Manager of Accounting and Finance	\$ 2,000

Adopted Council Meeting 18/06/2009
Reviewed Council Meeting 20/03/2014
Reviewed Council Meeting 21/07/2016

3.7 RATES COLLECTION

The purpose of this policy is to provide clear direction on the collection of outstanding rates debtors.

1 Rate Notices

Rates Notices shall be issued as soon as possible after the budget has been set, or in the case of interim rates, as soon as possible after a revaluation has been received. Instalment Notices are to be sent in accordance with dates set at the time of adopting the budget.

2 Discount

- Where a discount option is available, discount shall apply to rates paid in full by 35 days after date of issue of rate notice
- No discount to be offered on minimum assessments
- Discount does not apply to rates from previous years
- Discount does not apply to interim rates after the billing date

3 Instalments

Payment of current year's rates by 4 instalments at 2 monthly intervals will be offered

4 Special Payment Arrangements

- An agreement may be made with a person for payment of rates under an alternative arrangement other than the options offered on the rate notice
- The ratepayer will be eligible for an arrangement if their rates outstanding are for the current year only
- Special arrangements will be for regular instalments with the debt to be finalised prior to the date on which the rates are generated for the next financial year or 30 June, whichever is first
- Two defaults on payments as per the arrangement plan will result in immediate withdrawal of the arrangement and the commencement of legal action as stated in part 6 below

5 31st January – Issue Final Notice

A Final Notice is to be issued for all rates/charges outstanding 14 days after the

due date (apart from those ratepayers who have opted to pay by instalment or special arrangement).

6 14 Days After Final Notice – Refer to Debt Collectors

If payment not received with 14 days of final notice being issued, (allowing for postal delays), the debt will be referred to t's debt collectors.

7 Overdue Instalments

When an instalment (other than the first instalment) remains unpaid after the following/next instalment is due, the right to pay by an instalment plan may be revoked in writing in accordance with Section 66 of the Local Government (Financial Management) Regulations.

8 Other Courses of Action

- Section 6.60 notice – divert rental payments due to the Lessor to the Shire
- Lodge a caveat on the property so the property cannot be settled until the debt is paid in full
- Take possession of the land under Section 6.64 of the Local Government Act 1995. In this instance, the Shire may rent or dispose of the property if rates remain unpaid for at least three years.
- Query with Mortgager details of the loan where applicable, to determine if it is a condition of the loan for the rates and taxes to be kept current with a view to having the debt paid by the financial institution.

9 Sale of Land for Non Payment of Rates

The Chief Executive Officer is to bring to Council's attention, any rates which remain unpaid for a period of three years for a determination on: -

- (a) Taking possession, or
- (b) Selling the land for the recovery of rates in accordance with the provisions of the Local Government Act 1995, or
- (c) Placing a caveat against the land to secure Council's interest

Council should consider the following issues when determining whether to sell land for outstanding rates:-

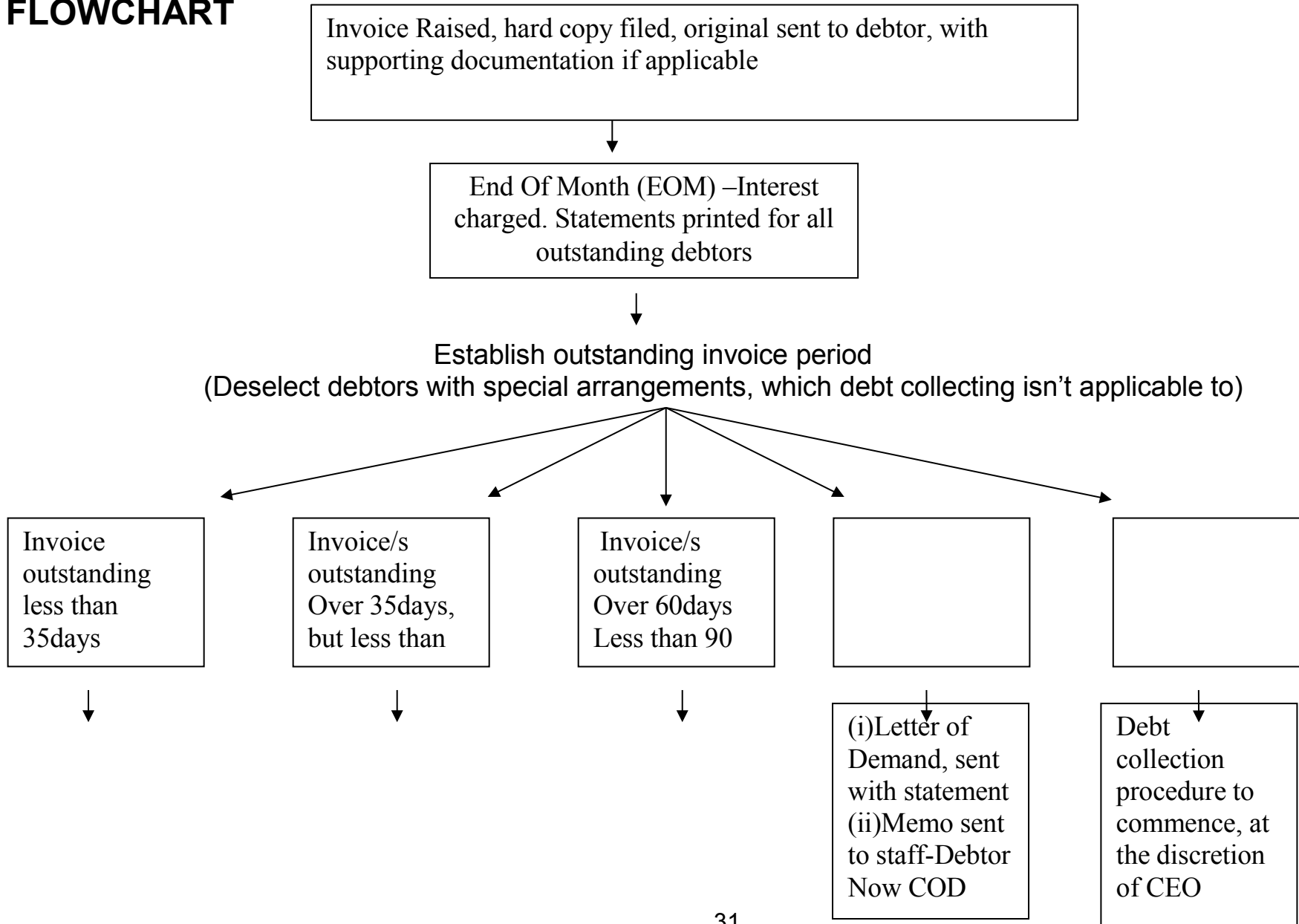
- (a) Whether the cost to recover the rates or transfer the land outweighs the amount outstanding
- (b) Whether it would be more cost effective to caveat the land rather than take possession

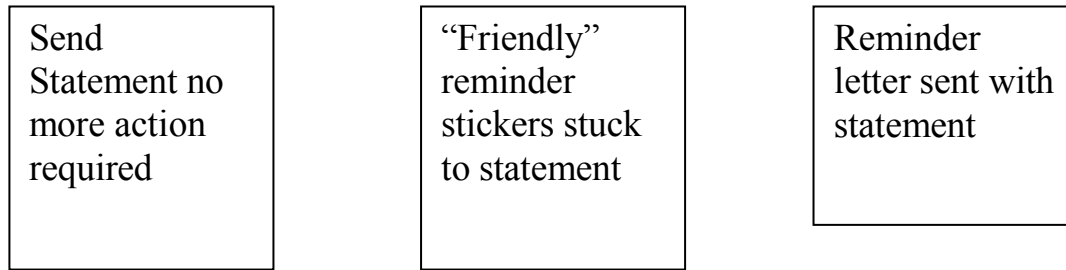
3.8 SUNDRY DEBTOR COLLECTION

Objective

To provide effective debt collection, which encourages debtors to pay their accounts and to limit the Shire of Morawa's outstanding debtors and the requirement to write off bad debts.

FLOWCHART

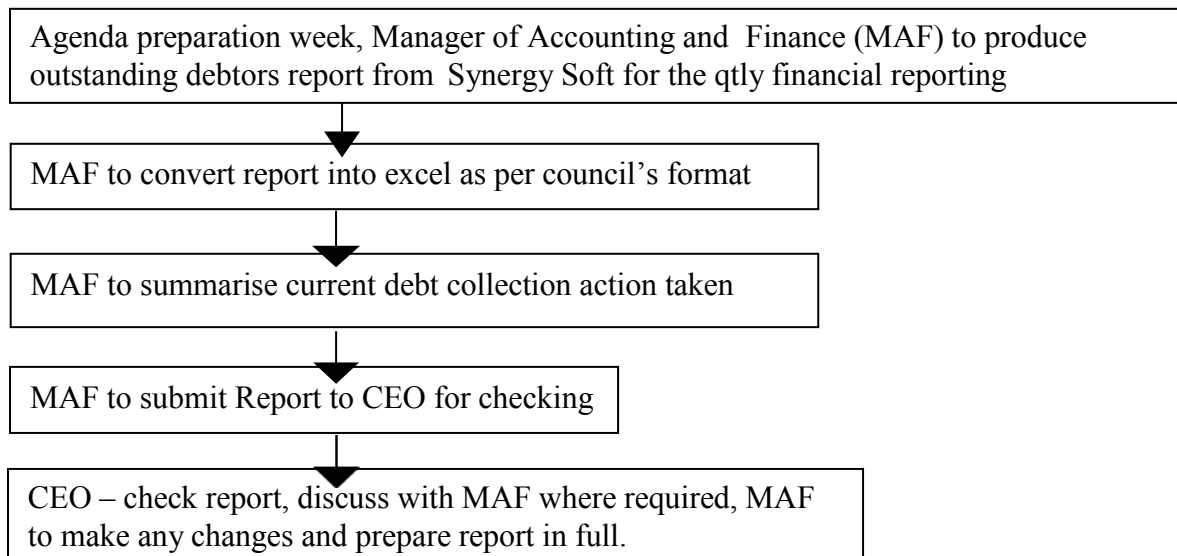




Amounts less than \$100.00 can be written off on the approval from the Chief Executive Officer

Outstanding debts above the threshold can only be written off on application and approval of Council.

Reporting Outstanding Debtors to Council FLOWCHART



Adopted Council Meeting 16/12/2004
Reviewed Council Meeting 21/07/2016

3.9 FINANCIAL HARDSHIP FOR WATER SERVICES

February 2014

Purpose

This Financial Hardship Policy outlines how the Shire of Morawa's ("we") will assist a residential customer ("you") who cannot pay a rate notice because of financial hardship.

Our policy applies only to the **water services portion and the rateable sections** of your rate notice. Residential tenants who have agreed with the land owner to receive a rate notice are also covered by this policy.

If you are also having difficulty paying other charges on your rate notice or if you are a commercial customer, we encourage you to still talk to us.

We are committed to working with you to find an appropriate payment solution that works for both you and us. We understand that it can be difficult to ask for support, and will treat you sensitively and respectfully.

What is financial hardship?

You will be considered to be in financial hardship if paying the water services portion of your rate notice will affect your ability to meet your basic living needs¹ – in short, if you have the intention but not the financial capacity to pay.

Financial hardship may, for example, be caused by:

- loss of your or a family member's primary income;
- spousal separation or divorce;
- loss of a spouse or loved-one;
- physical or mental health issues;
- a chronically ill child;
- budget management issues associated with a low income; and
- other unforeseen factors affecting your capacity to pay, such as a reduction in income or an increase in non-discretionary spending.

Identifying customers in financial hardship

If you think you may be in financial hardship we encourage you to contact us as soon as possible. You may ask your financial counsellor to contact us on your behalf.

We will assess within three business days whether we consider you to be in financial hardship. If we cannot make our assessment within three business days, we will refer you to a financial counsellor for assessment.

As part of our assessment we will consider any information provided by you and, if applicable, your financial counsellor. We will also take into account any information we may have on your payment history. As soon as we have made our assessment, we will advise you of the outcome.

¹ *Clause 19 of the Water Services Code of Conduct (Customer Service Standards) 2013 defines financial hardship as "being in an ongoing state of financial disadvantage in which the customer's ability to meet the basic living needs of the customer or a dependant of the customer would be adversely affected if the customer were to pay an unpaid bill for a water service supplied in respect of the place used solely or primarily as the customer's dwelling".*

Payment plans

If we determine that you are in financial hardship, we will offer you more time to pay the water services portion of your rate notice or a payment plan for this portion. We will not charge you any fees or interest as part of your extension or payment plan.

We will involve you and, if applicable, your financial counsellor in setting a payment plan. When setting the conditions of the plan, we will consider your capacity to pay and, if relevant, your usage needs.

If appropriate, we will review and revise your extension or payment plan.

We do not have to offer you a payment plan if you have had two payment plans cancelled because of non-payment.

If you are a tenant, we must make sure that the land owner is aware of us giving you an extension or entering into a payment plan with you before we do so. We can agree that you notify the land owner of the proposed extension or payment plan (and provide us with evidence that you have done so), or you can give us permission to notify the land owner.

Debt reduction and collection

If you are in financial hardship, we will consider reducing the amount you owe us.

We will also not commence or continue proceedings to recover your debt:

- while we are assessing whether or not you are in financial hardship; or
- if you are complying with your payment plan or another payment arrangement you have with us.

If you do not comply with your payment plan or other payment arrangement, we may commence debt recovery proceedings. When collecting your debt, we will comply with Part 2 of the ACCC and ASIC's *Debt collection guidelines for collectors and creditors*.

We may outsource your debt to a debt collection agency. Please be advised that additional fees may apply in this case. We will ensure that any debt collection agency we engage will comply with Part 2 of the ACCC and ASIC's *Debt collection guidelines for collectors and creditors*.

Useful information

- **Redirection of rate notice:** We will advise you of your right to have your rate notice redirected to another person free of charge if you are absent or ill.
- **Payment options:** You may pay your rate notice by direct debit, Centrepay, internet, telephone or post.

Paying by direct debit or Centrepay may help you manage your bills more easily as your bills will be paid through regular deductions.

For more information on your payment options, please contact us / refer to your rate and valuation notice.

- **Concessions and other financial relief and assistance:** You may be eligible for the concession(s) and/or financial relief for the water services portion of your rate notice:

To receive a concession you must:

(a) hold an appropriate Pensioner or Seniors Cards as detailed below:

Seniors Cards (SC)

Owner is entitled to receive up to 25% rebate on Local Government rates and FESA Emergency Services Levy. The rebate is limited to a maximum amount and the deferment option is not available.

Seniors Cards (SC) and a Commonwealth Seniors Health Card (CSHC)

Owner is entitled to receive up to 50% rebate on Local Government rates and FESA Emergency Services Levy. The rebate is limited to a maximum amount and the deferment option is available.

Pensioner Concession Card (PCC) or State Concession Card (SCC)

Owner is entitled to receive up to 50% rebate on Local Government rates and FESA Emergency Services Levy. The rebate is limited to a maximum amount and the deferment option is available.

(a) As at 1st July of the current financial year

- be the owner or co-owner of the property or have a right to reside at the
- property under the terms of a will (documentation required).
- reside at the property under the terms of a will (documentation required).
- occupy the property as your 'ordinary place of residence'.

(b) have registered with the Shire or Water Corporation.

A pro-rata rebate may be available from the date of registration to Pensioners and Seniors who become eligible after July 1 of the rating year. This section of the policy will be updated if changes occur and clients notified.

Financial counselling

We will advise you of any financial counselling services or other organisations that may be available to you.

Financial counsellors offer free, independent information to help you take control of your financial situation.

The Financial Counsellors' Association of WA (FCAWA) can refer you to a financial counsellor in your area. Alternatively, you can call the FCAWA's Financial Counselling Helpline. The Helpline provides a free confidential service for all Western Australians with financial problems and queries.

The FCAWA's contact details are:

Financial Counsellors' Association of WA
Phone: (08) 9325 1617
Financial Counselling Helpline: 1800 007 007
Email: afm@financialcounsellors.org
Website: www.financialcounsellors.org

Fees and charges

We may charge you penalty interest which is calculated on a simple interest basis, set by Council at a rate displayed on the front of the rate notice each year (currently 11%) on all unpaid rates. Penalty interest will accrue on any rates and service charges that:

- Are carried forward from previous rating periods.
- Remain unpaid after they become due and payable.

A list of all our fees and charges may be found at www.morawa.wa.gov.au

Complaints handling

If you have a complaint, please contact us first. Our contact details are included in section 10 below.

If you are not satisfied with the way we handle your complaint, you may refer your complaint to the Energy & Water Ombudsman. The Energy & Water Ombudsman will investigate your complaint and may mediate the dispute between you and us.

The Energy & Water Ombudsman's contact details are:

Company Name:	Energy and Water Ombudsman Western Australia
	2nd Floor, Albert Facey House
In person:	469 Wellington Street
	Perth WA 6000
	PO Box Z5386
Postal Address:	St Georges Terrace
	Perth WA 6831
Phone:	08 9220 7588
	1800 754 004*
Freecall:	<i>* Calls made from mobile phones will be charged at the applicable rate.</i>
TIS:	Translating and Interpreting Service 131 450
TTY:	National Relay Service 1800 555 727
E-mail:	energyandwater@ombudsman.wa.gov.au
Fax:	(08) 9220 7599
Freefax:	1800 611 279

Approval and review

Our policy was approved by the Economic Regulation Authority of WA.

We will review our policy at least every five years to ensure it remains up-to-date and relevant.

Our contact details

You can contact us at:

Shire of Morawa

In Person 66 Winfield Street Morawa WA 6623

Postal Address PO Box 14, Morawa WA 6623

Phone: (08) 9971 1204

TTY1800 555 727

TIS 131450

Fax: (08) 9971 1284

Email: admin@morawa.wa.gov.au

We are open Monday to Friday: Office hours: 8.30 am – 4.30 pm

Adopted Council Meeting 20/02/2014
Reviewed Council Meeting 21/07/2016

3.10 SHIRE OF MORAWA PROJECT MANAGEMENT POLICY

1. Objective

The objective of this Policy is to enable the Shire of Morawa to develop and sustain an appropriate level of project management capability, for Council to undertake and conclude projects over a specified time frame, to achieve a pre-determined goal or set of outcomes within a specified cost parameter and meet the requirements of the *Local Government Act 1995*.

2. Policy Statement

A project can be broadly defined as a series of tasks over a specified timeframe to achieve a pre-determined goal or set of outcomes within a specified cost parameter. There is a critical need for local government to be flexible, efficient and competitive in the delivery of projects for its constituents, to pre-determined outcomes, within cost and time limitations.

To achieve best practice, the following aspects are to be undertaken, documented and authorised by the Chief Executive Officer:

- Allocation of a single responsible Project Manager
- Appropriate project concept formulation and approvals;
- Relevance of the project to Council's Community Strategic Plan;
- Identification of any risks or opportunities for improvement that may arise during or as a consequence of the project;
- Accurate cost estimation and budget provision for the project;
- Stipulated monitoring and reporting milestones;
- Completion of a written Project Plan including risk, communication, procurement and cost allocations sub plans;
- Appropriate project control mechanisms to be in place as per the Shire's Project Management Procedure;
- Relevant Project Procedure to be audited periodically.

Project management principles utilising the methods and techniques set out in the above documentation are to be followed. The Council's designated responsible officer for the project is accountable for adherence to this policy and relevant procedures.

3. Definitions

Community Strategic Plan	Council's corporate publication outlining the long term priorities for the community.
Council	Shire of Morawa.
Project Manager	The person responsible for the day to day management of the project objectives, tasks, progress and project team.

4. Risk Management

Risk Management is an important obligation Council takes very seriously and proactively manages especially in regard to its projects delivery. In the formulation and delivery of projects, the Shire of Morawa is very aware that there are risks to be assessed and systematically managed, to which elected members, staff members, community and interested parties may be exposed.

The Shire has a Risk Management Policy, Framework and system to be applied. In the concept formation, approval, planning, delivery, cost, quality and assurance control, monitoring and evaluation of projects, all elected members, managers, project managers, contractors, staff members and interested parties are encouraged to consider and assess applicable perceived risks and, if necessary, communicate them to the Chief Executive Officer or Project Manager prior to the commencement of the project or relevant project phase or activity.

5. Policy Administration

Responsible Officer	Chief Executive Office
Council Reference	Ordinary Council Meeting - Item
Policy Review Date	Annually as required by regulation
File Number	ADM 364
Relevant Legislation	<ul style="list-style-type: none"> • Local Government Act 1995
Related Polices/Procedures/Protocols	<ul style="list-style-type: none"> • Code of Conduct • Project Management Procedure

Adopted Council Meeting 16/10/2014
Reviewed Council Meeting 21/07/2016

.11 SHIRE OF MORAWA RISK MANAGEMENT POLICY

Purpose

The Shire of Morawa Risk Management Policy documents the commitment and objectives regarding managing uncertainty that may impact the Shire's strategies, goals or objectives.

Policy

It is the Shire's Policy to achieve best practice (aligned with AS/NZS ISO 31000:2009 Risk management), in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public.

Risk Management will form part of the Strategic, Operational, Project and Line Management responsibilities and where possible, be incorporated within the Shire's Integrated Planning Framework.

The Shire's Management Team will determine and communicate the Risk Management Policy, Objectives and Procedures, as well as, direct and monitor implementation, practice and performance.

Every staff member within the Shire is recognised as having a role in risk management from the identification of risks to implementing risk treatments and shall be invited and encouraged to participate in the process.

Consultants may be retained at times to advise and assist in the risk management process, or management of specific risks or categories of risk.

Definitions (from AS/NZS ISO 31000:2009)

Risk: Effect of uncertainty on objectives.

Note 1: An effect is a deviation from the expected – positive or negative.

Note 2: Objectives can have different aspects (such as financial, health and safety and environmental goals) and can apply at different levels (such as strategic, organisation-wide, project, product or process).

Risk Management: Coordinated activities to direct and control an organisation with regard to risk.

Risk Management Process: Systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.

Risk Management Objectives

- Optimise the achievement of our vision, mission, strategies, goals and objectives.
- Provide transparent and formal oversight of the risk and control environment to enable effective decision making.
- Enhance risk versus return within our risk appetite.
- Embed appropriate and effective controls to mitigate risk.
- Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
- Enhance organisational resilience.

- Identify and provide for the continuity of critical operations

Risk Appetite

The Shire quantified its risk appetite through the development and endorsement of the Shire's Risk Assessment and Acceptance Criteria. The criteria are included within the Risk Management Procedures and are subject to ongoing review in conjunction with this policy.

All organisational risks to be reported at a corporate level are to be assessed according to the Shire's Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisations appetite and are to be noted within the individual risk assessment.

Roles, Responsibilities & Accountabilities

The Chief Executive Officer is responsible for the allocation of roles, responsibilities and accountabilities. These are documented in the Risk Management Procedures (Operational Document).

Monitor & Review

The Shire will implement and integrate a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends.

This policy will be kept under review by the Shire's Management Team and its staff. It will be formally reviewed two years.

Adopted Council Meeting 16/10/2014
Reviewed Council Meeting 21/07/2016

Section 4 – Health

4.1 OCCUPATIONAL HEALTH & SAFETY POLICY

The Shire of Morawa is committed to providing a safe and healthy work environment, so far as practicable, for all staff, contractors and visitors. To achieve this, the Shire has allocated responsibilities and accountabilities to all levels of persons within the Shire to ensure the maintenance of the occupational safety and health program is optimal.

Continuous improvement incentives have been incorporated into the Occupational Safety and Health Management Plan aimed at achieving the Shire's safety objectives and targets.

The objectives of this policy are to achieve;

- An annual reduction of workplace injury and disease.
- The provision and maintenance of a safe workplace, plant and systems of work.
- The Identification, elimination and control of workplace hazards.
- The provision of information, supervision and training to staff to ensure work is performed safely and to a high standard.
- A safety culture where best practice initiatives are entrenched in daily business activities
- Compliance with the *Occupational Safety and Health Act 1984* regulations, standards and codes of practice.

The Shire encourages a consultative process to improve safety within the workplace and will provide the time and resources required to minimise the risk of injury, harm or damage to staff and Shire property.

Safety is considered a shared responsibility and the Council will strive to ensure the compliance and integrity of this policy is maintained.

Safety Committee – Terms of Reference

Composition:

Chief Executive Officer -
Principal Works Supervisor
Executive Manager Development & Administration Staff

Member Safety and health representatives:

OH&S Rep - Depot Representative
OH&S Rep - Depot Representative
OH&S Rep - Administration Representative

Safety Adviser Local Government Insurance Services
(LGIS) Regional Risk Coordinator

Meetings:

The Safety Committee shall meet quarterly.

Functions:

The Safety Committee is responsible to the Chief Executive Officer for the overall direction and implementation of the Shire's Safety Policy and Objectives. This is achieved by:

1. Receiving and considering reports from safety and health representatives.
2. Receiving and considering reports from safety consultants.
3. Resolving health and safety issues which may arise in the workplace.
4. Reviewing policy and procedural changes which have health, safety or welfare implications.
5. Recommending changes to rules and procedures relating to health and safety.
6. Recommending and approving expenditure on items affecting health and safety in accordance with approved allocations.
7. Establishing, maintaining and monitoring of programs, measures and procedures which relate to safety and health.

These functions will be reviewed annually.

Policy on Staff Hearing Testing

The Morawa Shire will provide all staff considered to be at risk of hearing loss through exposure to noise at work with baseline audiometric testing within 12 months of being employed.

Those who are considered to be at risk are those who by the nature of their work are exposed to noise levels above the "action level" as defined in the *Occupational Safety and Health Regulations 1996*.

- i.e. (a) an L peak of 140dB (lin); or
(b) an L Aeq₈ of 85dB (A).

All audiograms shall be conducted in accordance with WorkSafe requirements, as per the *Workers Compensation and Injury Management Act 1981* and associated regulations.

Subsequent audiograms: staff members are entitled to have subsequent audiograms provided by the Shire, no more frequently than one test per 12 month period. Subsequent testing must be requested by the staff member in writing.

Prior baseline audiograms: If a staff member has had an audiometric assessment for WorkCover purposes within a 3 month period prior to employment, then this test is considered adequate.

Exit audiograms: If an staff member has had a baseline audiogram for any reason while in the Shire's employ, then the Shire may require that staff member to submit to an exit audiogram.

Responsibilities for Safety

We all have a responsibility for safety in the workplace: The Senior Management Team will:

Shire of Morawa – Policy Manual

1. Ensure implementation of the Safety Objectives.
2. Ensure compliance with the *Occupational Safety and Health Act 1984* including the reporting of designated accidents to WorkSafe.
3. Actively participate in Safety Committee meetings and ensure minutes are kept.
4. Respond quickly to safety issues brought to attention by safety and health representatives.
5. Communicate and cooperate with staff on safety matters.

Staff will:

1. Communicate and cooperate with the Senior Management Team on safety related matters.
2. Report any defective item of equipment/machinery to the Principal Works Supervisor so that remedial action may be taken.
3. Report all incidents as soon as possible after the event on the appropriate form. This applies to near-misses and accidents that result in damage to property or injury to persons.
4. Use any protective equipment supplied to them in the manner in which they have been instructed by supervisors.
5. Raise any safety issues with a safety and health representative so that it may be discussed by the Safety Committee.
6. Comply with all safety and warning signs and all instructions given by the Principal Works Supervisor in relation to safer working practices.

Safety and health representatives will:

1. Pass on any concerns related to him/her by fellow staff to the next meeting of the Safety Committee.
2. Attend scheduled Safety Committee meetings and actively participate in discussion.
3. Cooperate and communicate with Senior Management Team and Committee members on safety related matters.
4. Promote a high standard of health and safety during the day to day functions of his/her employment.
5. Report any serious breaches of regulations of Shire policy to the Safety Committee.
6. Be notified of and take part in any accident investigation within their work area.
7. With prior notice given to the Chief Executive Officer and Principal Works Supervisor (using the 'Notice of Request to Inspect' form), inspect the workplace within seven days of notice being given. During such inspection the 'Safety Inspection Sheet' is to be completed and returned to the Chief Executive Officer or Principal Works Supervisor, Executive Manager Development and Administration within seven days of completing the inspection.
8. Immediately investigate the scene of an accident, dangerous occurrence or the risk of 'Imminent and Serious Harm' to a person. Additionally safety and health representatives will document all necessary details and supply such documentation to the Chief Executive Officer or Principal Works Supervisor or the Executive Manager Development and Administration within three days of completing the inspection.

The Chief Executive Officer will:

1. Give adequate consideration to health and safety matters when raised by the Safety Committee.

Hazardous Materials Purchasing

Hazardous Materials are defined as being:

Hazardous materials includes dangerous goods and hazardous substances as defined in the *Explosives and Dangerous Goods Act 1961* and any other materials, which on release is considered a threat to the health of humans or the environment.

They include:

1. Petrol, Herbicides/Pesticides, Diesel, Oils, Polishes, Hydrochloric Acid, Paints, Solvents and Cleaning Agents.
2. Hazardous materials are to be purchased only with the approval of the Principal Works Supervisor or the Chief Executive Officer.
3. Material Safety Data Sheets (MSDS) are to be provided by the supplier in all consignments of hazardous materials.
4. In the event that the MSDS is not received with the hazardous material (and its MSDS is not in the file), the material is not to be used until such time as the MSDS is provided.
5. At least one copy of the MSDS for the hazardous material is to be kept in the HAZARDOUS MATERIALS MSDS file.

This file is to be located at the Works Depot and a copy is to be held at the Shire Office, and they are to be made freely available to be viewed whenever requested.

Staff Occupational Safety Training

1. The Shire will provide information, training and supervision for all staff in the correct use of plant, equipment and substances used throughout the workplace. Education (being the acquisition of general, tertiary and professional skills and qualifications), is the responsibility of the individual staff member. This does not preclude the Shire from assisting staff member (e.g. study leave, assistance with tertiary fees), but such assistance is extended at the discretion of the Chief Executive Officer and is not a staff member's right.

Training (being the extension and/or enhancement of skills and knowledge to enable staff to be more effective in their jobs), is the responsibility of the Shire.

2. In fulfilling its obligation to train staff, the Shire may use various methods including external training courses, internal training courses, on the job side by side training or an appropriate mix of these methods.
3. In relation to on the job side by side training, the staff member responsible for the coordination of training shall ensure that training of this nature is structured and regularly monitored to ensure:-
 - The staff member undergoing training is aware of the skills necessary for the job and other related jobs;
 - The methods/practices demonstrated are correct and most effective necessary for the job;

- The staff member undergoing training is aware of the relationship of the skills obtained to the attainment of external qualifications/accreditation.

Induction Procedure

The aim of induction is to familiarise all new staff with the job requirements, their employment environment, Shire policies/procedures, and safety matters. Induction sessions will include:

1. **Conditions of employment:** duties, rates of pay, probationary period, organisational hierarchy.
2. **Time keeping:** hours worked, recording of time worked, pay methods.
3. **Safety policy:** go through policy, objectives and responsibilities to ensure new staff member understands its aim.
4. **Tour of work area:** general familiarisation of office, depot and any other work area deemed necessary.
5. **General welfare and hygiene:** location of amenities, lunchrooms, toilets, car parking, first-aid supplies, fire extinguishers, protective equipment, etc.

To facilitate this procedure – the attached induction checklist shall be used. This form shall be signed by the immediate supervisor and the new staff member at the completion of the session.

1. Personal Protective Equipment/Clothing

1.1 General

The aim of the policy guidelines is to establish a dress code which will:-

- protect the worker from ultra-violet light,
- protect the worker from physical injury, such as heat stress, cuts, abrasions, dust, noise, etc.,
- as far as it is practicable, ensure that the clothing makes the person easy to see when working on or near roads, access-ways and mobile equipment,
- comply with relevant Statutes and Australian Standards (in particular Section 19 of the *Occupational Safety and Health Act 1984*),
- prescribe clothing which will be comfortable and acceptable to the majority of workers,
- promote a team spirit and personal pride in the workers with respect to their appearance.

1.2 Clothing Policy

1.2.1 Regular Outdoor Staff

A regular outdoor staff member for the purpose of this policy is defined as a person whose regular daily duties require them to be in the direct sunlight on a daily and continuous basis which exceeds periods of more than one hour.

The following outdoor staff, because of the nature of their activities must observe the dress requirements detailed as follows in clauses (i) to (v):-

- Works outdoor staff

- Parks and gardens outdoor staff
- Maintenance staff
- Field supervisory staff

(i) Standard of Dress

The minimum clothing requirements for outside staff will be long sleeve shirt, long trousers or long shorts. Long shorts may be worn all year round, unless there is safety related work procedures that require the wearing of long trousers. Unless there are safety or work procedures reasons, shirt sleeves must not be rolled up.

Basic dress code will apply all year round. (Exemptions may apply based upon written medical advice).

It is required that an approved Shire supplied hat be worn by all staff outdoors. The approved type of hat shall be a broad brimmed type (greater than 7cm brim).

Hats, long sleeve shirts, long shorts and trousers appropriate for the nature of the work will be supplied by the Shire on a fair wear and tear basis.

The Ultra-Violet Protection Factor (UPF), of all Shire supplied clothing shall be assessed by the Environmental Health Officer for approval. (A minimum guide shall be a rating of 50 UPF).

Staff with a fair complexion should be aware that permanent press type clothing has a reduced protection rating when wet. Cotton type clothing is more appropriate for staff performing heavy manual type labour where continually exposed to the sun.

(ii) Long Shorts Provisions

The wearing of long shorts by staff is subject to:-

- (a) Signing of the Shire's request form detailing staff knowledge of the dangers of UV radiation from sunlight and agreement to protect exposed skin areas with an approved supplied sunscreen.
- (b) Where specified work procedures detailed below or specified by the Supervisor do require long trousers to be worn for safety reasons.

Work procedures where long trousers must be worn:-

- Mechanics, fitters and welders
- Operators of brush cutters, concrete/bitumen saws and chainsaws (alternatively approved safety "chaps" leggings may be worn with long shorts)
- People handling bitumen
- Handle chemicals, i.e. pesticides and herbicides
- Work in trenches (refer below for clarification)
- Other tasks where supervisors deem long trousers for safety reasons must be worn.

Where staff are working in shallow trenches, long shorts may be worn where excavation and drainage are in excess of one metre depth, it is required that staff working within the trench area wear long trousers or overalls or other personal protective equipment and clothing (PPE/C) as instructed by their supervisor.

(iii) Use of Sunscreen Cream

Staff working outdoors shall regularly apply approved supplied sunscreen to the unprotected areas of their body.

All outside workers will be supplied with sunscreen cream, which shall be applied to their uncovered skin in accordance with the manufacturer's directions and 2 hourly as recommended by Cancer WA. In particular, this refers to the face, ears, necks and backs of hands and legs if relevant. The cream provided will be registered under Australian Standards and be of the SPF 30+ Broad Spectrum type. It is recommended that sun screen be used on the face, neck and ears all year round.

(iv) High Visibility Clothing

Because of the requirements for Shire workers to be easily seen by vehicle users, high visibility clothing must be worn by workers while within the road reserve or near vehicle access ways working with or near mobile machinery or equipment.

While the use of an overlay garment in the form of a vest or singlet is preferred, long sleeve shirts with high visibility strips stitched onto the shirt will be allowed and supplied. Should other garments (e.g. jumpers and parkas) be needed then the overlay garment must be worn over jumpers, etc. When wearing high visibility vest that Velcro ups the front, staff is to ensure that they keep the Velcro fastened at the front at all times.

(v) Supply and Use of Safety Sun Glasses

All staff working outside shall, when applicable, wear general purpose safety sun protection glasses which comply with AS1337 (1992) and AS1067 (1990) as appropriate. These will be made available to relevant staff as part of the standard personal protective equipment issue.

Where staff are required to wear prescription glasses then "clip on" safety sun glasses shall be supplied by the Shire. Where existing safety sun glasses do not provide adequate protection, the provision of suitable protective glasses/sunglasses may be issued at the discretion of the supervisor.

(vi) Safety Footwear

Safety footwear issued to staff where required shall comply with Australian Standards for steel cap protective footwear, and meet the needs and tasks being undertaken.

The Shire will supply such approved footwear on a fair wear and tear basis up to a value of Shire standard issue. Staff who may prefer alternative approved footwear of greater value, shall meet the additional cost.

The exception shall be for staff, where because of a medical condition that has been confirmed by a Medical Practitioner, become eligible for specialised approved footwear to be supplied by the Shire.

1.3 Supply of Protective Clothing/Equipment

1.3.1 General

An internal requisition form must be completed by staff and the supervisors are responsible for authorising the issue of PPE/C in accordance with this policy. No PPE/C is to be issued without written authorisation from the appropriate supervisor.

Once staff are issued their PPE/C and instructed in its use, they are bound under Section 20.2(b) of the *Occupational Safety and Health Act 1988*, to correctly and properly

use this equipment as instructed. Failure to comply with this directive would invoke normal disciplinary action.

Supervisors shall ensure that no staff member commences work without the appropriate PPE/C.

All Shire staff entering or visiting a work site be advised they must comply with this policy.

Personal protection clothing/equipment will be issued by the Shire annually, however replacement of the item may be authorised at the discretion of the supervisor for fair wear and tear reasons. Any staff member that alters issued personal protective clothing/equipment without prior authorisation of the supervisor will be responsible for the replacement of the clothing/equipment to the standards set within this policy.

Additional issuing of protective clothing or equipment over and above the annual issue will be made when staff returns the worn/non useable item to the Shire store together with their supervisor's authorisation.

1.3.2 Regular Outdoor Staff

(a) Clothing

All regular outside staff shall be issued with the following personal /protection clothing by the Shire of Morawa.

The initial issue of clothing to permanent staff shall be:

- 1 x Safety boots
- 5 x Long sleeve shirts
- 1 x Wide brimmed hat
- 1 x High visibility vest –
- 5 x Long trousers– where long shorts not requested OR
- 2 x Long trousers plus 3 x long shorts – where long shorts requested
- 1 x Safety glasses

(b) Equipment

Staff shall be issued with the following protective equipment by the Shire on a needs basis as determined by the their supervisor This equipment is to be classed as a personal issue and must be kept in good order and maintained by the staff member.

- 1 x ear muffs
- 1 x drink container 1 x respirator
- 1 x chaps

1 x gloves

1 x sun screen (SPF 30+) 1 x hard hat

Any other safety equipment deemed appropriate by the Supervisor.

(c) Non Permanent Staff

Casual, temporary, part-time, community, work experience and Department of Correction workers shall comply in full with this policy. These workers are encouraged to supply their own appropriate clothing and footwear, while the Shire of Morawa would supply PPE/C deemed appropriate for their individual tasks.

1.3.3 Replacement and Return of Protective Equipment/Clothing

Shire staff shall have any issue of protective equipment and clothing replaced on a fair wear and tear basis, if granted with their supervisor's authorisation.

All equipment/clothing issued shall be maintained and kept in good order by the staff member.

Staff shall be responsible for the replacement of all issued clothing and protective equipment which has at the discretion of the Supervisor, been neglected or misplaced.

All staff leaving the Shire of Morawa's employment shall be required to return all current PPE/C to their Supervisor.

1.4 Consultation

The Shire of Morawa realises that the type of clothing worn in the field is of considerable importance to staff, and accordingly these staff or their representatives will be consulted with respect to proposed changes in style, type and fabric of clothing as issued.

Wherever practicable, the Shire of Morawa having adopted a clothing policy, will ensure that the style and fabric of garments is acceptable and appropriate to the work force which complies with the Shire of Morawa Duty of Care with respect to WorkSafe WA Safety Standards, and is cost effective and meets with the Shire of Morawa's professional image expectations.

1.5 Education

The Shire of Morawa will conduct Educational Awareness programs for staff on the need for protection against the dangers of UV rays from sunlight and other work practices requiring specialised safety equipment and work procedures.

1.6 Staff Immunisations

The Shire will provide and arrange full immunisations for those staff expected to be exposed to conditions that could lead to disease. An example is a Hepatitis B injection for any worker required to handle recycled sewerage or waste water.

Adopted Council Meeting 21/08/1996
Amended Council Meeting 22/12/2005
Reviewed/ Council Meeting 21/07/2016

Section 5 - Industrial

5.1 CODE OF CONDUCT

The Shire of Morawa observes the following Code of Conduct for elected members and staff at all times.

Preamble

The Shire of Morawa Code of Conduct (Code) provides elected members and staff with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability in individual Local Governments.

The Code is complementary to the principals adopted in the *Local Government Act 1995* and regulations which incorporates four fundamental aims to result in:-

- (a) better decision-making by local governments;
- (b) greater community participation in the decision and affairs of local governments;
- (c) greater accountability of local governments to their communities; and
- (d) more efficient and effective local government.

The Code provided a guide and a basis of expectations for elected members and staff. It encourages a commitment to ethical and professional behaviour and outlines principals in which individual and collective Local Government responsibilities may be based.

Role of Elected Members

A Councillor's primary role is to represent the community and the effective translation of the community's needs and aspirations into a direction and future for the Local Government will be the focus of the Councillor's public life.

A Councillor is part of the team in which the community has placed its trust to make decisions on its behalf and the community is therefore entitled to expect high standards of conduct from its elected representatives.

In fulfilling the various roles, elected members' activities will focus on:

- i. achieving a balance in the diversity of community views to develop an overall strategy for the future of the community;
- ii. achieving sound financial management and accountability in relation to the Local Government's finances;
- iii. ensuring that appropriate mechanisms are in place to deal with the prompt handling of resident's concerns;
- iv. working with other local governments and organizations to achieve benefits for the community at both a local and regional level;
- v. having an awareness of the statutory obligations imposed on Councillor's and on Local Governments.

Code of Conduct for Elected Members & Staff

1. Conflict and Disclosure of Interest

Conflict of Interest

1. Members and staff will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.
2. Staff will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Local Government, without first making disclosure to the Chief Executive Officer. In respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.
3. Members and staff will lodge written notice with the Chief Executive Officer describing an intention to undertake a dealing in land within the municipality or which may otherwise be in conflict with the Council's functions (other than purchasing the principal place of residence).
4. Members and staff who exercise a recruitment or other discretionary function will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.
5. Staff will refrain from partisan political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity.

An individual's rights to maintain their own political convictions are not impinged upon by this clause. It is recognized that such convictions cannot be a basis for discrimination and this is supported by anti-discriminatory legislation.

Members and staff will adopt the principles of disclosure of interest as contained within the *Local Government Act 1995*.

Disclosure of Interest

- (a) Members and appropriate staff will disclose, in a written return or at the relevant meeting, the interests which might be in conflict with their public or professional duties.
- (b) Whenever disclosure is required, recommended in this Code, or otherwise seems appropriate, it will be made promptly, fully, and in writing within the register provided.

2. Personal Benefit

Use of Confidential Information

Members and staff will not use confidential information to gain improper advantage for themselves or for any other person or body, in ways which are consistent with their obligation to act impartially, or to improperly cause harm or detriment to any person or organization.

Intellectual Property

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Local Government upon its creation unless otherwise agreed by separate contract.

Improper or Undue Influence

Members and staff will not take advantage of their position to improperly influence other members of staff in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

Gifts or Bribery

- (a) Members and staff will not seek or accept (directly or indirectly) from any person or body, any immediate or future gift, reward or benefit (other than gifts of a token kind, or moderate acts of hospitality) for themselves or for any other person or body, relating to their status with the Local Government or their performance of any duty or work which touches or concerns the Local Government.
- (b) If any gift, reward or benefit is offered (other than gifts of a token kind, or moderate acts of hospitality), disclosure will be made in a prompt and full manner and in writing in the appropriate register.

3. Conduct of Members and Staff

Personal Behaviour

- (a) Members and staff will;
 - (i) act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;
 - (ii) perform their duties impartially and in the best interests of the Local Government uninfluenced by fear or favour;
 - (iii) act in good faith (i.e. honestly, for the proper purpose, and without exceeding their powers) in the interest of the Local Government and the community;
 - (iv) make no allegations which are improper or derogatory (unless true and in public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and
 - (v) always act in accordance with their obligation of fidelity to the Local Government.
- (b) Members will represent and promote the interests of the Local Government while recognizing their special duty to their own constituents.

Honesty and Integrity

- a) Members and staff will:
 - (i) observe the highest standards of honesty and integrity; and avoid conduct which may suggest any departure from the standards;
 - (ii) bring to the notice of the President any dishonesty or possible dishonesty on

Shire of Morawa – Policy Manual

the part of any other member, and in the case of an staff member to the Chief Executive Officer;

(iii) be frank and honest in their official dealing with each other.

Performance of Duties

- (i) While on duty, staff will give their whole time and attention to the Local Government's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Local Government.
- (ii) Members will at all time exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits. Members will be as informed as possible about the functions of the Council, and treat all members of the community honestly and fairly.

Compliance with Lawful Orders

- (a) Members and Staff will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of such order being taken up with the supervisor of the person who gave the order and, if resolution cannot be achieved, with the Chief Executive Officer.
- (b) Members and staff will give effect to the lawful policies of the Local Government, whether or not they agree with or approve of them.

Administrative and Management Practices

Members and staff will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

Corporate Obligations

- (a) Standard of Dress
Staff are expected to comply with neat and responsible dress standards at all times. Management reserves the right to raise the issue of dress with individual staff.
- (b) Communication and Public Relations
All aspects of communication by staff (including verbal, written or personal), involving Local Government's activities should reflect the status and objectives of that Local Government. Communications should be accurate, polite and professional.
 - (i) As a representative of the community members need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of Council. In doing so members should acknowledge that:
 - as a member of the Council there is respect for the decision making processes of the Council which are based on a decision of the majority of the Council;
 - information of a confidential nature ought not be communicated until it is no longer treated as confidential;
 - information relating to decisions of the Council on approvals, permits and so on ought only be communicated in an official capacity by a designated officer of the

Council;

- information concerning adopted policies, procedures and decisions of the Council is conveyed accurately.

Relationships between Members and Staff

An effective Councillor will work as part of the Council team with the Chief Executive Officer and other members of staff. That teamwork will only occur if members and staff have mutual respect and co-operation with each other to achieve the Council's corporate goals and implement the Council's strategies.

To achieve that position members need to:

- accept that their role is a leadership, not a management or administrative one;
- acknowledge that they have no capacity to individually direct members of staff to carry out particular functions;
- refrain from publicly criticising staff in a way that cast aspersions on their professional competence and credibility.

Appointment to Committees

As part of their representative role members are often asked to represent the Council on external organisations. It is important that members;

- clearly understand the basis of their appointment; and
- provide regular reports on the activities of the organisation.

4. Dealing with Council Property

4.1 Use of Local Government Resources Members

and staff will:

- (i) be scrupulously honest in their use of Local Government's resources and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- (ii) use Local Government resources entrusted to them effectively and economically in the course of their duties and;
- (iii) not use Local Government's resources (including the services of Council
- (iv) staff) for private purposes (other than when supplied as part of a contract of employment), unless properly authorized to do so, and appropriate payments are made (as determined by the Chief Executive Officer).

4.2 Travelling and Sustenance Expenses

Members and staff will only claim or accept travelling and sustenance expenses arising out of travel related matters which have a direct bearing on the services, policies or business of the Local Government in accordance with Local Government policy and the provision of the Local Government Act.

4.3 Access to Information

- (i) Staff will ensure that members are given access to all information necessary for them to properly perform their functions and comply with their responsibilities as members.
- (ii) Members will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before Council.

Acknowledgement

I _____ acknowledge that I have received read the Code of Conduct for the Shire of Morawa and understand that this document describes the conduct and behaviour expected of me in my role as a Officer/Councillor for the Shire of Morawa.

Signature

Witness Signature

Date

Date

Adopted Council Meeting 19/12/1996
Amended Council Meeting 16/12/2004
Reviewed Council Meeting 21/07/2016

5.2 STAFF POSITIONS

The establishment of any new positions or the discontinuation of an existing position is subject to Council approval.

Adopted Council Meeting 16/3/2000
Amended Council Meeting 20/12/2007
Reviewed Council Meeting 21/07/2016

5.3 TEMPORARY / CASUAL STAFF

The employment of temporary or casual staff for special duties as may be required from time to time shall be at the discretion of the Chief Executive Officer, provided that the appropriate provision has been made within the annual budget.

Adopted Council Meeting 16/3/2000
Amended Council Meeting 20/12/2007
Reviewed Council Meeting 21/07/2016

5.4 STAFF HOUSING

Council shall determine, based upon the particular position and the various factors relevant at the time, whether housing is applicable to a certain position. Issues such as housing availability and the procurement of a local applicant can be determining factors.

Any staff member utilising Shire provided housing is required to provide a \$1,000 bond to be used in the event of additional cleaning or maintenance (outside normal wear and tear) being required to a Shire owned or leased property at the time of the staff member's departure from the Shire of Morawa. Any preference as to the bond structure, (either cash and/or accrued leave entitlements) is to be at the discretion of the new staff member.

Telephone service will be provided at the residences occupied by the following officers in consideration of overtime worked:

- Chief Executive Officer
- Executive Manager Development & Administration
- Manager Accounting & Finance
- Principal Works Supervisor

The Shire will pay the telephone rental and all Shire related and reasonably incurred private calls upon the receipt of appropriate documentation.

The Shire will pay 70% of electricity and 100% of gas charges at the residences of the following officers in consideration of overtime worked:

- Chief Executive Officer
- Executive Manager Development & Administration
- Principal Works Supervisor
- Manager Accounting & Finance

The **Chief Executive Officer** is authorised to offer all new staff living in Shire housing the benefit where the Shire will pay up to 70% of power consumed. The benefit can be withdrawn by the Chief Executive Officer if the consumption is considered to be excessive.

Morawa Shire Housing Rental Policy

- Water Charges – all water charges are met by the Shire in consideration of occupiers undertaking reasonable garden maintenance.
- Equipment use – use of minor gardening equipment such as lawn mowers and whipper snippers is permitted by liaising with the Principal Works Supervisor. Normal mechanical checks to be undertaken prior to use (fuels & oils).
- Maintenance – minor maintenance items should be initially assessed by the tenant. Contact to be made with the Shire Office if a tradesman or major works are apparent.
- Gardens – the Shire will be responsible for replacement of native and existing plants. Direct purchased manure, fertilizer, seedlings and any annual or exotic plants remains the responsibility of the tenant. Approved reticulation systems are to be installed at the Shire's expense. Provision of top-dressing soil, mulch (if available) may be arranged

through the Principal Works Supervisor at no cost.

- Presentation – property is to be kept in a neat and tidy condition at all times, including if the tenant is away. Arrangements for watering of gardens when away is the responsibility of the tenant.
- Wall Picture Hooks – permitted although use of existing hooks is requested where possible.
- Fixtures & Fittings – blinds and curtains will be replaced on a fair wear and tear basis at the Shire's expense. If damage occurs due to tenant misuse, the tenant will be responsible for repairs and/or replacement.
- Pets – pets are permitted. Any damage, wear and tear on carpets, gardens or furnishings remain the tenant responsibility if caused by the tenant's pets.
- Improvements – costs for minor improvements such as paving slabs, garden edging, fence painting or brickwork that will enhance the property asset may be met by the Shire. The works should be confirmed with the Chief Executive Officer prior to commencement.
- Gutters – cleaning of leaves from gutters is the responsibility of the tenant.
- Inspection – A member of Council and / or the Chief Executive Officer or the Deputy Chief Executive Officer be included in the six monthly housing inspections (with authorised notice) to liaise with tenants on maintenance, housekeeping and upgrade items. Inspections will occur at least biannually and on departure from each premise.

Adopted Council Meeting 16/3/2000
Amended Council Meeting 20/12/2007
Reviewed Council Meeting 21/07/2016

5.5 SEXUAL HARASSMENT

The Shire of Morawa observes the following policy in relation to sexual harassment:

Sexual Harassment Policy

Council strongly supports the concept that every staff member, elected member and members of the public employed by or engaged in business with the Shire, has the right to do so in an environment which is free from sexual harassment and the Shire is committed to providing such an environment.

The Shire considers sexual harassment to be an unacceptable form of behaviour which will not be tolerated, and recognizes that sexual harassment is unlawful.

Sexual harassment is any conduct of a sexual and/or sexist nature (whether physical, verbal or non-verbal) that is unwelcome, and unsolicited and rejection of which may disadvantage a person in their employment or their life in general. The following examples may constitute sexual harassment when they are considered offensive to an staff member, elected member or member of the general public:-

- Deliberate and unnecessary physical contact such as patting, pinching, fondling, kissing, brushing against, touching.
- Subtle or explicit demands for sexual activities or molestation.
- Intrusive enquiries into a person's private life.
- Uninvited and unwelcome jokes that have a sexual and/or sexist undertone.

- Unsolicited leers and gestures of a sexual nature and the display within the workplace of sexually offensive material.

The Shire recognises that sexual harassment can undermine health, performance and self-esteem of individuals and has the potential to create a hostile and intimidating environment. The Shire is therefore committed to any action which ensures the absence of sexual harassment in the workplace, including general training of the workforce and specific training for staff identified to deal with complaints. Appropriate disciplinary action will be taken against any individual found to be engaging in such conduct.

Any complaints of sexual harassment made against another person associated with the Shire will be viewed seriously, treated confidentially and thoroughly investigated by appropriately trained persons.

Any person making a claim of sexual harassment will be protected at all times. No transferring of staff or face to face meetings between the complainant and the person whose behaviour has been found to be unwelcome will occur without the prior consent of both parties.

A staff member whose health or work performance has been affected by sexual harassment will not have their employment status or conditions disadvantaged in any way.

A formal complaints/grievance procedure follows and will be utilized to effectively resolve complaints of sexual harassment.

Complaints / Grievance Procedure

Introduction

All complaints of sexual harassment will be treated confidentially and resolved promptly.

Wherever possible, the handling of complaints and resolution of such will be at the workplace where they occurred. Care will be taken throughout the investigation to ensure that neither the complainant nor the alleged harasser is victimized.

It is recognized that cases of sexual harassment may occur between a supervisor and a staff member and as such, alternative methods of raising complaints are provided for by this procedure.

Procedure

1. A complaint of sexual harassment may be lodged with any of the following persons:-
 - Immediate supervisor (except where the person is the alleged harasser)
 - Chief Executive Officer
 - Union representative
 - Shire President (only if the alleged harasser is the Chief Executive Officer)
2. A person receiving a complaint of sexual harassment will:-

- Decide, in consultation with the complainant, whether the matter can be resolved at this level, or whether it should be referred to a more senior level of management.
 - Assure the complainant that all details of the complaint will be treated confidentially and allow the person to decide on procedure.
 - Prepare a confidential report for the Chief Executive Officer on the nature of the complaint and ensure follow-up reports are provided until the matter is resolved.
 - Ensure no information regarding the complaint is discussed outside this procedure.
 - In a case where a union representative receives the complaint, Chief Executive Officer is to be advised of the details of the complaint.
3. The person handling the complaint, whether it is the person who received the complaint or a more senior person, will, with the approval of the complainant:-
- As soon as possible, advise the alleged harasser of the nature of the complaint and provide an opportunity for that person to comment. Where appropriate the alleged harasser should be invited to discontinue any perceived unwelcome behaviour.
 - Advise the alleged harasser of the right to contact their workplace Union for advice and representation.
 - Advise the alleged harasser that no disciplinary action will be taken without the person being given the opportunity to be heard.
 - Keep simple, brief notes of the facts of the interviews held with both the complainant and alleged harasser.
4. If it is not possible to resolve the complaint simply by discussion with the complainant and the alleged harasser:-
- The matter will be investigated and where the complainant or the alleged harasser is a member of a Union, the Union will be party to the investigation.
 - All documentation relating to the complaint will remain confidential and will not be produced or made available for inspection, except on the order of a Court or a request from the Commissioner of Equal Opportunity.
5. During the period of the investigation of a case of serious sexual harassment:-
- If requested by either party or by management, alternative working arrangements may be made.
6. If, following investigation and resolution, a complaint is judged to have foundation:-
- Appropriate remedial action will be taken including where appropriate disciplinary / counselling action appropriate to the circumstances and/or seriousness of the matter.
 - A record of the detail of the disciplinary action will remain on the staff member's personal file for a period of 12 months, whereupon the record will be destroyed unless otherwise decided by the Chief Executive Officer.
7. If, following investigation, a complaint is judged to have no foundation:-

- The complainant will be counselled, and if it is considered that the complaint was made frivolously or maliciously, disciplinary action may be taken against the complainant.
- Continued reference to a complaint and its aftermath could be considered as either a continuing or a new incident of harassment.

Adopted Council Meeting 17/08/1995
Amended Council Meeting 20/12/2007
Reviewed Council Meeting 21/07/2016

5.6 REMOVAL EXPENSES FOR NEW STAFF

The Shire of Morawa reimburses removal expenses up to a maximum of \$3,000, 25% following 3 months satisfactory service, 25% following 6 months satisfactory service and 50% following 1 year service. This policy can be varied by agreement of the Chief Executive Officer if the removal costs are of a minor amount.

Adopted Council Meeting 22/04/1999
Amended Council Meeting 16/04/2003
Reviewed Council Meeting 21/07/2016

5.7 INSIDE STAFF UNIFORMS

The Shire of Morawa supports the wearing of a Corporate Uniform for administrative staff. In line with this, the Shire will purchase clothing to the value of the annual allocation as outlined below. Any purchase over the annual allocation amount is to be reimbursed by staff. It is permitted that this be done by way of salary deduction arrangements.

- Chief Executive Officer per contract
- Executive Manager Development & Administration per contract
- Manager Accounting and Finance per contract
- Other Office Staff \$300
- Principal Works Supervisor \$500
- Swimming Pool Manager \$300

Adopted Council Meeting 21/4/1994
Amended Council Meeting 20/12/2007
Reviewed Council Meeting 21/07/2016

5.8 PAYMENTS TO STAFF IN ADDITION TO CONTRACT OR AWARD

Council may consider the payment of a gratuity to a non-contract staff member leaving the service of the Shire who is regarded by Council to have been a loyal and productive servant.

In considering this matter, Council will give particular regard to:

- (1) The staff member's history and length of employment with the Shire,
- (2) The staff member's sick leave records; and
- (3) The staff member's personal contribution to the progress of it's objectives and

community well-being.

After taking into account the above criteria, Council may agree to the awarding of the following gratuity:

- (1) A maximum payment to the staff member not exceeding one year's salary, and/or
- (2) A payment based on unused sick leave entitlements.

Council may also make a payment to a retiring staff member that exceeds this policy amount, however, before such payment is made, public notice is to be given in relation to the payment to be made in accordance with Section 5.50(2) of the *Local Government Act 1995*.

Adopted Council Meeting 17/12/1997
Amended Council Meeting 16/04/2003
Reviewed Council Meeting 21/07/2016

5.9 HOUSING INCENTIVES PAYMENTS

Effective as of 1 July 2003, a staff housing incentive payment is applicable to all of the Shire of Morawa staff residing in of Morawa that are not living in Shire supplied housing. Where more than one employee resides at a residence, the incentive is available to only one employee. The incentive is to be reviewed annually as part of the normal annual budget process.

Additional Housing Incentive Payments (only relates to staff members in their own premises).

Casual staff	\$30.00 per week
Permanent staff	
• Less than 12 months service	\$30.00 per week
• 12 months to 2 year service	\$35.00 per week
• 2 to 5 year service	\$40.00 per week
• More than 5 year service	\$45.00 per week

Adopted Council Meeting 16/04/2003
Amended Council Meeting 20/12/2007
Reviewed/Amended Council Meeting 21/07/2016

5.10 ROSTERED DAYS OFF (RDO)

With the exception of the Chief Executive Officer, it is the policy of the Shire of Morawa to provide staff with Rostered Days Off (RDO).

To obtain access to RDO's, staff member staff must commit to and undertake reasonable amounts of extra hours work over and above the standard working hours relating to each staff member's paid employment.

All outside staff and the Principal Works Supervisor are able to accrue one day's RDO for every nine days worked.

All remaining staff (excluding the Chief Executive Officer) are able to accrue one day's RDO for every nineteen days worked

Staff are not permitted to accrue in excess of three days RDO. Once a three day accumulation is reached, staff are unable to accrue any additional RDO time until the accrued balance falls below three days.

Adopted Council Meeting 17/02/2005
Amended Council Meeting 20/12/2007
Reviewed Council Meeting 21/07/2016

5.11 EQUAL OPPORTUNITY EMPLOYMENT POLICY

OBJECTIVE

To detail the Shire of Morawa's commitment to Equal Employment Opportunity

POLICY STATEMENT

1. The Shire recognises its legal obligations under the *Equal Opportunity Act (1984)* to actively promote equal employment opportunity based on merit to ensure that discrimination does not occur on the grounds of gender, marital status, pregnancy, race, disability, religious or political convictions.
2. All offers of employment within the Shire will be directed to providing equal opportunity to prospective staff, provided their relevant experience, skills and ability meet the minimum requirements for engagement.
3. All employment training opportunities within the Shire will be directed towards providing equal opportunity to all staff based on merit and their relevant experience, skills and ability meet the minimum requirements for the position.
4. All promotional policies and opportunities within the Shire will be directed towards providing equal opportunity to all staff provided their relevant experience, skills and ability are adequate to meet the minimum requirements and they are assessed as the most appropriate candidate for the advertised position. In this context, as a minimum, all vacancies shall be advertised internally within the organisation.
5. The equal opportunity goals of the Shire are designed to provide an enjoyable, challenging, involving and harmonious work environment for all staff, where each has the opportunity to progress to the extent of their ability.

Adopted Council Meeting 18/02/2016
Reviewed/Amended Council Meeting 21/07/2016

5.12 ALCOHOL AND DRUG POLICY

Objective

The Shire of Morawa is committed to safety as the major priority for all of its operations.

The objective of this policy is to implement a fair and proactive alcohol and other drugs screening program that will contribute to the safety and health of all staff, elected members, volunteers and contractors of the Shire.

The goal is to perform work in such a manner that the potential for injury is reduced.

It is the intention to create an environment where staff, elected members, volunteers and contractors recognise the health and safety risks of misusing alcohol and other drugs and thus provide an opportunity for them to obtain assistance to avoid such misuse.

Policy

This policy refers specifically to alcohol and illicit drugs, it is intended to apply to all forms of substances affecting the central nervous system. The policy applies to all Shire staff, elected members, volunteers and contractors.

1. Safety in the Workplace and Fitness for Work

Staff members, elected members, volunteers and contractors are obliged to present themselves for work in a fit state so that when undertaking normal work activities, they do

not expose themselves, their co-workers or the public to unnecessary risks to health and safety.

It is the staff member's or contractor's responsibility to advise their supervisor if they are taking any prescribed drug or medication that may affect their fitness for duty or work performance. The individual should also find out from their doctor or pharmacist what the effects of any prescribed drugs are on their work performance.

2. Welfare of the Individual

The welfare of staff members, elected members, volunteers and contractors, as well as being the responsibility of the Shire as the employer, is also the responsibility of each individual. It is therefore each staff member's, elected member's or contractor's responsibility to ensure that they do not place themselves or any other person or member of the public in an unsafe work environment. The health and safety of all people is paramount.

If a manager or supervisor has justifiable cause to doubt a person's fitness for duty, the Chief Executive Officer, manager or supervisor may have them removed from the workplace and may initiate any reasonable action considered necessary including removing the person from duty, pending an urgent medical examination or test to determine fitness for duty.

3. Alcohol and Drugs in the Workplace

During normal business hours, the consumption of alcohol and drugs in the workplace,

including Shire premises, parks, reserves, vehicles, plant or any other Shire building or physical asset is prohibited.

The Chief Executive Officer may permit the consumption of alcohol where circumstances warrant, such as social events or following meetings.

4. Testing of Staff for Drugs and/or Alcohol

Testing may be undertaken under the following circumstances:

- As part of a pre-employment medical check.
- Where there is a suspicion on a staff member or contractor being under the influence of alcohol or other drugs.
- After any incident or accident.
- At random.

Failure to undertake testing may result in counselling that refusal supports the suspicion of the staff member being under the influence of drugs and alcohol. If the refusal persists, the staff member will be sent home without pay and be required to undergo testing before resuming work.

The Shire also reserves the right for the Chief Executive Officer to report to the police any circumstance where it is suspected staff member or contractor is operating plant on public roads while under the influence of drugs or alcohol.

5. Authorised Testing

In the presence of the staff member's witness, testing may be undertaken by:

Alcohol – testing to be done using a hand held breathalyser unit in accordance with AS3547- by a trained officer.

Drugs – undertaken by a medical practitioner.

All testing to be at the cost of the Shire.

6. Positive Results from Alcohol and Drug Testing

At the conclusion of the screening tests, the staff member or contractor with a positive result will be requested to sign a document agreeing to accept the results indicated or offered the opportunity for a second test by a medical practitioner.

(a) First Positive Test

Should a breathalyser test indicate 0.02% BAC (Blood Alcohol Concentration) or more, or should the staff member test positive to drugs, the staff member shall be provided with transport home and be paid for work done until the time that the testing was carried out.

Upon returning to work after recording a positive reading, the staff member or contractor will be retested and must record a reading below the nominated threshold value before being allowed to start work. They will be advised of the impact of the situation and that

counselling is available. The staff member will also be cautioned about the consequences in the event of any repeat episode. The results and advice will be provided in writing to the staff member and recorded in their personnel file. They will be informed of possible individual testing at a random date in the near future. The immediate supervisor will be present at these discussions, together with any witness of the staff member or contractor's choosing.

(b) Second Positive Test

An staff member who registers over 0.02% BAC or tests positive to other drugs a second time within a 12 month period, shall be required to undertake professional counselling. If the requirement to be counselled is refused, then the staff member's circumstances will be dealt with accordingly through the Disputes Procedure of their award or agreement. The normal expectation is that a suspension will be enforced until the matter is resolved.

(c) Third Positive Test

If a staff member registers 0.02% BAC or tests positive to illegal drugs a third time within a twelve month period, they shall be encouraged to receive further professional counselling. In the interests of the staff member's own safety and of the safety of other staff, their employment will be terminated.

Acknowledgement

I _____ acknowledge that I have received read the Fitness for Work Policy for the Shire of Morawa and understand that this document describes the conduct and behaviour expected of me in my role as a staff member or contractor of the Shire of Morawa.

Signature

Witness Signature

Date

Date

Adopted Council Meeting 18/02/2016
Reviewed Council Meeting 21/07/2016

Section 6 – Law, Order and Public Safety

6.1 FIRE BURNING PERIODS

The following fire burning periods are to be observed in the District of the Shire of Morawa.

Any appending information regarding camping or cooking fires, burning of garden refuse and rubbish is to be adhered to and enforced by the appropriate Fire Control Officers.

Restricted & Prohibited Burning Times

1/11-----Prohibited-----31/1					
OCT	NOV	DEC	JAN	FEB	MAR
15/10-----Restricted -----15/3					

Restricted Burning Period 15 October to 15 March

During this period fires can only be lit when a permit has been obtained from a Bush Fire Control Office, and the conditions of the permit are met.

Prohibited Burning Period 1 November to 31 January

No fires are allowed during this period except for special circumstances (i.e. dwelling house protection, clover burr harvest, crop protection, noxious weeds, etc.). A permit must be obtained from a Fire Control Officer for this purpose and all conditions of that permit met.

Camping or Cooking Fires (excluding gas BBQ's)

Camping or cooking fires shall not be lit on any day during the prohibited burning period except in an area set aside by the Shire for that purpose. On all other occasions an area of 5 metres wide surrounding the fire must be completely free of all bush and inflammable material.

The fire must not be left unattended at any time and must be fully extinguished before the user leaves it.

Bushfire Control Officers Positions

Chief Fire Control Officer
 Deputy Chief Fire Control Officer
 Morawa Town Fire Control Officer
 West Pintharuka Fire Control Officer
 Canna/Gutha Fire Control Officer
 West Morawa Fire Control Officer
 Koolanooka Fire Control Officer
 East Pintharuka Fire Control Officer
 Community Emergency Service Manager

Adopted Council Meeting 16/3/2000
Amended Council Meeting 20/12/2007
Reviewed Council Meeting 21/07/2016

6.2 SUSPENSION OF PROHIBITED BURNING TIMES

Authority is delegated to the Chief Executive Officer in consultation with the Chief Fire Control Officer or in his absence the Deputy Chief Fire Control Officer to extend or otherwise alter the prohibited burning times.

Adopted Council Meeting 16/3/2000
Amended Council Meeting 16/04/2003
Reviewed Council Meeting 21/07/2016

6.3 HARVEST BANS

The only recurrent restricted harvesting day is Christmas Day. Authority to impose harvest bans due to seasonal conditions shall remain with the Chief Executive Officer in consultation with the Chief Fire Control Officer, or in his absence the Deputy Chief Fire Control Officer. If both officers are absent, the Chief Executive Officer in consultation with Fire Control Officers can issue a harvest ban.

Responsibility for advertising of harvest bans remains with the Chief Executive Officer.

Adopted Council Meeting 16/3/2000
Amended Council Meeting 16/04/2003
Reviewed Council Meeting 21/07/2016

6.4 BRIGADE MEMBERSHIP

Each Fire Control Officer is to supply annually a current list of brigade members to the Shire. Training requirements of brigade members to be reviewed at least annually.

Adopted Council Meeting 16/3/2000
Reviewed Council Meeting 21/07/2016

6.5 CLOSED CIRCUIT TELEVISION (CCTV)

1. Objective

To provide guidance for the operation of Closed Circuit Television (CCTV) systems operated and controlled by the Shire of Morawa and located within or on Shire buildings.

2. Policy Statement

The Shire of Morawa is committed to reducing crime and improving safety within the Shire.

This Closed Circuit Television (CCTV) Policy relates to the installation and operation of CCTV systems within the Shire in accordance with State and Federal guidelines and standards.

This policy applies to Shire of Morawa owned and operated CCTV systems only.

3. Policy Procedures for Installation and Use of Closed Circuit Television (CCTV)

Objectives

The Shire CCTV systems will comply with the requirements as stipulated in:

- Western Australia CCTV guidelines, WA State Government Office of Crime Prevention.
- Western Australia Police Preferred Minimum CCTV System standards.
- Australian Standard 4806.1 – Closed Circuit Television (CCTV) Management and Operation – Code of Practice.
- Australian Standard 4806.2 – Closed Circuit Television (CCTV) Application Guidelines.

The operation of the CCTV system will record incidents of alleged criminal or unwanted behaviour while ensuring that the personal privacy of individuals using Shire facilities or public spaces for legal activity are protected.

The system will be operated equitably, within applicable law, and only for the purposes to which it is established.

CCTV Installation and Operation Requirements

Access to CCTV Equipment

All CCTV recording equipment will be placed within secure areas, not accessible to unauthorised persons.

Recording and Storage of Information

The Shire's of CCTV systems utilise digital video recorders to record information. Reported incidents should be recorded to CD or DVD and stored in accordance with standard Shire

records management procedures.

Use of video images or still photographs from CCTV cameras will only occur if the Chief Executive Officer is of the opinion that an offence against a Statute Law has been committed. At no time shall the CCTV system be used with the intent to examine individuals going about their lawful business.

Any person requesting a video recording or still photographs shall apply in writing to the Chief Executive Officer and give reasons for such requests.

At no time shall any original or copied video recordings, or still photographs, be released to any media organisation, journalist, individual or group without the prior approval of the Chief Executive Officer.

Signage

CCTV signage will be permanently displayed at camera locations to notify staff, elected members and members of public of the presence of CCTV cameras. The signs will be located at visible locations on Shire facilities in CCTV viewing areas.

Signs are to comply with Australian Standards AS 2342.1992 (and AS4806.1).

Law Enforcement Agencies

All requests to access CCTV video recordings or images made by the WA Police or any other law enforcement agency are required to be made in writing to the Shire of Morawa and will be referred to the Chief Executive Officer for approval.

Statutory Requirements

The Shire of Morawa CCTV operational and installation procedure will be guided by confidentiality and privacy provisions in Western Australian law included within the:

- *Surveillance Devices Act 1998*
- *Telecommunications (Interception) Western Australia Act 1996*
- *Freedom of Information Act 1992*
- *Privacy Act 1988*

Complaints

All complaints will be investigated and reviewed in accordance with the Shire's Customer Service Policy and where requested, complainants will be notified of the results of the investigation.

CCTV Management

The Chief Executive Officer and senior staff (as nominated by the Chief Executive Officer) are responsible for the management of the Shire's CCTV system, including maintenance of the CCTV system and protection of privacy interests of individual members, elected

Shire of Morawa – Policy Manual

members, staff and members of public from invasive monitoring.

The Chief Executive Officer will ensure that all staff involved in recording, observation and capture of images are informed of their responsibility to act in an ethical and lawful manner as per the relevant legislation.

If evidence is provided that an individual or individuals are using the system inappropriately, the Shire of Morawa will take appropriate action to cease or minimise reoccurrence. Inappropriate use of the CCTV system will be considered a breach of the Shire's Code of Conduct and will be dealt with accordingly.

Adopted 21/08/2014
Reviewed Council Meeting 21/07/2016

Section 7 – Plant and Equipment

7.1 TENDERING & PURCHASE OF PLANT & EQUIPMENT

Where provision has been made in a budget for the purchase of any item of plant and/or equipment, the Chief Executive Officer shall be empowered to call tenders or obtain quotations under such conditions and specifications as are appropriate.

Replacement of plant items shall be in accordance with the Shire's Plant Replacement Program and budget deliberations. The Chief Executive Officer will present tenders to Council for determination.

Adopted Council Meeting 16/03/2000
Amended Council Meeting 16/04/2003
Reviewed Council Meeting 21/07/2016

7.2 RUNNING HOURS ON OIL – GRADERS

The running hours on oil sample reports for graders will be 200.

Adopted Council Meeting 16/03/2000
Reviewed Council Meeting 21/07/2016

7.3 PRIVATE USE COMPONENT OF PLANT & EQUIPMENT

Any negotiated private use of vehicles is set out in employment contracts. Incidental private use is at the discretion of the Chief Executive Officer.

Adopted Council Meeting 19/02/1998
Reviewed Council Meeting 21/07/2016

7.4 PREVENTATIVE MAINTENANCE – PLANT & EQUIPMENT

All vehicles, plant and equipment including, any stand alone, self-propelled engine powered items of plant to be checked by the operator prior to use, with any faults being immediately reported to the Plant Mechanic for further action. The Plant Mechanic is to regularly check all items of this nature as a preventative maintenance measure. The responsibility for ensuring that checks are done on machinery by operators remain firstly with the Plant Mechanic, and secondly with the Principal Works Supervisor.

Adopted Council Meeting 19/02/1998
Amended Council Meeting 20/12/2007
Reviewed Council Meeting 21/07/2016

Section 8 - Roads

8.1 BUILDING ACTIVITY ENCROACHING ON ROAD RESERVE

At no time prior to or following the commencement of any works on any lot within the boundaries of the Morawa townsite shall any tree be removed from a street or road verge or otherwise altered in any way without the holder of the building license first obtaining the written consent of the Shire of Morawa.

In respect to any damage caused to any road, street, footpath or kerb while in the process of undertaking works, said damage shall be made good by the building license holder to the satisfaction of the Shire of Morawa. In the event of a dispute, the Shire of Morawa will undertake the remedial works at the building license holder's expense.

Adopted Council Meeting 16/03/2000
Reviewed Council Meeting 21/07/2016

8.2 CULVERT COST – RURAL LANDHOLDERS

The cost of supply and installation by the Shire of Morawa of an entrance pipe culvert for the benefit of a rural landholder should be met 50:50 by the landholder and the Shire. Such works, including costs are to be agreed in writing prior to work commencing.

Adopted Council Meeting 16/3/2000
Amended Council Meeting 16/04/2003
Reviewed Council Meeting 21/07/2016

8.3 ROAD CROSSINGS FOR DEEP DRAINAGE

Preamble

The Morawa rural community and the Morawa Farm Improvement Group in particular have expressed interest in installing deep drains to arrest the degradation of viable farm lands.

The purpose of developing a policy in this instance is to ensure that the Shire of Morawa is aligned with community expectations, current trends and circumstances, and, to enable electors to obtain immediate advice on such matters.

The Shire is keen to facilitate such measures providing the Shire's infrastructure, private land and other public assets are not compromised.

Council will form a panel consisting of the Chief Executive Officer, Works Supervisor and interested elected members to assist in orderly process.

Introduction

Landholders wishing to install deep drainage across Shire of Morawa roads are advised that the Shire's policy application approvals and subsidy requests process is as follows;

- 1) Property owners are encouraged to assess and plan the overall drainage issues

pertaining to a particular property drainage region, including necessary formal

mapping prior to any applications to implement drainage is considered by Council.

- 2) Where Shire of Morawa infrastructure likely is to be affected, Council is to assess the merits of a particular drainage application and its impact on localised areas and the overall drainage of that particular area prior to any decision or decision making process being implemented. In order to facilitate this, a copy of the **NOTICE OF INTENT TO DRAIN** is to be submitted to Council prior to, or concurrent with lodgement to, the Department of Agriculture.
- 3) Where a **NOTICE OF INTENT TO DRAIN** is required, it must be completed and approved by the Department of Agriculture prior to works commencing.
- 4) If a land owner wishes to discharge or divert water on, across, or through a road under the care and control of the Shire of Morawa, and is prepared to do so in accordance with the following criteria, the Shire will contribute as shown below.

Drainage Criteria

Generally:

- a) All sub-surface drainage installations instigated and/or undertaken by land holder(s) shall be maintained solely by the land holder(s).
- b) All road crossing drains requested that are primarily for deep drainage treatments shall be a minimum of:
 - 600mm diameter Riblock polyethylene pipes
 - 600mm diameter steel wall and concrete lined pipes
- c) All road crossings are to be installed at the same time as the drainage excavations being undertaken.
- d) Drainage systems are to be designed and located so as to achieve optimal performance and should not be altered so as to utilise existing road crossings.
- e) Deep drains are not to be installed in such a manner that the drainage effluent flow is dammed or retarded unless it can be demonstrated that the Shire of Morawa's infrastructure will not be compromised.
- f) The Shire will only contribute shown below providing the above conditions have been met. The Shire will not reimburse any landowner for any works undertaken.

Landowner Contribution

All costs associated with mapping and directing water across any particular road reserve including the supply, excavation and installation of the drainage pipes or culverts.

Contribution by the Shire of Morawa:

All costs associated with backfilling and compaction the road crossing excavations and reinstatement of the road surface.

The Shire of Morawa reserves the right to extend timeframes to complete works in order to ensure that works can actually be undertaken in an orderly, planned, and budgeted manner. Ideally, applications for road crossings should be submitted in the March / April period prior to any work being undertaken. This will facilitate orderly budgetary consideration by the Council in June / July. Timeframes may be negotiated if the landholder(s) wish to bear the whole cost of road crossing works, subject to the suitable integration into the Shire's works program.

Adopted Council Meeting 21/10/2004
Amended Council Meeting 16/11/2006

8.4 FENCING – RURAL ROAD RESERVES

Rural landowners are encouraged where possible when replacing fencing adjoining a road reserve, to site the replacement fence inside the property line to encourage natural vegetation regrowth whilst not impeding safety and road width.

There is no obligation to replace a fence inside the existing property line, however, cooperation in a bid to conserve natural vegetation is encouraged. Natural vegetation (including wildflowers) is not to be removed without prior consent of Council.

Adopted Council Meeting 16/3/2000
Amended Council Meeting 20/12/2007
Reviewed Council Meeting 21/07/2016

8.5 SCHOOL BUS ROUTES

Priority is to be given to maintenance of school bus routes during maintenance grading programs, and all school bus routes are to be graded, if needed prior to the school year recommencing.

The Shire of Morawa will endeavour to grade all local roads yearly or as required.

Adopted Council Meeting 16/3/2000
Reviewed Council Meeting 21/07/2016

8.6 STREET SIGNAGE

All street signage ordered shall be recognised in the standard Shire of Morawa colours with logo. Town street signage to be white background with brown lettering and trim and incorporating the Shire logo.

Replacement signage is to be of the same standard and ordered as and when required within budget.

Adopted Council Meeting 20/8/1998
Amended Council Meeting 17/02/2011
Reviewed Council Meeting 21/07/2016

8.7 BUSINESS DIRECTIONAL SIGNAGE

The Shire of Morawa observes the following policy in relation to directional signs:

All signs are subject to MRWA design and specifications;

MRWA approval to be obtained for signs erected on MRWA road reserves.

A maximum of 2 signs per business (to enable erection at each rail crossing).

Sign specifications are:

White letters on blue background or white letters on brown background
Maximum 25 letters

Letters 120 mm high
Board width 200mm

Cost of signs to be borne by the business. Erection of signs to be undertaken by the Shire of Morawa.

Adopted Council Meeting 17/10/1996
Amended Council Meeting 20/12/2007
Reviewed Council Meeting 21/07/2016

8.8 ROAD WIDTHS

The Shire observes as policy the following road widths for all rural roads in the Morawa Shire:

8m Minimum Road Surface (10m cleared)

Nanekine Road
Offszanka Road
Canna North East Road
Williamson Road
Fabling Road
Stephens Road
South Indar Road
Gutha West Road
Pintharuka West Road
Burma Road
Milloy Road
White Road
Moffet Road
Yamma Pool Road
Yongarloo Road
Bligh Road
Neats Road (Bligh to Three Springs)
Three Springs/Morawa Road
Old Three Springs Road
Morawa South Road
Koolanooka South Road
Malcolm Road
Jones Lake Road
Judge Road
Gutha East Road
Morawa-Yalgoo Road
Toohey Road
Madden Road
Evaside Road
Johnson Road
Fitzgerald Road
Munckton Road
Old Mullewa Road
Fallon Road (Lochada Rd to Munkton Rd)

6m Minimum Running Surface (8m cleared)

All Other Rural Roads

Lochada Road (Fallon Rd to part length)
Bells Road (Pintha Dam to Wubin-Mullewa Rd)
Pintharuka East Road (Wubin-Mullewa Rd to Bells Rd)

Koolanooka Springs Road
Norton Road (Wubin-Mullewa Rd to Olden Rd)
Olden Road

Adopted Council Meeting 21/11/1996
Amended Council Meeting 20/12/2007
Reviewed Council Meeting 21/07/2016

8.9 PRIVATE WORKS

All private works are to be carried out at the discretion of the Chief Executive Officer, at rates which ensure no loss is incurred by the Shire of Morawa and that Shire's normal works program is not adversely affected.

Private works are not to be conducted without a written quote being provided beforehand. All private works must be accompanied by the appropriate documentation identifying the requesting person, the nature of the work, and must be **signed** by the person accepting responsibility for payment. Pre-payment or deposit may be requested.

Requests for the grading of internal rural driveways will be undertaken at no cost to the landholder, however if the time to undertake the job is estimated at over an hour, normal private works rates are to apply after the first hour. All requests for grading are to be made to the Principal Works Supervisor or Chief Executive Officer and not the Plant Operators.

Adopted Council Meeting 12/06/1997
Amended Council Meeting 20/12/2007
Reviewed Council Meeting 21/07/2016

8.10 GRAVEL PIT USE & REHABILITATION

The Shire of Morawa stringently observes the "Guidelines for the Planning, Operation and Rehabilitation of Gravel Pits." The Local government "Gravel Pit Rehabilitation Model Policy" is to be observed in any circumstance of gravel extraction and use.

Adopted Council Meeting 16/03/2000
Reviewed Council Meeting 21/07/2016

8.11 CROSSOVERS

Urban Areas and Rural Estates

- a) All crossovers shall be constructed to approved engineering standards under the supervision and to the satisfaction of the Principal Works Supervisor. The owner/agent shall arrange for construction.
- b) All constructed crossovers must be paved with bituminous surfacing, in situ concrete, paving bricks or blocks.
- c) Subject to the crossover conforming with engineering standards approved by the Principal Works supervisor, the Shire of Morawa will contribute (or subsidise) half the cost of a standard crossover (one crossover to a property) to a maximum contribution of \$250.00 per crossover.

- d) The subsidy shall apply to industrial, commercial, grouped dwellings and single residential dwelling. In the case of strata titled dwellings, the subsidy applies to each crossover up to the number of dwellings.
- e) Crossovers, eligible for subsidy must be claimed for at the subsidy rate that applies in the financial year when construction is completed. the Shire will not contribute, retrospectively for existing crossovers or for crossovers installed without the Principal Works Supervisor's supervision or approval.

The reference a "standard crossover" shall mean a sealed or paved construction to a size conforming to Engineering Services standard widths, referred to in specifications.

Crossover Maintenance

The Shire shall not be responsible for maintenance of crossovers. Upon completion of construction, the maintenance and upkeep of the crossing to a safe and trafficable standard remains the responsibility of the property owner.

Bonds

- a) Bonds for the construction or reconstruction of crossovers shall be required to be paid at time of issue of building license. The Principal Works Supervisor will set the amount of bond based on the value of nearby Shire owned infrastructure that could be damaged during the construction process.
- b) Crossover construction/reconstruction shall be required as a condition of subdivision, development and/or as a condition of issue of building licence where it is deemed by the Principal Works Supervisor that the construction is necessary.

With the exception of building licenses for structures accessible to vehicles, crossover construction/reconstruction as a condition of the building license shall not be required if the value of the works shown on the license is less than \$5,000 or the building works are minor (e.g., pergola, shed, pool, patio, toilet).

- d) The Shire may construct the crossover in concrete if not constructed by the owner/agent within 6 months of practical completion or occupation of the building. The cost of such a crossover will be used to settle the account.

Adopted Council Meeting 16/04/2003
Reviewed Council Meeting 21/07/2016

8.12 ROAD VERGE POLICY

1. Objective

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

2. Policy Statement

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

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

Shire of Morawa approval is required for any temporary storage on verge areas or installation of gardens, treatments or reticulation on verges.

3. Policy Procedures for Utilisation of Verge Areas

OBJECTIVES

Temporary storage on verge areas or installation of gardens, treatments or reticulation on verges will require a written application being submitted to the Shire of Morawa for assessment and approval by the Chief Executive Officer subject to compliance with the following assessment criteria.

ASSESSMENT CRITERIA

The following criteria will apply in the verge assessment and approval process:

- No permanent structure will be permitted on the road verge without the prior written approval of the Shire of Morawa.
- Any temporary or permanent structure proposed for road reserves located on the Mullewa Wubin Road will require Main Roads Western Australia approval.
- No storage on or development of individual verges is permitted without the prior written approval approval of the Shire of Morawa.
- Proposals for storage on, or development of, individual verges will be assessed on an individual basis by the Shire of Morawa based on safety, maintenance, appearance and impact on public use and service providers.

ASSESSMENT PROCEDURE

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

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

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

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

ASSESSMENT CRITERIA

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

Appearance

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

Impact on Others and/or Services

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

Safety

Verge treatments or storage shall not present any safety risks.

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

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

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

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

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

Planting in verge areas within 6m of an intersection is restricted to grass, ground covers, low shrubs or similar plants. Between 6m and 10m of an intersection, plants that exceed or may exceed 750mm in height are not permitted.

Maintenance

The ongoing maintenance requirements form part of the assessment. The assessment will consider the overall maintenance requirements of

Section 8 – Roads

the treatment as a whole, including pruning, stabilisation of hardstand areas, etc.

All verge treatments are to be maintained by the adjoining property owner to ensure acceptability. Where there is a change in ownership the new owner is responsible for any ongoing maintenance.

Construction

Storage on the verge of building material and equipment associated with any development on the adjoining property or verge will not be permitted for longer than a period of 3 months. Any extension of time is to be the subject of a fresh request for approval.

Vehicles

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

Work Plant and Equipment

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

Rubbish, Litter and Bulk Rubbish Bins

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

Storage on the verge of a waste container, such as a bulk rubbish bin will not be permitted for longer than a period of 2 months. . Any extension of time is to be the subject of a fresh request for approval.

Section 9 - Recreation

9.1 LIQUOR PERMITS

The Chief Executive Officer is authorised to issue liquor permits for alcohol consumption on Shire of Morawa premises, subject to the following conditions:

Town Hall

- (a) No kegs to be taken into main hall area.
- (b) No liquor to be consumed by persons under the age of 18 years.

Recreation Complex

- (a) No liquor or kegs to be taken into main stadium area or squash courts.
- (b) No kegs to be taken into main function area.
- (c) No liquor to be consumed by persons under the age of 18 years.

Oval & Function Room

- (a) No kegs to be taken into main function area.
- (b) No liquor to be consumed by persons under the age of 18 years.

Other Shire Facilities

- (a) No kegs to be taken into main hall area.
- (b) No liquor to be consumed by persons under the age of 18 years.

All State regulatory liquor licensing requirements must be met by the applicant.

Adopted Council Meeting 16/03/2000
Amended Council Meeting 21/07/2016

9.2 HIRING & USE OF RECREATION FACILITIES

A prepaid cash bond of \$500.00 (at the discretion of the Chief Executive Officer) is required from each hirer prior to the hire of the following facilities:

- Hire of the Greater Morawa Sports Ground Function Room and Kitchen
- Hire of the Morawa Town Hall and Morawa Lesser Hall (including Charitable and Community Groups)
- Hire of the Gutha Hall
- Hire of the Indoor Morawa Sporting Complex, Stadium, Meeting Room and Kitchen
- Hire of the Morawa Community Bus

All hirers are required to complete a standard hire form which must be lodged with the Shire of Morawa seven days prior to the requested booking. If liquor is to be consumed at any of the Shire's facilities, an application to consume liquor form must also be lodged with the hire form.

All hirers will be given an emergency response plan for the facility being hired which must be notated by the hirer in the hire form, that is has been sighted and will be relayed to all members of the group in attendance.

Hirers who fail to leave the premises in a clean and tidy condition will be excluded from hiring any of the facilities in the future.

Morawa Shire Hall

- (a) Requests for hall hire reductions in rates must be in writing and approved by Council.
- (b) Requests for hall hire will be approved by appropriately qualified staff
- (c) The key or keys are to be obtained from the Shire Office during normal office hours.
- (d) An emergency response plan will be situated within the Shire Hall for easy access to the public in the event of an emergency.
- (e) The cleaning of the halls, grounds and all facilities used is directed by the adopted guidelines (see Policy 9.5) Shire staff will inspect hired premises directly after hire to ensure that cleaning requirements of the hirer have been fulfilled.
- (f) At the discretion of the Council, the cost to repair any damage to buildings, furniture or facilities caused by any persons, other than by normal wear, will be added to the hire charge.
- (g) Hiring of the hall to casual users is prohibited while the Shire Office is closed in the period between Christmas and New Year.
- (l) Chairs are prohibited from being removed from the hall for private hire.

Sporting Complex

- (a) In recognition of regular use, sporting bodies may negotiate an annual levy for hire in lieu of normal hourly rates. Setting of the levy to be approved by Council, and incorporated into a Facility Usage Agreement.
- (b) Main stadium to be used only for sporting activities.
- (c) An emergency response plan will be situated within both halls for easy access to the public in the event of an emergency.
- (d) The cleaning of facilities is directed by Shire of Morawa guidelines (see Policy 9.5).
- (e) Shire staff will inspect hired premises directly after hire to ensure that cleaning requirements of the hirer have been fulfilled.
- (f) At the discretion of Council, the cost to repair any damage caused by any persons, other than normal wear and tear will be added to the hire or levy charge.
- (g) No spiked shoes or boots or the like to be worn on the main stadium floor.
- (h) Hiring of the Sporting Complex to casual users is prohibited while the Shire office is closed in the period between Christmas and New Year.

Oval & Function Room

- (a) In recognition of regular use, sporting bodies may negotiate an annual levy for hire in lieu of normal hourly rates. Setting of the levy to be approved by Council, and incorporated into a Facility Usage Agreement.
- (b) Requests for Oval and Function Room hire will be approved by appropriately qualified staff
- (c) An emergency response plan will be situated within both rooms for easy access by the public in the event of an emergency.
- (d) The cleaning of all facilities, including change rooms is directed by the adopted
- (e) guidelines attached (see Policy 9.5)..
- (f) Shire staff will inspect hired premises directly after hire to ensure that cleaning requirements of the hirer have been fulfilled.

- (g) At the discretion of Council, the cost to repair any damage caused by any persons, other than normal wear and tear will be added to the hire or levy charge.
- (h) Hiring of the Oval and Function Room to casual users is prohibited while the Shire

Office is closed in the period between Christmas and New Year.

Swimming Pool

The Chief Executive Officer in consultation with the Pool Manager is authorised to approve the hire of the Swimming Pool and BBQ areas for social activities subject to the following:

- (a) The Swimming Pool Manager or an authorised attendant must be in attendance at all times during the hire of the facilities.
- (b) Patrons using the BBQ area to leave the surrounds in a clean and tidy condition after use.
- (c) Liquor and drinks to be in cans only. No glassware permitted in pool area or surrounds unless authorised by the Chief Executive Officer or an authorised Shire officer.
- (d) Upon application each year, the Education Department are to be given permission to conduct normal swimming classes, vacation swimming classes and carnivals.
- (e) Upon application each year, the Morawa Amateur Swimming Club is to be given permission to conduct activities at the pool, providing the times are suitable to the Swimming Pool Manager.

No School No Pool

School aged children will not be admitted to the swimming pool during school hours except on school sanctioned activities or excursions.

School aged children who have been absent from school without valid permission will not be admitted to the swimming pool that day.

Managing Inappropriate Behaviour at the Swimming Pool

The swimming pool is provided by the Shire of Morawa for the safe enjoyment of all patrons. Patrons who fail to obey the posted rules, fail to obey the reasonable directions of the Swimming Pool Manager or behave in a manner that interferes with the safety or enjoyment of other patrons may be evicted from the pool.

Exclusion from the pool will be at the discretion of the Swimming Pool Manager but may include, depending on the time of the offending behaviour:

- For a first offense exclusion for the remainder of that session, that day or the next opening day;
- For a second offense or a more serious offense exclusion for a week;
- For a third or subsequent offense, exclusion for the remainder of the season.

Persons who trespass on the pool grounds outside opening hours will be excluded for the remainder of the season.

Nothing in this policy is intended to exclude the involvement of the police for seriously offensive, anti-social, dangerous or criminal behaviour.

Morawa Youth Centre

- a) The opening hours of the Morawa Youth Centre (Centre) are as adopted by Council annually:
- b) The Centre is available on Tuesday afternoon/evening in winter and Monday and Tuesday afternoon/evening for specific youth related programs/courses to be run in a coordinated manner with the attendance of the Community Development Officer (CDO).
- c) Before being allowed entry, all youth 16 years and under must have an Information Form completed and signed by a parent/guardian, placed on file at the Youth Centre.
- d) Requests for hire for purposes that are not youth related are to be declined and affected parties are to be referred to the Shires other recreational facilities such as the Town Hall, Oval Function Centre etc.
- e) The Youth Centre is solely for the use of youth from ages 5 and upwards for coordinated youth related activities and programs.
- f) Youth aged between the ages of 18 to 22 will be allowed access to the Centre at the discretion of the CDO and the Executive Officer.
- g) The Centre will not be available for private functions for youth such as birthday parties, graduation parties etc., as this is to the exclusion of other youth and directly contradicts the Centre being a community service and as such, accessible to all youth in the community.
- h) Any youth under the influence of drugs or alcohol will not be permitted on the Youth Centre premises.
- i) Smoking, use of illicit drugs and alcohol are strictly prohibited within the Centre and its grounds.

Any variation of this policy will be at the discretion of the Chief Executive Officer in consultation with the CDO and elected members.

Adopted Council Meeting 16/03/2000
Amended Council Meeting 17/02/2011
Reviewed Council Meeting 21/07/2016

9.3 MORAWA CARAVAN PARK – OCCUPANCY CONDITIONS

The following conditions of occupancy are to be observed by all guests of the Morawa Caravan Park.

1. General

- 1.1 When the Caretaker is not in park, please help yourself to a site and power.
- 1.2 All site fees shall be paid in advance to the Caretaker or at the Shire administration office or via the honesty box onsite..
- 1.3 The registration form is to be completed for each site occupied.
- 1.4 Guests are requested to report any damage or faulty equipment to the Caretaker.
- 1.5 On the day of departure, guests must vacate by the caravan park by 10.00am

2. Rules

- 2.1 The speed limit within the park boundaries is 10 kilometres per hour.
- 2.2 Guests shall not create any excessive noise or disturbance prior to 8:00am or after 10:00pm. Visitors are requested to observe these hours when visiting. The Caretaker or an authorised Shire officer has discretion to determine excessive noise and make appropriate visitor arrangements.
- 2.3 No fires are to be lit within the caravan park boundary.
- 2.4 Dogs are to be on a leash at all times whilst on caravan park premises. Please dispose of all dog faeces by sealing in a plastic bag and placing in the bins provided.
- 2.5 No car repairs or maintenance shall be carried out within the caravan park boundaries without the express permission of the Caretaker or authorised Shire officer.
- 2.6 Visitors are not permitted to park their vehicles within the caravan park boundaries for periods longer than considered reasonable. The caretaker or an authorised Shire officer has discretion to determine what is deemed reasonable.
- 2.7 Disposable nappies and other disposable items are to be placed in bins provided and shall not be flushed down toilets.
- 2.8 Drainage from caravan sinks shall be emptied into the drainage facilities and not emptied onto trees or lawn. Sullage is to be dumped in the facilities provided.
- 2.9 Washing of cars and vans is to be by bucket only.
- 2.10 All sites are to be kept clean and tidy. Please use the bins provided.

3. Termination of Occupancy

- 3.1 Failure of a guest (or any person associated with a guest) to comply with any of the above rules and conditions of occupancy, will entitle the caretaker or an authorised Shire officer to terminate any guest's occupancy, which shall forthwith come to an end and the guest shall immediately vacate the park.

- 3.2 Termination of a guest's occupancy upon the breach of any of the rules and conditions of occupancy shall not entitle the departing guest to any refund of any monies paid in advance, which may be retained by the Shire as and by way of liquidated damages.

Adopted Council Meeting 16/06/1994
Amended Council Meeting 22/12/2005
Reviewed Council Meeting 21/07/2016

9.4 SWIMMING POOL – YEARLY OPENING & CLOSING

The Shire of Morawa Swimming Pool is to open on the third Saturday of October each year and close at the end of the first term school holidays.

In the event of season-changing weather conditions the pool may be closed earlier at the discretion of the Chief Executive Officer, after taking into consideration the forecast daytime temperatures.

Maintenance of the pool will be programmed to take place during the closed winter months.

Adopted Council Meeting 28/8/1997
Amended Council Meeting 16/05/2013
Reviewed Council Meeting 21/07/2016

9.5 CLEANING GUIDELINES

Morawa Sporting Complex

Cleaning Responsibilities

Responsibilities of Hirer / Regular User

The cleaning of all facilities used is the responsibility of the Hirer or Regular user. Contract cleaners undertake general cleaning and maintenance of the facilities.

- All benches and stoves are to be wiped down after use. Dishes to be washed and put away.
- Floors to be mopped or swept if dirty. Mop and broom are provided. Chairs and tables are to be restacked after use.
- All lights must be switched off and all external doors locked. Television and video to be switched off, if used.
- Fridge to be left clean and tidy with doors open for airing when not in use. Barbecues to be cleaned of excess fat and food after use.
- Indoor basketball rings to be folded away after use.
- All equipment used to be stored neatly in storeroom.
- Change rooms, showers and toilets to be left in a clean and tidy manner. Ensure that all rubbish in outside areas is placed in rubbish bins provided.
- All rubbish bins have been emptied, rubbish removed and bin liners replaced as necessary;

Notification of Problems

It is essential that the hirer notify the Shire if the facility is left or found in a state that is not compatible with the expected roles of hirers or cleaners as stated above.

Please report any breakages or maintenance problems to the Shire as soon as possible so they can be remedied without delay.

Morawa Greater Sports Ground Cleaning Responsibilities Responsibilities of Hirer / Regular User

The cleaning of all facilities used is the responsibility of the Hirer or Regular user. Contract cleaners undertake general cleaning and maintenance of the facilities.

- All benches and stoves are to be wiped down after use. Dishes to be washed and put away.
- Floors to be vacuumed and/or mopped and swept if dirty. Vacuum cleaner, mop and broom are provided.
- Chairs and tables are to be restacked after use. Fireplace to be cleaned and ash disposed of, if used.
- All lights must be switched off and external doors locked. Television and/or air conditioner to be turned off, if used.
- Rubbish bins are to be emptied into the bins provided outside the kitchen. Fridges are to be left clean and tidy with doors open for airing when not in use. All electrical appliances such as ovens to be turned off.
- Change rooms, showers and toilets to be left in a clean and tidy manner.

Notification of Problems

It is essential that the hirer notify the Shire if the facility is left or found in a state that is not compatible with the expected roles of hirers or cleaners as stated above.

Please report any breakages or maintenance problems to the Shire as soon as possible so they can be remedied without delay.

Morawa Town / Lesser Hall Cleaning Responsibilities Responsibilities of Hirer / Regular User

The cleaning of all facilities used is the responsibility of the Hirer or Regular user. Contract cleaners undertake general cleaning and maintenance of the facilities.

- All benches, pie warmers and stoves are to be wiped down after use. Dishes to be washed and put away.
- Main Hall floor is to be swept if dirty. Please DO NOT mop the main hall floor. All cleaning materials are provided.
- Chairs and tables are to be restacked after use.
- All lights must be switched off, heater in Lesser Hall switched off, if used, PA

- system switched off, if used, and all external doors locked.
- Rubbish bins are to be emptied into the bins provided outside the kitchen.
- Fridges are to be left clean and tidy with doors open for airing when not in use. All electrical appliances such as ovens to be turned off.
- Toilets to be left in a clean and tidy manner.
- Ensure that stage area is left in a clean and tidy condition, if used.

Notification of Problems

It is essential that the hirer notify the Shire if the facility is left or found in a state that is not compatible with the expected roles of hires or cleaners as stated above.

Please report any breakages or maintenance problems to the Shire as soon as possible so they can be remedied without delay.

Adopted Council Meeting 16/04/2003

Reviewed Council Meeting 21/07/2016

9.6 MORAWA MARKETS POLICY

The Morawa Shire fully supports the holding of Market Days in Morawa. Market Days add significant vibrancy and interest to the social fabric of the local community.

It is also important that Market Day events do not detract, but complement the everyday activities of the resident Morawa business sector. In this context, Market Days will be approved to be held at either of the following locations:-

- In the Town Square on Winfield Street
- In the main Winfield Street Westrail Car Parking Area
- North of the Morawa Drapery in Winfield Street
- In Pioneer Park located adjacent to the main Winfield Street Toilets

Adopted September 2012

Reviewed Council Meeting 21/07/2016

9.7 MORAWA VOLUNTEERS

In recognition for the valuable contribution made by volunteers in the Morawa community the Shire will hold an annual event to thank those volunteers for giving their time.

The event will be held on the third Thursday of October each year following the Ordinary meeting of the Council.

The event will consist of a Sundowner / BBQ function which will be held at a location within the Town. The event budget will be \$3,000 (to be reviewed each year in conjunction with the annual budget). The funds will cover the cost of food, drinks and entertainment.

The volunteer community groups invited to attend shall be those listed below:-

- DFES
- SES
- St John Ambulance

- Tourist Centre
- RSL
- CWA
- Red Cross
- Lions Club
- Historical Society
- Hospital Auxiliary
- Northern Districts Community Support Group
- Op Shop, and
- any general volunteers at the discretion of the Shire President and Chief Executive Officer

The Community Development Officer will liaise with the Shire President and the Chief Executive Officer on event arrangements in August of each year

Adopted May 2013
Reviewed Council Meeting 21/07/2016

9.8 PREMIER'S AUSTRALIA DAY ACTIVE CITIZENSHIP AWARDS - SHIRE OF MORAWA

The Premier's Australia Day Active Citizenship Awards pay tribute to local individuals and groups who have made an outstanding contribution to the community. Any individual or organisation can make a nomination in either the following categories:

- outstanding community contribution by a local citizen
- outstanding community contribution by a local citizen under 25 years of age
- outstanding community contribution by a local group or community event

The Awards recognise those who have shown an exceptional level of commitment and provision of superior service and support to the Morawa community. The recipients will be selected from people and groups who have made a noteworthy contribution during the current year, or given outstanding service to the local community over a number of years through active involvement.

Eligibility for Nominations

- All individuals being nominated must be an Australian Citizen.
- If an event is being nominated, a majority of members of the nominated group must be residents of the Shire of Morawa.
- Nominees for Citizen of the Year or Young Citizen of the Year must be residents of the Shire of Morawa or who conduct work in the area that benefits the Morawa community and whose achievements and service for others has had a widespread influence on the local community.
- To be eligible for 'outstanding community contribution by a local citizen under 25 years of age', nominees must be under 25 years of age on the day that the award is received.

- Self-nominations are not accepted.
- Only one person may be nominated per nomination form.

Selection Panel

All eligible nominations are assessed by a Selection Panel comprised of two community members and the Shire President, assisted by the Chief Executive Officer. Two community members will be approached to join the selection panel during November each year. These two community members will change on a yearly basis. The Awards will be announced at the Australia Day Ceremony held on 26 January each year.

Conditions of Entry

- The nominator must be an elector of the Shire of Morawa and must provide their full name and residential address and must disclose any relationship to the nominated person.
- The nomination form must be complete to be eligible for consideration.
- The name, address, contact details and signature of the two referees supporting the nomination must be supplied.
- The nominator and the two referees must have signed the nomination form if it is to meet the criteria.
- Shire of Morawa staff are ineligible to make nominations.
- The Shire of Morawa must receive all nominations by no later than 5.00pm on 30th November each year.
- All nomination information and material submitted remains the property of the Shire of Morawa.
- The decision of the Selection Panel is final and no correspondence will be entered into.

Nominations Should be Addressed and Forwarded as Follows:

“CONFIDENTIAL”

Chief Executive Officer
Morawa Active Citizenship Awards
PO Box 14
Morawa WA 6623

Adopted 19/09/2014
Reviewed Council Meeting 21/07/2016

9.9 USE OF SOCIAL MEDIA FOR PUBLICITY

Objective

The use of social media is growing rapidly and this policy is designed to equip the Shire of Morawa for participation in social media a positive manner as a means of marketing and promoting the Shire and Youth Centre activities.

The purpose of this policy is to provide guidelines specifically for the use of Facebook to a targeted audience, to outline the Shire's position in relation to the use of social media by its staff, whether in an official or private capacity.

Policy Statement

The Shire embraces the use of social media for the promotion, development and delivery of the Shire and Youth services. However, the Shire recognises that there are risks and challenges associated with the use of these platforms.

Social media is the term used for internet-based tools for sharing and discussing information among people. It refers to user-generated information, opinion and other content shared over open digital networks.

Social media may include (although is not limited to):

- Social networking sites (for example Facebook, MySpace, LinkedIn).
- Video and photo sharing websites (for example Flickr, YouTube, Instagram).
- Blogs, including corporate blogs and personal blogs.
- Blogs hosted by media outlets (for example “comments” or “your say” features on news websites).
- Micro-blogging (for example Twitter).
- Wikis and online collaborations (for example Wikipedia).
- Forums, discussion boards and groups (for example Google groups, Whirlpool).
- Vod and podcasting.
- Online multiplayer gaming platforms (for example World of Warcraft, Second Life).
- Instant messaging (including SMS).
- Geo-spatial tagging (for example Foursquare, Facebook ‘Places’ feature)
- Social Book Marking (for example Pinterest)

Social media also includes all other emerging electronic/digital communication applications. In this instance the Shire is focusing its attention on Facebook; however that does not rule out future extension of social media for the purposes of communication.

Official Use of Social Media

Official use refers to communication carried out from one of the Shire's own social media channels (such as the Shire of Morawa or Youth Centre Facebook page), or when a staff member posts on an external channel as an authorised Shire representative (for example, when answering a question posted on a public forum).

Who is authorised to Comment

Before engaging in social media activity as a representative of the Shire, a staff member must become authorised to comment. Staff members may not comment unless authorised to be a representative spokesperson of the Shire. To be authorised to comment or be an authorised spokesperson, a staff member must have the explicit approval of the Chief Executive Officer. The Youth Centre Facebook account is for the sole use of the Community Development Officer (CDO).

Authorised Staff must:

- Be open about their relationship with the Shire and that they are representing the Shire in a professional capacity;
- Post information that is accurate, fair and through;
- Refer to another Shire staff member to check information before it is posted;
- Be professional, relevant and responsive;
- Ensure all content matches the quality standards of the Shire;
- Ensure they are not the first to make an announcement, unless authorised to do so;
- Avoid any type of controversial topics and allow the EMCE to inform the community via the approved channels;
- Comment only on their areas of expertise and experience;
- Ensure any errors are corrected as soon as they are discovered;
- Be polite and respectful in all comments; and
- Abide by Facebook's own terms of use.

Authorised Officers must not:

- Post material that is discriminatory in any way, obscene or offensive, defamatory, overtly sexual or explicit;
- Threatening or describing violent events or behaviors;
- Refers to or encourages the use of illegal drugs;
- Illegal or encouraging of illegal behaviors (including the violation of current Australian copyright laws);
- Harassing or hateful to an organisation or person, including the Shire, staff, stakeholders, associates and suppliers;
- Discuss local government elections and candidates;
- Spam, repetitive and non-relevant;
- Selling or advertising by commercial enterprises;
- Relates to religious, political or cultural beliefs;
- Comments not topically related to the particular social medium being commented on; and
- Comment or post any material that might otherwise cause damage to the Shire's reputation or bring it into disrepute.

The above criteria will also be expected from users of the service, and if this is not adhered to then such posts will be removed. Users may then be blocked from posting on the Shire's social media platforms.

Responding to Posts

Authorised officers will act as administrators and at their discretion not every comment / post will receive a response, any comments that are responded to, will be during normal business hours.

If a comment or post requires a formal response, the commentator or poster will be directed to put their comment / query in writing and supplying a postal or street address.

The Act of Liking a Post

The act of the Shire ‘following’ or ‘liking’ an individual person, group, organisation, business, event or location through the social media platforms does not indicate the Council or the Shire endorses the views, products, services or activities pertaining to the ‘followed’ or ‘liked’ group, business or entity. We are not necessarily directly affiliated with and do not endorse any advertisement that may appear when viewing our page, unless stated otherwise.

Personal Use of Social Media

This policy does not intend to stop staff member’s personal use of social media; however the policy does apply to personal social media when the staff member chooses to identify themselves as an staff member of the Shire, or makes reference to the Shire, its services, the Council or other Shire staff.

Staff members are personally responsible for content published by them on any form of social media platform. Staff should not rely on a site’s security settings to guarantee privacy. Comments or photos posted on one site could potentially be used on others under the terms and conditions of many social media platforms.

Staff should be aware of and understand the potential risks and damage to the Shire that can occur, either directly or indirectly, from their personal use of social media and should comply with this policy to ensure that the risk is minimised.

To avoid breaching this policy staff must:

- Only disclose and discuss publicly available information;
- Ensure that all content published is accurate and not misleading and complies with all relevant Shire policies and other government requirements;
- Expressly state that stated views are personal and are not representative of the Shire;
- Behave politely and respectfully; and
- Abide by the terms of use for using the social media platform or website, and adhere to legislation including copyright, privacy, defamation, contempt of court, discrimination, harassment and any other applicable laws.

Staff must not:

- Post material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, infringes copyright, constitutes a contempt of

court, discloses other people's personal information, breaches a Court suppression order, or is otherwise unlawful;

- Imply that they are authorised to speak as a representative of the Shire, nor give the impression that the views expressed are those of the Shire;
- Use the identity or likeness of another staff member, contractor or member of Council;
- Use their Shire email address or any Shire logo or insignia, which may give the impression of official support or endorsement of their personal comment;
- Use or disclose any confidential information or personal information obtained in their capacity as an staff member or contractor of the Shire;
- Post material that is, or might be construed as, threatening, harassing, bullying or discriminatory towards another staff member, elected member or contractor of the Shire; and
- Comment or post any material that might otherwise cause damage to the Shire's reputation, commercial interests or bring the Shire into disrepute.

Compliance

Depending on the circumstances, non-compliance with this policy may constitute a breach of employment contract, misconduct under the Shire's Code of Conduct, sexual harassment, discrimination, or some other contravention of Shire policy or the law. Failure to comply with the policy may result in disciplinary action and, in more serious cases, may result in termination of employment.

The Shire reserves the right to remove any material that contravenes this policy from its own social media platforms.

Identifying Inappropriate Use

Where a staff member becomes aware of inappropriate or unlawful on-line content that relates to the Shire of Morawa or content that may otherwise have been published in breach of this policy, the situation and circumstances should be reported immediately to the Chief Executive Officer for assessment.

Adopted 19/09/2014
Reviewed/Amended Council Meeting 21/07/2016

Section 10 – Town Planning

10.1 **RURAL SUBDIVISION**

A rural subdivision policy has been formulated to guide Council in the assessment of subdivision applications relating to rural land. The objectives of the Town Planning Scheme with regards to rural land are as follows:

- to ensure the continuation of broad-hectare farming as the principal land use in the District and encouraging where appropriate the retention and expansion of agricultural activities;
- to consider non rural land uses where they can be shown to be of benefit to the District and not detrimental to the natural resources or environment;
- to allow for facilities for tourists and travellers and for recreation uses.

Subdivision in the rural zone creates a number of concerns wherein it may:

- place undue pressure on the provision of services and facilities;
- compete for the use of rural land for agriculture;
- be incompatible with existing agricultural practices;
- reduce land use options on adjacent lots; and
- compromise rural amenity, landscape and the environment.

In order to protect the future agricultural land use within the Shire of Morawa the *Shire of Morawa Town Planning Scheme No 2* permits subdivision of rural land in the following circumstances:-

- the lots have already been physically divided by significant natural or man-made features which preclude the continued operation of a farming property as a single unit (unless adjoining land could be similarly subdivided and thereby, by the process of precedent, lead to an undesirable pattern of land use in the area or in lots too small for uses compatible with the prevailing use in the area or in ribbon development alongside roads);
- the lots are for farm adjustments;
- the lots are for specific purposes such as recreation facilities and public utilities; or
- the lots are required for the establishment of uses ancillary to the rural use of the land or are required for the traveling public and tourists (such as service stations and motels).

Council will not support the subdivision of rural land resulting in the creation of lots smaller than 20 hectares.

Adopted Council Meeting 15/11/2001
Reviewed Council Meeting 21/07/2016

Section 11 – Economic Development

11.1 INCENTIVES FOR INVESTMENT

Introduction

The Morawa Incentives for Investment Program is a key element of the Morawa Shire's approach to encouraging business investment and economic development for the district through assisting:

- Local businesses looking to expand into new areas;
- Businesses relocating into the district;
- New enterprises to establish in the district.

The objectives of the Morawa Incentives for Investment program are:

- To increase the size of the local population (market);
- To assist development of sustainable enterprises and industries;
- To increase employment and investment in the Morawa district;
- To assist the growth of value adding businesses in the region.

The program is targeted at all levels of business, particularly small to medium sized enterprises.

Criteria

All initial discussions will be treated as commercial-in-confidence.

Projects will be considered on their merits; they will be assessed using the following criteria and the incentive program will not be made retrospective.

Core Criteria

1. Employment Created

The number and type of employment created and the likely sustainability of this employment. Note: Both direct and indirect employment will be considered.

2. Revenue Generation for the District

The amount of revenue the investment brings to the district in dollar terms. This includes the cost of construction and input / output figures.

3. Multiplier Effect to Other Existing Sectors

The downstream positives an investment creates for existing sectors in the district and the economic and employment factor levels.

4. Value Adding to Other Sectors

The ability for the investment to value-add to products created in the district, thus strengthening the economic fabric of the Morawa, leading to sustainability.

Other Important Criteria

5. Export Potential / Import Replacement

The export or import replacement created by an investment.

Note: This will be considered at the two levels – international export/import replacement and regional export/import replacement.

6. Environmental Issues

Compatibility with the local environment and any positive or negative impacts of an investment. This includes compatibility with Council and associated planning instruments.

7. Social Issues

The impact on the local social environment and any positive or negative results of a proposal. Investments, which enhance the social character of the township, will be considered desirable.

8. Likely Revenue Flow to the Shire / Infrastructure Enhancement

Additional revenues (via rates, etc.) an investment brings to Morawa. This will assist the Shire's cash flow and results in better facilities and services for the town's residence and businesses.

To be eligible, firms must provide evidence of business planning, documenting anticipated investment and employment levels over 3 years and demonstrate the long-term sustainability of the proposed business.

All business sectors are eligible under this policy and the level of incentive will be directly related to the relationship with assessment criteria.

Assessment

The Chief Executive Officer, will make assessments on a case-by-case basis. Financial resources of an applicant firm and the background of their location, establishment or expansion will be taken into account.

The final approval for any assistance will remain with the Morawa Shire Council.

Types of Assistance

The Morawa Incentives for Investments program provides a range of incentives, primarily focused at local authority fees and charges associated with investment. The primary aim is to minimise any initial cost impediments that firms face when establishing or expanding their operation.

The types of incentives offered are in the following areas:

1. Investment Facilitation: The Chief Executive Officer can undertake to facilitate all applications with the firm, minimizing any potential delays associated with such

applications.

2. Contributions required by Council, for such items as road maintenance and supporting infrastructure development associated with new industrial buildings may be deferred or reimbursed.
3. Contributions required for utilities infrastructure (i.e. Headworks – electricity, water, sewerage), maintenance and development associated with new industrial buildings may be deferred or reimbursed.
4. Application Fees: Business application fees (e.g. Building, etc) incurred by an investor in relation to a project may be discounted.
5. Council Rates: Contributions for council rates, associated with the proposed site for the investment, may be deferred or progressive payments implemented.
6. Site works: Depending on the type of facility, the Council may provide assistance in carrying out earthworks on industrial land. There is also a provision to assist with earthworks for new housing developments.
7. Environmental and Health: Depending on the type of facility, the Council may provide assistance in this area to facilitate the establishment of a new project.
8. Financial assistance may be available to actually build industrial/commercial premises, i.e. low interest loans or self-supporting loans.

Other types of incentives offered are in the following areas:

Access to inexpensive industrial and commercial land.

Access to inexpensive residential land.

Application Procedure

Applications under the Morawa Incentives for Investment program will only be accepted after a site visit or an appointment with the Chief Executive Officer.

Firms applying under this program should outline their proposal and case for assistance, specifying the areas / incentives of most significance to the project. A covering letter on company letterhead should be attached to the application.

Supporting documentation such as business plan, cash flow projections, estimates of project costs, finance sources and demonstration of past business success should be provided on request by the Shire.

Applications are to be lodged with the Shire of Morawa in Winfield Street Morawa, WA, 6623.

For assistance in preparing an application, contact the Chief Executive Officer on (08) 99711 204 or email: ceo@morawa.wa.gov.au

Performance Monitoring

Information provided by business applying under the Morawa Incentives program will be used to determine conditions associated with offering an incentive. This will include commencement dates, employment targets and extent of works.

Incentives offered, will need the applicant's formal acceptance of the set conditions and any non-conformance could result in removal / withdrawal of assistance.

Upon acceptance of an offer, the firm agrees to allow the Shire to undertake ongoing monitoring of the impact such incentives provide.

Adopted Council Meeting 16/04/2003
Amended Council Meeting 16/12/2004
Reviewed Council Meeting 21/07/2016

1.2 CHARTER OF CORPORATE RESPONSIBILITY – ‘PARTNERS IN PROSPERITY’

Policy deleted 22 July 2015

Adopted Council Meeting 15/6/2006
Reviewed Council Meeting 20/03/2014
Deleted Council Meeting 21/07/2015

11.3 COMMUNITY CONSULTATION PLAN

The Shire of Morawa Plan for the Future – Strategic Plan has identified as one of its key actions to:-

“Prepare a community consultation plan as a communication mechanism to keep the Morawa public informed and involved in Shire activities.”

There is no current policy on Shire communications with the broader community. The Delegations Register refers to the following:-

OTHER STATUTORY MATTERS NOT BEING DELEGATIONS

Media Releases & Public Relations

Background: Section 2.8 of the *Local Government Act 1995* sets out the roles of the Shire President. One of the roles is to speak on behalf of the Shire of Morawa.

Section 5.42 of the *Local Government Act 1995* sets out the the functions of the Chief Executive Officer. One of the functions of the Chief Executive Officer is to speak on behalf of the Shire of Morawa if the Shire President agrees.

Objectives:

- To ensure that the public receives full, appropriate and timely information
- To ensure that media releases and public statements made by the President and the Chief Executive Officer appropriately reflect the views of the Council and the Shire of Morawa.

Guideline:

The President (or the Deputy President if the President is unavailable) is authorised to speak on all matters relating to the governance of the Shire of Morawa.

The Chief Executive Officer is authorised to speak on behalf of the Shire of Morawa on all

matters relating to the administration of the Shire. The President (or the Deputy President if the President is unavailable) should be consulted prior to matters of delicacy being discussed in public, however it is recognised that this may not always be possible. In this case, the Chief Executive Officer is to use discretion whether comment is to be made or not.

Regardless, the Chief Executive Officer is not under any obligation to make any comment on any matter.

In exceptional circumstances and only with the express permission of the President (or the Deputy President if the President is unavailable), the Chief Executive Officer may be authorised to speak on matters relating to the governance of the Shire of Morawa

Public Communication

The Chief Executive Officer is authorised to initiate preparation of press releases and other publications that are positive and enhancing or protecting the image and reputation of the community of Morawa. Subject to budget constraints, the Chief Executive Officer may use the services of professional media consultants to assist in the press release preparation process for sensitive matters.

The Chief Executive Officer is authorised to prepare monthly public newsletters highlighting key matters and issues of topical relevance and interest that Council have considered at its most recently completed meeting. Such newsletters shall be published in the Morawa Community Scene and, if considered necessary, displayed in main Winfield Street / Solomon Terrace shopfront windows.

Open, friendly and courteous communications shall be encouraged between all Shire of Morawa staff / staff and the general public. A customer service attitude is encouraged for all liaisons and interactions between Shire staff and all sections of the community. All requests for media comment by staff, however, must be directed to the Chief Executive Officer.

On occasions, an open public forum invitation to the community may be required to discuss important issues of relevance and / or controversy that would be of common interest to the majority of the community. Such forums may only be arranged with the express and prior resolved approval of the Morawa Shire Council.

Internal Communication

It is important working in a close knit environment that continuous and open communications are adopted by the entire workforce. Whilst clear lines of supervision and management authority are acknowledged, all staff and staff are encouraged to provide direct and open feedback to relevant senior officers within the organisation. All ideas, recommendations and queries are invited to assist in creating a working environment which builds on the mutual trust and respect of the various individuals throughout the workforce.

Open and informal dialogue is also encouraged between elected members and the Senior Management Team of the Shire of Morawa.

Elected members are to be kept informed on all official matters of significance or importance to the well-being of the community of Morawa. All official means of elected member communications must either be approved by the Chief Executive Officer prior to departure or sent through the Chief Executive Officer personally.

History: Council Policy: “Administration – 6. Media Relations (ADM 08)
Adopted 16-3-2000
Adopted Council Meeting 21/9/2006
Reviewed Council Meeting 21/07/2016

11.4 INFRASTRUCTURE ASSET MANAGEMENT POLICY

1. Purpose

The purpose of this policy is to provide the basis for and to guide the strategic management of the Shire’s infrastructure assets in order to deliver the Shire’s long term strategic objectives.

The purpose will be achieved by

- a) Developing and implementing an Asset Management Strategy
- b) Preparing and maintaining an Infrastructure Asset Management Plan
- c) Preparing operations and maintenance plans for each infrastructure asset class
- d) Maintaining up to date and validated Asset Management Systems and Processes that are aligned and integrated with the Shire’s business practices

2. Scope

This Policy applies to infrastructure assets owned by the Shire of Morawa Shire. The asset types covered are as follows:-

Roads assets comprising

- Sealed and Unsealed Roads Culverts
- Railway Crossings Road signs/features Floodways
- Kerbing Footpaths

Buildings comprising

- Shire depot Public/civic Recreation Housing

Other assets comprising

- Public/Civic Assets Recreation Assets Airport
- Sewerage and Effluent Reuse Assets

An Infrastructure Asset Management Plan was prepared in 2011. A separate Asset Management Plan covers the sewerage and effluent reuse assets.

This Infrastructure Asset Management Policy covers all the Shire’s infrastructure assets, including the sewerage and effluent reuse assets.

3. Objective

The objective of this Policy is to provide a consistent framework that is aligned and integrated with the Shire’s business practices and is consistent with the State Government’s Integrated

Planning and Reporting requirements such that:

- a) Infrastructure assets are managed in accordance with the requirements of relevant legislation;
- b) Infrastructure assets are managed in accordance current best practice, taking affordability into account;
- c) A “whole of life” approach is taken to operational, maintenance, renewal and acquisition plans;
- d) Funding levels to ensure that infrastructure assets deliver the required Levels of Service are identified and reported;
- e) Levels of Service and risks are taken into account in the development of operational, maintenance, renewal, and acquisition plans;
- f) The performance of infrastructure assets is measured and reported against the required levels of service and associated target performance levels;
- g) Infrastructure assets are accounted for in accordance with the requirements of the appropriate accounting standards and reporting requirements.

4. Organisational Context

The Shire’s most recent Strategic Plan (Strategic Plan – Plan for the Future Facilitation Report 2010) includes a set of values that inform the development and management of the Shire as follows:-

- To provide open, consultative and accountable governance to the community;
- To provide strong leadership in support of the community and its future;
- To maintain the Shire and community’s local identity;
- To encourage regional co-operation and sustainable strategic growth for the North Midlands;
- To provide innovative and creative solutions in support of delivering sustainable outcomes;
- To maximise mining company residential and employment investment at Morawa;
- To ensure that the marketing and selling of Morawa’s tourism assets are maximized;
- To ensure that whole of government infrastructure and service development needs of Morawa are met;
- To ensure that the core agriculture sector of the community remains competitive and viable and renowned as an innovative industry leader taking advantage of all diversification opportunities.

In addition, the Strategic Plan indicates a set of goals and objectives that incorporate the community’s goals-

1. To deliver on the State Government’s goal for Morawa to become a ‘Super Town’ and sub-regional hub of the North Midlands;
2. To achieve sustainable economic and population growth in the Shire of Morawa;
3. To maintain and further enhance the agriculture sector / industries in Morawa;

4. To provide a safe environment where young families and retirees can enjoy a rural lifestyle with a diverse sporting, recreational and social life, social familiarity and a varied choice of land and accommodation;
5. To provide an attractive tourist destination that caters for a diverse range of interests including nature visits, peace and tranquillity of the bush, and outdoor adventure;
6. To encourage the development of junior and senior sport through development of excellent sporting facilities that will attract visiting teams;
7. To maximise the mining company's use of and investment in Morawa and its facilities as part of mine site operations;
8. To maintain and encourage trades people and small business owners to set up their operation within the Shire;
9. To facilitate establishment of additional accommodation facilities in Morawa, in particular to meet the short stay needs of the community;
10. To domicile a percentage of the Sinosteel Midwest Corporation Ltd and Karara Mining Ltd workforces in Morawa;
11. To foster entrepreneurial economic development in the community through identification of elements of comparative advantage within the shire, development of local or imported leadership and strategies to attract outside capital into projects;
12. To establish greater diversity in educational opportunities in Morawa to service the region.

Asset Management plays an important role in the development and management of the Shire. Asset Management contributes to the achievement of all the above goals. Goals 2, 3, 4 and 6 are dependent on successful asset management.

5. Principles

The Shire is the owner of public assets and is responsible for the sustainable management of them and to provide for their replacement or renewal.

Asset management is a structured process which seeks to ensure best value for money from assets to deliver the strategic objectives of the Shire and which informs the operations and maintenance, renewal, disposal and acquisition of assets with an overall objective to optimize service delivery and manage related risks and costs over the asset's life cycle.

Infrastructure assets are fundamental to the Shire's overall service delivery.

The Shire recognises Asset Management as a core activity. Accordingly, every staff member of the Shire is either directly or indirectly involved in the management of Shires' assets.

This Policy supports the Shires' intent to raise its Asset Management Practice to a level that is best practice, subject to affordability, through the provision of assets and their timely maintenance and renewal at appropriate levels to meet service needs.

The Shire recognises that its assets incur ongoing operating costs and require maintenance and the replacement of components to ensure that they remain serviceable throughout their life. Some assets may also be disposed of. This combined cost, together with the capital cost

of asset acquisition is termed lifecycle cost. This policy supports the Shires' commitment to ensure that the Levels of Service delivered by the assets are achieved at the best lifecycle cost.

The Shire also acknowledges through this policy that the acquisition of new assets will take into account the full cost of acquisition, operation, maintenance, renewal and disposal over its life cycle. Accordingly, the future cost impact of new assets will be fully considered as part of any new asset approval.

In undertaking asset management of the infrastructure assets, we will:-

- Develop an Infrastructure Asset Management Strategy and a life-cycle based Infrastructure Asset Management Plan in accordance with this Policy and review them every 4 years;
- Ensure that the Infrastructure Asset Management Strategy, the Infrastructure Asset Management Plan and the Sewerage and Effluent Reuse Asset Management Plan are aligned to the Shire's Strategic Plan and to the State Governments Integrated Planning and Reporting Requirements;
- Determine future levels of service taking consultation with the community and affordability into account;
- Make decisions regarding asset operations and maintenance, renewal, disposal and acquisitions taking levels of service and affordability into account and based on lifecycle costs;
- Ensure compliance with relevant accounting standards;
- Ensure that all relevant legislation is taken into account;
- Collect, store, manage and analyse data on asset utilization, performance and condition and utilize the data to inform operations and maintenance, renewal, disposal and acquisition plans;
- Manage the risks of injury, liability and asset failure through risk and condition assessments;
- Carry out demand forecasting to inform operations and maintenance, renewal, disposal and acquisition plans;
- Develop Long Term Financial Plans on the basis of funding the asset operations and maintenance, renewal, disposal and acquisitions plans in accordance with this Policy;
- Taking affordability into account, ensure that best practice asset management practices and systems are employed to support the management of the Shire's infrastructure assets.

6. Roles and Responsibilities

Elected members

Adopt the Infrastructure Asset Management Policy; Adopt the Infrastructure Asset Management Strategy; Adopt the Infrastructure Asset Management Plan; Adopt the Sewerage and Effluent Reuse Asset Management Plan; Support the use of asset management planning throughout the organization; Make decisions regarding infrastructure assets in accordance with the Infrastructure Asset Management Policy, Strategy and Plan.

Chief Executive Officer

Develops and maintains the Infrastructure Asset Management Policy; Develops and maintains the Infrastructure Asset Management Strategy; Develops and maintains the Infrastructure Asset Management Plan;

Develops and maintains the Sewerage and Effluent Reuse Asset Management Plan; Ensures alignment between the Infrastructure Asset Management Policy, Strategy and the Asset Management Plans with other policies and processes in the organization; Ensures compliance with legislative requirements;

Ensures infrastructure assets are managed in accordance with Infrastructure Asset Management Policy, Strategy and Plan;

Ensures sewerage and effluent reuse assets are managed in accordance with Infrastructure Asset Management Policy, Strategy and the Sewerage and Effluent Reuse Asset Management Plan;

Supports the use of asset management planning throughout the organization;

Facilitates best practice asset management.

7. Review of Policy

This policy will be reviewed in conjunction with the review of the Infrastructure Asset Management Strategy and Infrastructure Asset Management Plan.

Adopted by Council 02/02/2013

Reviewed Council Meeting 21/07/2016

<i>Date of Meeting:</i>	29 June 2016
<i>Item No:</i>	7.2.4.2
<i>Subject:</i>	Delegations Register Review 2016
<i>Date & Author:</i>	10 June 2015, Samantha Appleton
<i>Responsible Officer:</i>	Executive Manager Development and Administration
<i>Applicant/Proponent:</i>	Executive Manager Development and Administration
<i>File Number:</i>	ADM 0159
<i>Previous minute/s & Reference:</i>	June 2015

SUMMARY

To conduct a review of the delegations of Council as required under the Local Government Act 1995.

DECLARATION OF INTEREST

Nil

ATTACHMENTS

The Shire of Morawa delegations register.

BACKGROUND INFORMATION

The aim of delegated authority is to assist with improving the time taken to make decisions within the constraints allowed by relevant legislation. Without delegated authority, most decisions of the Shire would need to be made by Council at its ordinary meetings. Having appropriate delegations in place allows day to day decisions to be made by the Chief Executive Officer, who in turn can sub-delegate these to other staff if appropriate.

The Act requires local government to keep a register of its delegations and review this register once every financial year. A review is now due.

OFFICER'S COMMENT

The Local Government Act 1995 gives governments the ability to delegate to the Chief Executive Officer any of its powers and duties under the Act, other than those prescribed under section 5.43.

The Shire of Morawa maintains a Delegations Register with an up-to-date recording of the delegations of the Council. The Shire Delegations Register reflects those

delegations made to senior staff to improve operational efficiencies and organizational effectiveness.

The Shire of Morawa Delegations Register has been reviewed. The only changes made are where the titles for positions have changed.

COMMUNITY CONSULTATION

Nil

COUNCILLOR CONSULTATION

Nil

STATUTORY ENVIRONMENT

LOCAL GOVERNMENT ACT 1995 - SECT 5.42 to 5.46

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Morawa Community Strategic Plan

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

RISK MANAGEMENT

Nil

VOTING REQUIREMENT:

Absolute Majority

OFFICER'S RECOMMENDATION

It is recommended that Council resolve to adopt the reviewed and updated Shire of Morawa Delegations Register, as tabled.

COUNCIL RESOLUTION

**1607004 Moved: Cr Coaker
Seconded: Cr Carslake**

Council resolved to defer the reviewed and updated Shire of Morawa Delegations Register for further consideration.

CARRIED 7/0

Motion amended to allow staff and Councillors to review the Delegations Register at a workshop to be held.

SHIRE OF MORAWA

DELEGATIONS REGISTER



Reviewed 21 July 2016



Contents

1.0 INTRODUCTION	4
2.0 HEAD OF POWER	4
3.0 PROCESS	5
4.0 NEW DELEGATIONS.....	5
5.0 DEFINITIONS.....	5
6.0 CERTIFICATIONS	6
7.0 DELEGATIONS.....	7
7.1 DELEGATIONS FROM COUNCIL TO COMMITTEES.....	7
7.2.0 DELEGATIONS FROM COUNCIL TO CHIEF EXECUTIVE OFFICER.....	7
7.2.2 Creditor payments.....	8
7.2.3 Creditor payments.....	9
7.2.4 Building Permit and Demolition Permit.....	11
7.2.5 Septic Tank Licences	13
7.2.6 Planning Consent.....	15
7.2.7 Fire Fighting – Emergency Plant Hire	16
7.2.8 Council Reserve Accounts.....	17
7.2.9 Authority to Waive Fees	17
7.2.10 Authority to Write Off Monies	18
7.2.11 Incurring Liability and Making Payments	19
7.2.12 Power to issue Notices Section 3.25	20
8.0 OTHER STATUTORY MATTERS NOT BEING DELEGATIONS.....	20
8.1 Media Releases.....	20

1.0 INTRODUCTION

This Delegations Register has been prepared in accordance with the Local Government Act 1995 sections 5.16 to 5.18 and 5.42 to 5.46, and the Administration Regulations r19.

All delegations require approval by an absolute majority of Council.

It is a requirement that the use of all delegated authority is recorded, but it is not a requirement to report the use of delegated authority to Council.

However, given the limited number of delegations, and their importance, it is recommended that Council be advised of use of delegations, for their information. It is open to Council to make a policy direction that this is the case.

The Local Government Act 1995 Section 5.16 places limitations and conditions upon the delegations that may be made to various types of Committee. A Committee with delegated authority is not permitted to further delegate that authority.

The Local Government Act 1995 Section 5.42 places a limitation upon the delegations that may be made to the CEO. The CEO is not permitted to further delegate that authority.

The Local Government Act 1995 Section 5.44 permits the CEO to delegate the exercise of, or the carrying out of, a function delegated to the CEO.

2.0 HEAD OF POWER

Unless stated otherwise, the Local Government Act 1995 Sections 5.16 and 5.42 constitute the head of power for Council to make the delegations.

The Council is responsible for functions and activities under numerous Acts and other legislation, many of which permit Council to delegate responsibilities and authority to various officers. In order to maintain consistency with the concepts of the Local Government Act 1995, all delegations to officers are made to the CEO, who is then responsible for the implementation of the delegated function, either personally or through management of officers and staff.

It is Council's expectation, that the CEO will assign delegations relevant to a specialist or specific position, to that person.

3.0 PROCESS

It is a requirement of the Local Government Act 1995 Section 5.18 and Section 5.46(1) that all delegations be reviewed at least once in each financial year.

In order to ensure that there is clear authority, Council and the appropriate officers will formally review this Delegations Register at a convenient meeting date each year, (commencing in May 2003) and their application confirmed.

In this way, the delegations will be reviewed at a time when there is less time pressure, and after a year of operation, with the formal motion of application made for continuation into the following period.

4.0 NEW DELEGATIONS

Council may make new delegations at any time. However, unless specifically stated that the authority is to be included in the Delegations Register, it will be assumed that the authority to act is for a specific matter and is not a general or ongoing delegation.

5.0 DEFINITIONS

The Local Government Act 1995 has not defined the term “delegation” or “delegated power”, however:

- Section 5.16 refers to “... the exercise of any of its powers and duties...”
- Section 5.42 refers to “... the exercise of any of its powers or the discharge of any of its duties...”

The term “policy” is not defined anywhere in the Local Government Act. Accordingly, throughout this document, the following terms apply, insofar as they are consistent with all enabling legislation referred to within each of the specific delegations.

“Authority” means the permission or requirement for a Committee or the CEO to act in accordance with:

- The Local Government Act or other legislation or regulation;
- A delegation made by Council;
- A policy made by Council, or
- A specific decision made by Council.

“Delegation” means the authority for a Committee or the CEO to act on behalf of Council, where the power is either specifically or by implication, intended to be exercised by the elected members, rather than an organisational responsibility.

“Policy” as the context requires, means either:

- A procedural direction to officers to implement Council’s wishes or instructions in a particular way; or

- The authority for officers to act, where that authority is not considered to be a delegation, but more procedural in nature.

6.0 CERTIFICATIONS

The Delegations contained in parts 1 and 2, and the Direction in Part 3, of this Register were formally reviewed by Council on 21 July 2016 and a resolution confirming their continued application.

K S Chappel
President

Date

The Delegations contained in Part 2 of this Register from CEO to other officers have been formally reviewed, and their continued application is confirmed.

John Roberts
Chief Executive Officer

Date

7.0 DELEGATIONS

7.1 DELEGATIONS FROM COUNCIL TO COMMITTEES

Nil.

To:

Delegation: Nil. Council does not operate any committees.

Objectives:

Guidelines:

Conditions:

Formal
Record:

Head of
Power: Local Government Act Section 5.16

History:

7.2.0 DELEGATIONS FROM COUNCIL TO CHIEF EXECUTIVE OFFICER

7.2.1 Investment of surplus funds

Delegation: The **CEO** is authorised to invest money held in any Council fund that is not required for immediate use, in an approved investment as defined by the Trustees Act Sections 17, 18 and 19, provided that sufficient working funds are retained at all times.

Objectives: To maximise the interest earnings of funds not otherwise in use.

Guidelines: All else being equal, preference is to be given to placing the funds on deposit with or through branches of local banks.

Conditions: Authority to Chief Executive Officer is unlimited
Authority which may be delegated by the Chief Executive Officer to employees is subject to the following maximum individual amounts:

Executive Manager Development and Administration \$100,000
Manager Accounting & Finance \$100,000

Delegation

By CEO: Executive Manager Development and Administration
Manager Accounting & Finance

Formal
Record: Investment Register

Head of
Power: Local Government Act 1995 Sections 5.42 and 5.44

Reference: Local Government Act 1995, Section 6.14

History: Council Policy: "*Finance – 3. Investment of Funds*"
Adopted 25 May 1998
Amended 20 December 2007
Reviewed 20 March 2014
Reviewed 18 June 2015

7.2.2 *Creditor payments*

Delegation: The **Chief Executive Officer** is delegated authority to make payments from the Municipal Fund, Trust Fund, and Reserve Funds. Each payment from the Municipal Fund, Trust Fund, or Reserve Fund is to be noted on a list compiled for each month showing:

- a) The payee's name
- b) The amount of the payment
- c) The date of the payment
- d) Sufficient information to identify the transaction.

The list referred to above is to be presented to Council at the next Ordinary Meeting of Council following the preparation of the list and is to be recorded in the minutes of the meeting at which it is presented.

Cheques/EFT's up to a value of \$100,000 (one hundred thousand dollars) are to be signed by the Chief Executive Officer and the Executive Manager Development and Administration, or in the absence of one or both, to be substituted by the Manager Accounting & Finance, or Councillor or Councillors.

Cheques/EFT's in excess of \$100,000 (one hundred thousand dollars) are to be signed by the Chief Executive Officer or in his absence the Executive Manager Development and Administration and a Councillor.

Objectives: To streamline payment of creditor's accounts, and to ensure timely payment.

Guidelines: All payments are to be reported to the following Council meeting as having been paid during the month.

Conditions: Subject to Financial Management Regulations r13.

Delegation

By CEO: Executive Manager Development and Administration
Manager Accounting & Finance

Formal

Record: Officer's report to Council – Schedule of accounts paid and for payment.

Heads of

Power: Local Government Act 1995 Sections 5.42 and 5.44
Financial Management Regulations r13.

History: Council Policy: *“Finance – 5 Cheque Signing & Account Limit*

Adopted	16 March	2000
Reviewed	21 February	2002
Amended	16 December	2004
Amended	22 December	2005
Amended	21 December	2006
Amended	20 December	2007
Reviewed	20 May	2009
Reviewed	18 March	2010
Reviewed	17 February	2011
Reviewed	21 March	2013
Reviewed	20 March	2014
Reviewed	18 June	2015

7.2.3 Creditor payments

Delegation: The **CEO**, in conjunction with the Executive Manager Development and Administration or Manager Accounting & Finance, is authorised to make payments from the Municipal and Trust Fund for the following purposes:

Municipal Fund

Payroll
Creditors

Trust Fund

Payroll deductions
BCITF
Deposit Refunds

Objectives: To streamline payment of creditor's accounts, and to ensure timely payment.

Guidelines: All payments are to be reported to the following Council meeting as having been paid during the month.

Conditions: Subject to Financial Management Regulations r13.

Delegation

By CEO: Executive Manager Development and Administration
Manager Accounting & Finance

Formal

Record: Officer's report to Council – Schedule of accounts paid and for payment.

Heads of

Power: Local Government Act 1995 Sections 5.44.
Financial Management Regulations' 13.

History:

Adopted:	21 February	2002
Reviewed:	16 December	2004
Amended:	22 December	2005
Reviewed:	21 December	2006
Amended	20 December	2007
Reviewed	20 May	2009
Reviewed	18 March	2010
Reviewed	17 February	2011
Reviewed	15 March	2012
Reviewed	21 March	2013
Reviewed	20 March	2014
Reviewed	18 June	2015

7.2.4 Building Permit and Demolition Permit

Delegation:

DELEGATION OF AUTHORITY BUILDING PERMIT	
Function to be performed:	To approve or refuse to approve plans and specifications submitted under section 20 of the <i>Building Act 2011</i> .
Delegator:	Council of the Shire of Morawa
Delegate:	Chief Executive Officer Building Services Practitioner
Sub-delegation to:	Building Services Practitioner
Legislative Powers:	Sections 20, 22 and 127 of the <i>Building Act 2011</i> .
Conditions and Exceptions:	<p>In undertaking the functions of this delegation, Building Surveyors must:</p> <p style="padding-left: 40px;">be employed by the Shire of Morawa in accordance with section 5.36 of the <i>Local Government Act 1995</i>; and</p> <p>In addition to the above, for an uncertified application, qualified Building Services Practitioner (Building Surveyors) must hold the appropriate qualification as set out under Regulation 6 of the <i>Local Government (Building Surveyors) Regulations 2008</i>.</p>
Duration of delegation:	Until next annual review
Origin of Delegation:	20 October 2011
Delegation last reviewed:	18 June 2015

DA-

DELEGATION OF AUTHORITY DEMOLITION PERMIT

Function to be performed:	To approve or refuse to approve plans and specifications submitted under section 21 of the <i>Building Act 2011</i> .
Delegator:	Council of the Shire of Morawa
Delegate:	Building Services Practitioner (Building Surveyor)
Sub-delegation to:	N/A
Legislative Powers:	Sections 21, 22 and 127 of the <i>Building Act 2011</i> .
Conditions and Exceptions:	In undertaking the functions of this delegation, Building surveyors must: <ol style="list-style-type: none"> 1) be employed by the Shire of Morawa in accordance with section 5.36 of the <i>Local Government Act 1995</i>
Duration of delegation:	Until next annual review
Origin of Delegation:	20 October 2011
Delegation last reviewed:	18 June 2015

- Objectives: To permit early approval of building and demolition applications submitted.
- Guidelines: Compliance with the Building Code of Australia and Town Planning Scheme is mandatory. Any application not complying is to be refused, unless there is a discretion, in which case it is to be referred to Council for decision.
- Conditions: Buildings in Class 3 to Class 9 to be referred to Council for decision.

**Delegation
By Council:**

Building Services Practitioner

Formal
Record:

Officer's report to Council September 2011

Heads of
Power:

Sections 20, 22 and 127 of the *Building Act 2011*
Local Government Act 1995 Sections 5.42 and 5.44
Local Government (Miscellaneous Provisions) Act Section 374
(1b)

History:

Council Policy: "*Buildings – 1. Building Permits (BLD 06)*"
Adopted 16 March 2000
Reviewed 21 February 2002
Reviewed 16 December 2004
Reviewed 22 December 2005
Reviewed 21 December 2006
Reviewed 20 December 2007
Reviewed 20 May 2009
Reviewed 18 March 2010
Reviewed 17 February 2011
Reviewed 15 March 2012
Reviewed 21 March 2013
Reviewed 20 March 2014
Reviewed 18 June 2015

7.2.5 Septic Tank Licences

- Delegation:** The **Environmental Health Officer** is authorised to exercise and discharge the powers and functions of the Council in relation to the Health (Treatment of Sewage and Disposal of Liquid Waste) Regulations 1974:
- a) Regulation 4 (3)(a) – grant approval subject to form and conditions set by Council.
 - b) Regulation 4 (3)(b) – refuse to grant approval.

- c) Regulation 10 (2) – (relating to approvals).
- d) Regulation 10 (4)(b) – (relating to approvals)
- e) Regulation 22 (2)(a) – (relating to appeals).
- f) Regulation 22 (2)(b) – (relating to appeals).

Objectives: To permit early approval of septic tank applications submitted.

Guidelines: Compliance with the Health Act and Regulations, the Building Code of Australia and the Town Planning Scheme is mandatory. Any application not complying is to be refused, unless there is a discretion, in which case it is to be referred to Council for decision.

Conditions: Effluent systems are to be sized in accordance with Schedule B.

Formal Record: Officer’s report to Council.

Heads of Power: Health Act Section 26, and Regulations.

History: Council Policy: *“Health - 1. Delegation of Council Authority – Health Act (HLT 01)”*

Adopted 16 March	2000
Reviewed 21 February	2002
Amended 16 December	2004
Reviewed 22 December	2005
Reviewed 21 December	2006
Reviewed 20 December	2007
Reviewed 20 May	2009
Reviewed 18 March	2010
Reviewed 17 February	2011
Reviewed 15 March	2012
Reviewed 21 th March	2013
Reviewed 20 March	2014
Reviewed 18 June	2015

7.2.6 Planning Consent

Delegation: The **CEO** is authorised to issue planning consent for development applications that fully comply with all requirements.

Objectives: To permit early approval of development applications submitted.

Guidelines: Compliance with the Local Planning Scheme, Regulations and Codes, and Council's Planning Policies, is mandatory. Any application not complying is to be referred to Council for decision.

Conditions: Local Government Act Section 5.71(a)
The Chief Executive Officer must disclose to the President the nature of any interest in relation to a matter under consideration relating to this delegated function.

Delegation

By CEO: Planning Officer/Environmental Health Officer/Building Surveyor.

Formal Record: Officer's report to Council

Heads of Power: Planning and Development Act 2005.
Local Planning Scheme No 2 Section 8.7

History: Council Policy: *"Buildings – 1. Building Permits (BLD 06)"*

Adopted:	16 March	2000
Reviewed:	21 February	2002
Amended:	16 December	2004
Reviewed:	22 December	2005
Reviewed	21December	2006
Reviewed	20 December	2007
Reviewed	20 May	2009
Reviewed	18 March	2010
Reviewed	17 February	2011
Reviewed	15 March	2012
Reviewed	21 March	2013
Reviewed	20 March	2014
Reviewed	18 June	2015

7.2.7 Fire Fighting – Emergency Plant Hire

Delegation: The **CEO** is authorised to commit expenditure for the private hire of plant and equipment necessary for the efficient fighting and control of fires.

Objectives: To ensure that maximum effort can be made for the control of wildfire's, for the protection of life and property.

Guidelines: Where possible, the CEO is to seek advice from the Chief Bush Fire Control Officer, Deputy CBFCO or an FCO, and approval from the President or Deputy President. However, since this delegation will only be used in emergency situations, it is acknowledged that this may not be possible.

Conditions: Adequate resources to fight a fire, for the safety of fire fighters and for the protection of life and property have the higher priority, and are not to be unnecessarily jeopardised by delay.

Formal Record: Officer's report to Council

Heads of Power: Bush Fires Act Section 38 (3)(4)(5) and 48

History:

New Policy	
Amended	16 th December 2004
Reviewed	22 December 2005
Reviewed	21 December 2006
Reviewed	20 December 2007
Reviewed	20 May 2009
Reviewed	18 March 2010
Reviewed	17 February 2011
Reviewed	15 March 2012
Reviewed	21 March 2013
Reviewed	20 March 2014
Reviewed	18 June 2015

7.2.8 Council Reserve Accounts

Delegation: The **CEO** is authorised to transfer any additional or surplus funds not budgeted for into approved Reserve Accounts for the current budget year

Objectives: To ensure that surplus funds not budgeted for receipt can be placed into a reserve account rather than be part of general municipal funds.

Guidelines: Nil.

Conditions: Nil.

**Delegation
By CEO:** Nil.

**Formal
Record:** Officer's report to Council.

**Heads of
Power:** Local Government Act 1995 Section 6.14

History: New Policy.
Amended 16 December 2004
Reviewed 22 December 2005
Reviewed 21 December 2006
Reviewed 20 December 2007
Reviewed 20 May 2009
Reviewed 18 March 2010
Reviewed 17 February 2011
Reviewed 15 March 2012
Reviewed 21 March 2013
Reviewed 20 March 2014
Reviewed 18 June 2015

7.2.9 Authority to Waive Fees

Delegation: The **Chief Executive Officer** is delegated authority to waive or grant a concession in relation to any amount of money which is owed to the Shire other than rates and services charges

Objectives: To streamline approval for requests to waive or grant concessions on fees.

Guidelines: All waivers or concessions granted are to be reported to Council

Conditions: Section 6.12 of the Local Government Act 1995

Delegation

By CEO: No further delegation

Formal

Record: Officer's report to Council – Schedule of waivers or concessions

Heads of

Power: Local Government Act 1995 Section 6.14

History: Council Policy: *“Authority to Waive Fees*
Adopted

Adopted 21 March 2013

Reviewed 20 March 2014

Reviewed 18 June 2015

7.2.10 Authority to Write Off Monies

Delegation: The **Chief Executive Officer** is delegated authority to write off monies owing to council – individual amounts up to the value of \$500

Objectives: To streamline approval for write offs

Guidelines: All write offs are to be reported to Council

Conditions: Section 6.12 of the Local Government Act 1995

Delegation

By CEO: No further delegation

Formal

Record: Officer's report to Council – Schedule of write offs

Heads of

Power: Local Government Act 1995 Section 6.14

History: Council Policy: *“Authority to Write Off Monies*
Adopted

Adopted 21 March 2013

Reviewed 20 March 2014

Reviewed 18 June 2015

7.2.11 Incurring Liability and Making Payments

Delegation: The **Chief Executive Officer** is to ensure efficient systems and procedures are established to ensure proper authorisation for the incurring of liabilities and the making of payments

The authority to approve requisitions and purchases orders and for the supply of goods and service and subsequent certification of services for which funds have been provided for in the Annual Budget

Objectives: To provide efficient systems and procedures when approving requisitions and purchases

Guidelines:/policy Council policy for purchases

Conditions: Authority to Chief Executive Officer is unlimited subject to annual budget limitations.
Authority which may be delegated by the Chief Executive Officer to employees is subject to the following maximum individual amounts

Delegation By CEO:

Executive Manager Development and Administration	\$100,000
Manager Accounting & Finance	\$100,000
Principal Works Supervisor	\$100,000

Formal Record: Record to be maintained in hard copy on file

Heads of Power: Local Government Act 1995 Section 6.14

History: Council Policy: "*Incurring Liability and Making Payments*
Adopted

Adopted 21 March	2013
Reviewed 20 March	2014
Reviwed 18 June	2015

7.2.12 Power to issue Notices Section 3.25

Local Government Act 1995

Delegation: The **CEO** is authorised to issue notices under section 3.25 of the Local Government Act 1995.Schedule 3.1

Objectives: To permit action for cleaning up of property ensuring that overgrown vegetation, rubbish, or disused material, as specified, is removed from land that the local government considers to be untidy.

Guidelines: Compliance with the Local Government Act 1995

Conditions: Local Government Act Section 3.25 and schedule 3.1

Delegation

By CEO: Environmental Health Officer/Building Surveyor.

Formal Record: Officer's report to Council

Heads of Power: Local Government Act 1995 Section 5.42 and 5.44

History: Adopted: 20 March 2014
Reviewed 18 June 2015

8.0 OTHER STATUTORY MATTERS NOT BEING DELEGATIONS

8.1 Media Releases

Delegation: The **Shire President** authorises the **Chief Executive Officer** to make media releases and to speak on behalf of the Shire of Morawa.

Objectives: To ensure that the public receives full, appropriate and timely information.

Guidelines: The President, or the Deputy President if President unavailable, should be consulted prior to matters of delicacy being discussed in public, however it is recognised that this may not always be possible. In this case, the CEO is to use discretion whether comment is to be made or not. Regardless, the CEO is not under any obligation to make any comment on any matter.

Conditions: Local Government Act 1995 Section 5.95.

Head of

Power: Local Government Act 1995 Section 5.41 (f).

History: Council Policy: *“Administration – 6. Media Relations (ADM 08)”*

Adopted	16 March	2000
Reviewed	21 February	2002
Amended	16 December	2004
Reviewed	22 December	2005
Reviewed	21 December	2006
Reviewed	20 December	2007
Reviewed	20 May	2009
Reviewed	18 March	2010
Reviewed	.17 February	2011
Reviewed	.15 March	2012
Reviewed	.21 March	2013
Reviewed	.20 March	2014
Reviewed	.18 June	2015

<i>Item No/Subject</i>	7.2.4.3 Reserve Amendment – Amalgamation of Lots and Management Order
<i>Date of Meeting:</i>	21 July 2016
<i>Date & Author:</i>	30 June 2016, Samantha Appleton
<i>Responsible Officer:</i>	Executive Manager Development & Administration
<i>Applicant/Proponent:</i>	Executive Manager Development & Administration
<i>File Number:</i>	ADM 0525
<i>Previous minute/s & Reference:</i>	N/A

SUMMARY

Council to support the amalgamation of a number of lots to one lot and the amendment of a management order and vesting for Reserve 18386.

DECLARATION OF INTEREST

Nil

ATTACHMENTS

Letter from Department of Lands and plan showing the reserve and current lots.

BACKGROUND INFORMATION

Advice has been received from the Department of Lands of a request to amalgamate reserve lots related to the Morawa District High School and to change the vesting and management order relating to the property.

OFFICER'S COMMENT

The proposal is to amalgamate the six lots that make up Reserve 18386 and to change the purpose of the vesting to "for the purposes of the School Education Act 1999". The lots are contiguous and are all currently vested in the Department of Education and Training.

The letter from the Minister for Education also requests that the vesting for Reserve 18386 be changed to the Minister for Education.

Reserves may be amended or cancelled by Ministerial Order under section 51 of the Land Administration Act (LAA). Any management order over that part of the reserve that is being cancelled or amended must be identified and, for that part of the reserve proposed to be cancelled, or amended under section 50 of the LAA before a reserve can be amended or cancelled.

The land concerned is currently zoned under Shire of Morawa Local Planning Scheme No. 2 as being for public purposes which includes use of the land for school purposes. The change of management order does not conflict with the Local Planning Scheme.

STATUTORY ENVIRONMENT

Land Administration Act 1997

51. Cancelling, changing etc. reserves, Minister's powers as to

Subject to sections 42, 43 and 45, the Minister may by order cancel, change the purpose of or amend the boundaries of, or the locations or lots comprising, a reserve.

School Education Act 1999

An Act to make provision —

- for education in school or by home education with education, training and employment alternatives at the senior secondary level; and
- for the establishment and operation of government schools and for parent and community involvement in school affairs; and
- for the registration of non-government schools and the funding of such schools; and
- for the registration of community kindergartens; and
- for administrative responsibilities for school education; and
- for the use of property that is vested in the Minister; and
- to repeal the *Education Act 1928* and consequentially amend certain other Acts ², and to make related provisions.

[Long title amended by No. 22 of 2005 s. 14; No. 28 of 2014 s. 22.]

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Shire of Morawa Strategic Community Plan

4.4 Improved regional partnerships with government and industry

RISK MANAGEMENT

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council:approve:

1. The vesting of all lots on Reserve 18386 to the Minister of Education.
2. The amendment of the vesting order for Reserve 18386 to "For the purposes of the School Education Act 1999".
3. The amalgamation of land parcels:
 - 410 and 415 on deposited Plan 210931
 - 95 and 96 on Deposited Plan 202041
 - 420 on Diagram 21930
 - 237 on Diagram 19571

COUNCIL RESOLUTION

1607005 Moved: Cr Thornton
Seconded: Cr Stokes

That Council approve:

1. **The vesting of all lots on Reserve 18386 to the Minister of Education.**
2. **The amendment of the vesting order for Reserve 18386 to "For the purposes of the School Education Act 1999".**
3. **The amalgamation of land parcels:**
 - **410 and 415 on deposited Plan 210931**
 - **95 and 96 on Deposited Plan 202041**
 - **420 on Diagram 21930**
 - **237 on Diagram 19571**

CARRIED 7/0



Government of **Western Australia**
Department of **Lands**

Our Ref: 04564-1914 Job No: 161342

Enquiries: LISA NICHOLAS

Ph: (08) 6552 4436

Fax: (08) 6552 4417

Email: lisa.nicholas@lands.wa.gov.au

11 April 2016

Shire of Morawa
PO Box 14
MORAWA WA 6623



Attention: Chief Executive Officer

RE: PROPOSED RESERVE AMENDMENT & MANAGEMENT ORDER – RESERVE 18386 – SHIRE OF MORAWA

Reserve 18386 (Morawa District High School) is reserved for the purpose of 'School Site' over the following land parcels:

- Lots 410 and 415 on Deposited Plan 210931
- Lots 95 and 96 on Deposited Plan 202041
- Lot 420 on Diagram 21930
- Lot 237 on Diagram 19571

This Office has received a request from the Minister for Education for:

1. The purpose of Reserve 18386 to be amended to 'For the Purposes of the School Education Act 1999';
2. The six land parcels comprising of Reserve 18386 to be redescribed as one singular land parcel; and
3. A Management Order to be granted over Reserve 18386 to the Minister for Education.

A SmartPlan and Aerial image of Reserve 18386 is enclosed for your reference.

Accordingly, this Office seeks the Shire of Morawa's approval of the abovementioned request. Your general advice and comments on this matter is also welcomed.

Please do not hesitate to contact me on the details at the top right-hand side of this letter if you have any questions or require further information.

Thank you.

Yours Sincerely

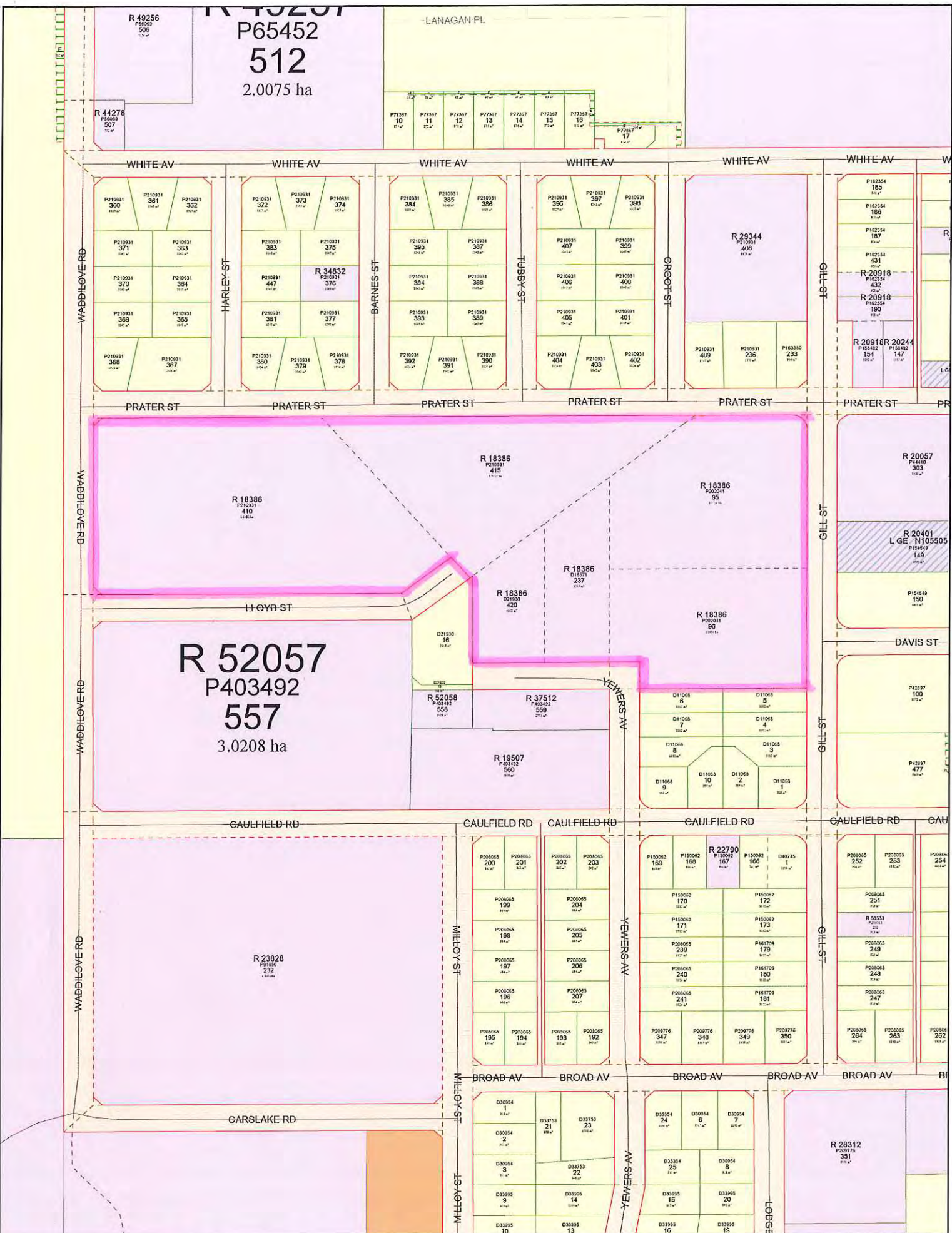
LISA NICHOLAS
For Case Manager
MID WEST GASCOYNE REGION
REGIONAL AND METROPOLITAN SERVICES

Gordon Stephenson House, 140 William Street Perth Western Australia 6000 PO Box 1143 West Perth WA 6872

ATelephone (08) 6552 4400 Facsimile (08) 6552 4417 Freecall: 1800 735 784 (Country only)

Email: info@lands.wa.gov.au Website: www.lands.wa.gov.au

ABN: 68 565 723 484



Scale : 1:3000 (Geographical)
 MGA : SW=402902.1E,6767644.1N Zone 50 / NE=403523.8E,6768577.3N Zone 50
 Lat/Long : 116°00'03.748" , -29°12'58.437" / 116°00'27.064" , -29°12'28.291" H 271mm by W 210mm

Printed : 10:32 Tue 29/Mar/2016
 © Western Australian Land Information Authority 2016

This product is for information purposes only and is not guaranteed. The information may be out of date and should not be relied upon without further verification from the original documents. Where the information is being used for legal purposes then the original documents must be searched for all legal requirements.

<i>Item No/Subject</i>	7.2.4.4 RAV Permit – Geraldton Fuel
<i>Date of Meeting:</i>	21 July 2016
<i>Date & Author:</i>	4 July 2016, Samantha Appleton
<i>Responsible Officer:</i>	Executive Manager Development & Administration
<i>Applicant/Proponent:</i>	Executive Manager Development & Administration
<i>File Number:</i>	ADM 0284
<i>Previous minute/s & Reference:</i>	June 2016

SUMMARY

Geraldton Fuel has approached the Shire of Morawa to request permission to operate RAV Network Cat 7 vehicles on the Morawa Yalgoo Road under the Accredited Mass Management Scheme.

DECLARATION OF INTEREST

Cr Stokes and Cr Thornton left the chamber at 5.36pm.

ATTACHMENTS

Letter from Geraldton Fuel

Email – Nigel Goode – Greenfields Technical Services

Accredited Mass Management Scheme Information Sheet and FAQ's

Accredited Mass Management Scheme Vehicle Description and Configuration Illustration

BACKGROUND INFORMATION

Geraldton Fuel has approached the Shire of Morawa to request permission to operate a Network 7 Class 2/3 B Double towing a dog trailer on the Morawa Yalgoo Road.

The applicant intends to operate under the terms of the Accredited Mass Management Scheme. The applicant has advised verbally that the total weight of the combination they will be using will be 94.5 tonnes inclusive of 70.5 tonnes of diesel fuel. The permit request is for up to 2 trips a week for a period of 5 years plus.

OFFICER'S COMMENT

The Yalgoo Morawa Road is not accredited for concessional loading under the Accredited Mass Management Scheme. Roads accredited for this type of combination within the Shire of Morawa (but not Shire owned) are the Mingenew Morawa Road and the Wubin Mullewa Road. No shire roads are currently accredited.

The vehicle will be delivering fuel to the Deflector Mine and will be travelling the Morawa Yalgoo Road from the Wubin Mullewa Road to the boundary with the Shire of Yalgoo with a maximum of two trips a week being undertaken.

As a RAV Network 7 road, Main Roads applies the following conditions:

Network Conditions

- 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/h below posted speed limit.

The proposal to operate under the Accredited Mass Management Scheme allows the vehicle operator to operate a combination with additional axles and with additional weight on the axle groups. Operator accreditation is given by Main Roads to operators where appropriate loading control methods are in place.

A RAV Network Seven Vehicle operating under the Accredited Mass Management Scheme Level 3 can have the following configurations:

Axles	Length	Total Weight	Height Tonnes	Axle Groups	Allowable Weight per Axle Groups
16	.27.5 to 36.5	Up to 107.5 Tonnes	<4.6m	6	23.5 Tonnes

**Operator has indicated 3 axle groups will be loaded (70.5 tonnes of fuel carried)*

Advice received from Main Roads suggests that allowing concessional loads can have consequences for the preservation of the road asset. This includes impacts on culverts and bridges due to additional loading on axle groups. The road was previously assessed prior to becoming a Network 7 road.

Feedback has been sought from Greenfield Technical Services as to whether the use of this road under the Accredited Mass Management Scheme will have any

impact. Their recommendation made is to approve the permit to operate RAV Category 7 class 2/3 vehicles to operate on the Yalgoo Morawa Road, however not to approve the request for concessional loading.

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

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.

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATION

That Council approve:-

1. A Restricted Access Vehicle (RAV) 7 networks class 2/3 to Geraldton Fuel to operate combinations up to 36.5 metres to operate in the Shire of Morawa on local roads as 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 for five years, however may be withdrawn by the Shire of Morawa at any time.

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

2. The application from Geraldton Fuel to use concessional loading to cart diesel under the Accredited Mass Management Scheme on the Yalgoo Morawa Road not be approved.

COUNCIL RESOLUTION

1607006 Moved: Cr Agar
Seconded: Cr Carslake

That Council approve:-

1. A Restricted Access Vehicle (RAV) 7 networks class 2/3 B Double and Dog combination for Geraldton Fuel to operate combinations up to 36.5 metres to operate in the Shire of Morawa on local roads as 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 for five years, however may be withdrawn by the Shire of Morawa at any time.

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

2. That the total number of trips per week under the RAV Network 7 Class 2/3, and the RAV Network 6 Class 2/3 permit previously approved in June 2016 be limited to 2 return trips a week in total.

3. The application from Geraldton Fuel to use concessional loading to cart diesel under the Accredited Mass Management Scheme on the Yalgoo Morawa Road not be approved.

CARRIED 5/0

Motion was amended to include previously approved RAV Network 6 combination (16 June 2016 ordinary meeting of Council) in the total number of trips permitted per week on the Morawa Yalgoo Road.

Cr Stokes returned to the chamber at 5.39pm.



Chief Executive Officer
Shire of Morawa
PO Box 14
Morawa WA 6623

Dear Sir

"B Double and Dog Trailer at 36.5m" – Yalgoo/Morawa Road - Doray Deflector Mine Site"

Geraldton Fuel Company request permission to use the Morawa/Yalgoo Road [Road No: 7070076] for a a Category 7 B Double and Dog trailer at 36.5m. to cart diesel fuel from Morawa to the Doray Deflector Mine Site.

1. We request council endorses the cartage of diesel fuel under the Accredited Mass Management Scheme (23.5t on tri axle groups). Your letters must state the words the Accredited Mass Management Scheme.
2. The heaviest vehicle combination that we plan to use – in this case, it's a Category 7, B Double and Dog trailer at 36.5m.
3. The permit will be required for 5 years plus, with 2 trips per week maximum.

The Morawa/Yalgoo Road is a RAV 7 from Morawa to the intersection of Morawa/Yalgoo-Tropiano Road, we require the additional RAV 7 to go from this intersection to the Doray Deflector Mine Site.

Please find attached application to Main Roads WA, can you please fill in page two [2] so I can send it through to Main Roads.

Should you have any queries please do not hesitate to contact our Quality Assurance Officer, Debra Shannon, on [08] 9920 8006 or our Transport Manager, Lionel Ward on 0428 376 764.

Yours faithfully

IAN BURROWS
MANAGING DIRECTOR

23 June 2016

Head Office and Depot
Address 120 Flores Road
PO Box 119 Geraldton WA 6531
Phone (08) 9920 8000
Facsimile (08) 9920 8080
Email reception@geraldtonfuel.com.au
Web www.geraldtonfuel.com.au
ABN 29 002 844 162
ACN 002 844 162

Samantha Appleton

From: Nigel Goode <nigel.greenfield@westnet.com.au>
Sent: Tuesday, 5 July 2016 3:48 PM
To: Samantha Appleton
Subject: RE: Yalgoo Road AMMS Application
Attachments: SKM_C284e16062409100.pdf

Samantha,

We have reviewed the application from Geraldton Fuel regarding the trucking on Morawa-Yalgoo Rd. The number of proposed movements is a maximum of only two per week over 5 years.

RAV Rating for Morawa-Yalgoo Rd in Shire of Morawa

The application states that the road is currently rated RAV 7 from Morawa townsite to the intersection of Tropicano Rd (at the Yalgoo Shire boundary).

We understand that the road is sealed along the entire length and that approx. 50-60% would be a narrow 4m seal.

A check of the Main Roads RAV network mapper confirms that this section of road is rated RAV 7 with conditions. The conditions being that :

- i) a current written approval from the Local Government permitting use of the road, is required to be carried and produced on demand
- ii) that there is no operation on unsealed pavement in wet weather

Based on the above, the road section in the Shire of Morawa is already rated for RAV 7 vehicles (subject to shire approval). Therefore, given the low number of proposed movements, there is no reason to not approve the proposed trucking.

Concessional Loading via Accredited Mass Management Scheme (AMMS)

Nevertheless, Geraldton Fuel are proposing concessional loading via an Accredited Mass Management Scheme. Concessional loading has a much greater impact on the sealed road pavement than a normal legal load. Accordingly, based on the model used by Main Roads, a toll of \$4 per tonne per month is charged for all concessional loading (via AMMS) on their road network to cover the additional impact of the sealed road pavement.

Based on the Main Roads toll, this would equate to approx. \$2,200 per month or \$132,000 over 5 years.

In order to charge a toll the Shire would need to enter an agreement with Geraldton Fuels. To set up such an agreement would cost approx. \$10,000.

However, we expect that the existing Morawa-Yalgoo Rd pavement would not be suitable for concessional loading. Accordingly we would not recommend that the Shire approve the proposed concessional loading.

RAV Rating for Morawa-Yalgoo Rd north of Topiano Rd intersection

We suspect that Geraldton Fuel will need to contact the Shire of Yalgoo for RAV 7 approval north of the Topiano Rd intersection.

If you have any further questions please contact me.

Nigel Goode | Technical Officer

Greenfield Technical Services

Consulting Engineers

1/81 Forrest Street Geraldton WA 6530



mainroads
WESTERN AUSTRALIA

Accredited Mass Management Scheme (AMMS) Information Sheet

About the Scheme

The intent of the scheme is to provide the WA transport industry with an efficient concessional loading scheme, while ensuring road infrastructure protection and sustainability.

AMMS allows for three (3) concessional mass tiers that are available to transport operators who have appropriate loading control methods. These controls measures will be audited regularly, in line with WA Heavy Vehicle Accreditation audit cycle, to ensure compliance with the scheme standards.

The scheme does not prescribe the specific loading control methods that must be used, which was the case with previous schemes and it is not product specific. Rather, it allows for any product and any proven accurate and consistent loading control method to be used. For example a weighbridge does not necessarily need to be used as a loading control method.

To be eligible for AMMS, operators must be accredited under the Western Australian Heavy Vehicle Accreditation (WAHVA) Mass Management Module (refer to WAHVA web page on the Main Roads website for accreditation requirements).

Network Approach

This scheme utilises a network approach, similar to the existing base RAV Networks (i.e. RAV Networks 1-10).

Under previous concessional schemes transport operators were issued with individual permits with unique access approvals. However, it was recognised that many of these transport

operators have approved access to the same roads.

Under the new scheme the road asset owner retains some control over the vehicles that use the roads under their control via the application of appropriate conditions, such as the CA07 condition that requires the transport operator to obtain and carry written endorsement from the road owner.

Benefits

The scheme provides significant benefits to both the transport industry and the road asset owners. Some of the key benefits are:

- Clear publication of the approved road networks, reducing the risk of transport operators travelling on non-approved routes.
- By allowing any proven loading method to be used for any product, it provides the opportunity for more transport operators to operate under a scheme aimed at controlling loading.
- Transport operators on the scheme will be audited regularly, providing assurances to the road owner their vehicles are being loaded within the allowable limits, improving road infrastructure protection and sustainability.

Permitted Masses

There are three (3) levels of approved mass limits with the AMMS. Weighing methodology must be able to allow for normal variations of the product and still ensure all mass requirements are met.

The loading method must be capable of controlling the vehicle's gross mass and load distribution across axle groups as shown in the table below, prior to the vehicle travelling on the road.

Refer to the following table for details of the three (3) mass levels.

LEVEL 1		
Proposed Axle Mass Limits		Brief Description
Axle Group	Tonnes	
Single steer axle	6.0	Equivalent to the previous Certified Weighbridge Mass Management Scheme (CWMMS) and the national Concessional Mass Limits (CML).
Tandem axle (dual tyres)	17.0	Allows alternative loading control methods, providing greater flexibility to transport operators who are able to prove accurate loading.
Tri-axle (dual tyres)	21.5	Vehicle mass needs to be controlled within prescribed limits prior to entering the public road system.
LEVEL 2		
Proposed Axle Mass Limits		Brief Description
Axle Group	Tonnes	
Single steer axle	6.0	Equivalent to the national High Mass Limits (HML).
Tandem axle (dual tyres)	17.0	Allows alternative loading control methods, providing greater flexibility to transport operators who are able to prove accurate loading.
Tri-axle (dual tyres)	22.5	Vehicle mass needs to be controlled within prescribed limits prior to entering the public road system.
LEVEL 3		
Proposed Axle Mass Limits		Brief Description
Axle Group	Tonnes	
Single steer axle	6.0	Equivalent to the previous Concessional Loading Bulk Products Scheme (CLBPS).
Tandem axle (dual tyres)	17.5	Allows alternative loading control methods, providing greater flexibility to transport operators who are able to prove accurate loading.
Tri-axle (dual tyres)	23.5	Vehicle mass needs to be controlled within prescribed limits prior to entering the public road system.

Note: Steer axle mass exemptions may be used in conjunction with an AMMS permit.

Scheme Entry Requirements

Suitably accredited transport operators are required to complete an AMMS Application Form that must be signed, which includes a declaration stating they have appropriate loading control methods in place to ensure compliance with the allowable mass limits. The operator is then issued the requested AMMS permits for each prime mover they have applied for.

Appropriate loading control methods must be in place from the time of permit application. Auditable records and documents must be kept to demonstrate compliance from this time.

AMMS Approved Weighbridges

Where a company operates a weighbridge that is used by various transport operators as their sole loading control method, the weighbridge can be listed as an approved AMMS weighbridge provided it meets the application requirements, these include:

- Providing MRWA current certificate of verification (i.e. calibration documentation) from the National Measurement Institute (NMI).
- Submitting a completed Weigh Bridge Application Form that must be signed, which includes a declaration stating the weigh bridge can determine and record the vehicle's gross mass and load distribution across axle groups.

Transport operators using an approved AMMS weighbridge as their sole loading control method will only need to refer to the approved AMMS weighbridge in their Mass Management System when addressing the relevant criteria of the Mass Management Module Standards.

The maintenance and operation of that weighbridge remains the responsibility of the weighbridge operator.

Further Information

For more information regarding AMMS please refer to the AMMS Page on our website at <https://www.mainroads.wa.gov.au/UsingRoads/HeavyVehicles/Permits/Pages/AMMS.aspx> or contact the HVS Helpdesk on 138 HVO (486).



mainroads
WESTERN AUSTRALIA

Accredited Mass Management Scheme (AMMS) FAQ's

“What axle mass limits will be available to me under AMMS?”

Participants in AMMS are able to operate their vehicles under one of 3 levels.

	Tandem Axle Group	Tri Axle Group
Level 1	17.0t	21.5t
Level 2	17.0t	22.5t
Level 3	17.5t	23.5t

For more information see [AMMS Information Sheet](#) on the Heavy Vehicle Services website.

“How do I qualify for these levels?”

Any of the three levels are available to transport operators provided appropriate loading control methods are in place to ensure compliance with the allowable mass limits. The decision which level to apply for is determined by the mass requirements of the operator.

“How do I apply for participation in AMMS?”

Suitably accredited transport operators will need to complete the [AMMS Application Form](#) which must be signed and includes a declaration stating that you have appropriate loading control methods in place to ensure compliance with allowable mass limits.

“How does this new system differ from the existing CWMMS and CLBPS?”

AMMS consolidates the two previous schemes into one. The key difference is AMMS provides greater flexibility, as it does not prescribe the loading control method and is open to all products. Furthermore, AMMS utilises a network approach similar to the existing RAV Networks 2-10, which means it will be easier and more efficient to manage the approved road networks.

“How much will AMMS cost?”

AMMS will cost the same as the CWMMS and CLBPS permits, i.e. \$4 per tonne per month.

“Where do I find what roads are approved for AMMS?”

The lists of approved Concessional Networks is published on the [AMMS Page](#) of the Heavy Vehicle Service website

“What if the road I need is not on the list of approved roads?”

Roads not controlled by Main Roads (such as Local Government Roads).

If the road is not already approved for the level of access you require, you will need to apply to have it assessed to be added to the relevant networks.

To apply to have a road assessed you will need to complete the [Application and Road Owner Endorsement to Add or Amend a Road to the RAV Network](#) by submitting it to the relevant road owner for their approval and forwarding the approved form to Main Roads WA at hvsrouteassessments@mainroads.wa.gov.au

Roads owned by Main Roads WA.

If the road is owned by Main Roads WA simply apply directly by submitting the [Application and Road Owner Endorsement to Add or Amend a Road to the RAV Network](#) to have it assessed for the requested network and emailing it to hvsrouteassessments@mainroads.wa.gov.au

“What vehicle combinations are available to operate under AMMS?”

The approved combinations are published on the [AMMS Page](#) of the Heavy Vehicle Services website.

“Does the steer mass exemption still apply if I am operating under AMMS?”

Yes, steer axle exemptions can be applied in conjunction with AMMS.

“What loading and weighing systems can be used under the AMMS?”

AMMS does not prescribe the methods that must be used to control the loading of a vehicle. Operators can use any method, provided it can be demonstrated it can accurately control and record their loading within allowable mass limits.

“What procedures do I need to include in my loading control methods?”

There are no prescribed requirements for what an operator needs to include. However, when determining their loading control methods, operators must ensure documents and records are kept back to the time AMMS permits were first issued in accordance with the accreditation requirements.

“What will Main Roads WA accept as evidence that my loading control method is accurately controlling loads?”

There is no one particular way that evidence can be presented. However, whatever method the operator chooses it must be consistent, accurate and reliable and produce an auditable record in accordance with the accreditation requirements.

“Does my loading control method need to still demonstrate it can load to within the tolerances that AMMS previously required (i.e. Level 1 - 300kg, Level 2 – 200kg, Level 3 – 100kg)?”

No, your loading control method simply needs to be capable of controlling the vehicle’s gross mass and load distribution across axle groups within the permitted mass limits of AMMS.

“Will my AMMS permit be for the transport of a particular product?”

No, any product can be transported under AMMS. It is **not** product-specific.

“Can I just use a weighbridge as my sole loading control method?”

Yes, but where a weighbridge is identified by an operator as their sole loading control method, the weigh bridge must be able to determine and

record the gross mass of the vehicle and load distribution over the axle groups.

“If I currently operate under CWMMS will the approved weighbridges I currently operate from be automatically approved under the AMMS Approved Supplier Member List on the Main Roads website?”

No, the weighbridge owner/operator must apply to Main Roads WA to have it approved under AMMS and added to the [AMMS Approved Weigh Bridge Supplier Member List](#) found on the Main Roads website.

“Can I apply to have a weighbridge added the previous CWMMS list?”

No new weighbridges will be added to the CWMMS list.

“Does my own private weighbridge I use as the sole loading control method, need to be on the AMMS Approved Weighbridge Supplier Member List?”

No, but where their own weighbridge is identified by an operator as their sole loading control method, the weigh bridge must be able to determine the gross mass of the vehicle and load distribution over the axle groups.

The operator will also need to provide the relevant calibration and/or certification documentation in their Mass Management System as per the requirements of the relevant criteria of the Mass Management Module Standards.

“If I operate under AMMS and the weighbridge is on the Approved Supplier Member List how do I identify that in my Mass Management System and am I responsible to make sure it is calibrated/certified?”

Transport operators using an approved AMMS weighbridge as their sole loading control method will only need to refer to the approved AMMS weighbridge in their Mass Management System when addressing the relevant criteria of the Mass Management Module Standards. The maintenance and operation of the weighbridge will remain the responsibility of the weighbridge operator.

“If I own and/or operate a weighbridge where various transport operators load from, what do I need to do to have it approved under AMMS?”

Where a company operates a weighbridge that is used by various transport operators as their

sole loading control method, the weighbridge may be listed as an approved AMMS weighbridge provided it meets the application requirements, these include:

- Providing MRWA current certificate of verification (i.e. calibration documentation) from the National Measurement Institute (NMI).
- Submitting a completed Weigh Bridge Application Form that must be signed, which includes a declaration stating the weigh bridge can determine and record the vehicle's gross mass and load distribution across axle groups.

To apply the weighbridge owner/operator simply needs to submit a completed [Weigh Bridge Application Form](#) along with the required documentation (i.e. calibration/certification) to Main Roads WA for assessment.

“My supplier will no longer allow me to leave their premises unless my vehicle is split weighed and complies with all individual axle mass limits. Previously I did not need to weigh my individual axle masses. Why has this changed?”

It is important to note that although suppliers are tightening up in their procedures, the requirements have not changed in relation to loading controls.

The CWMMS permit has always required a weighbridge docket to be carried that showed the gross mass of the vehicle. However, the permit stipulates the allowable mass limits are 17 tonnes on a tandem axle group and 21.5 tonnes on a tri axle group. It is, and has always been, a requirement to comply with these axle mass limits. It is an offence, and has always been an offence, to travel on the public road network in excess of these allowable axle mass limits.

Standard statutory mass limits are prescribed in the regulations as 16.5 tonnes for a tandem axle group and 20 tonnes for a tri axle group. It is, and has always been, a requirement to comply with these axle mass limits. It is an offence, and has always been an offence, to travel on the public road network in excess of these allowable axle mass limits.

If a company is supplying a product and are loading the vehicles, they are a responsible party in the transport chain and need to have appropriate systems in place to ensure they are

not overloading vehicles. “Overloading vehicles” includes exceeding the allowable gross mass limit and allowable axle masses limits, regardless of whether or not the vehicle is operating under a concessional loading permit. Operating under a concessional loading permit simply means Main Roads will allow higher mass limits in return for the operator having superior loading controls to ensure they will not exceed the generous mass allowances.

“Where do I find more information about AMMS?”

For more information regarding AMMS please refer to the AMMS Page on our website at <https://www.mainroads.wa.gov.au/UsingRoads/HeavyVehicles/Permits/Pages/AMMS.aspx> or contact the HVS Helpdesk on 138 HVO (486).

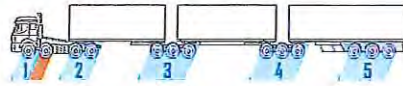
“Where do I find more information about the accreditation requirements?”

For more information regarding the accreditation requirements please refer to the Accreditation Page on our website at <https://www.mainroads.wa.gov.au/UsingRoads/HeavyVehicles/Accreditation/Pages/Accreditation.aspx> or contact the HVS Helpdesk on 138 HVO (486).

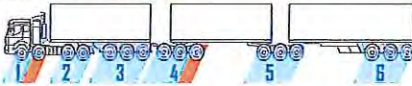
(A) PRIME MOVER, SEMI TRAILER TOWING 6 AXLE DOG
>27.5m, ≤36.5m



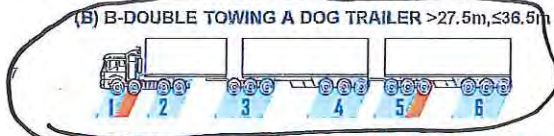
(B) B-TRIPLE >27.5m, ≤36.5m



(A) PRIME MOVER, TOWING SEMI TRAILER AND B
DOUBLE >27.5m, ≤36.5m



(B) B-DOUBLE TOWING A DOG TRAILER >27.5m, ≤36.5m



A N7.2 N7.3

(A) TRUCK TOWING 2X 5 OR 6 AXLE DOG TRAILERS
>27.5m, ≤36.5m



(A) PRIME MOVER, SEMI TRAILER TOWING 2 X DOG
TRAILERS >36.5m, ≤53.5m



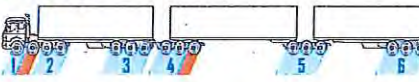
(C) B-DOUBLE TOWING A DOG TRAILER >36.5m, ≤45.0m

9



A N9.2 N9.3

(D) PRIME MOVER, SEMI TRAILER TOWING A B-DOUBLE
>36.5m, ≤45.0m



(A) PRIME MOVER, SEMI TRAILER TOWING 2 X 6 AXLE
DOG TRAILERS >36.5m, ≤53.5m



(B) B-DOUBLE TOWING A CONVERTER DOLLY
CONNECTED TO 2 SEMI TRAILERS >36.5m, ≤53.5m
(DOUBLE B-DOUBLE)



10

(C) PRIME MOVER, SEMI TRAILER TOWING B TRIPLE
>36.5m, ≤53.5m

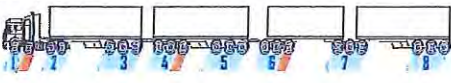


A N10.2 N10.3

(D) B-DOUBLE TOWING 2 DOG TRAILERS >36.5m, ≤53.5m



(E) DOUBLE ROAD TRAIN TOWING B-DOUBLE TRAILERS
>36.5m, ≤53.5m



<i>Item No/Subject</i>	7.2.4.5 RAV Permit – Hobbs Logistics
<i>Date of Meeting:</i>	21 July 2016
<i>Date & Author:</i>	4 July 2016, Samantha Appleton
<i>Responsible Officer:</i>	Executive Manager Development & Administration
<i>Applicant/Proponent:</i>	Executive Manager Development & Administration
<i>File Number:</i>	ADM 0284
<i>Previous minute/s & Reference:</i>	<i>Resolution 1511002 November 2015 Special Meeting</i>

SUMMARY

Hobbs Logistics have approached Council for Restricted Access Vehicle (RAV) Network 7 Class 2/3 and Network 2 Class 2/3 approval to operate a B double dog combination up to 36.5 metres and a short B triple to operate on the Morawa South Road during harvest.

ATTACHMENTS

Emailed request from Mrs Hobbs.

BACKGROUND INFORMATION

An application from Mrs Hobbs was received on 29 June 2016. The request is to operate the proposed combinations for the months of October 2016 to January 2017 inclusive.

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

OFFICER'S COMMENT

The Morawa South Road is classified as a RAV Network 7 and has the following Network Conditions set by Main Roads WA;

- A current written approval from Local Government permitting use of the road, must be carried and produced on demand;
- Speed conditions 10km/h below posted speed limit;
- No operation during school bus hours. Transport operators are to contact the local schools to obtain school bus hours.

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

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

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

COMMUNITY CONSULTATION

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

STATUTORY ENVIRONMENT

Local Government Act 1995 Main
Roads Act 1930

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

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

Shire of Morawa Strategic Community Plan:
1.8 Well maintained local roads and ancillary infrastructure.

RISK MANAGEMENT

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

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

VOTING REQUIREMENTS

Simple majority required

OFFICER'S RECOMMENDATION

That Council approve:

1. A Restricted Access Vehicle (RAV) Network 7 Class 2/3 permit to Hobbs Logistics to operate a B Double with Dog Trailer up to 36.5metres and a Restricted Access Vehicle (RAV) Network 2 Class 2/3 short triple to operate in the Shire of Morawa on local roads listed below:

Morawa South Road – from Mullewa Wubin Road to the Shire of Perenjori Boundary

For the months of October 2016 up to and including January 2017 only subject to:

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*

- 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)*
- o) Signage warning of oversized vehicle be in operation are placed at entry and egress points unless already in place*
- p) Vehicle to be operated as required by the Mains Roads Class 2/3 RAV permit*
- q) Entries to properties being serviced by the permit holder must be constructed for safety and to prevent damage to sealed edges and road verges. Approval may be withdrawn if damage occurs and is not repaired to the satisfaction of the Council's representative.*

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

Further applications may be considered subject to an assessment of the Shire road conditions at the conclusion of the 12 month period.

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

Motion amended to reflect changes to the vehicle combinations requested by the applicant.

CARRIED 6/0

Cr Thornton returned to the chamber at 5.41pm.

Samantha Appleton

From: Sheryl Hobbs <hobbs4@hobbslogistics.com.au>
Sent: Wednesday, 29 June 2016 11:17 AM
To: Samantha Appleton
Subject: Re: Reminder - RAV Permits

We are writing to get a local government permit for the months of Oct 2016 to Jan 2017
The road we will be going down is Morowa South Road
The combination is B-Double Dog
The meter-age is 35 metres
Also a combination of Short Triple 36 1/2 metres
Could you please lodge this with your council.
Thank you Troy Hobbs
On 23/06/2016 2:27 PM, Samantha Appleton wrote:

Hi Sheryl

We require the application in writing.

You need to state what type of vehicle as per attached chart.

What route you are taking. From intersection of this road to that road.

When you need the permit.

What you are carting.

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 July 2016
<i>Date & Author:</i>	14 July 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>	16 June 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 June 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 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 is currently being reviewed. 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 is currently being updated.

Asset Management Plan

All of the Asset Management Plan (AMP) have now been reviewed.

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 has now been completed and the AMP have been sent to Moore Stephens for inclusion in the Shire's Long Term Financial Plan.

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 July 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 June 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:

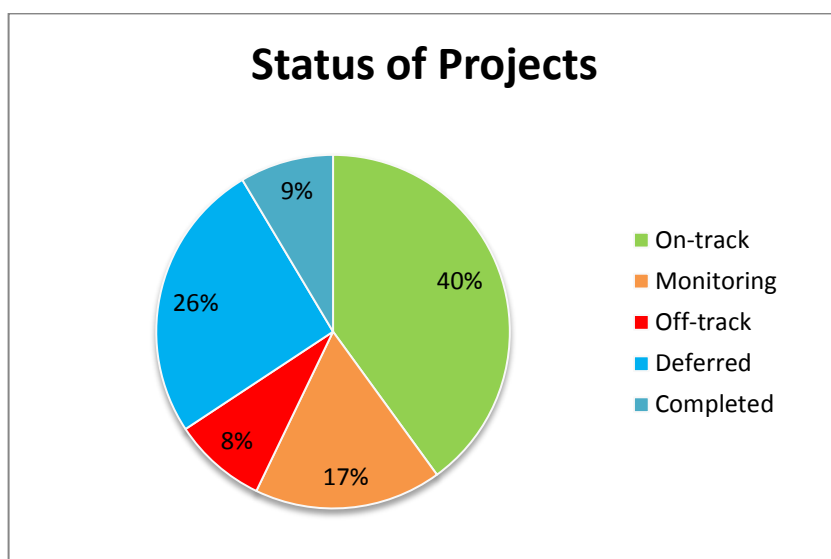


Chart 1: Breakdown on Status of Projects for 2015/16

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).	<p>The impacts on these projects include:</p> <ul style="list-style-type: none"> • Staff resourcing in terms of key roles has been a constant issue regarding consistency and progressing of goals i.e. the long term vacancy of the CEO position (Project 9 lacked a project owner and Project 30 – Gateway Project is subject to further discussions with the key funding stakeholder) Discussions took place with Sinosteel on 17 July 2014. • The second key issue has been waiting on the approval of funding or resources for key projects: <ul style="list-style-type: none"> - Scrapping of Commonwealth funding programs e.g. RADF5 (Project 5 - Town Hall project). The tender specification has been developed. - MWDC requirement to continually review business cases (Project 15) ; • Thirdly competing re-allocation of resources undermining the strategic focus e.g. ongoing maintenance of key assets not provided for. However, the Asset Management Plan should improve this over time.
Completed	3 (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:

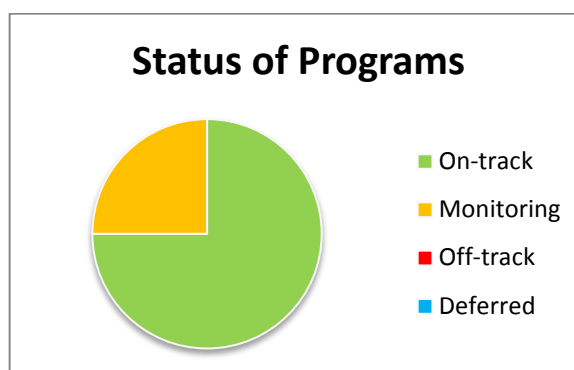


Chart 2: Breakdown on Status of Programs for 2015/16

Chart 2 indicates that of the four program areas, three are on track; Governance (98%); Roads (92%); and Ongoing Health Care Provision (115%); The programs on track are subject to key operational or day to day activities and are affected by seasonal issues. One program area is being reviewed, Sports Facilities and Programs (115%).

Some Flood Damage costs are at present included in the Roads costings, and the Health Care provision is high due to unbudgeted expenses for medical centre renovations.

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:

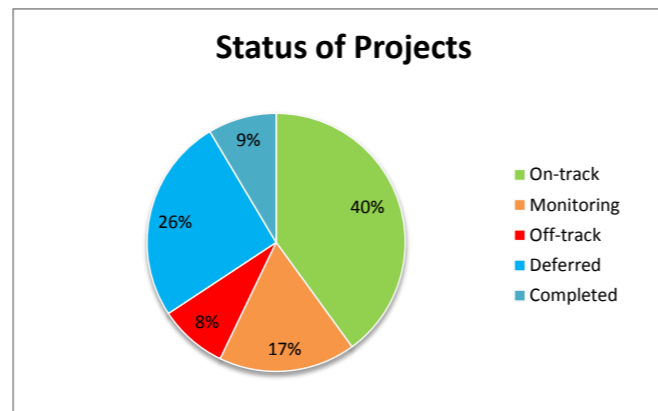
Accepts the Shire of Morawa Strategic Plan Update and Progress Report, for June 2016, as tabled.

SUMMARY OF CORPORATE BUSINESS PLAN STATUS 2015/2016

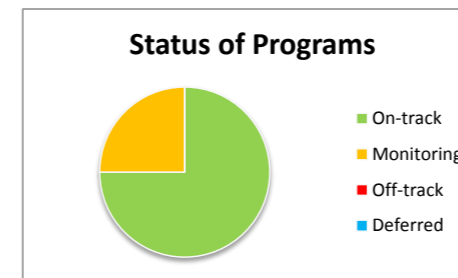
No.	Project	Who	Start	Cost	Cost Remaining	% Completed	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Greater Sports Ground Development	PO				100												
2	Sports Club Development Officer	CEO				100												
3	Recreational Facility Development	PO				100												
4	Morawa Community Care	EMDA				95												
5	Refurbish Old Chambers	CEO				85												
6	Childcare Centre Development	CEO				0												
7	Community Group Support	CDO				39												
8	Community Engagement & Communication	CEO				50												
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					65.81												

Program Areas						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Sports Facilities and Programs	CDO				115											
2	Ongoing Healthcare Provision	CEO				115											
3	Roads	PWS				92											
4	Governance	CEO				98											
	Total					105.00											

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



Status	Programs
On-track	3
Monitoring	1
Off-track	0
Deferred	0



Overview

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

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

Program Area: Recreation & Leisure

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

Project	Priority	SCP Link	Who	12/13 \$	13/14 \$	14/15 \$	15/16 \$	Stakeholders	Progress (Including Performance Indicators)
<ul style="list-style-type: none"> Greater Sports Ground Project <p>Project management 0.0 FTE 2014/15</p> <p>Percentage Completed: 100%</p>	High	3.5.2	CEO	0	2,800,000	0	0	Department of Sport and Recreation	<ul style="list-style-type: none"> The ramp adjacent to the playground has proved problematic due to regulations regarding disable access. An alternative option will be presented to the Briefing Session 19 July 2016. Hot water in female showers a problem. An amount of \$44k has been included in the 15/16 budget to resolve the problem. This work has been completed. <hr/> <p>Increased Sporting Participation</p> <ul style="list-style-type: none"> Club membership numbers reported by clubs <p>Increased Usage</p> <ul style="list-style-type: none"> Additional events reported by Sporting Committee. To date: two events held
<ul style="list-style-type: none"> Sports Club Development Officer – Regional Project <p>Project management 0 FTE</p> <p>Percentage Completed: 100%</p>	Medium	3.1.7	CEO, Shire of Three Springs	0	12,500	12,500	12,500	<ul style="list-style-type: none"> Department of Sport and Recreation Shire of Three Springs Shire of Perenjori Shire of Mingenew 	<ul style="list-style-type: none"> Lara Stanley has commenced employment in the role and had discussions with the CEO and CDO regarding required outcomes for Morawa. <hr/> <p>Increased Support for Members & Volunteers</p> <ul style="list-style-type: none"> Membership numbers <p>Club Officials trained in financial and corporate governance</p> <ul style="list-style-type: none"> Clubs report improvement
<ul style="list-style-type: none"> Recreational Facility Development: 	Medium	3.5.3	CEO	0				Department of Sport and Recreation	Swimming Pool (Works 2015/16 - \$566,605)

3.1 Swimming Pool Upgrade 3.2 Construction of the Skate Park Project management 0.1 FTE Percentage Completed: 100% 3.1: 100% 3.2 100%					800,000	400,000	0		<ul style="list-style-type: none"> • Steps: <ul style="list-style-type: none"> ○ Tender has been awarded to Safeway Building & Renovations ○ The new shed has been erected. The filtration equipment has been installed. ○ A new backwash tank will be installed early in 2015/16 ○ 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. ○ A number of delays and contractual disagreements have occurred and the current estimate for opening the pool is 21 November 2015. ○ The floor surface of the pool has deteriorated since August 2015 and will need to be restored. ○ Following an independent assessment Council have directed the CEO to call tenders for works to tile the floor,walls, and wet deck surfaces. ○ 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. ○ The pool has been surveyed so that design plans can be prepared for the tiling tender specifications. ○ Tenders have been called with a closing date of 1 June 2016. ○ The tender for works has been awarded to Safeway Building & Construction. ○ Completion date is Thursday 3 November 2016.This is some 2 weeks later than normal pool opening. <hr/> Reduction of Vandalism <ul style="list-style-type: none"> • Maintenance costs (reduced) Improved School Attendance <ul style="list-style-type: none"> • School attendance records
					300,000			0	
Program Area Operating	Ongoing			775,000	790,000	805,000	821,000		Recurrent Cost post 2017: \$905,233

Cost: <ul style="list-style-type: none"> Undertake ongoing maintenance and management of the Sports facilities and programs Percentage Completed: 115%									Staff Required: 3 FTE 2015/16 Budget \$953,065 Cost YTD: \$1,100,635 Note: (Swimming Pools & Other Recreation)
---	--	--	--	--	--	--	--	--	--

Program Area: Health Provision

Goal: Support ongoing health care provision through existing arrangements

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: 115%	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: \$150,639 Expenditure for 2015/16: \$173,530; Recurrent Cost post 2017: \$272,000 Staff Required: 0.02 FTE

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

									<p>the Shire. This option negates the need for a new JV agreement which has caused a significant time delay.</p> <ul style="list-style-type: none"> • 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 is now working to complete the final agreements with a view to concluding the transfer of the JV and MCC units by 30 June 2016. This has been delayed due to CS Legal delays. <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. This option has now been placed on hold pending the outcome of an amended business case for the airstrip. <p>Increased level volunteer activity</p> <ul style="list-style-type: none"> • Annual survey

									<ul style="list-style-type: none"> Volunteering statistics available every census <p>Older people able to live independently</p> <ul style="list-style-type: none"> Number community activities per year monitored <p>Note: regular use is occurring.</p>
<ul style="list-style-type: none"> Childcare Centre development <p>Project management 0.2 FTE</p> <p>Percentage Completed: N/A</p>	Medium	3.1.8	CEO	0	0	0	0	<ul style="list-style-type: none"> Department of Communities Mid West Development Commission LotteryWest 	<ul style="list-style-type: none"> Deferred post 2015/16 Expected cost \$750,000 Expected completion date 2018 <p>Additional childcare places available to the community</p> <ul style="list-style-type: none"> Uptake of service <p>Employment opportunities in the caring industry</p> <ul style="list-style-type: none"> Number of people employed <p>Respite care available to parents</p> <ul style="list-style-type: none"> Respite visits number per annum
<ul style="list-style-type: none"> Community Group Support: Billaranga Arts Studio Morawa Historical Society Community events Morawa CRC Biennial Arts Festival Morawa Future Fund Community connectedness forum Morawa Chamber of Commerce <p>Project management 0.1 FTE</p> <p>Percentage Completed: 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"> 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: \$8,307 <p>Costs 2015/16</p> <ul style="list-style-type: none"> YTD: <ul style="list-style-type: none"> Arts Festival \$5,260 Museum: \$3,293 Depreciation: \$9,908 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 	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)

<p>Project management 0.05 FTE</p> <p>Percentage Completed: 50%</p>									<ul style="list-style-type: none"> 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. <p>Good relationship between community and Council</p> <ul style="list-style-type: none"> Annual community survey
<ul style="list-style-type: none"> Trails Strategy <p>Project management 0.1 FTE</p> <p>Percentage Completed: 20%</p>	<p>Medium</p>	<p>1.7.2</p>	<p>CEO</p>	<p>0</p>	<p>0</p>	<p>260,000</p>	<p>0</p>	<ul style="list-style-type: none"> LotteryWest Department of Regional Development 	<p>Morawa Perenjori Wildflower Drive Trail</p> <ul style="list-style-type: none"> R4R Grant required listed in 2013/14 Budget: \$467,000 - Pending <p>Town Heritage Walk Trails 2014/15</p> <ul style="list-style-type: none"> \$65,000 Lotterywest application unsuccessful (7 March 2014) \$65,000 Shire contribution not budgeted <p>Bush Trails 2014/15?</p> <ul style="list-style-type: none"> \$65,000 application "parked" with Lotterywest subject to Council contribution ; \$65,000 Shire contribution required <p>Recurrent cost post 2016: \$5,000 PA</p> <p>2015/16</p> <ul style="list-style-type: none"> Wildflower Drive trail \$138,915 Town Heritage Walk \$128,970 Bush Trail \$198,690 Total \$467,000 has been included in the budget but only \$65,000 is funded. 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

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

Program Area: Environment

Goal: Protect and enhance the natural environment

Project	Priority	SCP Link	Who	12/13 \$	13/14 \$	14/15 \$	15/16 \$	Stakeholders	Progress (Including Performance Indicators)
<ul style="list-style-type: none"> Waste Management – Regional Project Project management 0.15 FTE Percentage Completed: 45% 	High	2.4	CEO, MWRC	0	360,000	0	0	Shires of Carnamah, Coorow, Mullewa, Perenjori, Three Springs and Mingenew	<ul style="list-style-type: none"> Capital works for tip set at \$265,000. Funded by Refuse Station Reserve Recurrent costs post 2016: \$60,000; Joint project identified between Shire of Morawa and Shire of Perenjori: <ul style="list-style-type: none"> DCEO successfully applied for \$5,000 in planning funding; Joint approach discussed on 9 December 2013 at meeting between Presidents, Deputy President and CEO's - Agreed this is a key project. Dallywater Consulting have developed strategic plan which was presented to Council on 17 July 2014 Application for funding in the Waste Authority Regional Funding Program was lodged on 27 June 2014. The assessment has been concluded and unfortunately the application was not successful. The application was highly regarded but lack of site and proximity to Geraldton went against the proposal. The CEO has met with CEOs from Morawa, Perenjori, Three Springs and Mingenew to discuss a regional solution. The meeting took place on 14 April 2015. CEO has received data from neighbouring Shires and is in the process of collating it. CEO has discussed with Karara and Sinosteel the possibility of purchasing or leasing a portion of Dingle Dell as a possible site for location of a landfill site. CEO has met with Avon Waste and Dallywater to determine the optimum 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

									<ul style="list-style-type: none"> station and orders have been placed with delivery scheduled for May/June 2016. It is proposed to man the Transfer Station for a trial period of 6 months <hr/> <p>Coordinated waste management by Shires</p> <ul style="list-style-type: none"> Removal of waste to sub-regional station
<ul style="list-style-type: none"> Water Supply Development <p>Project management 0.05 FTE</p> <p>Percentage Completed: N/A</p>	Medium	1.4.1	CEO	0	0	0	Unknown	<ul style="list-style-type: none"> Water Corporation Department of Water 	<ul style="list-style-type: none"> Recurrent costs post 2016: Unknown Drainage re greening of the Town. Not until 2015/16 Stage Three SuperTowns. Subject to be raised with the Minister at the WALGA Convention in August 2014. <hr/> <p>Future water needs secured</p> <ul style="list-style-type: none"> Water storage constructed
<ul style="list-style-type: none"> Solar Thermal Power Station Feasibility Study <p>Project management 0.1 FTE</p> <p>Percentage Completed: 95%</p>	Medium	1.3.1	Project Officer	0	500,000	0	0	<ul style="list-style-type: none"> Western Power Public utilities Office 	<ul style="list-style-type: none"> Legal advice received re reallocation of \$500,000 to another project; Shire President and CEO met with Paul Rosair 17 February 2014 to discuss; Project suspended indefinitely; Letter issued to DRD 2 April 2014 seeking reallocation of funding to Airport Project. Adjusted the SCP at September 2014 Review A letter was sent to DRD in June 2016 requested these funds be held available for 2016/17 Recurrent costs post 2016: \$60,000 <hr/> <p>Feasibility study completed</p> <ul style="list-style-type: none"> Completion. (Note: The feasibility study will not proceed) <p>Endorsement key agencies</p> <p>Satisfaction Western Power, Public utilities Office</p>
<ul style="list-style-type: none"> Water Supply Development and Waste Water Plant Upgrade 	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 was completed in April 2016. Funding from Reserve.

Project management 0.05 FTE Percentage Completed: 90%									Recurrent costs post 2016:Unknown <hr/> Overflow managed in winter <ul style="list-style-type: none"> Nil events Improved use of waste water for irrigation <ul style="list-style-type: none"> Reduced potable water usage
<ul style="list-style-type: none"> Sustainability Program: <ul style="list-style-type: none"> Identify policies to manage carbon sequestration Implement the Climate Change and Adaption Plan Continue to manage feral flora and fauna Rehabilitate, protect and conserve Shire controlled land Support and promote environmental management practices Project management 0.1 FTE Percentage Completed: 0%	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"> 	2015/16 <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 key facilities <hr/> Sustainability initiatives achieved <ul style="list-style-type: none"> Set of nominated activities achieved

Objective: A diverse, resilient and innovative economy

Program Area: Economic Services

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

Project	Priority	SCP Link	Who	12/13 \$	13/14 \$	14/15 \$	15/16 \$	Stakeholders	Progress (Including Performance Indicators)
<ul style="list-style-type: none"> Develop Industry Training Centre Project management 0.1 FTE Percentage Completed: 25%	High	1.2.8, 3.1.5	MEITA & Shire	0	508,404	0	0	<ul style="list-style-type: none"> MWDC, Durack Institute, Department of Training & Workforce Development, Karara Mining Limited 	<ul style="list-style-type: none"> Training Centre expenditure: <ul style="list-style-type: none"> 2013/14 set at \$433,908; Funded through Mid West Investment Plan; Business case reviewed and submitted to MWRC Board 28 November 2013. Further changes completed: <ul style="list-style-type: none"> Improve in-kind contribution re project management; Develop job description form for training coordinator. 13 December 2013 the MWDC Board approved funding for this project; Final estimate received Business

									<p>Case reviewed and submitted to MWDC. The business case needs to be re-drafted following discussions with the MWDC.</p> <ul style="list-style-type: none"> • 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 <p>Specialist training provided through facility</p> <ul style="list-style-type: none"> • Educational staff numbers (increase)
<ul style="list-style-type: none"> • Migration Settlement Scheme (Research) <p>Project management 0.3 FTE</p> <p>Percentage Completed: N/A</p>	Medium	Super Town Growth Implementation Plan	CEO	0	0	0	0	<ul style="list-style-type: none"> • Department of Immigration, • Department of Training and Workforce Development 	<ul style="list-style-type: none"> • Deferred post 2015/16 • Expected cost \$45,000 <p>Sustainable increase in population</p> <ul style="list-style-type: none"> • Population trends
<ul style="list-style-type: none"> • Develop Additional Business Incubator Units <p>Project management 0.2 FTE</p> <p>Percentage Completed: N/A</p>	Medium	1.9.7	CEO	0	0	0	0	<ul style="list-style-type: none"> • MWDC, MEITS 	<ul style="list-style-type: none"> • Deferred post 2015/16 • Costs not identified <p>New business established</p> <ul style="list-style-type: none"> • New business establishment
<ul style="list-style-type: none"> • Industry Attraction and Retention Project <p>Regional Resource – Investment Coordinator: 1.25 FTE (Funded MWIP)</p> <p>Project management 0.08 FTE</p>	High	1.2.5, 1.5.2	Super Towns Project Manager	85,800	100,000	100,000	100,000	<ul style="list-style-type: none"> • MWDC, MWCCI, Other Shires 	<p>2011/12</p> <ul style="list-style-type: none"> • PRACYS developed Growth & Implementation Plan <p>2012/13</p> <ul style="list-style-type: none"> • PRACYS commenced North Midlands Economic Development Strategy (\$85,800 inc GST); • Prospectus reviewed January 2013

<p>Percentage Completed: 83%</p>									<p>2013/14</p> <ul style="list-style-type: none"> PRACYS developing North Midlands Economic Development Strategy: <ul style="list-style-type: none"> Framework finalised December 2013 Working Group established Feb 2014 (CEOs meeting 13 April 2014 for briefing); Investment plan required (attraction process defined)? Funding of \$100,000 pa from CLGF/Mid West Investment Plan not requested?; Project requires revaluation <p>2014</p> <ul style="list-style-type: none"> Regional Resource Coordinator employed and prospectus issued? <p>2015</p> <p>No further progress</p> <hr/> <p>Service gaps filled</p> <ul style="list-style-type: none"> Reported by community <p>Increased business activity</p> <ul style="list-style-type: none"> Applications recorded Reported by CCI
<ul style="list-style-type: none"> Local Tourism Industry Development <p>Support Visitor Information Centre 0.02 FTE</p> <p>Project management 0.02 FTE</p> <p>Percentage Completed: 50%</p>	<p>Medium</p>	<p>1.2.7, 1.2.10, 1.2.11</p>	<p>CEO</p>	<p>0</p>	<p>50,000</p>	<p>0</p>	<p>0</p>	<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. This has now been ordered and will be installed by July 2016. A temporary caretaker has been appointed for the period July to September 2016. This was a huge success in 2015. <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 Project development support 0.02 FTE 13/14 Project management: 0.2 FTE – External 14/15 Asset management: 0.2 FTE - ongoing Percentage Completed: 50% 	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>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 been approved. <p>2015/16</p> <ul style="list-style-type: none"> Following discussions with the MWDC and DRD the CEO has prepared a new business case which will include a number of funding options. The business case option 1 (full upgrade) was endorsed by the MWDC 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. MWDC have significantly amended the airport business case and this will be presented to MWDC in due course. <p>Commencement commercial facility</p>

									<ul style="list-style-type: none"> Commencement Improved transport hub to the region Volume traffic flow Service hub RFDS Usage
<ul style="list-style-type: none"> Upgrade Major Roads and Annual Road Program <p>Project management:</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 (\$1,666,911) YTD: \$1,174,968</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: 92%</p>	Ongoing		Works Manager	2,059,403	2,100,000	2,142,000	2,185,000		<p>2015/16 (\$1,625,054) Staff Required: 11 FTE Cost YTD: \$1,502,030</p> <p>Recurrent Cost post 2017: \$2.23M</p>
--	---------	--	---------------	-----------	-----------	-----------	-----------	--	---

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

										Staff satisfaction with housing <ul style="list-style-type: none"> Staff satisfaction (annual survey)
<ul style="list-style-type: none"> Expansion Caravan Park <p>Project management 0.2 FTE</p> <p>Percentage Completed: N/A</p>	Medium	1.2.9, 1.9.6	CEO	0	0	0	0		<p>Project deferred until development of next corporate business plan:</p> <ul style="list-style-type: none"> 4 dwellings constructed; Budget \$500,000 from Shire funds <hr/> <p>Additional people stay in town</p> <ul style="list-style-type: none"> Accommodation statistics <p>Additional expenditure</p> <ul style="list-style-type: none"> Increased estimated expenditure 	
<ul style="list-style-type: none"> Lifestyle Village for Aged Care <p>Project management 0.3 FTE</p> <p>Percentage Completed: N/A</p>	Medium	1.9.1	CEO EDO	0	0	0	0	MWDC, RFR – CLGF, Morawa Community Care	<p>Project deferred until development of next corporate business plan:</p> <ul style="list-style-type: none"> 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 <p>Landcorp Project Management 1 FTE funded</p> <p>Project support: 0.5 FTE – External 13/14</p> <p>Percentage Completed: 100%</p> <p>Stage 1: 100%</p> <p>Stage 2: 100%</p>	High	1.7.1, 1.7.5, 1.6.1	Project Officer	0	3,536,000	2,200,000	0	SuperTowns Project – R4R	<ul style="list-style-type: none"> The main street of Morawa will be revitalised to provide new opportunities for community interaction and an increased level of retail and commercial services: <ul style="list-style-type: none"> 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

									<ul style="list-style-type: none"> ○ 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. • Morawa Stone and the clock are outstanding items. Emerge and BCL are meeting with Shire staff on 30 May 2016 to resolve issues. <hr/> <p>Civic Square constructed</p> <ul style="list-style-type: none"> • Project opened 30 April 2015. A commemorative plaque has been installed under the clock tower.
<ul style="list-style-type: none"> • Wireless and Mobile Blackspot Coverage <p>Project involves Shires of Morawa, Mingenew, Perenjori and Three Springs and MWDC</p> <p>Project management: 0.1</p> <p>Percentage Completed: 50%</p>	High	1.3.2, 1.3.4	Project Officer	0	375,000	0	0	CLGF	<p>Shire of Morawa coordinating update to project business case. Funding required is as follows:</p> <ul style="list-style-type: none"> ○ Merkanooka (\$680,000) <ul style="list-style-type: none"> ▪ CLGF – R: \$ 83,333 ▪ MWIP: \$534,167 ▪ Shire Funds: \$ 62,500 ○ Morawa East High (\$942,000): <ul style="list-style-type: none"> ▪ CLGF – R: \$500,000 ▪ MWIP: \$379,500 ▪ Shire Funds: \$ 62,500 • Business went to the MWDC Board on 28 February 2014; • Minister Redman announced 7 March 2014 \$1M approved from CLGF – R;

									<ul style="list-style-type: none"> • 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 <p>Project management: 0.1</p> <p>Percentage Completed: N/A</p>	Medium	1.4.2	MWDC	0	0	0	0	Wester Power	<p>Project deferred until development of next corporate business plan:</p> <ul style="list-style-type: none"> ○ Must be externally funded; ○ Budget \$7M
<ul style="list-style-type: none"> • Land Development – Residential and Industrial <p>Project management: Landcorp?</p> <p>Percentage Completed: 100%</p>	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.

<ul style="list-style-type: none"> Residential: 100% Industrial: 50% 									<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"> Sinosteel: \$200,000. Stated in CBP confirmed. However, only \$30,000 put aside; Shire: \$50,000 to be budgeted. Has not happened. 13/14 Budget \$250,000 Sinosteel? SMC are now offering \$100,000 The CEO and SP have met with SMC on 17 July 2014 to discuss. SMC contribution to the gateway project. SMC agreed the contribution was not tied. CEO has requested Emerge to develop a nature playground concept for the town square. Recurrent costs post 2016 \$2,500 <hr/> <p>Formal entry will provide sense of place</p> <ul style="list-style-type: none"> Annual community survey Visitor survey conducted visitor centre
<ul style="list-style-type: none"> Omnibus Scheme Development Project management: 0.2 	Medium	1.5.1	Planning Officer CEO	0	350,000	300,000	0	WAPC, EPA	<p>2013/14</p> <p>\$232,844 in Budget</p> <ul style="list-style-type: none"> Urban Design Guidelines developed: <ul style="list-style-type: none"> Individual meetings held with business owners;

<p>Percentage Completed: 93%</p> <ul style="list-style-type: none"> • Omnibus: 100% • Urban Design: 90% • LP Strategy: 90% 									<ul style="list-style-type: none"> ○ Staff briefed 25 February 2014; ○ Community meeting to be rescheduled; ○ 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>2015/16</p> <ul style="list-style-type: none"> • Council will be fully briefed at the July 2016 briefing session to conclude the project. <p>Budget \$79,450 YTD \$41,761</p> <ul style="list-style-type: none"> • <hr/> <p>LP Strategy and Scheme</p> <ul style="list-style-type: none"> • Completed report WAPC <p>Omnibus</p> <ul style="list-style-type: none"> • Completed report WAPC <p>Urban design guidelines</p> <ul style="list-style-type: none"> • Endorsement by Shire of Morawa as policy
<ul style="list-style-type: none"> • Old Morawa Hospital <p>Project management: 0.05</p> <p>Percentage Completed: 80%</p>	Medium	1.9.4	CEO	0	50,000	0	0	MWDC, R4R	<p>2013/14</p> <ul style="list-style-type: none"> • \$50,000 not budgeted; • Technical report received 16/11/13. Cost of report: \$3,900 funded from Consultancy Services Admin; • Scope of report discussed with Council 11 February 2014; • Separate site visit and briefing completed 20 March 2014; • Extension for management order (Intention to Take): <ul style="list-style-type: none"> ○ Sort by CEO/DCEO/PO 3 April 2014 as current order expires in May 2014; ○ Order approved until further notice • Further resolution on use of site required.

- _____
- _____
- **Hospital is renewed as community asset**
- Project completion and new community use

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

Program Area: Governance and Leadership

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

Project	Priority	SCP Link	Who	12/13 \$	13/14 \$	14/15 \$	15/16 \$	Stakeholders	Progress (Including Performance Indicators)
<ul style="list-style-type: none"> • Leadership and Mentoring – Young people <p>Project management 0.01 FTE</p> <p>Percentage Completed: 88%</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 \$268,205 • Projects \$96,275 (Grants \$42,500) • YTD \$236,235 <hr/> <p>Young people move into leadership role</p> <ul style="list-style-type: none"> • Number in community organisations and Council
<ul style="list-style-type: none"> • Leadership and Advocacy Role: • CBH to upgrade and extend facilities • Lobby for access to education system • Advocate with State Government to deliver NBN • Advocate with Western Power for an upgrade of the Morawa Three Springs Feeder • Lobby State Government to retain grain on rail • Lobby for Roads Funding • Engage with State Government re Kadji Kadji Station • Advocate for visiting 	High	1.2.1, 1.3.4	CEO	0	0	0	0	<ul style="list-style-type: none"> • All major service providers, • State and Australian Government Agencies 	<p>Met through normal operating costs</p> <p>2013/14</p> <ul style="list-style-type: none"> • CBH: Has changed focus? No further action • Education System: MEITA project – Interim Business Case completed; • NBN: Satellite to Mt Campbell; Optic to Town; • Western Power – Townsite has been upgraded, but feeder line under review see Status Report; • Grain on Rail: Watching Brief; • Kadji Kadji: Conservation watching brief; • Specialist & Allied Health: <ul style="list-style-type: none"> ◦ GP expanding practice, ◦ RFDS Dental Van in place; • Police & Emergency Services: LEMC and CESM Program in place; • Participated in Northern Zone

<ul style="list-style-type: none"> specialist and allied health Advocate for adequate police and emergency services <p>Project management 0.1 FTE</p> <p>Percentage Completed: 83%</p>									<p>Conference;</p> <p>Agencies and Service Providers meet community needs</p> <ul style="list-style-type: none"> Annual community survey
<ul style="list-style-type: none"> Invest in Council's Capacity <p>Oversee Management of Shire 0.1 FTE</p> <p>Integrated Strategic Planning Support: 0.2 FTE</p> <p>Annual Customer Survey: 0.1 FTE</p> <p>Percentage Completed: 83%</p>	High	4.3.1, 4.3.2, 4.3.3, 4.4.1, 4.4.2, 4.5.1, 4.5.2, 4.5.3, 4.6.1, 4.6.2, 4.7.1, 4.7.2, 4.8.1, 4.8.3	CEO	0	0	0	0		<p>Met through normal operating costs:</p> <p>Staff Training and Development</p> <ul style="list-style-type: none"> PWOH: \$34,438 Administration \$10,000 <p>Professional Development Councillors</p> <ul style="list-style-type: none"> \$4,000. <p>Traineeships</p> <ul style="list-style-type: none"> \$21,700. CII Student 5 day a week engaged <p>Whole of Life Costings</p> <ul style="list-style-type: none"> 12/13 Plant & Equipment 13/14 Land & Buildings 14/15 Road Infrastructure 15/16 Furniture & Equipment <p>Implemented IPR Framework</p> <ul style="list-style-type: none"> SCP 21/06/12; CBP 20/06/13; Department requested modifications to SCP by 31 March 2014 – completed 25/03/14; SCP reviewed in September 2014. A full review will occur in February 2016. Risk Management policy, compliance plan and strategy now complete. Endorsed by Council November 2014. (Reg. 17). Commenced and completed in August 2014 by LGIS. Endorsed by Council in December 2014 <p>Review Council Policies and Local Laws</p> <ul style="list-style-type: none"> The review of policies has been completed and will be presented to Council August 2015. Local Laws review will be undertaken in 2016/17. <p>Compliance with all Legislation and LG</p>

										<p>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 <hr/> <p>Excellence in governance, management and leadership</p> <ul style="list-style-type: none"> Annual community survey
--	--	--	--	--	--	--	--	--	--	---

Program Area Operating Cost: Percentage Completed: 98%	Ongoing		CEO	836,083	852,000	869,000	886,000			2015/16 YTD (\$47,072) Staff Required: 1 FTE Members of Council Budget: \$331,127 Actual \$380,603 Governance – General Budget \$122,475 YTD Actual \$62,409 Recurrent Cost post 2017: \$903,000

Assessment






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

Criterion	Key Requirements	Progress/Comment	Tracking
Assessment of Projects	<p>Projects (35):</p> <p>Projects on-track: 14 Projects monitored: 5 Projects off-track: 4 Projects deferred: 9 Projects completed: 3 Percentage Completed: 65.81%</p> <p>Program Areas-Operating (4):</p> <p>Monitor 1 On-track 3 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 	<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; 	

	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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:</p> <p>As per Assessment of Projects:</p> <ul style="list-style-type: none"> CLGF – R for Mobile Blackspot Tower Project of \$583,333 (out of \$1M approved 7 March 2014); CLGF – L 358,000 for 2012/13 is subject to reinstatement as part of the State Budget process for 2014/15 <p>Financial Ratios</p> <p>The 2014/15 auditor’s report puts three ratios within acceptable limits and three that are borderline</p>	
Operational Risk Assessment	<p>Consists of three key elements:</p> <ul style="list-style-type: none"> Systems Processes Resources 	<p>A Corporate Risk Management Plan and Matrix has been prepared for the Shire</p> <p>Document Management</p> <ul style="list-style-type: none"> Staff is in the process of setting up electronic records management. <p>Project Management</p> <ul style="list-style-type: none"> A project management policy has been prepared and was endorsed by Council at the October 2014 Council Meeting <p>Stakeholder Management System</p> <ul style="list-style-type: none"> Not in place. CEO is currently developing this. 	

		<p>ICT System</p> <ul style="list-style-type: none"> • Current system is adequate for needs. Requires optimisation of its use. An ICT Strategic Plan is required. <p>HR Processes</p> <ul style="list-style-type: none"> • Training and development is budgeted for; • Flexible work arrangements are in place; • Recruitment processes have been improved since November 2013 (recruitment start up sheet and interview assessment sheet introduced); • Performance review process has been developed. <p>Workforce Planning and Cost Modelling</p> <ul style="list-style-type: none"> • Performance management system required; • A review of JDFs (PDs) is being undertaken and is due to be completed by end of December 2016. <p>Skills Development</p> <p>See HR processes and Workforce Planning and Cost Modelling</p> <p>Workforce</p> <ul style="list-style-type: none"> • Corporate Business Plan monthly report developed and implemented December 2013; • Also see workforce planning and cost modelling. <p>Council</p> <ul style="list-style-type: none"> • Engagement of community regarding the role of the Shire and Council's responsibilities is required; • Review of the community engagement policy required; <p>Asset Base</p> <ul style="list-style-type: none"> • Rationalisation of assets will occur with the adoption of the asset management plans; • 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 2016/17 4. Communication systems between staff and councillors 	<p>See Operational Risk Assessment</p>	

	<ol style="list-style-type: none"> 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>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); • Volunteering rate each census period; • Community satisfaction with engagement with Council (AS); • Improvement in financial ratios • Low employee turnover • Successful fundraising for key projects 50% target 	<p>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 2015/1 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"> • 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 	

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

<i>Date of Meeting:</i>	21 July 2016
<i>Item No:</i>	7.2.5.2
<i>Subject</i>	Better Practice Review
<i>Date & Author:</i>	29 June 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 & Reference:</i>	Nil

SUMMARY

The Local Government Better Practice Review (BPR) Program is an initiative undertaken by the Department of Local Government and Communities to recognise and promote good practise in Western Australian country local governments. The BPR Program is part of the State Government's Country Local Government Fund (CLGF) Capacity Building Program.

DECLARATION OF INTEREST

Nil

ATTACHMENT(S)

1. Letter from Director General Department Local Government & Communities
2. Better Practice Review report

BACKGROUND INFORMATION

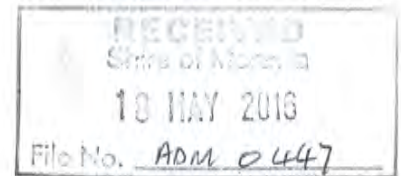
In September 2015 the Better Practice Review was undertaken by the Department of Local Government & Communities BPR team.

The BPR team findings and identified areas for further development are detailed in the attached report.

OFFICER'S COMMENT

Council welcomed the opportunity to take part in the Better Practice Review. It was seen as a wonderful opportunity for an independent assessment of the Shire's practises.

Whilst there are several areas where Council's systems and procedures can be improved, it was reported that generally the systems and procedures being followed are of a good standard.



Our Ref: MO1-6; E1619530

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

Dear Mr Roberts

BETTER PRACTICE REVIEW PROGRAM

I write to you in reference to the Shire of Morawa's participation in the Department of Local Government and Communities' Better Practice Review Program (BPR).

Firstly, I would like to thank you again for your participation in the BPR program. The Department is pleased to support the Shire in its endeavours to achieve better practice.

Please find enclosed, in confidence, a copy of the Department's BPR report for the Shire, to be presented for Council's consideration.

Although the BPR report addresses some legislative requirements, it is important to note that this is not a compliance exercise, and feedback is focused on building the capacity of your organisation, to achieve better practice across a range of operations into the future.

The review found that the Shire is an organisation which functions well, with a positive organisational culture and good governance, supported by strong and influential leadership from the Shire Council, in particular from the Shire President. The Shire demonstrated evidence of having a motivated workforce, with the capacity to undertake complex and major projects for the betterment of the local community. In line with this, the Shire's ability to develop and foster strong strategic and regional alliances has been identified as one of its key strengths.

The report also recognises a number of areas that would benefit from further development as the Shire continues its clear commitment to work closely with the community to achieve positive outcomes.

Advice from the Department is available to assist the Shire to address any areas identified for further development. Please do not hesitate to contact Jenni Law on (08) 6552 1531 or via jenni.law@dlgc.wa.gov.au if you have any queries or should you wish to discuss the report.

Yours sincerely



Jennifer Mathews
DIRECTOR GENERAL

// May 2016



Better Practice Review

Shire of Morawa

Department of Local Government and Communities

Gordon Stephenson House

140 William Street

PERTH WA 6000

Telephone: (08) 6551 8700 Facsimile: (08) 6552 1555

Website: www.dlqc.wa.gov.au

THIS PAGE LEFT INTENTIONALLY BLANK

TABLE OF CONTENTS

PART I – BETTER PRACTICE REVIEW	2
PART II – EXECUTIVE SUMMARY	4
PART III – ABOUT THE SHIRE OF MORAWA.....	5
PART IV – REVIEW AND ASSESSMENT	6
1. Governance.....	6
2. Planning and Regulatory Functions	10
3. Plan for the Future	13
4. Asset and Finance	18
5. Workforce planning and Human Resources management.....	22
6. Community and Consultation	25
PART V – ACTION PLAN	28
APPENDIX 1: BETTER PRACTICE REVIEW CHECKLIST ASSESSMENT	32

PART I – BETTER PRACTICE REVIEW

The Local Government Better Practice Review (BPR) Program is an initiative undertaken by the Department of Local Government and Communities (Department) to recognise and promote good practice in Western Australian country local governments. The BPR Program is part of the State Government's Country Local Government Fund (CLGF) Capacity Building Program.

The BPR Program involves a review team assigned to work closely with local governments to review key areas of that local government's activities and operations.

Program Objectives

The BPR Program has been designed to acknowledge areas of better practice whilst encouraging improvement in the way local governments conduct their activities to ensure good governance and build the capacity of the local government sector.

The objectives of the program are to:

- Generate momentum for a culture of continuous improvement and greater compliance across the local government sector.
- Promote good governance and ethical regulation.
- Identify and share innovation and best practice in the local government sector.
- Act as a 'health check' by providing departmental advice and support to local governments that may be experiencing operational problems.

Reporting of a BPR

Through the local government completed self-assessment checklist and the collection and collation of additional relevant information prior to an onsite review, the review team will summarise key findings in the areas of:

- Governance
- Planning and Regulatory functions
- Plan for the Future (strategic and corporate planning)
- Assets and Finance
- Workforce planning and Human Resource (HR) management
- Community and Consultation

The onsite visit can take anywhere between 1-5 days, depending on the size and location of the local government and the scope of the findings. The onsite review is a key component of a BPR as it presents the review team with an opportunity to further expand upon the knowledge gained from reviewing the local government's documents, which in turn assists in analysing and reporting on the above mentioned areas.

The report aims to highlight areas where a local government is demonstrating better practice, as well as providing constructive feedback on addressing any areas for further development. Where appropriate, the areas recognised as requiring further development will feature suggested recommendations that the local government can aim to address through a documented action plan.

Although the report will address some legislative requirements, it's important to note that this is not solely a compliance exercise, and feedback focuses on building the capacity of the organisation to achieve sector standard across a range of functions and operations.

Implementation

The local government has the opportunity to provide commentary and feedback on any findings of the review and/or a response to each area of the report, ensuring the report captures an accurate reflection of the local government. In particular it is requested that the local government review and complete the draft action plan in this report which identifies recommendations for the areas for further development.

PART II – EXECUTIVE SUMMARY

A BPR took place at the Shire of Morawa in September 2015. The review team wishes to thank the Shire President Karen Chappell, Chief Executive Officer (CEO) John Roberts, acting CEO Sean Fletcher, all elected members, and staff, for their cooperation and participation in the BPR and for providing valuable information on the Shire's practices and procedures.

This report identifies areas of better practice, strengths, and areas for further development under the headings of Governance; Planning and Regulatory functions; Plan for the Future; Assets and Finance; Workforce Planning and Human Resource Management; and Community and Consultation.

Overall, the review found that the Shire is an organisation which functions well, with a positive organisational culture and good governance, supported by strong and influential leadership from the Shire Council, in particular from the Shire President. The Shire demonstrated evidence of having a motivated workforce, with the capacity to undertake complex and major projects for the betterment of the local community. In line with this, the Shire's ability to develop and foster strong strategic and regional alliances has been identified as one of its key strengths. The Shire is also commended for its integrated planning and reporting documents which have been developed to a high-standard and display a number of various elements of better practice. Other key strengths and better practices of the Shire relate to its activities in economic development, community engagement and tourism, as well as the overall quality of the documents and plans it has in place.

As a result of the review, areas of further development have been mainly identified in regards to gaps where the Shire does not have a documented policy and/or procedure, review of key Shire documents and financial reporting and ratios. It should be noted that although this is the case, the Shire is mostly already aware of these issues, and currently in the process of addressing them, or planning to in the near future. Where not already commenced, the Shire is encouraged to address the areas of further development outlined in this report; and where already underway, continue to progress these improvements in order to continue achieving good practice, and good governance into the future.

Morawa – a West Australian SuperTown

In 2011 the town of Morawa was announced as a 'SuperTown' as part of the State Government Royalties for Regions SuperTowns initiative. The SuperTowns project was aimed at encouraging key regional communities to plan and prepare for growth by providing funding and project assistance to see them become more desirable places to live, work and invest. Nine towns were identified, with Morawa identified as the SuperTown for the Midwest region. As a result of this, the Shire has received additional funding and assistance that has allowed it to undertake a number of significant projects to grow the community and enhance local infrastructure; with positive results as outlined in this report.

Therefore, whilst the Shire's status as a SuperTown is acknowledged as a contributing factor to some of its successes; it is also noted that the Shire's internal structures, operations, processes and procedures have been key contributors to its success in achieving outcomes. Consequently, as some of the sources of funding and assistance with the SuperTowns project becomes less available, it is important that the Shire maintains these processes and procedures as well as addressing areas of its operations which require improvement; as a means to ensure it continues to achieve outcomes into the future.

PART III – ABOUT THE SHIRE OF MORAWA

The Shire of Morawa (Shire) covers just over 3,500 square kilometres (km) of predominately agricultural and pastoral farmland, approximately 400km north-east of Perth and 180km south-east of Geraldton. The Shire is located in the Mid-West region of Western Australia and is bordered by the small community of Mullewa to the north, the Shire of Perenjori to the south, and the shires of Mingenew and Three Springs to the west. In addition to farming, mining is another key industry in the Shire; mainly iron-ore at the Koolanooka Hills mine site, around 20km from the town of Morawa.



At June 2014, the estimated resident population (ERP) of the Shire according to the Australian Bureau of Statistics was 889 people of which 54% were male and 46% female. Reflecting the general trend in rural WA, the overall age structure of the Shire's population is older than that of the state average — for example, in 2014 the average age of residents living in the Shire was 40 years, compared to 36 years for WA overall.

The Shire is well-served by community infrastructure, specifically in regards to health and education with a multi-purpose health centre, the Morawa-Perenjori Health Service; the Morawa Medical Centre; a district high school (from kindergarten to year 12), and the Western Australian College of Agriculture all located in the Shire.

The Shire currently has seven elected members (including a Shire president). The Shire's 2015/16 annual budget projects a positive net result of \$3.3 million for the financial year with a rates income of just over \$1.5 million.

PART IV – REVIEW AND ASSESSMENT

1. Governance

Introduction

Good governance in the local government context gives reference to the ability of structures, systems, policies and processes to support decision-making and ensure Council is achieving its strategic and operational objectives. Having strong governance practices and procedures in place is essential to ensure a local government has the necessary resources, skills and expertise available to deliver services to its community and to discharge its obligations under law.

Legislative and policy framework

- *Local Government Act 1995 (the Act)*
- *Local Government (Administration) Regulations 1996*
- *Local Government (Audit) Regulations 1996*
- *Local Government (Rules of Conduct) Regulations 2007*
- *State Records Act 2000*
- *State Emergency Management Act 2005*
- *Freedom of Information Act 1992*
- *Public Interest Disclosure Act 2003*
- Integrated Planning and Reporting Framework and Guidelines

Areas of Better Practice

The Shires governance practices were considered during the review and the following areas identified as examples of Better Practice:

Area of Better Practice	Why the initiative is considered Better Practice
Strategic Alliances	<p>Despite its relatively small size, the Shire has positioned itself as a key strategic partner in the Mid-West region, as well as further afield. This is largely due to the Shire's recognition as a 'SuperTown', in addition to strong leadership from the Shire Council, particularly the Shire President.</p> <p>Through its participation in the SuperTowns program, the Shire has developed effective relationships with key government agencies, including the Department of Regional Development and the Mid-West Development Commission. As a result of funding and project development associated with the program, the Shire is well-placed in terms of community and regional infrastructure, specifically in regards to health services, educational services and recreational facilities.</p> <p>At the regional level, the Shire is actively involved in a number of strategic alliances with other local governments, including participating in the Morawa-Perenjori Strategic Waste Management Alliance; the Mid-West Local Government Services Agreement and the Wildflower Country tourism consortium.</p> <p>Further to this, the review found that the Shire is very active in seeking, and receiving grant funding for its various community and infrastructure</p>

	<p>projects; something that can be put down to the Shire's strong leadership and it's recognition as a key strategic partner.</p> <p>The Shire is commended for its ability to build and maintain strong strategic alliances with tangible benefits for the local community, and for the region as a whole. The Shire is encouraged to continue fostering and strengthening its alliances, ensuring they remain strong going forward. As the Shire's alliances are largely the result of an influential Council and effective leadership, this is especially important for when/if the Shire's leadership structures change into the future.</p>
Private Works Policy	<p>During the review, the Shire indicated that it carries out private works. In support of this function it has a Private Works Policy (policy 8.9).</p> <p>Whilst the policy is relatively brief, it clearly outlines the fact that no private works are to be undertaken without a prior written quotation; all private works must be accompanied by appropriate documentation identifying the requesting person and nature of the work; and must be signed off by the staff member accepting payment.</p> <p>The policy also states that all private works are to be carried out at the discretion of the CEO, and includes additional information relating to the grading of internal driveways, which the Shire provides at no cost for the first hour. The Shire reviewed its private works policy in July 2015.</p> <p>The Shire's use of a private works policy is considered an example of better practice as it ensures that the community, and Shire staff are aware of their obligations in regards to private works, and all private works are carried out in a transparent manner.</p>

As a result of the assessment process a number of additional strengths were found:

- It is evident there is a positive organisational culture at the Shire, and a good working relationship between the administration and elected members. This is supported by strong and effective leadership, in particular from the Shire President, who has held that office for a number of years and has been a key driver in much of the Shire's success.
- The Shire has developed a 'governance calendar' to assist it in meeting legislative requirements throughout the year. The governance calendar is available on the staff drives, which promotes accountability and awareness amongst all staff.
- As required by the *State Records Act 2000*, local governments are to keep full and accurate records of their activities. The Shire is fully compliant with all legislative recordkeeping requirements and has a good recordkeeping plan, in combination with a robust recordkeeping policy (policy 1.14). The Shire's recordkeeping documentation clearly outlines the recordkeeping obligations of staff and elected members, and notably, also references its application to contractors and any organisations performing outsourced services on behalf of the Shire.
- The Shire's Code of Conduct (code) was recently reviewed. In addition to recently reviewing the code, the Shire also introduced written acknowledgment of the code, requiring all employees and

elected members to sign off their agreement to abide by it, which is good practice. The Shire is commended for this addition and should ensure all current employees and elected members have provided written acknowledgment, in addition to all employees who commence employment with the Shire.

- Risk management involves the systematic identification, analysis, evaluation, control and monitoring of risks. While risk cannot be entirely eliminated, local governments are encouraged to establish a risk-aware culture and establish structures, processes and controls that can effectively reduce risk. In line with this, the Shire has developed a Risk Management Policy as part of its Risk Management Governance Framework. The policy clearly outlines that the framework will be regularly reviewed, every employee has a role to play in managing risk, and that where possible, risk management be incorporated within the Shire's Integrated Planning framework.
- The Shire's Risk Management Governance Framework also includes its Risk Management Procedures, which set out the means for staff to meet the objectives of the policy, and identifies staff roles and responsibilities for implementing risk management. The Shire also demonstrates its commitment to developing a risk-aware culture with the inclusion of risk implications in all Council reports. It is also noted that the Shire's Corporate Business Plan contains a section titled, 'Operational Risk Assessment' which outlines the key systems, processes and resources of the Shire and assesses the risk of each, in addition to proposing mitigation measures. The Shire is encouraged to continue the development and integration of its risk management documents to continue demonstrating good practice.

Areas for Further Development

As a result of the assessment process a number of areas were identified for further development:

- As per the Act and associated regulations, the Shire makes agendas and minutes for Ordinary and Special meetings of Council available at the administration office/library and on its website. However, in relation to the minutes available on the Shire's website, no attachments are included. Including attachments with online minutes will enhance public accessibility to, and awareness of, Council's decision making processes, and is in line with general practice across the sector. It is recommended that the Shire considers the inclusion of attachments with its online meeting minutes as a means of achieving better practice.
- In line with recommended practice, unconfirmed minutes of Council meetings are uploaded to the Shire's website 10 days after the meeting at which the minutes were taken. Whilst this is good practice, upon reviewing the Shire's website it is noted that minutes from October, September and August 2015 are still labelled 'Unconfirmed', despite being confirmed at subsequent Council meetings. The Shire should review its website and update these minutes accordingly.
- During the review, the Shire identified the fact that its Compliance Audit Return (CAR) is not reviewed by the audit committee prior to its adoption by Council. The *Local Government (Audit) Regulations 1996* state that one of the roles of an audit committee is to review the annual CAR

and report its findings to the Council. To comply with regulations, the Shire's annual CAR should be reviewed, and reported on, by the audit committee; prior to adoption by Council.

- Section 5.53(2)(g) of the Act and Regulation 19B of the *Local Government (Administration) Regulations 1996*, require a local government's annual report to include information on the number of employees "entitled to an annual salary of \$100,000 or more" and "the number of those employees with an annual salary entitlement that falls within each band of \$10,000 over \$100,000". It is noted that the Shire does not include this information in its annual report, and should do so to ensure legislative compliance.
- While the Shire has procurement and tendering guidelines in place, procedures for monitoring the performance of contractors and overall contract management are informal and have not been documented. To provide assurance to the Council and community that contractual arrangements are being appropriately established and scrutinised, the Shire may wish to consider developing a statement or policy to guide external parties (such as suppliers and contractors) on the standards and conduct expected when dealing with the Shire, or acting on the Shire's behalf.
- The Shire does not have any internal auditing processes in place, but stated that an internal audit was something it may undertake in the future. In line with this, the Shire is encouraged to consider the implementation of an internal audit function. The Department's *Operational Guideline Number 9* provides guidance and information in regards to this process.
- The Shire does not currently have a policy for the use of communication devices (such as iPads, email accounts and mobile telephones) by staff and/or elected members. In order to achieve better practice, the Shire may wish to consider developing a communication devices policy that sets out accepted and approved uses for various devices provided by the Shire; or devices which are personal, but used for Shire purposes.
- Customer service charters exist to set out the customer service standards which community members should expect when dealing with a local government, including the level of service customers should receive and how complaints/requests are dealt with. The Shire does not currently have a customer service charter, but should consider implementing one as a means to achieving better practice.
- In considering the development of a customer service charter, the Shire may also wish to consider documenting a complaints handling policy/procedure. An effective complaints handling policy/procedure will clearly define a complaint, distinguish customer service requests from complaints, set out clear processes and timeframes for dealing with complaints, and define who is responsible for dealing with them. For further information on this, the Ombudsman Western Australia website provides comprehensive information and guidelines on effective complaint handling for public authorities on its 'Guidelines and Information Sheets' and 'Effective handling of complaints' pages (www.ombudsman.wa.gov.au).

The Shire's response

The Shire will put processes into place immediately to ensure agenda attachments are uploaded to the website and that steps are taken to ensure confirmed minutes are uploaded to the website in a more timely manner.

The 2015 Compliance Audit Return 2015 was presented to the Audit Committee in February 2016.

The Shire notes the other areas further development as being needed and will work towards actions through the remainder of 2016.

2. Planning and Regulatory Functions

Introduction

Local governments carry out a number of land-use planning and regulatory functions, the majority of which are enacted by State Government legislation. A number of these functions are also exercised through relevant local laws, planning schemes and policies. The way in which these functions are carried out by a local government, in line with appropriate legislation and in an efficient and effective manner, is important for achieving a wide range of social, economic and environmental outcomes.

Legislative and policy framework

- *Local Government Act 1995*
- *Planning and Development Act 2005*
- *Health Act 1911*
- *Dog Act 1976*
- *Dog Regulations 1976*
- *Cat Act 2011*
- *Cat Regulations 2012*
- *Heritage of Western Australia Act 1990*
- *Building Regulations 2012*
- *Caravan Parks and Camping Grounds Act 1995*
- *Cemeteries Act 1986*

Strengths found as a result of the assessment process

As a result of the assessment process a number of strengths were found:

- Due to the relative small size of the Shire, the number of development applications (DAs) received on an annual basis is minimal. Although the Shire only receives a small number of DAs each year, it has a good system in place around the DA process, notably:
 - An information sheet titled 'Town Planning/Development Process' is available from the administration centre and provides potential planning applicants with good advice and information pertaining to the planning process, e.g. how to make an application, and the Shire's process for dealing with applications.
 - The Shire engages a consultant planner to assess DAs on an as-required basis, given the lack of need to engage a permanent/on-staff planner. Generally, DAs are then determined by Council, based on the planner's advice.
 - The Shire has developed a delegations process for the determination of appropriate DAs by relevant staff. The Executive Manager Development and Administration has authority to approve DAs under delegation; based on the consultant planner's advice. Although the Shire receives a small volume of DAs, it is good practice to have a delegations system in place especially if the volume of DAs should increase into the future.

- The Shire carries out all enforcement and regulatory activities in line with legislative requirements. In support of this, the Shire has developed two documents outlining its activities in regards to environmental health and building compliance. These are:
 - The current operations schedule for environmental health which sets out the compliance program and testing regime for activities required under the *Health Act 1911* including food premises, public buildings, accommodation facilities and water sampling.
 - Secondly, the Shire's 'Environmental Health Building Surveyor Plan', sets out all activities, with inspection schedules, as required for environmental health and building compliance (such as private swimming pools and building inspections).
- The development of these documents is good practice, acting to ensure the Shire undertakes all required compliance activities in a timely, and appropriate, manner.

Areas for Further Development

Local laws and the Shire's municipal inventory have been identified for further development:

- Currently the Shire has eight local laws. The Act requires a local government to formally review each of its local laws, eight years after adoption (or date of subsequent review) to ensure they stay relevant and current. In 2007/08, the Shire undertook a comprehensive review of its local laws, adopting four local laws and repealing five. Whilst this is the case, two of the Shire's local laws are overdue for review; namely 'Parking and Parking Facilities' (2000) and 'Health Local Laws' (2004). To achieve legislative compliance and ensure local laws remain relevant, the Shire should commence its review at an appropriate time, following the procedures for review as outlined in s3.16 of the Act.
- Additionally, it is noted that a further four of the Shire's local laws adopted in 2008 – extractive industries; fencing; management and control of Morawa cemetery, and dogs – will be due for review in 2016. Given this, the Shire may wish to streamline the review process by reviewing these local laws at the same time as those which are already outstanding.
- In accordance with s.5.94 of the Act, a member of the public should be able to inspect copies of a local government's local laws at its office. During the onsite visit, copies of some, but not all, of the Shire's local laws were seen at the administration centre/library. For the sake of consistency, the Shire should consider making all of its local laws available in this way. In order to achieve better practice the Shire may also wish to consider including its local laws on its website; either directly, or via a link to the appropriate external location (e.g. the State Law Publisher website or Department's local laws register).
- During the review, the Shire indicated that it does not regularly update its municipal heritage inventory. Noting that s.45 of the *Heritage of WA Act 1990* states that municipal inventories be reviewed every four years, the Shire should seek to update/review its heritage inventory in line with these legislative requirements.

The Shire's response

The Shire of Morawa intends to review all eight Local Laws commencing in September 2016. A budget allocation has been included in the 2016/17 draft budget to engage a suitably qualified consultant to undertake the review. An additional Verges Local Law will be presented to Council in July 2016.

Copies of the current Local Laws will be made available, both on the Shire website and in the Library.

The Shire of Morawa Municipal Inventory will be reviewed during the 2016/17 financial year.

3. Plan for the Future

Introduction

The 'Plan for the Future' (Integrated Planning and Reporting) requirements for local governments in Western Australia came into effect on 1 July 2013. As a result, all local governments are required to have in place a Strategic Community Plan and Corporate Business Plan, which together, form a local government's 'Plan for the Future'.

Policy and legislative framework

- *Local Government Act 1995*
- *Local Government (Administration) Regulations 1996*
- Integrated Planning and Reporting Advisory Standard (Advisory Standard)
- Integrated Planning and Reporting Framework and Guidelines

Areas of Better Practice

An assessment of the Shires performance in regards to its 'Plan for the Future' framework was considered. The review found that both of the Shire's 'Plan for the Future' documents demonstrate elements of better practice:

Area of Better Practice	Why the initiative is considered Better Practice
Strategic Community Plan	<p>The Shire's Strategic Community Plan meets elements of both the intermediate and advanced standard as outlined in the Department's Advisory Standard. In particular, the following examples of better practice are noted:</p> <p><u>Current and future resourcing</u></p> <p>The plan contains comprehensive information on the Shire's current and future resourcing position and what it means for meeting the community's aspirations as outlined in the plan. Demonstrating both financial and other resource considerations, the plan includes:</p> <ul style="list-style-type: none"> • A resource profile, indicating the Shire's population, its workforce, budget, total rates revenue, grants, expenditure and value of assets; and • A narrative outlining the Shire's key funding sources to meet the plan's aspirations; its infrastructure and asset base and the costs associated with maintaining these; as well as the Shire's workforce structure, including what these factors mean for the delivery of outcomes. <p><u>Consideration of relevant trends and external factors</u></p> <p>The plan takes into account a range of relevant external influences for each strategy (such as identifying key partners) and the regional, state and federal levels of government which may have significant influence on the ability to achieve the plans outcomes. The plan also includes a reasonable level of information on demographic trends affecting the Shire.</p>

	<p><u>Clear and measurable Key Performance Measures</u></p> <p>In line with regulatory requirements, the plan includes comprehensive key performance measures which clearly articulate the desired trend/target of the plan's objectives. The key performance measures show what the Shire is aiming to achieve, and the ways in which it will measure how well it is meeting its objectives. Additionally, regular reports are provided to Council on achievements against performance measures— this is discussed further below, see 'monthly reporting'.</p>
Corporate Business Plan	<p>The Shire's Corporate Business Plan clearly states the services, operations and projects that the Shire intends to deliver, how these will be delivered, as well as the resources required for delivering them.</p> <p>The level of information included in the plan is such that the average community member can clearly understand what the Shire aims to achieve, and how costing and other resourcing can influence outcomes. For this reason, the Corporate Business Plan is considered to demonstrate elements of better practice which include:</p> <p><u>Clearly defined projects and programs (Delivery Program)</u></p> <p>The plan includes a comprehensive delivery program that clearly outlines all projects and programs, including business as usual activities, which the Shire intends to deliver over the life of the plan. Links between each project and program area, and the objectives of the Strategic Community Plan are clearly defined throughout.</p> <p>The delivery program includes information outlining the scope, outputs, desired outcomes and measures of success (i.e. KPIs) for each project. It also identifies the costs, specific funding sources, schedule (major milestones, with dates) and resourcing/skills required to deliver each project. For the Shire's core business activities, the delivery program includes detail on each program area, the resourcing/skill level required and the costs associated.</p> <p><u>Clear links with the Strategic Community Plan; and Resourcing considerations</u></p> <p>As already noted above, the Shire's Corporate Business Plan demonstrates a good level of integration with the Strategic Community Plan, as well as referencing resourcing considerations.</p> <p>Whilst the delivery program does this, the plan also includes a table to demonstrate the links between the objectives, outcomes and actions of the Strategic Community Plan, with the programs and projects in the Corporate Business Plan. The table also references the workforce plan allocations required to achieve each program/project (full time equivalent staffing levels).</p> <p>Further, the plan includes sections on Resource Capability, Assets, and Financial Estimates, which, respectively, indicate the staffing; assets and asset expenditure; and funding required to implement activities in the plan.</p>
Monthly reporting	<p>The Shire's staff and elected members display a good understanding of the purpose of integrated planning and a strong focus on accountability with a commitment to achieving outcomes. An example which illustrates this, and</p>

	<p>is considered to demonstrate better practice, is the Shire's monthly reporting process.</p> <p>Each month the CEO provides a comprehensive update on the Shire's integrated planning and reporting documents, through a report tabled at the Ordinary Council meeting.</p> <p>The report provides a summary on the progress of actions in the Strategic Community Plan, and a detailed report on the progress of each of the Corporate Business Plan projects and programs, including outlining the Shire's performance against its KPIs. This is done through tables, charts and commentary. The update also outlines the status of each project, noting which are complete, "on track", those that require monitoring, those which are "off track", or have been deferred.</p> <p>The report also provides an update on the Shire's informing strategies, including the Long Term Financial Plan, Asset Management Plan and Integrated Workforce Plan; ensuring elected members and the community are kept informed on the progress of all aspects of the integrated planning and reporting framework on a month by month basis.</p>
--	---

Areas for Further Development

While most aspects of the Shire's 'Plan for the Future' framework as originally prepared are of a high standard and have generally met all legislative requirements, there are some aspects which could be further improved; particularly in relation to the update and review of the Corporate Business Plan and the Shire's annual reporting process. In line with this, the following areas are identified as requiring further development:

- The Shire's Strategic Community Plan and Corporate Business Plan are both available at the administration offices/library as required under Regulation 19D of the Local Government (Administration) Regulations 1996. It is also considered good practice to make these documents publically available on the local government's website and whilst the Strategic Community Plan is online, the Corporate Business Plan is not. To achieve better practice, the Shire should ensure its Corporate Business Plan is available online to complement the Strategic Community Plan, which together form the Shire's 'Plan for the Future'.
- Although the Strategic Community Plan is available online, the online version is not the most current and instead is the original version of the plan from June 2012. Given the Shire has now reviewed the plan twice, and the current version is of a high and commendable standard (as per above examples of better practice), it would be prudent for the Shire to update its website with the most current Strategic Community Plan.
- When the Corporate Business Plan was adopted by Council in June 2013, minutes show that it was not adopted by an absolute majority. Whilst the vote for the adoption of the plan technically achieved an absolute majority, the minutes state that the plan was adopted by simple majority. In future instances, when adopting modifications to the plan or adopting a new plan, the Shire should ensure this is done by absolute majority. The same applies to any changes to, and future adoptions of, the Strategic Community Plan.

- Regulation 19DA of the *Local Government (Administration) Regulations 1996* states that corporate business plans are to be reviewed annually. During the onsite visit, the Shire advised that it reviews its plan annually in conjunction with the development and preparation of each year's budget. Whilst this is good practice, it is unclear if an updated plan is produced as a result of the annual review. During the onsite visit, the version of the Corporate Business Plan available at the Shire was dated June 2013, and when asked if there was a more current version of the plan, staff were unable to locate one.
- With the goal to achieving better practice for the review of the plan the Shire should, when undertaking its next annual review, look to develop an evolving and "rolling" plan, i.e. one for the upcoming four-year period, which clearly identifies the Shire's current position in relation to the delivery of outcomes, and one which is clearly linked to the current annual budget. For example, a plan for 2012-2016 would be revised to one for 2013-2017, then 2014-2018 (and so on), with updated resourcing information, based on the most recent adopted budget included at each revision.
- Producing a current, rolling and evolving Corporate Business Plan will ensure that elected members, staff and the community are provided with an up-to-date account of what the Shire has achieved to date, in addition to clearly understanding what the Shire is capable of delivering at said point in time. Given that the delivery of projects and programs may be affected by available finances, shifting priorities and/or other external and internal factors (e.g. changing State or Federal Government priorities and funding arrangements, global economic conditions, staffing issues), it is important to ensure an up-to-date plan is produced at each review to reflect these circumstances.
- As stated in the Act under s.5.53(2)(e), a local government's annual report must contain 'an overview of the plan for the future of the district', including major initiatives that are proposed to commence or continue in the next financial year. Whilst the Shire's annual report includes a summary of its achievements/projects for the financial year, it does not report on these achievements in the context of the Strategic Community Plan and Corporate Business Plan as required by the Act. Ideally, the annual report should also inform the community on the Shire's progress towards achieving its strategic objectives, by reporting on its performance against its key performance measures.
- For further information about the legislative requirements outlined above (i.e. reviewing plans, annual budgets and reporting) and how to meet them, the Shire should refer to the Department's 'Integrated Planning and Reporting Framework and Guidelines'; specifically part 2, chapters 3 and 4. It is suggested that the Shire consider including these requirements into its governance calendar to ensure they are met.

The Shire's response

The Shire of Morawa has embarked on a review of the Strategic Community Plan (SCP). A consultant facilitated Elected Member workshop was held in March 2016. During the workshop each strategic direction was discussed to assess its relevance and priority status. A draft SCP will be made available

for community comment in early May followed by a survey and a community workshop. A final draft SCP will be presented to Council in July 2016 for adoption.

The Corporate Business Plan (CBP) will be reviewed during May aligned to the reviewed Strategic Community Plan. The draft 2016 to 2020 CBP will be presented to Council for adoption in July 2016. The CBP will be reviewed and updated annually at the commencement of the budget process.

The comments regarding the overview of the plan for the future are noted and will be referred to during the preparation of the 2015/2016 Annual Report.

4. Asset and Finance

Introduction

Local governments deliver important community services. Effective financial management is crucial to the sustainable delivery of these services to meet community needs and aspirations. Further to this, fully costed asset management and long term financial planning is an essential component of integrated planning and reporting, and is required to support and inform a local government's strategic planning and corporate business planning processes.

Legislative and policy framework

- *Local Government Act 1995*
- *Local Government (Financial Management) Regulations 1996*
- *Local Government (Administration) Regulations 1996*
- *Local Government (Functions and General) Regulations 1996*
- *Rates and Charges (Rebates and Deferments) Act 1992*
- Asset Management Framework and Guidelines
- Long Term Financial Planning Framework and Guidelines
- Model Long Term Financial Plan
- Integrated Planning and Reporting Advisory Standard

Assessment of the Shire's asset and financial management

The Shire has a record of sound financial management and has received unqualified audit reports for a number of years. In terms of financial reporting, the Shire's most recent annual budget, budget review and 2014/15 Annual Financial Report meet all statutory requirements as do its monthly financial statements.

Whilst this may be the case, the Shire's 2014/15 Annual Financial Report raises some concerning trends regarding the Shire's financial and asset management ratios; and as such, these are identified below as areas for further development with comment provided around each. In addition, the review of the Shire's asset management and long term financial plans is also identified below for further development.

Areas for Further Development

Statutory Ratios

- As prescribed in the *Local Government (Financial Management) Regulations 1996*, financial sustainability for local governments in WA is measured by four ratios; the Current Ratio, Debt Service Cover Ratio, Own Source Revenue Coverage Ratio and Operating Surplus Ratio. Asset management sustainability is measured by three ratios; the Asset Sustainability Ratio, Asset Consumption Ratio and Asset Renewal Funding Ratio. In analysing ratios, trends over time provide a more accurate assessment than a single year. Through its annual financial reports, the Shire has reported the following ratios, compared with industry benchmarks, as shown in the table below:

Statutory Ratio	Benchmark	2014/15	2013/14	2012/13
Current Ratio	> 1.0	3.55	2.17	2.80
Debt Service Cover Ratio	> 2.0	(11.32)	(0.18)	22.54
Own Source Revenue Coverage Ratio	> 0.4	0.37	0.55	0.64
Operating Surplus Ratio	> 0.00	(0.81)	(0.49)	0.23
Asset Sustainability Ratio	> 0.9	0.89	1.24	1.19
Asset Consumption Ratio	> 0.5	0.52	0.50	0.38
Asset Renewal Funding Ratio	> 0.75	0.60	0.58	0.55

- As indicated in the table, three of the Shire's financial ratios are below benchmark for 2014/15 (in the case of Own Source Revenue Coverage Ratio, marginally below) and have been trending downwards. It is also noted that two of the Shire's asset management ratios are below benchmark, particularly the Asset Renewal Funding Ratio, while the Asset Sustainability Ratio is just below benchmark. Both are also trending downwards.
- It should be noted that due to limits in funding sources and rates, it is not uncommon for some of these ratios to be slightly below benchmark for country local governments. Further, a number of local governments' Operating Surplus and Asset Sustainability ratios are below benchmark, and experiencing a trend of decline. Changes in the calculation of depreciation from assets valued at historical cost to fair value has affected both these ratios.
- Regardless of this, the Shire should monitor its expenditures and asset management data to avoid further deterioration of its ratios and to prevent the occurrence of long-term adverse trends. The following comment is provided in regards to the Shire's ratios:

Debt Service Coverage Ratio

- As outlined in the 2014/15 Annual Financial Report, the Shire's debt service cover ratio has been trending downwards and declined sharply between 2013/14 and 2014/15 from -0.18 to -11.32. As the Shire's borrowings have not increased in recent years, it is understood this ratio has decreased as a result of increasing operating expenditures, particularly in regards to materials and contracts which increased from a budgeted \$1.56 million to \$3.94 million actual; and a decline in capital grants revenue from a budgeted \$5.78 million to \$1.25 million actual in 2014/15.
- Whilst it is acknowledged that the Shire has undertaken a number of one-off large capital projects as part of SuperTowns and other initiatives, the debt service coverage ratio should be closely monitored to avoid any further deterioration, which may in turn affect the Shire's capacity to borrow. Where required, the Shire should develop strategies to return the ratio to an appropriate level as soon as possible.

Own Source Revenue Coverage Ratio

- In 2014/15 the own source revenue coverage ratio for the Shire fell slightly below benchmark for the first time in three years at 0.37, indicating that the Shire's operating expenditure increased at a higher rate than its own source revenue (e.g. rates, fees and charges) in the

financial year. Whilst the ratio is only slightly under benchmark it has been trending downwards since 2012/13 and the Shire should continue to monitor this.

Operating Surplus Ratio

- The Shire's operating surplus ratio indicates that it has experienced operating deficits for two of the past three years and that this deficit is increasing. Materials and contracts, employee costs, and depreciation are key expenditures of the Shire and should be monitored (and operations reviewed, where required) to maintain the Shire's long term sustainability, and avoid further deterioration of the ratio. If the trend of decline is not corrected, the Shire may find it difficult to fund future debt repayments, maintain operating service levels and renew assets as they are consumed.

Asset Renewal Funding and Asset Sustainability ratios

- The Shires asset renewal funding ratio is below benchmark for 2014/15 at 0.60. It has been below benchmark since 2012/13 and trending downwards. The asset sustainability ratio dropped slightly below benchmark for the first time in 2014/15, but has also been trending downwards. This is likely due to the fact that the Shire's asset data is out of date and/or limited and these ratios may improve following the update of the asset management and financial plans.

Asset Management

- As outlined in the Department's integrated planning and reporting framework (IPR Framework), local governments are required to have an asset management policy, asset management strategy and asset management plan/s. Currently, the Shire has an Asset Management Strategy (adopted 2012), Asset Management Plan for Infrastructure Assets (which includes roads, footpath, civic/recreational/public assets and buildings), and an Infrastructure Asset Management Policy (policy 11.4) which was adopted by Council in February 2013.
- Although the Shire has these documents, they require updating. The current versions refer to the Shire's previous strategic plan goals and objectives (circa 2012). In addition, the current asset management plan makes note of the fact that there are a number of areas where data is limited and/or has a low confidence level. It is expected that an updated plan would accurately reflect the Shire's current asset management practices, include updated data (i.e. an inventory of all assets within each class, documentation regarding the current condition of assets and service levels) and clearly link to the Shire's current integrated planning and reporting framework.
- Upon visiting the Shire's website since completing the onsite review, it is understood that the Shire has now engaged a consultant to update the asset management plan in early 2016. The Shire should also undertake a review of its other asset management documentation in conjunction with this.
- The Shire does not have an asset disposal policy and is encouraged to develop, and document, a formal policy for the disposal of assets.

Long Term Financial planning

- As required by the IPR framework, the Shire has developed a Long Term Financial Plan (financial plan) for the period 2012-2022. The financial plan meets recommended practice by including all areas identified in the Model Long Term Financial Plan and the Long Term Financial Planning Framework and Guidelines. Whilst this is the case, the plan (which was adopted in September 2012) states that it will undergo a desktop review annually and a full review every two years. In line with this, the plan is now out of date and due for review.
- It is noted that the Shire has committed to an update of the financial plan in 2015/16 and has made a budget allocation accordingly. The Shire envisages the review will take place following the development of the updated asset management plan. The Shire is encouraged to continue working towards this at its earliest convenience.
- To guarantee the financial plan remains accurate and up-to-date after its major review, the Shire is also encouraged to undertake annual desktop reviews of the plan. The Shire should also consider reviewing the plan's projections annually, using the current budget as the base year. Reviews of the financial plan should then result in rolling 10-year plans for the Shire, i.e. 10 year projections from the base year of each updated and reviewed plan.

The Shire's response

Financial management

It is proposed to improve the Shire of Morawa financial reporting. It has been recognised that the statutory ratios need to be calculated on a monthly basis for management review and for community information.

Other improvements will include graphical and pictorial methods of presenting information making it easier to understand. The comments regarding specific ratios are noted.

Asset Management

The review of asset management plans and associated documentation is due to be concluded by the end of April 2016. This review will include strategy, policy, plans and an asset disposal strategy.

Long Term Financial Plan (LTFP)

A consultant has been engaged to update the Shire's LTFP. Work has already commenced and will incorporate data from the updated asset management plans.

5. Workforce planning and Human Resources management

Introduction

Workforce planning can be defined as a continuous process of shaping the workforce to ensure that it is capable of delivering organisational objectives now and in the future. Human resources management assists in providing a framework that aims to have the right people in the right place at the right time to facilitate the delivery of organisational goals.

Legislative and policy framework

- *Local Government Act 1995*
- *Equal Opportunity Act 1984*
- *Occupational Safety and Health Act 1984*
- Workforce Planning Toolkit

Strengths found as a result of the assessment process

As a result of the assessment process a number of strengths were found:

- The Shire's Integrated Workforce Plan was prepared in June 2013. In addition to outlining the strategies and actions the Shire will undertake to shape its future workforce, the plan displays clear links with the Shire's other integrated planning and reporting documents; specifically it contains the same table as in the Corporate Business Plan, showing the link between the Strategic Community Plan, the Shire's projects and programs and the workforce allocation (FTE) for each.
- The workforce plan also includes comprehensive information outlining the Shire's internal and external environments (including state, regional and local trends) and the associated impact of these on the current and future workforce. Whilst the workforce plan is a good document, the Shire (and review team) notes it is due for a review. The Shire should work towards completing this review, thereby ensuring the plan stays current and relevant and continues to be a useful document.
- The Shire demonstrates a proactive approach to reviewing its organisational structure and aims to ensure it has the right positions in place to guide the future direction of the organisation. The recent "re-badging" of the youth development officer role to a community development role is an example of this. The role was recently expanded to focus on a wider variety of activities which serve a broader community development function (e.g. seniors, health and fitness, and youth development); in addition to focusing on 'emerging' areas of interest for the Shire such as tourism and events.
- During the review, the Shire noted it was in the process of undertaking performance reviews for all staff. In conjunction with this process, the Shire is also undertaking a training needs analysis to determine where there are any training gaps; what training would be beneficial for staff; and what training would add value to the organisation. Through this, the Shire will develop KPIs and a training plan/register for all staff; ensuring that staff performance, organisational performance and training outcomes are more closely aligned. As well as being

good practice in regards to strategic workforce development, this also achieves a number of outcomes from the Shire's Integrated Workforce Plan.

- The Department's Workforce Planning Toolkit identifies a number of various strategies for local governments to consider to meet future workforce needs. For a Shire such as Morawa, the ability to recruit appropriately skilled staff, who are willing to live in country areas is sometimes difficult. One way that local governments can look to address issues such as these is the employment and up-skilling of young, local people through traineeships.
- The Shire actively encourages the use of traineeships, and has outlined its commitment to employing trainees in its Strategic Community Plan as strategy under Outcome 4.8 'Attract and retain quality staff'. During the onsite visit, the Shire had one trainee employed to undertake administrative duties, and is currently advertising for a new 12-month trainee position.
- The Shire displays a strong organisational emphasis on Occupational Safety and Health (OSH) which is demonstrated in a number of ways, including:
 - New employees are provided with a safety induction on commencement of employment.
 - The Shire has a detailed OSH policy which covers a variety of issues for OSH in the workplace.
 - The Shire has an OSH committee that meets on a regular basis. The committee is guided by clear Terms of Reference, the meetings use formal agendas and are supported by the recording of minutes.
 - The Shire has an OSH "noticeboard" on display in the staff room/kitchen which contains a variety of OSH related information including OSH committee meeting minutes, the Shire's OSH policy and incident reporting information.

Areas for Further Development

As a result of the assessment process the following areas were identified for Further Development:

- During the review, the Shire noted that as a small local government in a rural location it sometimes experiences difficulties in attracting suitable applicants for positions; especially those positions that require specific skills or experience. As a result, some advertised positions only have one appropriate applicant, or in some cases, none at all. Because of this, the Shire advised it does not have a formalised policy/procedure for the recruitment and selection of staff, but rather, follows informal processes on a case-by-case basis.
- Notwithstanding the lack of a formalised policy/procedure, it is evident that the Shire follows a clear and sound process in relation to recruitment and selection which best suits its circumstances. Although this is the case, the Shire may wish to consider documenting some basic recruitment and selection procedures to further enhance its current practices. This will ensure that all future recruiting decisions continue to be made on the basis of merit and equity as required under s5.40 of the Act.

- The Shire's Workforce Plan indicates that an ageing workforce is an emerging issue for the Shire. As a result, the Shire should look to develop succession planning strategies as a means to capture the existing level of skills and expertise in the organisation, minimising any risks to the Shire should there be a loss of key staff, and subsequent corporate knowledge.
- The Shire's policy manual contains some policies on various HR matters such as staff housing; removal expenses for new employees; sexual harassment; staff uniforms, and RDOs (rostered days off). Whilst these are useful policies to have, the Shire may wish to consider reviewing its HR policies and procedures, identifying any gaps that exist and ensuring the right policies are in place to meet its needs into the future.
- In doing so, the Shire should also consider developing a separate HR policy/procedures manual. A HR manual would include the Shire's current HR policies and any additional policies or procedures that may be required. The following policies and/or procedures are suggested:
 - Recruitment, selection and appointment of staff;
 - Performance management/performance reviews;
 - Discipline;
 - Succession planning;
 - Workplace bullying and harassment; and grievance handling (noting that the Shire already has a sexual harassment policy).
- The Shire is currently developing (or reviewing where already in place) job descriptions for all staff. The Shire indicated that all administration and "inside" staff have job descriptions, whilst job descriptions for "outside" staff are still being developed. The Shire is encouraged to continue working on developing job descriptions for all positions which currently exist, and for those going forward.
- Currently, all new staff employed by the Shire are given an informal induction as well as the aforementioned OSH induction. To further strengthen the current staff induction process, the Shire is developing a formalised induction program/package to be rolled-out in the near future. The Shire is encouraged to continue this process and once in place, ensure that all new staff are inducted as soon as possible upon commencement of employment.

The Shire's response

It is intended to update the Workforce Plan during May/June 2016.

Since the filling of two keys roles in the Shire Administration, the Shire now has the resources and expertise to introduce a formal induction process, to further develop the performance review process and associated staff development program.

The Shire will engage Workplace Solutions in early 2016/2017 to review all Position Descriptions and develop an EBA for all staff. The Shire will also work closely with WALGA in the development of a HR manual.

6. Community and Consultation

Introduction

Delivering appropriate services to the community is one of the fundamental roles of local government. Effective community engagement and consultation allows local governments to interact with the local community to better understand community needs and expectations, assisting in the delivery of services. Consultation and engagement better positions local governments to develop appropriate policies and procedures that will best serve the local community now and into the future.

Legislative and policy framework

- *Disability Services Act 1993*
- International Association for Public Participation (IAP2) spectrum
- Western Australian Charter of Multiculturalism

Areas of Better Practice

Area of Better Practice	Why the initiative is considered Better Practice
Aged persons housing	<p>The Shire's 'Plan for the Future' documents identify a need for the provision of quality, appropriate housing for the local aged population, with the aim that local residents can stay in the community as they age.</p> <p>In support of this goal, the Shire has recently taken over management of the Morawa Community Care (MCC) aged care units, through a joint-venture arrangement with the State Government Department of Housing.</p> <p>In addition, the Shire has constructed four new independent living, wheelchair friendly, aged persons units. The Shire is directly responsible for the management and operation of the new units (in addition to the property management of the existing units) and advised it is in the process of creating a new staff position to undertake the property management. Supporting this process, the Shire has developed various policies, including eligibility criteria and rental fees policies. The Shire is commended for its efforts and commitment to providing appropriate housing for the local ageing population.</p>
Economic Development	<p>The Shire displays a strong commitment to improving the Morawa town-centre and increasing economic development in the Shire through a number of proactive and innovative activities. These include:</p> <ul style="list-style-type: none"> • Through the SuperTowns project, the Shire has recently undertaken to revitalise the Morawa town-centre through the redevelopment of the main street and creation of a town square (completed April 2015). The completion of the town square and town-centre revitalisation project has resulted in a more attractive town-centre, drawing people back into the area. • The Shire has developed an 'Incentives for Investment Policy' to encourage business investment and economic development. The policy aims to assist local businesses to expand, assist

	<p>businesses looking to relocate and attract new businesses to the Shire. It includes detail on the types of assistance available (e.g. reduced rent, financial assistance), criteria for assessment (e.g. creation of employment, revenue generation for the Shire) and performance monitoring.</p> <ul style="list-style-type: none"> • Further attracting new business to the local area, the Shire has eight “Business Incubator” units. The units are designed to facilitate the growth of the local business sector; new businesses can establish in the units for a rent-free period of 12 months before deciding to extend a lease. A number of the units are currently occupied. • The Shire’s website has a ‘Business’ tab which includes a variety of information on economic development in the area. Notably, there is an online business directory which can be searched by business category, and local businesses are encouraged to add their business to the directory. Secondly, there is a ‘Businesses Wanted’ area of the website, with links to the Shire’s business incentives information. • In partnership with LandCorp, the Shire has developed an industrial park and residential housing lots with the aim of creating local economic development in the form of employment, business activity and increased population.
<p>Tourism – strategic alliances</p>	<p>The Shire actively participates in, and supports ‘Wildflower Country’, a collaborative partnership with other local shires which exists to market and promote tourism in the region. The “Wildflower Way” is one initiative of the group, with the shires of Morawa, Dalwallinu, Perenjori and the City of Greater Geraldton participating. The “way” includes consistent branding and marketing at various town-sites (such as signage and artwork), creating a sense of connectedness through the region. The Wildflower Country group has also produced a ‘Five Year Development Plan, 2012-2017’ to guide the strategic direction of its activities. Participating in cooperative marketing activities such as this achieves regional and local tourism outcomes and supports the building of positive regional relationships.</p>
<p>Online community directory</p>	<p>Demonstrating its efforts to build an engaged, connected and inclusive community, the Shire’s website contains an online Community Directory, complete with contact details and other useful information on 30 local community organisations. The directory is separated into sporting and community groups and intends to help the community ‘find out about, and get in touch with the community organisation of their choice’.</p>

As a result of the assessment process a number of additional strengths were found:

- In addition to the “Wildflower Way”, the Shire takes a proactive approach to developing a local tourism industry outside of wildflower season. During the review the Shire advised it is looking for opportunities to diversify the local tourism offering with projects such as the ‘Bush Trails’

and 'Morawa-Perenjori Trails'. In addition, the Shire owns and operates the Morawa Caravan Park, and has recently constructed some new chalets, to encourage more tourists to the area.

- Further demonstrating its strengths in promoting local-area tourism, the Shire's website has a specific 'Tourism' section, which includes vibrant, easy-to-read maps of the Morawa town-site, information on accommodation options, attractions and the visitor centre, and the five-year tourism strategic plan.
- The Shire provides financial and in-kind support (such as the provision of buildings and services, e.g. the Shire bus) to the volunteer-run Morawa Visitors Centre and Morawa Museum to ensure these key facilities are able to continue functioning.
- The Shire places a strong focus on engaging with local youth. The Shire advised it aims to take a proactive approach to curb youth anti-social behaviour; something which has been an issue in the past. In order to address these issues, the Shire runs a number of youth engagement events including outdoor movie nights at the local pool, activities at the Morawa youth centre and has recently developed a skate park.
- Working with the local community and supporting community development is an area the Shire has placed a new emphasis on, and is achieving success with. The Shire's youth officer role has recently been "re-badged", shifting its focus to a wider encompassing community-development role, which in addition to youth activities assists with tourism and programs for seniors.

Areas for Further Development

The lack of a community engagement strategy was identified as an area for further development:

- Whilst the Shire displays a good level of engagement with the local community and has a 'Community Consultation Plan' policy (policy 11.3), it does not have a community engagement strategy. A community engagement strategy would provide a longer-term approach to community engagement and ensure that the mechanisms by which the Shire engages with the community, and for what result; are clearly defined.
- Additionally, the development of an engagement strategy is identified as an action of the Shire's Strategic Community Plan, specifically under Outcome 4.1 "A well informed, connected and engaged community that actively participates". In order to progress its strategic objectives, the Shire should work towards developing its community engagement strategy.

The Shire's response

The Shire is committed to developing a community engagement strategy. Work on this will commence in early 2016/17.

PART V – ACTION PLAN

The below action plan presents an opportunity for positive improvement and change by identifying areas of further development for the Shire.

Area for Further Development	Recommendation / Action	Timeframe	Responsibility	Progress Report
Governance				
Council Meeting minutes (online)	1. Include attachments to the Council meeting minutes on the Shire's website.	Immediately	EMDA	
	2. Review and update the online meeting minutes to ensure that all confirmed minutes are identified as such once they have been confirmed by Council.	Immediately	EMDA	
Business ethics statement/contractor management and monitoring	3. Consider developing a statement or policy to guide contractors and suppliers on expected standards and conduct when acting on the Shire's behalf.	July 2016	EMDA	
	4. Consider developing a policy for the use of communication devices by staff and/or elected members, which sets out the accepted and approved usage of communication devices for Shire business.	June 2016	CEO	
Compliance Audit Return (CAR)	5. Ensure that the annual CAR is reviewed, and reported on, by the audit committee, prior to its adoption by Council.	February 2016	EMDA	Completed
Customer service charter	6. Consider documenting the Shire's approach to customer service (i.e. a Customer Service Charter), and once developed ensure the charter is made publically available.	September 2016	CEO	

Complaints handling policy	7. Formalise and document the Shire's complaints handling procedures as part of a policy (i.e. complaints handling policy) to complement the development of a Customer Service Charter.	September 2016	CEO	
Internal Audit	8. Consider implementing an internal audit function.	September 2016	CEO	
Planning and Regulatory				
Local Laws	9. Review (and update or repeal, where required) local laws in line with the requirements of the <i>Local Government Act 1995</i> .	2016/17 financial year	EMDA	
	10. To ensure compliance with s.5.94 of the <i>Local Government Act</i> , and consistency in regards to how the Shire's local laws are made available to the public, make all of the local laws available at the administration centre/library.	Immediately	EMDA	
	11. Consider making local laws more accessible to members of the public via the Shire's website.	Immediately	EMDA	
Heritage Inventory	12. Update and review the Shire's municipal heritage inventory in line with legislative requirements.	2016/17 financial year	EMDA	
Plan for the Future				
'Plan for the Future' website content	13. Update the Shire's website with the most up-to-date version of the Strategic Community Plan.	Immediately	EMDA	
	14. Include the Corporate Business Plan on the Shire's website, to complement the Strategic Community Plan, which together form the Shire's 'Plan for the Future'.	Immediately	EMDA	

	15. Ensure the annual review of the Corporate Business Plan results in the development of an evolving and rolling four-yearly plan, with the current year as the base year and which is linked to the annual budget. For example, a plan for 2015-2019, then for 2016-2020 and so on.	July 2016	CEO	
Assets and Finance				
Financial ratios	16. Monitor the Debt Service Coverage Ratio, Operating Surplus Ratio and Own Source Revenue Coverage Ratio to avoid any further deterioration and long-term trends of decline.	July 2016	MAF	
	17. Once the update of the asset management and long term financial plans is complete, update the Asset Renewal Funding Ratio and Asset Sustainability Ratio and monitor these to avoid any long-term trends of decline.	July 2016	MAF	
Asset Management Ratios	18. Consider reviewing the Shire's long term capital investment program to ensure asset renewal is maintained at an appropriate level.	July 2016	MAF	
	19. Consider reviewing the Shire's depreciation calculations to ensure depreciation expenses are accurate.	July 2016	MAF	
Asset Management	20. Continue the process of updating the Asset Management Plan and asset management policy including the update of current data.	July 2016	EMDA	
	21. Consider developing an asset disposal policy.	July 2016	EMDA	
	22. Continue the process of updating the Long Term Financial Plan.	July 2016	CEO	
Long Term Financial Plan	23. Consider undertaking annual reviews of the Long Term Financial Plan projections to ensure data remain current and up-to-date, resulting in a rolling and evolving 10-year plan.	July 2016	CEO	

Workforce and HR Management

Recruitment and selection procedures	24. Consider documenting the Shire's recruitment and selection procedures and/or the development of a recruitment, selection and appointment policy.	December 2016	CEO
Succession planning	25. Consider developing succession planning strategies as a means of capturing the levels of skills and expertise carried by existing personnel, should there be a loss of key staff.	December 2016	CEO
Human Resources policies and procedures	26. Consider a review of the Shire's human resources policies and procedures in order to identify any gaps and to ensure the right policies are in place into the future.	December 2016	CEO
	27. Consider the development of a human resources policy/procedures manual	December 2016	CEO
Job Descriptions	28. Continue to review and develop job descriptions.	December 2016	CEO
Staff induction	29. Continue the development of a formalised induction program and once complete, ensure all new staff are inducted as soon as possible upon commencement of employment.	December 2016	CEO
Community and Consultation			
Community Engagement	30. Continue to work towards the developing a Community Engagement Strategy, as outlined in the Strategic Community Plan.	December 2016	CEO

Key

CEO: Chief Executive Officer
 EDMA: Executive Manager, Development and Administration
 MAF: Manager Accounting and Finance

APPENDIX 1: BETTER PRACTICE REVIEW CHECKLIST ASSESSMENT

Module 1: Plan for the Future	Assessment of the Shire's performance
Strategic Community Plan	✓✓
Corporate Business Plan	✓
Module 2: Planning and Regulatory	Assessment of the Shire's performance
Land use planning	✓
Development Applications process	✓
Heritage	*
Regulatory Services	✓
Caravan Parks and camping grounds	✓
Environmental Management	✓
Local Laws	*
Module 3: Governance	Assessment of the Shire's performance
Values and ethics	✓
Code of conduct	✓
Gifts and benefits	✓
Communication devices	*
Delegations	✓
Procurement and Tendering	✓
Review of local government systems	✓
Organisational risk management	✓
Business continuity	✓
Fraud control	✓
Internal audit	*
Legislative compliance	✓
External audit process	✓
Audit in local government	✓
Compliance Audit Return	*
Records management	✓
Access to information by the public	✓
Executive management meetings	✓
Policy manual	✓
Local government meetings	✓

Elected member induction and ongoing training	✓
Expenses and allowances policy	✓
Elected member and staff interaction	✓
Access to information by elected members	✓
Customer service and requests	✓
Complaints handling	✓
Public interest disclosure	✓
Awards	✓
Strategic alliances	✓✓
Information technology	✓
Module 4: Asset and Finance	Assessment of the Shire's performance
Asset management	*
Long Term Financial Plan	*
Land assets	✓
Financial management	*
Valuations	✓
Rates and charges	✓
Payments of accounts	✓
Procurement and tendering	✓
Disposal	*
Investment	n/a
Module 5: Community and Consultation	Assessment of the Shire's performance
Community engagement	*
Community development	✓
Volunteer services	✓
Ageing population	✓✓
Disability access and inclusion	✓
Arts and cultural services	✓
Multicultural interests	n/a
Tourism	✓✓
Economic development	✓✓
Voter turnout	✓
Module 6: Workforce and Human Resources	Assessment of the Shire's performance
Workforce Planning	✓
Strategies/HR policies and procedures	*

Employee surveys	✓
Performance reviews	✓
Recruitment and selection	*
Position descriptions	*
Employee remuneration	✓
Equal Employment Opportunity	✓
Staff development – induction	*
Staff development – training	✓
Grievance management	*
Occupational safety and health	✓
Exit of staff	✓

Table key

Better practice, satisfactory practice and areas requiring further development are defined below:

✓✓ Better Practice	<ul style="list-style-type: none"> • Achieves a strong performance or above minimum compliance requirements, obligations and published guidelines etc. • Contributes to continuous improvement within the local government sector • Innovative and/or effective.
✓ Satisfactory practice	<ul style="list-style-type: none"> • Complies with the <i>Local Government Act 1995</i> (the Act) and other legislation. • Policies, practices and/or procedures appear to be consistent with local government sector practice.
* Areas for Further Development	<ul style="list-style-type: none"> • Further Development has been identified or is progressing in order to improve or enhance local government operations and/or; • Does not satisfactorily meet minimum legislative compliance requirements, legislative obligations, industry standards, policies and published guidelines.
n/a Not applicable	<ul style="list-style-type: none"> • In some instances the local government may have indicated in its self-assessment checklist this is not an area applicable to its operations. • Or, the review team has not had an opportunity to examine a particular area in sufficient detail for an overall assessment to be confidently made.

<i>Date of Meeting:</i>	21 July 2016
<i>Item No:</i>	7.2.5.3
<i>Subject</i>	Financial Management Review
<i>Date & Author:</i>	29 June 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>	Nil
<i>Reference:</i>	

SUMMARY

Under the Local Government (Financial Management) Regulation 5(2)(c) there is a requirement that once in every four year period the Chief Executive Officer is to undertake a review of the appropriateness and effectiveness of Councils financial management systems and procedures with the outcome of the review to be reported to Council.

DECLARATION OF INTEREST

Nil

ATTACHMENT(S)

1. Moore Stephens Financial Management Review report.

BACKGROUND INFORMATION

In April 2016 Moore Stephens (WA) Pty Ltd on behalf of the Chief Executive Officer performed an independent Financial Management Review for the period 1 July 2015 to 29 February 2016.

Their findings and associated report are issued as a separate document.

OFFICER'S COMMENT

The attached report identifies the objects, scope, limitations and areas examined in the course of the Review.

Whilst there are several areas where Councils systems and procedures can be improved, it was reported that generally the systems and procedures being followed are of a good standard.

Financial Management Review

2016

Shire of Morawa

Contents

Disclaimer.....	1
1.0 Independent Reviewer’s Report to the Chief Executive Officer (CEO) Of The Shire of Morawa.....	2
2.0 Objective, Scope And Overview Of Findings.....	4
3.0 Summary of Findings.....	5
4.0 Areas Examined with Detailed Observations and Comments.....	6
4.1 Bank Reconciliations and Petty CaSH.....	6
4.2 Trust Funds.....	6
4.3 Receipts and Receivables.....	6
4.4 Rates.....	6
4.5 Fees and Charges.....	7
4.6 Purchases, Payments and Payables (Including Purchase Orders).....	7
4.7 Salaries and Wages.....	8
4.8 Credit Card Procedures.....	8
4.9 Fixed Assets (Including Acquisition and Disposal of Property).....	8
4.10 Cost and Administration Overhead Allocations.....	9
4.11 Minutes and Meetings.....	9
4.12 Budget.....	9
4.13 Financial Reports.....	9
4.14 Compliance with Integrated Planning and Reporting.....	9
4.15 Delegations.....	9
4.16 Audit Committee.....	10
4.17 Insurance.....	10
4.18 Investments.....	10
4.19 IT General Environment.....	10
4.20 Financial Interest Register.....	11
4.21 Tender Register.....	11
4.22 Risk Management, Internal Controls and Legislative Compliance Review.....	11
5.0 Reminders.....	11

Disclaimer

The objective of this review as outlined in greater detail in Part 2.0 of this report as presented, is to assist the Chief Executive Officer of the Shire of Morawa discharge responsibilities in respect to Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996 (as amended).

It has been prepared by Moore Stephens (WA) Pty Ltd for this sole purpose.

It is not intended to be used by any other individual or organisation.

Confidential – this document and the information contained in it are confidential and should not be used or disclosed in any way without our prior consent.

Moore Stephens (WA) Pty Ltd carries on business separately and independently from other Moore Stephens member firms around Australia and worldwide.

Services provided under this engagement are provided by Moore Stephens (WA) Pty Ltd and not by any other independent Moore Stephens member firm. No other independent Moore Stephens member has any liability for services provided by other members.

Level 15, Exchange Tower,
2 The Esplanade, Perth, WA 6000

PO Box 5785, St Georges Terrace, WA 6831

T +61 (0)8 9225 5355

F +61 (0)8 9225 6181

www.moorestephenswa.com.au

1.0 Independent Reviewer's Report to the Chief Executive Officer (CEO) of The Shire of Morawa

At the request of the CEO, Moore Stephens was engaged to conduct a limited assurance review of the appropriateness and effectiveness of the Shire of Morawa's financial management systems and procedures. The objective of the review is to assist the CEO discharge responsibilities in respect to Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996 (as amended). The review was conducted for the period 1 July 2015 to 29 February 2016.

CEO'S RESPONSIBILITY FOR MAINTAINING AND REVIEWING FINANCIAL MANAGEMENT SYSTEMS AND PROCEDURES

The CEO is responsible for implementing policies, procedures and controls which are designed to ensure the effective and efficient management of the Shire's resources. In accordance with Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996 (as amended), the CEO is to undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures. At least once in every four financial years the CEO is to report the results of those reviews to Council.

OUR RESPONSIBILITY

Our responsibility is to provide a report expressing limited assurance, designed to enhance the confidence of the CEO to assist reporting on the appropriateness and effectiveness of the financial management systems as required by Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996 (as amended). We conducted our engagement in accordance with Australian Standard on Assurance Engagements ASAE 3500 Performance Engagements issued by the Australian Auditing and Assurance Standards Board and the Audit Guidelines, in order to state whether, based on the procedures performed, anything has come to our attention that causes us to believe that Shire's financial management systems have not been operating effectively. Our engagement provides limited assurance as defined in ASAE 3500.

Our procedures were agreed to with the CEO in our engagement letter dated 6 April 2016.

LIMITATIONS OF USE

This report is made solely to the CEO of the Shire of Morawa for the purpose of reporting under Local Government (Financial Management) Regulation 5(2)(c). We disclaim any assumption of responsibility for any reliance on this report to any person other than the CEO of the Shire of Morawa, or for any purpose other than that for which it was prepared. We disclaim all liability to any other party for all costs, loss, damages, and liability that the other party might suffer or incur arising from or relating to or in any way connected with the contents of our report, the provision of our report to the other party, or the reliance on our report by the other party.

1.0 Independent Reviewer's Report to the Chief Executive Officer (CEO) of The Shire of Morawa (Continued)

INHERENT LIMITATIONS

A limited assurance engagement is substantially less in scope than a reasonable assurance engagement conducted in accordance with ASAE 3500 and consequently does not allow us to obtain assurance that we would become aware of all significant matters that might be identified in a reasonable assurance engagement. Accordingly, we will not express an opinion providing reasonable assurance.

We cannot, in practice, examine every activity and procedure, nor can we be a substitute for management's responsibility to maintain adequate controls over all levels of operations and its responsibility to prevent and detect irregularities, including fraud. Accordingly, readers of our reports should not rely on the report to identify all potential instances of non-compliance which may occur.

Any projection of the evaluation of the level of compliance to future periods is subject to the risk that the systems may become inadequate because of changes in conditions, or that the degree of compliance with management procedures may deteriorate.

INDEPENDENCE

In conducting our engagement, we have complied with the independence requirements of the Australian professional accounting bodies.

CONCLUSION

Based on our work described in this report (which is not an audit), nothing has come to our attention to indicate the Shire of Morawa has not established and maintained, in all material respects, appropriate and effective financial management systems and procedures during the period covered by our review being 1 July 2015 to 29 February 2016.

For those aspects of the Shire of Morawa's Financial Management systems and procedures which were assessed as having opportunities for improvement, our findings are summarised as Part 2.0 of this report and detailed observations and comments are located at Part 3.0 of this report.



DAVID TOMASI
DIRECTOR



MOORE STEPHENS (WA) PTY LTD
CHARTERED ACCOUNTANTS

Date: 2 June 2016
Perth, WA

2.0 Objective, Scope and Overview Of Findings

OBJECTIVE

The objective of our engagement as outlined in our engagement letter is as follows:

To provide a report expressing limited assurance designed to enhance the confidence of the intended user (in this instance the CEO) in the performance of the control environment of the financial management system of the Shire of Morawa (administered by Shire staff being the Responsible Party) for which the intended user (CEO) is ultimately responsible in accordance with the Act and Regulations.

It includes the performance of assurance procedures designed to test the financial management system and report to the CEO on the appropriateness and effectiveness of the control environment within, as required by Financial Management Regulation 5(2)(c).

We trust this report will assist in the ongoing review and improvement of the Shire's financial management practices and procedures.

SCOPE

As agreed our examination covered the period 1 July 2015 to 29 February 2016. To this end we examined the following financial systems and procedures of Council:-

- Bank Reconciliations
- Trust Funds
- Receipts and Receivables
- Rates
- Fees and Charges
- Purchases, Payments and Payables (Including Purchase Orders)
- Payroll
- Credit Card Procedures
- Fixed Assets (Including Acquisition and Disposal of Property)
- Cost and Administration Overhead Allocations
- Minutes and Meetings
- Budget
- Financial Reports
- Registers (Including Annual and Primary Returns)
- Delegations
- Audit Committee
- Insurance
- Storage of Documents/Record Keeping
- Plan for the future
- General Compliance and Other Matters

We did not necessarily examine compliance with provisions of the Act or Regulations, which were not financial in nature. That is, Parts 2, 4, 8 and 9 of the Act, some provisions of Parts 3 and 5 as well as most regulations (apart from the Financial Management Regulations), which did not impact on the areas examined above.

OVERVIEW OF FINDINGS

As referred to in Part 1.0 of this report, a summary of our findings and detailed observations may be found in Parts 3.0 and 4.0 on the following pages.

Addressing the issues highlighted will help to ensure the controls and procedures established are not compromised in the future and the integrity of the financial management system is maintained.

3.0 Summary of Findings

The following is a brief summary of matters noted for improvement together with our assessment of the level of risk in relation to each item:

Key:				
S	Systems and Procedures		H	High Risk
C	Compliance Matter		M	Medium Risk
			L	Low Risk
FINDINGS	REF	PAGE	NATURE	RISK
RATES	4.4	6		
Information as required by the Local Government (Financial Management) Regulations was missing.			C	L
PURCHASES, PAYMENTS AND PAYABLES (INCLUDING PURCHASE ORDERS)	4.6	7		
In one instance the purchase order did not precede the supplier invoice.			S	L
No controls over recording "payee" bank account details for EFTs.			S	H
FIXED ASSETS	4.9	8		
No evidence fixed asset reconciliations are reviewed.			S	M
INVESTMENTS	4.18	10		
Investment Policy did not comply with Local Government (Financial Management) Regulation 19C.			C	M
IT GENERAL ENVIRONMENT	4.19	10		
No formal security plan in place.			C	M
FINANCIAL INTEREST REGISTER	4.12	11		
Annual Returns contained blanks.			C	L
CEO's Annual Return not acknowledged by the Shire President.			C	L
RISK MANAGEMENT, INTERNAL CONTROLS AND LEGISLATIVE COMPLIANCE REVIEW	4.22	11		
Matters raised in the review to be followed up and completed.			C	L

Please Note: The assessment of risk as detailed above is our assessment based on the circumstances surrounding the procedures performed. An assessment of "Low Risk" is to be read in the context of our assessment of risk to the organisation as a whole. It is not intended to indicate no further action is required. Our assessments are provided solely to assist you understand the nature of the matters raised and to prioritise any remedial action.

4.0 Areas Examined with Detailed Observations and Comments

4.1 BANK RECONCILIATIONS AND PETTY CASH

Bank Reconciliations

An examination of bank reconciliations and procedures for the period under review revealed that bank reconciliations were performed and review on a monthly basis with no exceptions noted.

Petty Cash

An examination of the petty cash system and procedures for the period under review revealed that bank reconciliations were performed and review on a monthly basis with no exceptions noted.

4.2 TRUST FUNDS

Trust funds held by Council were examined to determine proper accountability in the Shire's financial management system and compliance with regulatory requirements. Trust fund reconciliation have been performed and appropriately review on a monthly basis.

4.3 RECEIPTS AND RECEIVABLES

Detailed testing of a sample of receipts, judgmentally selected, was performed. This included tracing to individual receipt detail, bank deposits and the general ledger to ensure allocation/posting was correctly performed. The receivables system including raising of invoices was also reviewed with limited testing in respect to allocation/posting.

Overall testing was completed satisfactorily. Controls and procedures are considered to be operating effectively and are appropriate for the Shire's current scope of operations.

4.4 RATES

The Shire's rating procedures were examined to determine if they were adequate in ensuring rates were being imposed or raised correctly. This also included inspection of the rate record, rate notices, instalment notices, valuation reconciliations and general ledger.

We randomly selected and tested eight annual rate notices for the period under review. This included:

- sighting the notices;
- re-performing the calculations;
- ascertaining whether the valuations applied agree to Landgate's valuation roll/report and rates per dollar imposed are as adopted budget;
- ensuring the rate system is properly updated; and
- checking proper posting to the general ledger.

From testing, we concluded the rate system and record is being properly maintained, rates are correctly imposed as well as posted to general ledger.

Notwithstanding this, the following matters are brought to your attention:

4.0 Areas Examined with Detailed Observations and Comments (Continued)

4.4 RATES (CONTINUED)

The rate notice or accompanying information did not include:

- The amount of the probable rebate adjacent to the words "State Government Rebate", as required by Local Government (Financial Management) Regulation 56(3) (da).
- A brief statement that rebates to pensioners and seniors under the Rates and Charges (Rebates and Deferments) Act 1992 are funded by the Government of Western Australia in accordance with Local Government (Financial Management) Regulation 56(4) (ha).

Comment: To help ensure compliance with statutory provisions, these requirements should be correctly addressed in the future.

4.5 FEES AND CHARGES

Fees and Charges imposed at the time of budget adoption were found to be in accordance with legislative requirements.

4.6 PURCHASES, PAYMENTS AND PAYABLES (INCLUDING PURCHASE ORDERS)

Sixteen payment transactions were randomly selected and testing performed to determine whether purchases were authorised/budgeted and payments were supported, certified, authorised and correctly allocated. The Shire's purchases, payments and payables system was also examined to determine if adequate controls in place in ensuring liabilities are properly recorded and payments are properly controlled.

During our review of controls and procedures over purchases, payments and payables, the following matters were noted and raised for your consideration:

- One instance where the purchase order did not precede the supplier invoice.

Comments: All authorised officers should be "reminded" of the need to ensure purchase orders are raised prior to the time of authorising works/services or ordering goods. This will help to ensure goods/services have been appropriately ordered and authorised. It will also help ensure budget responsibility.

Whilst we acknowledge compensating controls exist whereby the relevant expenditure is controlled by budgets and spending limits, ensuring purchase orders are written out and matched to invoices provides a higher level of budget control/oversight.

- Our review of the processing of payments by Electronic Funds Transfer (EFT) revealed the controls over the loading of EFT payments and changing of creditors banking details are not adequately segregated.

Comment: To maintain the integrity of the EFT payments system, each step in the process should be reviewed by a person independent of preparation. In addition, all steps in the process should be reviewed and conflicting steps be adequately segregated.

4.0 Areas Examined with Detailed Observations and Comments (Continued)

4.7 SALARIES AND WAGES

Eight individual employees were randomly selected from nineteen pay runs (also randomly selected). For each employee selected, the following tests were performed to help ensure:

- the employee existed;
- the correct rate of pay was used;
- non-statutory deduction authorities are on hand;
- time sheets are properly completed and authorised;
- hours worked are authorised; and
- allocations are reasonable and correctly posted.

In addition, we selected the first pay of one new employee and the last pay of one terminating employee (all randomly selected).

The Shire's payroll system was also reviewed to determine if adequate controls were in place to help ensure wages and salaries were properly processed and payments are properly controlled.

Overall, our review was completed satisfactorily. Controls and procedures are considered to be operating effectively and are appropriate for the Shire's current scope of operations.

4.8 CREDIT CARD PROCEDURES

A review of the Shire's credit card procedures was performed to determine if adequate controls were in place.

One credit card is currently in use. We randomly selected and tested credit card transactions from July 2015 to January 2016 to determine whether they are legitimate and usual in the context of the Shire's operations. This included:

- sighting tax invoices;
- ascertaining whether the transaction was for bona fide Shire business; and
- determining whether transactions were in line with the Shire policy.

A review of credit card transactions together with the Shire's credit card policy were found to be of a satisfactory standard and in accordance with legislative requirements.

4.9 FIXED ASSETS (INCLUDING ACQUISITION AND DISPOSAL OF PROPERTY)

The fixed assets management system including controls over acquisition and disposal of assets, updating of the fixed assets register, depreciation of fixed assets and reconciliation of the fixed assets register to the general ledger was examined.

A sample of asset additions and disposals were judgementally selected and testing performed to ensure:

- the tax invoices existed;
- correct posting to the general ledger;
- fixed assets register was promptly updated;
- classification of assets was correct; and
- the depreciation rate used was in line with Council's policy.

We concluded fixed assets are properly accounted for and supporting controls are operating effectively.

- Whilst fixed asset reconciliations are being prepared, there was no evidence they were being reviewed by an independent person.

Comment: To help ensure the fixed asset register is complete and correctly posted to the general ledger, fixed asset reconciliations should be reviewed by a senior staff member independent of preparation. This review should be evidenced.

4.0 Areas Examined with Detailed Observations and Comments (Continued)

4.10 COST AND ADMINISTRATION OVERHEAD ALLOCATIONS

The Shire's cost and administration allocation system was examined to determine if an appropriate allocation basis or rates are being used and indirect costs have been properly reallocated.

Our review noted the system is being properly maintained.

4.11 MINUTES AND MEETINGS

Council meeting minutes were reviewed to ensure compliance with procedures and protocols.

The procedures and protocols surrounding meetings and the quality of minutes were found to be of a satisfactory standard and in accordance with legislative requirements.

4.12 BUDGET

The 2015/16 budget document and documents surrounding budget adoption were reviewed to ensure compliance with regulatory requirements. All statutory requirements were satisfactorily met and the budget was of satisfactory form and content.

All were found to be of a satisfactory standard and in compliance with legislative requirements.

4.13 FINANCIAL REPORTS

The following reports were reviewed for compliance with legislative requirements:

- Annual Report;
- Annual Financial Report; and
- Monthly Financial Reports.

All were found to be of a satisfactory standard and in compliance with legislative requirements.

4.14 COMPLIANCE WITH INTEGRATED PLANNING AND REPORTING

New regulations relating to Integrated Planning came into effect on 1 July 2013. Department of Local Government and Communities Circular no.15-2013 required local governments to have the following in place by 6 September 2013:

- Strategic Community Plan;
- Corporate Business Plan;
- Workforce Plan;
- Long Term Financial Plan; and
- Asset Management Plan(s).

Based upon our review, it appears all statutory requirements were satisfactorily met.

4.15 DELEGATIONS

The delegations register was reviewed for completeness and compliance and deemed to be satisfactorily maintained and appropriate for the Shire's needs.

4.0 Areas Examined with Detailed Observations and Comments (Continued)

4.16 AUDIT COMMITTEE

Council's establishment of its audit committee and the constituted membership was examined by us and found to be in compliance with the requirements of the Act.

The audit committee also met with the auditor during the year as required by Section 7.12A (2) of the Act.

4.17 INSURANCE

Discussions with staff and review of policy documents revealed policies are current. Evidence also exists to suggest an annual review of insurance risks occurs.

4.18 INVESTMENTS

The Shire's investment policy was reviewed to help ensure its adequacy and compliance with legislative requirements.

Whilst internal control procedures and restrictions over investments are properly maintained and adhered to, the investment policy did not fully comply with the requirements of Local Government (Financial Management) Regulation 19C.

Matters of non-compliance include allowing the following investment types:

- deposit with an institution that was not an authorised institution;
- deposit for a fixed term of more than 12 months;
- investments in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
- investments in bonds with a term to maturity of more than 3 years;
- investments in a foreign currency.

Comment: The investment policy should be amended to ensure compliance with statutory provisions.

4.19 IT GENERAL ENVIRONMENT

Whilst reviewing the adequacy of the Shire's IT general environment, we noted:

- The Shire does not have a formal security plan. This means general controls such as access to the computer system, regular changes to passwords, the review and monitoring of unauthorised access, as well as back up procedures are not documented. There is also no evidence to suggest an informal (non-documented) plan is in operation.

Comment: To help ensure the security of the Shire's data and records, management should evaluate the adequacy of current general controls and document the control system. Where general controls are considered inadequate, additional general controls should be implemented as deemed appropriate.

4.0 Areas Examined with Detailed Observations and Comments (Continued)

4.20 FINANCIAL INTEREST REGISTER

The register was examined to ensure compliance with regulatory requirements. Our review noted the register was deemed to be satisfactorily maintained and appropriate for Council needs with the following exceptions:

- Two Annual Returns had sections which had been left blank.

Comment: The Department of Local Government and Communities Circular no.18-2005, requires all sections to be completed. Sections which have no information should be completed "N/A", "Nil" or "Refer to Prior Return". Leaving blank is not the preferred practice. We note it is acceptable, and quite common, for the content to be reviewed by a responsible officer prior to receipt being acknowledged by the CEO.

- CEO's Annual Return was not acknowledged by the Shire President but by an employee.

Comment: Section 5.77 of the Local Government Act, requires the receipt of annual and primary returns completed by the CEO to be acknowledged by the President.

4.21 TENDER REGISTER

The tender register was reviewed for completeness and compliance.

- One out of the two tenders included in the register did not include the name of the successful tenderer and either the amount of the consideration, or a summary of the amount of the consideration sought in the tender as required by Local Government (Functions and General) Regulations 17 (2) (f) and 17 (3) respectively.

Comment: To help ensure compliance with statutory requirements, this information should be included in all instances.

4.22 RISK MANAGEMENT, INTERNAL CONTROLS AND LEGISLATIVE COMPLIANCE REVIEW

Whilst the CEO has reviewed Council's systems and procedures in relation to risk management, internal controls and legislative compliance as required by Local Government (Audit) Regulation 17, there is no evidence of a plan to address and rectify the matters highlighted.

Comment: To help ensure risk is appropriately managed, a plan should be implemented to address the matters highlighted in the review.

5.0 Reminders

The Shire is reminded that the FBT Return needs to be lodged by 21 May 2016.

8. New Business of an Urgent Nature

<i>Item No/Subject</i>	7.2.4.6 Flood Damage Tender 2016-03
<i>Date of Meeting:</i>	21 July 2016
<i>Date & Author:</i>	20 July 2016, Samantha Appleton
<i>Responsible Officer:</i>	Executive Manager Development & Administration
<i>Applicant/Proponent:</i>	Executive Manager Development & Administration
<i>File Number:</i>	ADM0149
<i>Previous minute/s &</i>	
<i>Reference:</i>	

SUMMARY

Council to select a contractor to complete the second stage of flood damage works. The works were required following rainfall events that occurred between 28 February and 8 March 2015.

DECLARATION OF INTEREST

Nil

ATTACHMENTS

Assessment information from Greenfields.

BACKGROUND INFORMATION

On 18 June 2016, Greenfield Technical Services on behalf of the Shire of Morawa advertised a tender for flood damage works in the West Australian. The tender was also advertised locally in one of the Geraldton papers. The tender closed at 2.00pm 12 July 2016.

OFFICER'S COMMENT

There were 27 expressions of interest in the tender documents and at the close of tenders, 10 tender packages were received.

Upon opening the tenders, they were forwarded to Mr Nigel Goode of Greenfield Technical Services for assessment and for a recommendation to be prepared. This was prepared on the basis of the selection criteria in the tender documents, which look at price and capacity to do the required works.

The recommendation made by Greenfields was to award the tender to BPH (WA) Pty or to Quadrio Earthmoving in the case of BPH being unavailable to do the works. It should be noted that BPH are currently doing flood damage works under the WANDRRA scheme for the Shire of Morawa, with positive feedback being

received from referees about the works. BPH have indicated they will be available to commence works when required in September.

STATUTORY ENVIRONMENT

Local Government Act 1995 and the Local Government (Functions and General) Regulations 1996 Regulation 11 require projects over \$150,000 to be tendered and advertised.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Provision to be made in 2016/17 budget for expenditure and reimbursements.

STRATEGIC IMPLICATIONS

Shire of Morawa Strategic Community Plan

1.8 Well maintained local roads and ancillary infrastructure.

4.6 Planned, affordable and effective service delivery and infrastructure.

RISK MANAGEMENT

Shire of Morawa Risk Management Governance Framework

Provide transparent and formal oversight of the risk and control environment to enable effective decision making.

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That:

1. The Council award RFT GTS MO 03/2016, Supply of Hired Road Construction Plant with Operators (Package #2) to a panel comprising;

BPH (WA) Pty Ltd for the estimated Total Cost of \$2,125,367.50 + GST.
2. In the event that BPH (WA) Pty Ltd is not available, then award RFT GTS MO 03/2016, Supply of Hired Road Construction Plant with Operators (Package #2) to a panel comprising;

Quadrio Earthmoving for the estimated Total Cost of \$2,224, 362.50 + GST.

COUNCIL RESOLUTION

**1606014 Moved: Cr Stokes
 Seconded: Cr Collins**

That:

- 1. The Council award RFT GTS MO 03/2016, Supply of Hired Road Construction Plant with Operators (Package #2) to a panel comprising;

BPH (WA) Pty Ltd for the estimated Total Cost of \$2,125,367.50 + GST.**
- 2. In the event that BPH (WA) Pty Ltd is not available, then award RFT GTS MO 03/2016, Supply of Hired Road Construction Plant with Operators (Package #2) to a panel comprising;

Quadrio Earthmoving for the estimated Total Cost of \$2,224, 362.50 + GST.**

CARRIED BY AN ABSOLUTE MAJORITY 7/0

<i>Item No/Subject</i>	8.1 Late Item - Application for Overdraft Facility
<i>Date of Meeting:</i>	21 July 2016
<i>Date & Author:</i>	20 July 2016, Fred Gledhill
<i>Responsible Officer:</i>	Fred Gledhill
<i>Applicant/Proponent:</i>	Manager Accounting & Finance, Fred Gledhill
<i>File Number:</i>	ADM 0126
<i>Previous minute/s & Reference:</i>	

SUMMARY

Council to support the use of an overdraft facility of \$800,000 recently set up with the Morawa Bankwest Branch.

DECLARATION OF INTEREST

Nil

ATTACHMENTS

Nil

BACKGROUND INFORMATION

Council has recently applied for an overdraft facility to cover reimbursable expenses relating to flood damage works in the period to the end of October 2016. While Council has considerable funds held in investments and reserves, it should be noted that this funding is assigned to specific projects and purposes and not available for general operations.

OFFICER'S COMMENT

The funding will allow the Shire to continue its flood damage works and other operations until its funding streams become available following the adoption of the 2016/17 budget and the receipt of Grants Commission operating funding.

The overdraft will be for the amount of \$800,000 and reflects estimated cash flow requirements for the period, prior to the receipt of funding for the year. This includes payment required for major flood damage works to be made by the Shire prior to the receipt of reimbursements through the West Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA) grants scheme.

The proposed overdraft will be included in the 2016/17 budget when adopted. At the time of writing it should be noted that while the funds have been secured, the overdraft facility has not yet been drawn down.

Local public notice will be required prior to any funds being drawn down.

STATUTORY ENVIRONMENT

Local Government Act 1995

6.20. Power to borrow

- (1) Subject to this Act, a local government may —
 - (a) borrow or re-borrow money; or
 - (b) obtain credit; or
 - (c) arrange for financial accommodation to be extended to the local government in ways additional to or other than borrowing money or obtaining credit,to enable the local government to perform the functions and exercise the powers conferred on it under this Act or any other written law.
- (2) Where, in any financial year, a local government proposes to exercise a power under subsection (1) (***power to borrow***) and details of that proposal have not been included in the annual budget for that financial year —
 - (a) unless the proposal is of a prescribed kind, the local government must give one month's local public notice of the proposal; and
 - (b) the resolution to exercise that power is to be by absolute majority.
- (3) Where a local government has exercised a power to borrow and —
 - (a) it does not wish to proceed with the performance of the function or the exercise of the power for which the power to borrow was exercised; or
 - (b) after having completed the performance of the function or the exercise of the power for which the power to borrow was exercised, any part of the money borrowed, credit obtained or financial accommodation arranged has not been expended or utilized,the local government may resolve* to expend the money or utilize the credit or financial accommodation for another purpose if one month's local public notice is given of the proposed change of purpose.

* *Absolute majority required.*

Local Government (Financial Management) Regulations 1996

20. When local public notice not required for exercise of power to borrow (Act s. 6.20(2)(a))

- (1) A local government is not required to give local public notice of a proposal to exercise a power to borrow when the power is to be exercised to re-finance a loan or to continue other financial accommodation (whether with the same or another bank or financial institution) except where the re-financing or continuation is a major variation.
- (2) In this regulation —

major variation means a variation in the terms of a loan or other financial accommodation which is —

 - (a) a capitalisation of interest accruals; or
 - (b) an increase in the term of the loan or other financial accommodation;

re-finance in relation to a loan or other financial accommodation (the **existing loan**), means to borrow an amount (the **new loan**) which is, at the date of the new loan —

(a) equal to the principal amount owing on the existing loan; or

(b) not more than \$5 000 more or less than the principal amount owing on the existing loan,

for the principal purpose of paying out the existing loan or preserving the credit originally provided by the existing loan.

21. When local public notice not required for change of use of borrowed money (Act s. 6.20(4)(b))

A local government is not required to give local public notice of a proposed change of use of money borrowed where the amount to be used for a purpose other than the purpose for which it was borrowed —

(a) does not exceed \$5 000 in a financial year; or

(b) where the money proposed to be borrowed by the local government is to be used to meet expenditure authorised by the mayor or president under section 6.8(1)(c).

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Interest is payable on the overdraft of 7.8% per annum paid monthly. Establishment and legal fees totalling \$920.00 are payable on the establishment of the overdraft.

STRATEGIC IMPLICATIONS

Shire of Morawa Strategic Community Plan

1.4 Provide essential services and infrastructure to support population growth.

RISK MANAGEMENT

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION

That Council, pursuant to section 6.20 of the Local Government Act 1995:

1. Endorse the action of the Chief Executive Officer in securing an interim overdraft of \$800,000.00 for the Shire of Morawa for the period up to 31 October 2016.

2. Advertise the intent to create an overdraft facility locally for a period of one month.

COUNCIL RESOLUTION

1606015 Moved: Cr Stokes
 Seconded: Cr Collins

That Council, pursuant to section 6.20 of the Local Government Act 1995:

1. Endorse the action of the Chief Executive Officer in securing an interim overdraft of \$800,000.00 for the Shire of Morawa for the period up to 31 October 2016.
2. Advertise the intent to create an overdraft facility locally for a period of one month.

CARRIED BY AN ABSOLUTE MAJORITY 7/0

9. Applications for Leave of Absence

Nil

10. Motions of Which Previous Notice Has Been Given

Nil

11. Questions from Members without Notice

Nil

John Roberts, Samantha Appleton, Fred Gledhill and Sandy Adams left the chamber at 6.40pm.

12. Meeting Closed

12.1 **COUNCIL RESOLUTION**

1606016 Moved: Cr Agar
 Seconded: Cr Collins

That the meeting be moved behind closed doors.

CARRIED 7/0

COUNCIL RESOLUTION

1606017 Moved: Cr Stokes
 Seconded: Cr Coaker

That standing orders be suspended.

CARRIED 7/0

COUNCIL RESOLUTION

1606018 Moved: Cr Collins
 Seconded: Cr Agar

That standing orders be resumed.

CARRIED 7/0

COUNCIL RESOLUTION

1606019 Moved: Cr Coaker
 Seconded: Cr Collins

That Council defer the adoption of the CEO Appraisal Report to refine the suggested Key Area Result.

CARRIED 7/0

Cr. Collins left the meeting at 7.25pm.

COUNCIL RESOLUTION

1606021 Moved: Cr Thornton
 Seconded: Cr Agar

That Council adopt the recommendation as proposed in the confidential report.

CARRIED 6/0

John Roberts CEO entered the Chamber at 7.27pm.

COUNCIL RESOLUTION

**1606020 Moved: Cr Stokes
 Seconded: Cr Thornton**

That the meeting be moved out from behind closed doors.

CARRIED 6/0

12.2 Public reading of resolutions that may be made public

13. Closure

The Shire President closed the meeting at 7.30pm.

.....**Presiding Person**

14. Next Meeting

Ordinary Meeting 18 August 2016