



## **MINUTES**

### **ORDINARY COUNCIL MEETING**

**HELD ON**

**MONDAY, 19 DECEMBER 2016**



**WESTERN AUSTRALIA'S  
WILDFLOWER COUNTRY**

**CONFIRMED MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD IN THE  
COUNCIL CHAMBERS ON MONDAY 19 DECEMBER 2016**

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## **1 Declaration of Opening**

The Shire President to declare that the meeting open at 5:30pm

### **1.1 Recording of Those Present**

Cr K J Chappel	President
Cr D S Carslake	Deputy President
Cr D B Collins	
Cr J M Coaker	
Cr D S Agar	
Cr M J Thornton	
Cr K P Stokes	
Mr J Roberts	Chief Executive Officer
Ms S Appleton	Executive Manager Development & Administration
Mrs F Gledhill	Manager of Accounting and Finance
Mr P Buist	Principal Works Manager
Mrs S Adams	Executive Assistant to CEO

### **1.2 Apologies**

Nil

### **1.3 Approved Leave of Absence**

Nil

### **1.4 Welcoming of Visitors to the Meeting**

The President welcomed Mr Greg Jenkins.

### **1.5 Announcements by the Presiding Member without Discussion**

The President advised Council that a Permit to Operate the Pool had been received and the pool would be opening at 12pm on Thursday, 22 December 2016.

## **2 Public Question Time**

### **2.1 Response to previous public questions taken on notice**

Dear Councilor's and CEO,

RE: Public Question for Council Meeting scheduled December 15, 2016

Submitted by: Marie Martin  
1/16 Granville Street, Morawa  
0422 462 828  
[redearthyyoga@me.com](mailto:redearthyyoga@me.com)

Question:

This question addresses community concerns relating to the closure of the Morawa Youth Centre. This question has three key points requiring a response.

- Can the Council confirm its intention to permanently close the Morawa Youth Centre or the time frame in which it intends the Centre to close and reopen?
- Upon the closure of the Centre can the Council please explain its future plans for the building and what alternative services it will provide for youth between ages 8-17? Specifically, services, which address youth offending prevention and youth engagement activities provided in a safe supervised environment accessible to youth at risk?
- Can the Council please explain why the operating costs of the Morawa Youth Centre more than doubled over a three year period from 2013-2015 and if this was the deciding factor in the proposed closure of the Centre?

Closing statement:

I would like to draw your attention to the following excerpts from the 2012 Morawa Strategic Plan. These points must serve as a reminder of the Morawa Youth Centre's value in a community which seeks to be "friendly, healthy and inclusive" and "a connected community with strong leadership".

**Outcome 3.1 Services and facilities that meet the needs of the community**

3.1.9: Continue to operate and resource the Morawa Youth Centre.

**Outcome 4.2 Existing strong community spirit and pride is fostered and encouraged**

4.2.3: Support leaderships / youth development programs through the Morawa Youth Centre.

Finally, I would like to suggest the Council explores the opportunity to staff the Youth Centre with volunteers to maintain its operation in the near and immediate future, and/or pursues a partnership with the Morawa CRC, who would benefit from coordinating this service by meeting its contractual outcomes to the Department of Regional Development specific to its Community Development charter.

Regards,

Marie Martin

Response to Marie Martin

- a) At this time the Shire of Morawa does not have any plans to close the Morawa Youth Centre either temporarily or permanently.
- b) The Shire of Morawa does not have any plans for the future of the Youth Centre building other than for the provision of Youth Services.
- c) During September 2016 the Shire of Morawa undertook an extensive analysis of the cost of providing all services with a view to improving efficiencies and reducing operating costs. During this analysis consideration was given to the future of the Youth Centre. In September 2016 the part-time Youth Support Officer (YSO) resigned and at that time it was decided she would not be replaced and the Community Development Officer (CDO) would provide the School Holiday Program and 'drop in' service. If the CDO resigned then the CDO role would not be replaced but the Youth Service would continue. The CDO resigned in November 2016 and will not be replaced. This decision will be reviewed by Council during budget deliberations. Services available for youth in Morawa include excellent sporting and recreational facilities, a soon to be re-opened Olympic swimming pool, and the School Holiday Program. The Shire of Morawa shares a Club Development Officer (CDO) with Perenjori and Three Springs. The CDO has a background in Youth Development and the CEO has had a discussion with her about engaging with the youth in town and the CDO is agreeable to working from the youth centre one day a week and providing a 'drop in service' on that day.
- d) The operating/maintenance costs for the Youth Centre were:
  - 2012/13 - \$27,917
  - 2013/14 -\$24,453
  - 2014/15 -\$26,400These amounts are for power, cleaning, water, equipment maintenance, and general maintenance.

Total net costs for providing Community Development including the youth centre were:

- 2012/13 - \$166,771
- 2013/14 -\$183,415
- 2014/15 -\$154,281



To the Shire President  
Shire of Morawa  
Winfield Street, Morawa WA 6623

Dear Cr. Karen Chappel,

In light of recent and past events, does the Morawa Shire have an up-to-date action plan to mitigate the effect of natural disasters on the residents of the Morawa Shire?

I call to attention;

- 12 month ago when we had a Yellow Alert in place for a tropical cyclone that reached our shire.
- A few weeks ago, a potentially catastrophic condition for wildfires. An extremely hot summers day with strong/gale winds when we lost power to the town and surrounding districts, and a loss of the mobile phone network at the same time.

In view of both events, from a business owner and resident perspective;

- We had no procedures in place for business owners and general public.
- We had a total loss of power and modern communication methods (mobile phones, mobile data, and land locked internet services), with a general public who now rely on power to secure phone services to their place of business or residency.

Can the Shire Council please advise the current action plan for such events, and the plan to communicate to general public in the event of a nature disaster described above? I suggest a 6 to 12 monthly letter drop at the very least to explain the such a plan for the community.

Yours sincerely

Greg Jenkins  
Morawa News & Gifts  
38 Winfield Street  
Morawa WA 6623  
9971 1090  
morawanews@bigpond.com

Response to Greg Jenkins – natural disasters.

The recent potentially catastrophic conditions when power and communications was lost by the Shire is of grave concern. The Shire of Morawa is investigating options to mitigate the impact include emergency generators to maintain operations and satellite phones to maintain communications.

Shire representatives attend regular meetings, workshops, evacuation drills and emergency scenarios with the Mid West Gascoyne District Emergency Management Committee and the Local Emergency Management Committee (the Shires of Morawa, Perenjori, Mingenew and Three Springs).

It is recognised that whilst the Shire is aware that there are a number of plans in place that are being regularly tested, reviewed and updated, this information needs to be communicated to the community. It is proposed to organise an information session/workshop as early as possible in 2017 with regular information updates as required.

To the Shire President  
Shire of Morawa  
Winfield Street, Morawa WA 6623

Dear Cr. Karen Chappel,

Would it be possible for the Morawa Shire Council to please update the local business on the process of signage that is proposed to appear at both the Northern & Southern entrances to town to promote the services and facilities provided by local businesses?

It has now been close to 2 years and local businesses are still waiting on ANY definite proposal for signage. I feel the Shire of Morawa has limited understanding of the local business needs. What would seem a straight forward procedure; to bring any attention the services of local businesses (since the completion of the freight/bypass road and town beautification) has yet to be realized.

Beautification in the town is a great investment, and it is a wonderful space. But for travelers (many who raised concerns this season) there is no reason to stop when there is not a thing to advertise the services in the town.

I find it quiet incredible, that many other shires which I have travelled through, have no constraints and restrictions as those placed upon the business as in the Morawa Shire with signage.

Yours sincerely

Greg Jenkins  
Morawa News & Gifts  
38 Winfield Street  
Morawa WA 6623  
9971 1090  
[morawanews@bigpond.com](mailto:morawanews@bigpond.com)

#### Response to Greg Jenkins

Following the completion of the Town Centre revitalisation project in April 2015 the Shire approached businesses in the town seeking expressions of interest from them regarding business signage. A positive response was received.

Initially the intention was to place one sign at the northern approach of the town centre and one sign at the southern approach to the town centre. These signs would be located on Shire land.

Council were of the view that the signs must include all businesses in the town and that the signs needed to be placed further out of the town centre.

Councillors have visited, and agreed upon, the proposed locations.

The Shire is now required to seek Main Roads approval for the location of the signs prior to erection. This is being sought. Main Roads are currently reviewing and updating their business sign policies.

There are indeed many signs in other towns. These are possibly illegal and may be required to be removed or relocated as Main Roads undertake audits.

A report is being presented to Council tonight seeking approval to progress the manufacture and installation immediately upon receiving Main Roads approval.



**7.2.2 Manager Finance and Accounting**

**7.2.3 Community Youth Development Officer**

Nil

**7.2.4 Executive Manager**

**7.2.5 Chief Executive Officer - Other**

## 7.2 Reports from the Chief Executive Officer

<i>Item No/ Subject:</i>	<b>7.2.1 Status Report</b>
<i>Date of Meeting:</i>	<b>19 December 2016</b>
<i>Date &amp; Author:</i>	<b>18 December 2016 - John Roberts</b>
<i>Responsible Officer:</i>	<b>Chief Executive Officer</b>
<i>Applicant/Proponent:</i>	<b>Chief Executive Officer - John Roberts</b>
<i>File Number:</i>	<b>Various</b>
<i>Previous minute/s &amp; Reference:</i>	<b>19 October 2016 (Last Update to Council)</b>

### **SUMMARY**

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

### **DECLARATION OF INTEREST**

The author has no interest to declare in this report.

### **ATTACHMENTS**

Shire of Morawa November 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 November 2016 as tabled.

## **COUNCIL RESOLUTION**

1612002                      **Moved:        Cr Stokes**  
   **Seconded: Cr Thornton**

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

**CARRIED 7/0**



## Council Resolutions for Actioning or Attention Completed

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"> <li>• 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 15<sup>th</sup> 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 29<sup>th</sup> November 2011 with a following submission. TPG have provided a proposal to provide a scoping design role under the Morawa Super Town Project.</li> <li>• Council sub-committee and SMC representative met with principal consultants in Perth on 27<sup>th</sup> February 2012. Initial design proposal received and on site meeting held on 7<sup>th</sup> May 2012. Further design received for Council consideration.</li> <li>• Informal discussion held between ACEO and Scott Whitehead (SMC) – June 2013? Topics included:               <ul style="list-style-type: none"> <li>○ Gateway project;</li> <li>○ Future fund;</li> <li>○ Radio tower</li> </ul> </li> <li>• Options now required to address status of this project:               <ul style="list-style-type: none"> <li>○ 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;</li> <li>○ Discussions highlighted that SMC is willing to allocate \$100,000 to the project or this level of funding to another town based project;</li> <li>○ Council informed of status at the Briefing Forum on 11</li> </ul> </li> </ul>	CEO	Dec-13

			<p>February 2014.</p> <ul style="list-style-type: none"> <li>The former CEO suggested to Council at the February Council 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.</li> <li>SP, CEO &amp; 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.</li> <li>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.</li> <li>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.</li> <li>The Shire CEO has invoiced Sinosteel for \$30,000.</li> </ul>		
Jun-11	8.2.1	Climate Change Risk Assessment & Adaptation Action Plan	<ul style="list-style-type: none"> <li>Implement adaptation action plan strategies rated 'extreme' and 'high' as budgetary and human resources permit.</li> <li>Consideration required to start funding actions in 2015/16</li> <li>No further action at this time.</li> </ul>	CEO	Jun-13
Mar 2014	12.1.1	Proposal to Reallocate Solar Thermal Feasibility Funding (\$500,000)	<ul style="list-style-type: none"> <li>The CEO has requested a further extension of this funding until 30 March 2017.</li> </ul>	CEO	In Progress
			<ul style="list-style-type: none"> <li></li> </ul>		

### Council Resolutions for Actioning or Attention Completed

	<b>Chief Executive Officer</b>				
June 2016	<b>1606016</b>	Shire President and CEO to enter into discussions with State Government representatives in relation to the Shire of Morawa's current and future interests in the	Appropriate representatives identified. Need to arrange suitable times for Shire President and CEO to attend. Shire President and CEO to meet with the Dept of Health CEO on Tuesday 20 December 2016.		

		Old Morawa Hospital			
June 2016	<b>1606019</b>	Designs plans and cost estimates to be obtained for a relocated Evaside/Stephens Road intersection including constructed width and height of the road and intersection	Design received. To be presented at the October 2016 Briefing Session for discussion on options.		

**Legend**

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

## 7.2.2 Manager Accounting and Finance

<i>Item No/Subject:</i>	<b>7.2.2.1 Accounts Due For Payment</b>
<i>Date of Meeting:</i>	<b>19 December 2016</b>
<i>Date &amp; Author:</i>	<b>22 October 2016</b>
	<b>Melissa Borg - Finance Officer</b>
<i>Responsible Officer:</i>	<b>Finance Officer</b>
<i>Applicant/Proponent:</i>	<b>Fred Gledhill - Manager Accounting &amp; Finance</b>
<i>File Number:</i>	<b>ADM0135</b>
<i>Previous minute/s &amp; Reference:</i>	

### **SUMMARY**

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

### **DECLARATION OF INTEREST**

Nil

### **ATTACHMENTS**

List of accounts Due & Submitted to council 19 December 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**

Section 3 – Finance 3.6 Use of Corporate Credit Cards Policy

## **FINANCIAL IMPLICATIONS**

As per list of accounts

## **STRATEGIC IMPLICATIONS**

Nil

## **RISK MANAGEMENT**

As per Policy Section 3 – Finance 3.11 Risk Management Controls

## **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 0 \$142.00 EFT 9062 to EFT 157 inclusive, amounting to \$1,768,467.57
  - Municipal Cheque Payments Numbered 11623 to 11634 and (13) amounting to \$36,957.49
  - Municipal Direct Debit Payments Numbers DD5224.1 to DD5276.1 amounting to \$24,033.44
  - Payroll for October 2016

05/10/2016 - \$53,651.90

19/10/2016 - \$48,855.11



13	13/10/2016	Shire of Morawa	Petty Cash Recoup October 2016	1	320.75
EFT9062	03/10/2016	BPH	Flood Damage Repair 13/09/2016 to 25/09/2016	1	272,292.35
EFT9063	07/10/2016	Kats Rural	Supply of plants	1	1,992.05
EFT9064	07/10/2016	Moore Stephens	Nuts and Bolts Training – Cancelled and refund supplied	1	1,564.20
EFT9065	07/10/2016	Morawa Traders	Depot tea room supplies	1	37.81
EFT9066	07/10/2016	Geraldton Trophy Centre	Name plates for honor board	1	44.95
EFT9067	07/10/2016	Clarkes Washing Machine Repairs	Repairs to dryer for Caravan Park Laundry	1	165.00
EFT9068	07/10/2016	Orana Cinemas	2016 October School Holiday Excursion - Movies	1	189.00
EFT9069	07/10/2016	Carlo Fernandes Photography	Cloud Chasing photography edits	1	200.00
EFT9070	07/10/2016	Morawa News & Gifts	Stationary Supplies - Sep 2016	1	301.05
EFT9071	07/10/2016	BL & MJ Thornton Waste Removal Services	Waste Removal - September 2016	1	8,546.23
EFT9072	07/10/2016	Landgate	Land Enquiry	1	24.85
EFT9073	07/10/2016	IXOM	Service Fee - Chlorine Cylinder	1	163.68
EFT9074	07/10/2016	Refuel Australia	Fuel Purchases - Aug 16	1	16,648.83
EFT9075	07/10/2016	Vidguard Security Systems	Monitoring Fees 1/10/2016 to 31/12/2016	1	102.00
EFT9076	07/10/2016	Bob Waddell Consultant	Assistance 15/16 Financial Report	1	660.00
EFT9077	07/10/2016	Alinta Sales Pty Ltd	Power Usage - 01/09/2016 to 30/09/2016	1	315.17
EFT9078	07/10/2016	IGA Morawa	Purchases Sep 2016	1	582.83

EFT9079	07/10/2016	Staples	Meter Charges Sep 2016	1	1,763.87
EFT9080	07/10/2016	Colliers	Office Rent - 1/10/2016 to 31/10/2016	1	423.85
EFT9081	11/10/2016	Bank West	30 July to 31 August 2016 Credit Card	1	3,372.08
EFT9082	11/10/2016	Australian Services Union	Payroll deductions	1	79.05
EFT9083	11/10/2016	Department of Human Services	Payroll deductions	1	173.99
EFT9084	13/10/2016	Safeway Building & Renovations PTY LTD	Morawa Swimming Pool Re Tiling works- Progress claim 1	1	616,239.94
EFT9086	19/10/2016	BPH	Flood Repairs - 03/10/2016 to 16/10/2016	1	302,116.65
EFT9087	19/10/2016	Star Track Express	Freight - Sunny Brush wear Malaga - Morawa	1	748.87
EFT9088	19/10/2016	Courier Australia	Freight Fee	1	10.30
EFT9089	19/10/2016	Bob Waddell Consultant	Assistance with the 2015/16 Financial Report	1	330.00
EFT9090	19/10/2016	Local Government Managers Australia	LGMA Annual State Conference 2016	1	1,335.00
EFT9091	19/10/2016	SAI Global Limited	Online Renewal	1	2,203.30
EFT9092	19/10/2016	Starick Tyres	4 new tyres fitted and balanced	1	1,370.69
EFT9093	19/10/2016	Nothern Country Zone of WALGA	Annual Subscription - 1st July 2016 - 30th June 2017	1	1,700.00
EFT9094	19/10/2016	Medelect Biomedical Services	Programmed Preventative Maintenance	1	1,122.00
EFT9095	19/10/2016	Geoff Ninnes Fong and Partners	Morawa Pool Upgrade - Project Fees	1	13,658.68
EFT9096	19/10/2016	Ruth Battle - Wayne	2016 Gunduwa Young Leaders, Blues for the Bush, Circus skills Workshop	1	450.00
EFT9097	19/10/2016	Dongara Denison Smash Repairs	Insurance Repairs – Install Bull Bar M0212	1	923.38



EFT9098	19/10/2016	Rossiter & Co	Meat - Canna/Gutha Fire Training	1	54.98
EFT9099	19/10/2016	Glass co	Work and materials - Window repair	1	1,325.85
EFT9100	19/10/2016	Kats Rural	Ply 2400 x 1200 x 9MM	1	1,476.46
EFT9101	19/10/2016	Refuel Australia	Fuel Purchases - September 2016	1	13,379.81
EFT9102	19/10/2016	Frank Gilmour	Annual Pest Management 2016	1	7,630.00
EFT9103	19/10/2016	Warehouse Creative	2016 Gunduwa Young Leaders, Blues for the Bush, Photography Skills	1	2,042.00
EFT9104	20/10/2016	Protector Fire Services	Annual Routine Maintenance Services 2016	1	2,259.51
EFT9105	21/10/2016	Australian Services Union	Payroll deductions	1	79.05
EFT9106	21/10/2016	Department of Human Services	Payroll deductions	1	262.18
EFT9107	24/10/2016	J.R. & A. Hersey Pty Ltd	supply 500 guide post plastic 6mm	1	8,772.50
EFT9108	24/10/2016	Moore Stephens	Audit Certification 5 x Grants 15/16 Financial Year	1	5,830.00
EFT9109	24/10/2016	Landmark Operations Limited	Javelin Sel Herbicide 10L	1	2,441.16
EFT9110	24/10/2016	Midwest Chemical & Paper Distributors	Various Goods for Shire Buildings	1	1,079.81
EFT9111	24/10/2016	S & K Electrical Contracting Pty Ltd	Wire up shed and building at Transfer Station	1	3,992.30
EFT9112	24/10/2016	Canine Control	Ranger Services Friday 7th October 2016	1	962.50
EFT9113	24/10/2016	GH Country Courier	Midwest Chemicals - Shire Depot	1	230.37
EFT9114	24/10/2016	Hille, Thompson & Delfos Surveyors & Planners	Survey and pegging with star pickets refuse site boundaries	1	924.00
EFT9115	24/10/2016	Leading Edge Computers Dongara & Geraldton	Printer Ink - Finance Computer	1	314.00
EFT9116	24/10/2016	CS Legal	Debt Recovery	1	165.00

EFT9117	24/10/2016	Neverfail Springwater Limited	Monthly Cooler Rental	1	14.30
EFT9118	24/10/2016	Public Libraries WA	PLWA Membership 2016/17	1	110.00
EFT9119	24/10/2016	Quality Press	Permit to Burn Books	1	187.00
EFT9120	24/10/2016	Safe Roads WA	Patching Morawa Yalgoo Rd 10 day work	1	48,686.00
EFT9121	24/10/2016	Energy and Water Ombudsman (Wester Australia)	Annual Levy 2016/2017	1	55.00
EFT9122	26/10/2016	LGISWA	LGIS Property 2nd Installment 2016/17	1	81,079.51
EFT9123	26/10/2016	Deans Contracting WA Pty Ltd	Supervision of flood damage 03/10/2016 - 16/10/2016	1	18,760.61
EFT9124	26/10/2016	BPH	Flood Repairs 17/10/2016 - 23/10/2016	1	168,848.90
EFT9125	26/10/2016	Landmark Operations Limited	Water tank and fittings for transfer station	1	6,169.16
EFT9126	27/10/2016	Star Track Express	Freight - Hersey - Morawa	1	467.35
EFT9127	27/10/2016	Department of Fire and Emergency Services	2016/17 ESL Payment	1	3,236.25
EFT9128	27/10/2016	WA College of Agriculture - Morawa	Scholarship 2016	1	500.00
EFT9129	27/10/2016	WesTrac Equipment Pty Ltd	Purchases	1	899.44
EFT9130	27/10/2016	Everlastings Guest Homes Morawa	Accommodation - Blues for the Bush workshops - circus skills,	1	765.00
EFT9131	27/10/2016	Hitachi Construction Machinery (Australia) Pty Ltd	Parts	1	266.90
EFT9132	27/10/2016	Reliance Petroleum	Sep 2016 fuel Usage	1	937.44
EFT9133	27/10/2016	Courier Australia	Freight Public Library - Morawa	1	40.58
EFT9134	27/10/2016	Geraldton Toyota	10k Service on MAF Vehicle	1	253.95

EFT9135	27/10/2016	Vidguard Security Systems	Monitoring fee 01/07/2016 to 30/09/2016	1	102.00
EFT9136	27/10/2016	Winchester Industries	50 tonne of washed blue metal	1	7,164.30
EFT9137	27/10/2016	Greenfield Technical Services	Flood Damage August/September 2016	1	1,713.25
EFT9138	27/10/2016	Covs Parts Pty Ltd	one head light relay ford courier 2 2okg z230000 spill fix	1	33.00
EFT9139	27/10/2016	Morawa Rural Enterprises Two	8 x 11r22.5 double coin rlb1	1	7,730.60
EFT9140	27/10/2016	Green Head Plumbing & Gas	Test new backflow device installed at sports ground	1	4,347.06
EFT9141	27/10/2016	Ruth Battle - Wayne	Circus Workshops - Morawa youth center - Payment 2	1	1,550.00
EFT9142	27/10/2016	Snap Cockburn	Brochures	1	764.60
EFT9143	27/10/2016	Rossiter & Co	Meat for BBQ - Brigades Info Meeting	1	55.00
EFT9144	27/10/2016	Midwest Surf School	2016 October School Holiday Program Surfing Lessons	1	520.00
EFT9145	28/10/2016	Ashdown Ingram	h1 24v 70 w x 10 globes 1roll two core wireacx0808 4 cyclo break	1	130.90
EFT9146	28/10/2016	Star Track Express	Freight - Sunny Industries - Morawa	1	191.46
EFT9147	28/10/2016	WesTrac Equipment Pty Ltd	Filters	1	506.35
EFT9148	28/10/2016	Purcher International Pty Ltd	Parts	1	1,041.17
EFT9149	28/10/2016	Hitachi Construction Machinery (Australia) Pty Ltd	Parts	1	2,458.14
EFT9150	28/10/2016	WA Local Government Association	50% Completion - Recruitment Services - MAF Position	1	5,912.50
EFT9151	28/10/2016	Bob Waddell Consultant	Assistance with the asset revaluation 2016/17	1	66.00
EFT9152	28/10/2016	Jason Signmakers	Materials for construction of bus stop at town square.	1	19,815.40

EFT9153	28/10/2016	Talis Consultants Pty Ltd ATF Talis Unit Trust	Provision of works and documentation required in Post Audit and Post Review Implementation Plan prepared by ERA items 19/2015 To 33/2015 as requested	1	7,700.00
EFT9154	28/10/2016	Safe Roads WA	Patch East Gutha Road	1	55,451.00
EFT9155	28/10/2016	Keynote Conferences	Friday Full Day Registration - Waste & Recycle Conference 2016	1	550.00
EFT9156	28/10/2016	Alex Haeusler	Refund on Bus Hire Bond - 24/09/2016	1	500.00
EFT9157	28/10/2016	Communication Systems Geraldton	Check triple J radio and quote for repairs	1	13,458.50
11623	07/10/2016	Morawa Licensed Post Office Emmlee's	Postal Fees - Aug + Sep 16	1	1,077.70
11624	13/10/2016	John Thomas Norton & Margaret Josephine Norton	Rates refund for assessment A160	1	1,979.63
11625	19/10/2016	Water Corporation	Water Bill 9/08/2016 to 30/09/2016	1	9.52
11626	19/10/2016	Telstra Corporation Limited	Phone Charges Sep 2016	1	273.97
11627	26/10/2016	LANDCORP	Purchase of lot 9000, White Ave, Morawa	1	1.10
11628	27/10/2016	Shire of Morawa	Transfer License - Canna Fire Truck	1	16.40
11629	27/10/2016	Synergy	Power Charges 25/08/16 - 24/09/16	1	3,606.60
11630	27/10/2016	Telstra Corporation Limited	Phone Charges to 01 Oct 2016	1	2,850.10
11631	27/10/2016	City of Greater Geraldton	Library Visit - Activity plan 2016/2017	1	368.00
11632	28/10/2016	Synergy	Power Usage 11/08 - 11/10 2016	1	15,583.45
11633	28/10/2016	Synergy	Power Usage 11/08/2016 to 11/10/2016	1	1,072.45
11634	28/10/2016	Water Corporation	Water Usage - 09/08/16 to 13/10/2016	1	9,797.82
DD5224.1	05/10/2016	WA Local Government Superannuation Plan	Payroll deductions	1	8,261.92

DD5224.2	05/10/2016	AMP LIFE LTD - SUPERANNUATION	Superannuation contributions	1	755.71
DD5224.3	05/10/2016	BT FINANCIAL GROUP	Superannuation contributions	1	300.94
DD5224.4	05/10/2016	MLC Nominees Pty Ltd	Superannuation contributions	1	222.87
DD5224.5	05/10/2016	HOSTPLUS	Superannuation contributions	1	221.76
DD5224.6	05/10/2016	Concept One	Superannuation contributions	1	337.68
DD5224.7	05/10/2016	Australian Super	Superannuation contributions	1	214.53
DD5224.8	05/10/2016	Mercer Superannuation PTY LTD	Superannuation contributions	1	98.53
DD5249.1	19/10/2016	WA Local Government Superannuation Plan	Payroll deductions	1	8,110.62
DD5249.2	19/10/2016	AMP LIFE LTD - SUPERANNUATION	Superannuation contributions	1	755.71
DD5249.3	19/10/2016	BT FINANCIAL GROUP	Superannuation contributions	1	300.94
DD5249.4	19/10/2016	MLC Nominees Pty Ltd	Superannuation contributions	1	222.87
DD5249.5	19/10/2016	HOSTPLUS	Superannuation contributions	1	165.46
DD5249.6	19/10/2016	Concept One	Superannuation contributions	1	84.42
DD5249.7	19/10/2016	Australian Super	Superannuation contributions	1	214.53
DD5272.1	03/10/2016	Westnet Pty Ltd	Internet Bill - October 2016	1	224.75
DD5274.1	12/10/2016	BOQ Finance	Copier Lease BAFL - October 2016	1	301.16
DD5276.1	05/10/2016	BankWest	Credit Card transactions 1 Sep to 30 Sep 2016	1	3,239.04

**Sep-16**

**Business Credit Card - John Roberts Bankwest Mastercard**

<b>Date</b>	<b>Description</b>	<b>Accounts</b>	<b>Account Description</b>	<b>Amount</b>	<b>GST</b>
2/09/2016	CEO Accommodation	1146120.502	Travel and Accom Staff	\$150.00	\$13.64
3/09/2016	Coffee Pods for Council Chambers	1041030.520	Refreshments and Receptions	\$74.50	\$6.77
7/09/2016	Appreciation gift for employee - Cleaning out septic's Gutha Hall	1042010.521	Public Relations	\$211.90	\$19.26
16/09/2016	Parking Fees - CEO	1146120.502	Travel and Accom Staff	\$11.00	\$1.00
21/09/2016	CEO Accommodation	1146120.502	Travel and Accom Staff	\$300.00	\$27.27

	<b>Total Purchases for J. Roberts</b>	\$747.40	\$67.95
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**Business Credit Card - Fred Gledhill Bankwest Mastercard**

<b>Date</b>	<b>Description</b>	<b>Accounts</b>	<b>Account Description</b>	<b>Amount</b>	<b>GST</b>

	<b>Total Purchases for F. Gledhill</b>	\$0.00	\$0.00
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**Business Credit Card - Sam Appleton**

Date	Description	Accounts	Account Description	Amount	GST
31/08/2016	Evening Meal - Fenians Pub	1146120.502	Travel and Accom Staff	\$38.00	\$3.45
1/09/2016	2016/17 Affiliate Membership and Community Development Conference	1086020.502	Community Development Employee Expenses	\$973.00	\$88.45
2/09/2016	Accommodation and valet parking IT Vision Conference	1146120.502	Travel and Accom Staff	\$600.88	\$54.63
3/09/2016	Air Horn for Office	1146210.520	Misc other office expenses	\$10.00	\$0.91
	Air Horns for Depot	1142090.520	OHS Meeting and Training	\$20.00	\$1.82
5/09/2016	IPAD recharge Cr Collins	1041080.580	Other Expenses Gen	\$140.00	\$12.73
19/09/2016	Fabric for notice board and ribbon for citizen ceremony	1146210.520	Misc other office expenses	\$52.95	\$4.81
20/09/2016	IPAD recharge for Cr Coaker	1041080.580	Other Expenses Gen	\$140.00	\$12.73
20/09/2016	Close 19 Broad Avenue Account	1091180.542	19 Broad Avenue	\$16.86	\$1.53
20/09/2016	Citizen of the Year Awards - Non Member	1041080.580	Other Expenses Gen	\$499.95	\$45.45

	<b>Total Purchases for S.Appleton</b>	\$2,491.64	\$226.51
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	<b>Total Fees and Charges</b>	\$3,239.04	\$294.46
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**REPORT TOTALS**

<b>EFT</b>	<b>\$ 1,768,609.57</b>
<b>Cheque</b>	<b>\$ 36,957.49</b>
<b>Direct Debits</b>	<b>\$ 24,033.44</b>
<b>Payroll</b>	<b>\$ 107,744.69</b>
<b>Credit Card</b>	<b>\$ 3,239.04</b>
<b>TOTAL</b>	<b>\$1,940,584.23</b>

<i>Item No/Subject</i>	<b>7.2.2.2 Reconciliations October 2016</b>
<i>Date of Meeting:</i>	<b>19 December 2016</b>
<i>Date &amp; Author:</i>	<b>8 November 2016 Candice Smith - Senior Finance Officer</b>
<i>Responsible Officer:</i>	<b>Fred Gledhill - Manager Accounting &amp; Finance</b>
<i>Applicant/Proponent:</i>	<b>Manager Accounting &amp; Finance</b>
<i>File Number:</i>	<b>ADM0189</b>
<i>Previous minute/s &amp; Reference:</i>	

### **SUMMARY**

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

### **DECLARATION OF INTEREST**

Nil

### **ATTACHMENTS**

Nil

### **BACKGROUND INFORMATION**

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

### **OFFICER'S COMMENT**

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



**BANK BALANCES AS AT 31 October 2016**

<b>Account</b>	<b>2016</b>
Municipal Account #	\$27,781.64
Municipal Term Deposit #	\$500,000.00
Trust Account	\$12,505.14
Business Telenet Saver (Reserve) Account	\$3,133,228.06
WA Treasury O/night Facility (Super Towns) Account	\$729,151.19
Reserve Term Deposit (Community Development)	\$500,000.00
Reserve Term Deposit (Future Funds 1)	\$800,000.00
Reserve Term Deposit (Future Funds 2)	\$800,000.00

**BANK RECONCILIATION BALANCES**

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

<b>Account</b>	<b>2015</b>	<b>2016</b>
Municipal Account #	\$1,270,491.81	\$527,908.42
Trust Account	\$8,311.08	\$12,647.14
Reserve Account	\$6,870,969.32	\$5,962,379.25

## RESERVE ACCOUNT

The Reserve Funds of \$5,962,379.25 as at 31 October 2016 were invested in:-

- Bank of Western Australia \$3,133,228.06 in the Business Telenet Saver Account and
- \$729,151.19 in the WA Treasury O/Night Facility
- Term Deposit (Future Funds 1) \$800,000.00
- Term Deposit (Future Funds 2) \$800,000.00
- Term Deposit (Community Development Fund) \$500,000.00

Breakdown for October 2016 with a comparison for October 2015 is as follows:

	<b>2015</b>	<b>2016</b>
Sports Complex Upgrade Reserve	\$0.00	\$0.00
Land & Building Reserve	\$5,185.77	\$79,381.03
Plant Reserve	\$845,477.92	\$945,341.09
Leave Reserve	\$278,454.41	\$287,869.67
Economic Development Reserve	\$106,808.23	\$108,493.66
Sewerage Reserve	\$122,659.76	\$145,215.90
Unspent Grants & Contributions Reserve	\$989,050.07	\$24,732.06
Community Development Reserve	\$1,380,760.00	\$1,182,438.69
Water Waste Management Reserve	\$0.00	\$0.00
Future Funds Reserve	\$2,169,351.18	\$2,149,689.79
Morawa Community Trust Reserve	\$11,012.42	\$54,937.24
Aged Care Units Reserve	\$8,922.34	\$9,063.12
Transfer Station Reserve	\$197,329.14	\$28,907.21
S/Towns Revitalisation Reserve	\$171,520.96	\$174,869.83
ST Solar Thermal Power Station Reserve	\$543,665.05	\$554,281.36
Business Units Reserve	\$40,772.07	\$61,500.38
Legal Reserve	\$0.00	\$15,063.70
Road Reserve	\$0.00	\$140,594.52
<b>TOTAL</b>	<b>\$6,870,969.32</b>	<b>\$5,962,379.25</b>

## **TRANSFER OF FUNDS**

- \$27,898.75 from Unspent Grants to Municipal Fund being for Interest earned on MWIP S/Towns up to and including 30/06/2014,30/06/2015. 5<sup>th</sup> August 2016
- \$12,606.63 from Unspent Grants to Municipal Fund being for Interest earned on S/Towns Interest 15/16. 10<sup>th</sup> August 2016
- \$106,179.00 from Transfer Station Funds to Municipal Fund less interest earned being for New Transfer Station. 31<sup>st</sup> October 2016
- \$200,000.00 from Community Development Fund to Municipal Fund being for contribution towards major works on Town Swimming Pool. 31<sup>st</sup> October 2016
- \$27,816.09 from Unspent Grant to Municipal Fund being for Cloud Chasing Grant Unspent EOY 15/16. 31<sup>st</sup> October 2016
- **Investment Transfers**
- \$500,000.00 from Community Development Fund to Term Deposit Community Development for 11 months and 30 days @ 3% interest
- \$800,000.00 from Future Funds to Term Deposit Future Funds1 for 11 months and 30 days @ 3% interest
- \$800,000.00 from Future Funds to Term Deposit Future Funds2 for 11 months and 30 days @ 3% interest
- \$500,000.00 from Municipal Funds to Term Deposit Municipal Account for 47 days @ 1.5% interest

## **COMMUNITY CONSULTATION**

NIL

## **COUNCILLOR CONSULTATION**

NIL

## **STATUTORY ENVIRONMENT**

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

## **POLICY IMPLICATIONS**

Section 3 – Finance 3.11 Risk Management Controls

Section 3 – Finance 3.4.3 Investment Policy – Delegated Authority

**FINANCIAL IMPLICATIONS**

As presented

**STRATEGIC IMPLICATIONS**

Nil

**RISK MANAGEMENT**

As per Policy Section 3 – Finance 3.11 Risk Management Controls

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION**

That Council receive the bank reconciliation report for 31 October 2016.

**COUNCIL RESOLUTION**

**1612004**                      **Moved:      Cr Stokes**  
   **Seconded: Cr Coaker**

**That Council receive the bank reconciliation report for 31 October 2016.**

**CARRIED 7/0**

<i>Item No/Subject:</i>	<b>7.2.2.3 Monthly Financial Statements</b>
<i>Date of Meeting:</i>	<b>19 December 2016</b>
<i>Date &amp; Author:</i>	<b>8 November 2016 Candice Smith - Senior Finance Officer</b>
<i>Responsible Officer:</i>	<b>Fred Gledhill - Manager Accounting &amp; Finance</b>
<i>Applicant/Proponent:</i>	<b>Senior Finance Officer Manager Accounting &amp; Finance</b>
<i>File Number:</i>	
<i>Previous minute/s &amp; Reference:</i>	

### **SUMMARY**

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

### **DECLARATION OF INTEREST**

NIL

### **ATTACHMENTS**

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

### **BACKGROUND INFORMATION**

NIL

### **OFFICER'S COMMENT**

NIL

### **COMMUNITY CONSULTATION**

NIL

### **COUNCILLOR CONSULTATION**

NIL

## **STATUTORY ENVIRONMENT**

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

## **POLICY IMPLICATIONS**

NIL

## **FINANCIAL IMPLICATIONS**

As presented

## **STRATEGIC IMPLICATIONS**

Nil

## **RISK MANAGEMENT**

Nil

## **VOTING REQUIREMENTS**

Simple Majority

## **OFFICER'S RECOMMENDATION**

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

## **COUNCIL RESOLUTION**

**1612005**                      **Moved:        Cr Stokes**  
   **Seconded:   Cr Carslake**

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

**CARRIED 7/0**



**SHIRE OF MORAWA**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2016 TO 31 OCTOBER 2016**

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## SHIRE OF MORAWA

## STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 OCTOBER 2016

	NOTE	OCTOBER 2016 Actual \$	OCTOBER 2016 Y-T-D Budget \$	2016/17 Budget \$	Variances Actuals to Budget \$	Variances Actual Budget to Y-T-D %	
<b>Operating</b>							
<b>Revenues/Sources</b>							
Governance	1,2	4	0	10	4	0.00%	
General Purpose Funding		393,459	458,804	1,783,153	(65,345)	(14.24%)	▼
Law, Order, Public Safety		395,790	10,903	44,720	384,887	3530.10%	▲
Health		0	2,000	8,000	(2,000)	(100.00%)	
Education and Welfare		27,448	9,364	45,500	18,084	193.12%	▲
Housing		23,591	18,456	142,711	5,135	27.82%	
Community Amenities		428,560	445,424	611,431	(16,864)	(3.79%)	
Recreation and Culture		24,683	33,826	346,031	(9,143)	(27.03%)	
Transport		2,164,834	180,152	3,591,841	1,984,682	1101.67%	▲
Economic Services		89,918	47,688	192,699	42,230	88.55%	▲
Other Property and Services		18,543	26,886	123,722	(8,343)	(31.03%)	
		<u>3,566,830</u>	<u>1,233,503</u>	<u>6,889,818</u>	<u>2,333,327</u>	<u>189.16%</u>	
<b>(Expenses)/(Applications)</b>							
Governance	1,2	(168,223)	(134,548)	(485,349)	(168,223)	0.00%	
General Purpose Funding		(58,804)	(60,680)	(198,855)	1,876	3.09%	
Law, Order, Public Safety		(54,445)	(48,700)	(147,658)	(5,745)	(11.80%)	
Health		(52,564)	(50,939)	(154,150)	(1,625)	(3.19%)	
Education and Welfare		(90,258)	(99,035)	(299,878)	8,777	8.86%	
Housing		(31,697)	(19,230)	(178,753)	(12,467)	(64.83%)	▲
Community Amenities		(128,551)	(201,631)	(616,434)	73,080	36.24%	▼
Recreation & Culture		(408,879)	(385,566)	(1,143,712)	(23,313)	(6.05%)	
Transport		(2,357,183)	(603,679)	(1,769,563)	(1,753,504)	(290.47%)	▲
Economic Services		(181,977)	(258,273)	(628,406)	76,296	29.54%	▼
Other Property and Services		2,186	(66,012)	(29,715)	68,198	103.31%	▼
		<u>(3,530,395)</u>	<u>(1,928,293)</u>	<u>(5,652,471)</u>	<u>(1,736,650)</u>	<u>83.08%</u>	
<b>Net Result Excluding Rates</b>		<b>36,435</b>	<b>(694,790)</b>	<b>1,237,348</b>	<b>596,677</b>		
<b>Adjustments for Non-Cash (Revenue) and Expenditure</b>							
(Profit)/Loss on Asset Disposals	4	0	6,165	18,259	(6,165)	100.00%	
Movement in Leave Reserve (Added Back)		1,217	0	0	1,217	0.00%	
Movement in Deferred Pensioner Rates/ESL (non		2,871	0	0	2,871	0.00%	
Movement in Employee Benefit Provisions (non-c		0	0	0	0	0.00%	
Rounding Adjustment		0	0	0	0	0.00%	
Depreciation on Assets		499,271	561,000	1,683,278	(61,729)	11.00%	▼
<b>Capital Revenue and (Expenditure)</b>							
Purchase Land Held for Resale	3	0	0	0	0	0.00%	
Purchase Land and Buildings	3	(75,830)	(6,000)	(869,434)	(69,830)	(1163.83%)	▲
Purchase Plant and Equipment	3	(464,394)	(347,000)	(387,000)	(117,394)	(33.83%)	▲
Purchase Furniture and Equipment	3	0	(2,870)	(2,870)	2,870	100.00%	
Purchase Infrastructure Assets - Roads	3	(324,959)	(666,408)	(1,877,746)	341,449	51.24%	▼
Purchase Infrastructure Assets - Footpaths	3	0	0	0	0	0.00%	
Purchase Infrastructure Assets - Drainage	3	0	0	0	0	0.00%	
Purchase Infrastructure Assets - Parks & Ovals	3	(122)	0	0	(122)	0.00%	
Purchase Infrastructure Assets - Airfields	3	0	0	(2,600,000)	0	0.00%	
Purchase Infrastructure Assets - Play Equip	3	0	0	0	0	0.00%	
Purchase Infrastructure Assets - Sewerage	3	0	0	0	0	0.00%	
Purchase Infrastructure Assets - Dams	3	0	0	0	0	0.00%	
Purchase Infrastructure Assets - Other	3	(636,875)	(3,200)	(1,114,800)	(633,675)	(19802.34%)	▲
Proceeds from Disposal of Assets	4	0	135,500	135,500	(135,500)	(100.00%)	▼
Repayment of Debentures	5	(22,726)	(24,157)	(68,175)	1,431	5.92%	
Proceeds from New Debentures	5	0	0	0	0	0.00%	
Advances to Community Groups		0	0	0	0	0.00%	
Self-Supporting Loan Principal Income	5	0	0	0	0	0.00%	
Transfers to Restricted Assets (Reserves)	6	(28,358)	(247,204)	(519,121)	218,846	88.53%	▼
Transfers from Restricted Asset (Reserves)	6	374,500	340,636	1,472,931	33,864	9.94%	
<b>ADD Net Current Assets July 1 B/Fwd</b>	7	<b>1,081,055</b>	<b>1,088,809</b>	<b>1,088,809</b>	<b>(7,754)</b>	<b>(0.71%)</b>	
<b>LESS Net Current Assets Year to Date</b>	7	<b>2,101,546</b>	<b>1,797,204</b>	<b>0</b>	<b>304,342</b>	<b>(16.93%)</b>	
<b>Amount Raised from Rates</b>	8	<b>(1,659,461)</b>	<b>(1,656,723)</b>	<b>(1,803,021)</b>	<b>(2,738)</b>	<b>0.17%</b>	

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 2016 TO 31 OCTOBER 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 2016 TO 31 OCTOBER 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 2016 TO 31 OCTOBER 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 2016 TO 31 OCTOBER 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Fixed Assets (Continued)

**Capitalisation Threshold**

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

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

**Capitalisation Threshold**

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

(k) Financial Instruments

**Initial Recognition and Measurement**

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

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

**Classification and Subsequent Measurement**

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

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

Amortised cost is calculated as:

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

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

## SHIRE OF MORAWA

### NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 OCTOBER 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 2016 TO 31 OCTOBER 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 2016 TO 31 OCTOBER 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 2016 TO 31 OCTOBER 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 2016 TO 31 OCTOBER 2016

3. ACQUISITION OF ASSETS	2016/17 Budget \$	OCTOBER 2016 YTD Budget \$	OCTOBER 2016 Actual \$
The following assets have been acquired during the period under review:			
<b><u>By Program</u></b>			
<b>Governance</b>			
Upgrade to Old Council Chambers	539,434	0	0.00
<b>General Purpose Funding</b>			
<b>Health</b>			
Ford Sedan (Doctor Vehicle)	0	0	0.00
<b>Education &amp; Welfare</b>			
Skate Park CCTV Cameras	0	0	0.00
<b>Housing</b>			
Staff Housing - Postings to GL	0	0	0.00
Aged Person Units x 4	30,000	6,000	0.00
<b>Community Amenities</b>			
Cemetery Upgrade	0	0	0.00
Sewerage Upgrade	0	0	0.00
New Tip Site Construction	0	0	4,916.46
Closure/Rehabilitation Old Tip Site	0	0	3,430.60
Closure/Rehabilitation Old Tip Site	0	0	502.54
Compactors/Transfer Bins for Transfer Station	0	0	43,820.00
Refuse Transfer Station - Storage Shed	0	0	55,776.41
Purchase Land For New Waste Site	300,000	0	0.00
<b>Recreation and Culture</b>			
Morawa Town Hall Kitchen Rendering	0	0	0.00
Upgrade to Pool Pump House	0	0	16,101.52
Pool Swimming Filtration System	950,000	0	560,218.13
Sports Complex Upgrade	0	0	0.00
Recreation Centre Floor Restoration	0	0	3,951.87
Bowling Club Lighting	0	0	0.00
Skate Park CCTV Cameras	0	0	0.00
Skate Park	0	0	122.30
<b>Transport</b>			
Road Construction			
- Rural Roads Construction	1,401,788	507,756	324,672.49
- Townsite Roads Construction	327,158	109,052	286.74
Footpath Construction	0	0	0.00
Plant & Equipment - Road Plant Purchases	237,000	237,000	0.00
Airfield Infrastructure	2,600,000	0	0.00
<b>Economic Services</b>			
Caravan Park Managers Office	50,000	10,000	49,633.93
WiFi System - Caravan Park/Main ST	16,000	3,200	0.00
Morawa Perenjori Trails Project	0	0	0.00
Phase 1 - Civic Square/Pedestrian Crossing	148,800	0	71,740.17
MWIP-Morawa Town Revitalisation Project	0	0	0.00
<b>Other Property &amp; Services</b>			
Administration Furniture & Equipment	2,870	2,870	0.00
CEO/DCEO/MAF Vehicles	100,000	100,000	0.00
	<u>6,851,850</u>	<u>1,025,478</u>	<u>1,506,113.62</u>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 OCTOBER 2016

3. ACQUISITION OF ASSETS (Continued)	2016/17 Budget \$	OCTOBER 2016 YTD Budget \$	OCTOBER 2016 Actual \$
The following assets have been acquired during the period under review:			
<b><u>By Class</u></b>			
Land Held for Resale	0	0	0.00
Investments	0	0	0.00
Land	0	0	0.00
Buildings	869,434	6,000	75,829.80
Plant and Equipment	387,000	347,000	464,394.39
Furniture and Equipment	2,870	2,870	0.00
Infrastructure Assets - Roads	1,877,746	666,408	324,959.23
Infrastructure Assets - Footpaths	0	0	0.00
Infrastructure Assets - Drainage/Dams	0	0	0.00
Infrastructure Assets - Parks & Ovals	0	0	122.30
Infrastructure Assets - Airfields	2,600,000	0	0.00
Infrastructure Assets - Playground Equipment	0	0	0.00
Infrastructure Assets - Sewerage	0	0	0.00
Infrastructure Assets - Dams	0	0	0.00
Infrastructure Assets - Other	1,114,800	3,200	636,874.76
	<u>6,851,850</u>	<u>1,025,478</u>	<u>1,502,180.48</u>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 OCTOBER 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)	
	2016/17 Budget \$	OCTOBER 2016 Actual \$	2016/17 Budget \$	OCTOBER 2016 Actual \$	2016/17 Budget \$	OCTOBER 2016 Actual \$
<b>Health</b>	0	0.00	0	0.00	0	0.00
<b>Transport</b>						
(Asset 45) 1999 Ford Courier Tray Top	0	0.00	1,500	0.00	1,500	0.00
(Asset 272) - Backhoe Case P192	46,300	0.00	35,000	0.00	(11,300)	0.00
(Asset 476) - Ford Ranger - PWS	28,838	0.00	22,000	0.00	(6,838)	0.00
<b>Recreation &amp; Culture</b>	0	0.00	0	0.00	0	0.00
<b>Other Property &amp; Services</b>						
(Asset 600) Kluger AWD V6 Wagon - CEO	44,111	0.00	42,000	0.00	(2,111)	0.00
(Asset 580) 2013 - Nissan Patrol Wagon - EM	34,510	0.00	35,000	0.00	490	0.00
	0	0.00	0	0.00	0	0.00
	0	0.00	0	0.00	0	0.00
	153,759	0.00	135,500	0.00	(18,259)	0.00

By class of asset	Written Down Value		Sale Proceeds		Profit(Loss)	
	2016/17 Budget \$	OCTOBER 2016 Actual \$	2016/17 Budget \$	OCTOBER 2016 Actual \$	2016/17 Budget \$	OCTOBER 2016 Actual \$
<b>Land &amp; Buildings</b>	0	0.00	0	0.00	0	0.00
<b>Plant &amp; Equipment</b>						
(Asset 45) 1999 Ford Courier Tray Top	0	0	1,500	0	1,500	0
(Asset 272) - Backhoe Case P192	46,300	0	35,000	0	(11,300)	0
(Asset 476) - Ford Ranger - PWS	28,838	0	22,000	0	(6,838)	0
(Asset 600) Kluger AWD V6 Wagon - CEO	44,111	0	42,000	0	(2,111)	0
(Asset 580) 2013 - Nissan Patrol Wagon - EM	34,510	0	35,000	0	490	0
	153,759	0.00	135,500	0.00	(18,259)	0.00

Summary

Profit on Asset Disposals  
Loss on Asset Disposals

2016/17 Budget \$	OCTOBER 2016 Actual \$
1,990	0.00
(20,249)	0.00
<u>(18,259)</u>	<u>0.00</u>

## SHIRE OF MORAWA

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 OCTOBER 2016

## 5. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-16	New Loans		Principal Repayments		Principal Outstanding	Interest Repayments	
		2016/17 Budget \$	2016/17 Actual \$	2016/17 Budget \$	2016/17 Actual \$		2016/17 Budget \$	2016/17 Actual \$
<b>Housing</b>								
Loan 133 - GEHA House	102,614	0	0	31,993	0	70,621	6,206	0
Loan 134 - 2 Broad Street	72,564	0	0	24,158	22,726	48,406	3,090	0
Loan 135 - Staff Housing	0	0	0	0	0	0	0	0
Loan 136 - 24 Harley Street - Staff Housing	344,161	0	0	12,024	0	332,137	13,408	(517)
<b>Transport</b>								
Loan 138 - Plant Replacement	0	0	0	0	0	0	0	0
<b>Other Property &amp; Services</b>								
	519,339	0	0	68,175	22,726	451,164	22,704	(517)

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 2016 TO 31 OCTOBER 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 \$	
	0	0					0	0	0

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 OCTOBER 2016

	2016/17 Budget \$	OCTOBER 2016 Actual \$
<b>6. RESERVES - CASH BACKED</b>		
<b>(a) Leave Reserve</b>		
Opening Balance	286,652	286,652
Amount Set Aside / Transfer to Reserve	14,088	1,217
Amount Used / Transfer from Reserve	(39,000)	0
	<u>261,740</u>	<u>287,870</u>
<b>(b) Sports and Recreation Facilities Reserve</b>		
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>
<b>(c) Plant Reserve</b>		
Opening Balance	941,344	941,344
Amount Set Aside / Transfer to Reserve	198,998	3,997
Amount Used / Transfer from Reserve	(201,500)	0
	<u>938,842</u>	<u>945,341</u>
<b>(d) Building Reserve</b>		
Opening Balance	79,045	79,045
Amount Set Aside / Transfer to Reserve	22,506	336
Amount Used / Transfer from Reserve	0	0
	<u>101,551</u>	<u>79,381</u>
<b>(e) Economic Development Reserve</b>		
Opening Balance	108,035	108,035
Amount Set Aside / Transfer to Reserve	3,425	459
Amount Used / Transfer from Reserve	0	0
	<u>111,460</u>	<u>108,494</u>
<b>(f) Community Development Reserve</b>		
Opening Balance	1,376,593	1,376,593
Amount Set Aside / Transfer to Reserve	43,642	5,846
Amount Used / Transfer from Reserve	(400,000)	(200,000)
	<u>1,020,235</u>	<u>1,182,439</u>
<b>(g) Sewerage Reserve</b>		
Opening Balance	144,602	144,602
Amount Set Aside / Transfer to Reserve	74,584	614
Amount Used / Transfer from Reserve	0	0
	<u>219,186</u>	<u>145,216</u>
<b>(h) Unspent Grants and Contributions Reserve</b>		
Opening Balance	92,743	92,743
Amount Set Aside / Transfer to Reserve	2,940	311
Amount Used / Transfer from Reserve	(55,505)	(68,321)
	<u>40,178</u>	<u>24,732</u>

## SHIRE OF MORAWA

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 OCTOBER 2016

	2016/17 Budget \$	OCTOBER 2016 Actual \$
<b>6. RESERVES (Continued)</b>		
<b>(i) Business Units Reserve</b>		
Opening Balance	61,240	61,240
Amount Set Aside / Transfer to Reserve	21,942	260
Amount Used / Transfer from Reserve	0	0
	<u>83,182</u>	<u>61,500</u>
<b>(j) Morawa Community Trust Reserve</b>		
Opening Balance	54,705	54,705
Amount Set Aside / Transfer to Reserve	31,701	232
Amount Used / Transfer from Reserve	0	0
	<u>86,406</u>	<u>54,937</u>
<b>(k) Morawa Community Future Funds Reserve</b>		
Opening Balance	2,140,600	2,140,600
Amount Set Aside / Transfer to Reserve	67,861	9,090
Amount Used / Transfer from Reserve	(57,682)	0
	<u>2,150,779</u>	<u>2,149,690</u>
<b>(l) Refuse Transfer Station Reserve</b>		
Opening Balance	134,515	134,515
Amount Set Aside / Transfer to Reserve	4,265	571
Amount Used / Transfer from Reserve	-	(106,179)
	<u>138,780</u>	<u>28,907</u>
<b>(m) Aged Care Units Reserve</b>		
Opening Balance	9,025	9,025
Amount Set Aside / Transfer to Reserve	286	38
Amount Used / Transfer from Reserve	-	0
	<u>9,311</u>	<u>9,063</u>
<b>(n) ST-N/Midlands Solar Thermal Power</b>		
Opening Balance	550,687	550,687
Amount Set Aside / Transfer to Reserve	17,459	3,594
Amount Used / Transfer from Reserve	(540,000)	0
	<u>28,146</u>	<u>554,281</u>
<b>(o) ST-Morawa Revitalisation Reserve</b>		
Opening Balance	173,736	173,736
Amount Set Aside / Transfer to Reserve	5,508	1,134
Amount Used / Transfer from Reserve	(179,244)	0
	<u>0</u>	<u>174,870</u>
<b>(p) Legal Fees Reserve</b>		
Opening Balance	15,000	15,000
Amount Set Aside / Transfer to Reserve	5,478	64
Amount Used / Transfer from Reserve	0	0
	<u>20,478</u>	<u>15,064</u>

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

	<b>2016/17 Budget \$</b>	<b>OCTOBER 2016 Actual \$</b>
<b>6. RESERVES (Continued)</b>		
<b>(q) Road Reserve</b>		
Opening Balance	140000	140000
Amount Set Aside / Transfer to Reserve	4,438	595
Amount Used / Transfer from Reserve	0	0
	<u>144,438</u>	<u>140,595</u>
 Total Cash Backed Reserves	<b>5,354,712</b>	<b>5,962,379</b>
 <b>Summary of Transfers To Cash Backed Reserves</b>		
<b>Transfers to Reserves</b>		
Leave Reserve	14,088	1,217
Sports and Recreation Facilities Reserve	0	0
Plant Reserve	198,998	3,997
Building Reserve	22,506	336
Economic Development Reserve	3,425	459
Community Development Reserve	43,642	5,846
Sewerage Reserve	74,584	614
Unspent Grants and Contributions Reserve	2,940	311
Business Units Reserve	21,942	260
Morawa Community Trust Reserve	31,701	232
Morawa Community Future Fund Reserve	67,861	9,090
Refuse Transfer Station Reserve	4,265	571
Aged Care Units Reserve	286	38
ST-N/Midlands Solar Thermal Power	17,459	3,594
ST-Morawa Revitalisation Reserve	5,508	1,134
Legal Fees Reserve	5,478	64
Road Reserve	4,438	595
	<u>519,121</u>	<u>28,358</u>
 <b>Transfers from Reserves</b>		
Leave Reserve	(39,000)	0
Sports and Recreation Facilities Reserve	0	0
Plant Reserve	(201,500)	0
Building Reserve	0	0
Economic Development Reserve	0	0
Community Development Reserve	(400,000)	(200,000)
Sewerage Reserve	0	0
Unspent Grants and Contributions Reserve	(55,505)	(68,321)
Business Units Reserve	0	0
Morawa Community Trust Reserve	0	0
Morawa Community Future Fund Reserve	(57,682)	0
Refuse Transfer Station Reserve	0	(106,179)
Aged Care Units Reserve	0	0
ST-N/Midlands Solar Thermal Power	(540,000)	0
ST-Morawa Revitalisation Reserve	(179,244)	0
Legal Fees Reserve	0	0
Road Reserve	0	0
	<u>(1,472,931)</u>	<u>(374,500)</u>
 <b>Total Transfer to/(from) Reserves</b>	<b>(953,810)</b>	<b>(346,142)</b>

## SHIRE OF MORAWA

### NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 OCTOBER 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 2016 TO 31 OCTOBER 2016

	2015/16 B/Fwd Per 2016/17 Budget \$	2015/16 B/Fwd Per Financial Report \$	2016/17 Actual \$
<b>7. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	(9,447)	(213,515)	528,645
Cash - Restricted Unspent Grants	0	317,600	0
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	6,308,522	6,308,522	5,962,379
Rates - Current	377,248	374,377	928,839
Sundry Debtors	998,442	998,442	590,942
GST Receivable	75,083	75,084	169,559
Accrued Income/Prepayments	6,882	6,882	0
Provision for Doubtful Debts	(15,595)	(15,595)	(15,595)
Other Current Debtors	0	0	0
Inventories	1,335	1,335	1,335
	<u>7,742,470</u>	<u>7,853,132</u>	<u>8,166,104</u>
<b>LESS: CURRENT LIABILITIES</b>			
Sundry Creditors	(136,955)	(250,489)	538
Income Received in Advance	0	0	(8,280)
GST Payable	(56,092)	(56,092)	25,469
Payroll Creditors	0	0	0
Accrued Expenditure	0	0	0
Other Payables	(6,025)	(6,025)	(31,956)
Withholding Tax Payable	0	0	0
Payg Payable	(48,960)	(48,960)	(30,745)
Accrued Interest on Debentures	0	(4,870)	0
Accrued Salaries and Wages	(38,370)	(38,370)	0
Current Employee Benefits Provision	(345,401)	(345,401)	(345,401)
Current Loan Liability	(60,904)	(66,743)	(38,178)
	<u>(692,707)</u>	<u>(816,950)</u>	<u>(428,553)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>7,049,763</b>	<b>7,036,182</b>	<b>7,737,551</b>
Less: Cash - Reserves - Restricted	(6,308,522)	(6,308,522)	(5,962,379)
Less: Cash - Unspent Grants - Restricted	0	0	0
Adjustment for Trust Transactions Within Muni	12	0	326
Add Back : Component of Leave Liability not Required to be Funded	286,652	286,652	287,870
Add Back : Current Loan Liability	60,904	66,743	38,178
<b>SURPLUS/(DEFICIENCY) C/FWD</b>	<u><b>1,088,809</b></u>	<u><b>1,081,055</b></u>	<u><b>2,101,546</b></u>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 OCTOBER 2016

8. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2016/17 Rate Revenue \$	2016/17 Interim Rates \$	2016/17 Back Rates \$	2016/17 Total Revenue \$	2016/17 Budget \$
<b>General Rate</b>								
GRV Residential/Commercial	0.07415	268	2,912,592	215,960	0	0	215,960	215,960
UV Rural	0.02257	204	57,874,600	1,306,461	0	0	1,306,461	1,306,461
UV Mining	0.28968	16	469,309	135,950	0	0	135,950	135,950
<b>Sub-Totals</b>		488	61,256,501	1,658,371	0	0	1,658,371	1,658,371
<b>Minimum Rates</b>								
GRV Residential/Commercial	279	48	39,055	13,392	0	0	13,392	13,392
UV Rural	279	7	55,400	1,953	0	0	1,953	1,953
UV Mining	656	11	10,939	7,216	0	0	7,216	7,216
<b>Sub-Totals</b>		66	105,394	22,561	0	0	22,561	22,561
Specified Area Rates								
Ex-Gratia Rates								
Discounts								
Rates Written Off								
Movement in Excess Rates								
<b>Totals</b>								
							1,680,932	1,680,932
							5,792	5,792
							1,686,724	1,686,724
							(27,191)	(30,000)
							(72)	(2,500)
							0	0
							1,659,461	1,654,224

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

The general rates detailed above for the 2016/17 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 2016 TO 31 OCTOBER 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-16 \$	Amounts Received \$	Amounts Paid (\$)	Balance \$
Housing Bonds	2,000	0	0	2,000
Dreghorn Unit Bonds	498	404	0	902
Bonds Hall/Rec Centre Hire	0	0	0	0
Aged Care - Bond Karl Strudwick Number 5	0	656	0	656
Youth Centre	865	0	0	865
Council Nominations	0	0	0	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	660	0	0	660
BCITF/BRB Training Levy	427	307	0	734
Daphne Little - Excess Rent	0	426	0	426
Morawa Oval Function Centre	1,762	0	0	1,762
	<u>10,853</u>	<u>1,793</u>	<u>0</u>	<u>12,647</u>

## SHIRE OF MORAWA

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 OCTOBER 2016

## 10. OPERATING STATEMENT

	OCTOBER 2016 Actual \$	2016/17 Budget \$	2015/16 Actual \$
<b>OPERATING REVENUES</b>			
Governance	4	10	85,353
General Purpose Funding	2,052,920	3,437,377	2,375,239
Law, Order, Public Safety	395,790	44,720	47,691
Health	0	8,000	59,064
Education and Welfare	27,448	45,500	17,905
Housing	23,591	142,711	46,856
Community Amenities	428,560	611,431	538,402
Recreation and Culture	24,683	346,031	260,759
Transport	2,164,834	3,591,841	2,756,444
Economic Services	89,918	192,699	210,929
Other Property and Services	18,543	123,722	93,296
<b>TOTAL OPERATING REVENUE</b>	<b>5,226,291</b>	<b>8,544,042</b>	<b>6,491,937</b>
<b>OPERATING EXPENSES</b>			
Governance	168,223	485,349	453,942
General Purpose Funding	58,804	198,855	193,155
Law, Order, Public Safety	54,445	147,658	147,445
Health	52,564	154,150	274,928
Education and Welfare	90,258	299,878	285,792
Housing	31,697	178,753	121,158
Community Amenities	128,551	616,434	482,500
Recreation & Culture	408,879	1,143,712	1,155,380
Transport	2,357,183	1,769,563	3,228,997
Economic Services	181,977	628,406	538,733
Other Property and Services	(2,186)	29,715	39,141
<b>TOTAL OPERATING EXPENSE</b>	<b>3,530,395</b>	<b>5,652,471</b>	<b>6,921,171</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b><u>1,695,896</u></b>	<b><u>2,891,572</u></b>	<b><u>(429,234)</u></b>

**SHIRE OF MORAWA**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY 2016 TO 31 OCTOBER 2016**

**11. BALANCE SHEET**

	<b>OCTOBER 2016 Actual \$</b>	<b>2015/16 Actual \$</b>
<b>CURRENT ASSETS</b>		
Cash Assets	6,491,025	6,412,607
Receivables	1,673,745	1,439,191
Inventories	1,335	1,335
<b>TOTAL CURRENT ASSETS</b>	<b>8,166,105</b>	<b>7,853,133</b>
<b>NON-CURRENT ASSETS</b>		
Receivables	11,064	13,935
Inventories	0	0
Property, Plant and Equipment	26,820,325	26,518,884
Infrastructure	43,798,805	43,097,335
<b>TOTAL NON-CURRENT ASSETS</b>	<b>70,630,194</b>	<b>69,630,154</b>
<b>TOTAL ASSETS</b>	<b>78,796,299</b>	<b>77,483,287</b>
<b>CURRENT LIABILITIES</b>		
Payables	44,973	404,807
Interest-bearing Liabilities	38,178	66,743
Provisions	345,401	345,401
<b>TOTAL CURRENT LIABILITIES</b>	<b>428,552</b>	<b>816,951</b>
<b>NON-CURRENT LIABILITIES</b>		
Interest-bearing Liabilities	458,435	452,597
Provisions	37,661	37,661
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>496,096</b>	<b>490,258</b>
<b>TOTAL LIABILITIES</b>	<b>924,648</b>	<b>1,307,209</b>
<b>NET ASSETS</b>	<b>77,871,651</b>	<b>76,176,078</b>
<b>EQUITY</b>		
Retained Surplus	34,914,327	32,872,289
Reserves - Cash Backed	5,962,379	6,308,522
Reserves - Asset Revaluation	36,995,271	36,995,271
<b>TOTAL EQUITY</b>	<b>77,871,977</b>	<b>76,176,082</b>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 OCTOBER 2016

12. FINANCIAL RATIO

	2016 YTD	2015	2014	2013
Current Ratio	15.660	3.530	7.880	1.870

The above rates are calculated as follows:

Current Ratio equals

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

**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**

**General Purpose Funding - Variance below budget expectations**

Reserve Funds put on Term Deposit for 12 months. Interest paid on maturity making revenue for Reserves under budget at this time

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

ESL administration fee received earlier than anticipated.

**Education and Welfare - Variance above budget expectations**

Small grants for Youth Centre received and invoiced ahead of budget expectations

**Transport - Variance above expectations.**

Flood damage reimbursements received in October - not in budget

**Economic Services - Variance above budget expectations.**

Tourism - Caravan Park income much higher than budget expectations

**REPORTABLE OPERATING EXPENSE VARIATIONS**

**Housing - Variance above budget expectations.**

Expenditure on Aged Care Units up on YTD budget- new shade sails

**Community Amenities - Variance below budget expectations.**

General Community Amenities costs down on YTD budget

**Transport - Variance above budget expectations.**

Flood damage costs not budgeted for offset by income

**Economic Services - Variance below budget expectations**

Caravan Park operation expenses under budget

**Other Property & Services - Variance below budget expectations.**

Fuel and Oils, Tyres and Tubes underspent - timing

SHIRE OF MORAWA  
FOR THE PERIOD 1 JULY 2016 TO 31 OCTOBER 2016  
Report on Significant variances Greater than 10% and \$10,000

**REPORTABLE NON-CASH VARIATIONS**

**REPORTABLE CAPITAL EXPENSE VARIATIONS**

***Purchase of Land & Buildings - Variance above budget expectations.***

Purchase of New Tip Buildings and Caravan Park Office

***Purchase of Plant & Equipment - Variance below budget expectations.***

Swimming Pool Plant & Equipment in progress

***Purchase of Infrastructure Assets Roads - Variance below budget expectations.***

Capital Road Works for roads under budget - timing

***Purchase Infrastructure Assessts - 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**

***Transfer from Reserves - Variance below budget expectations.***

Transfers to Municipal Fund - timing on completion of projects



<i>Item No/Subject:</i>	<b>7.2.2.4 Accounts Due For Payment</b>
<i>Date of Meeting:</i>	<b>19 December 2016</b>
<i>Date &amp; Author:</i>	<b>12 December 2016</b>
	<b>Melissa Borg - Finance Officer</b>
<i>Responsible Officer:</i>	<b>Finance Officer</b>
<i>Applicant/Proponent:</i>	<b>Fred Gledhill- Manager Accounting &amp; Finance</b>
<i>File Number:</i>	<b>ADM0135</b>
<i>Previous minute/s &amp; Reference:</i>	

**SUMMARY**

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

**DECLARATION OF INTEREST**

Nil

**ATTACHMENTS**

List of accounts Due & Submitted to council 19 December 2016

**BACKGROUND INFORMATION**

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996 – REG 13

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

**OFFICER’S COMMENT**

Nil

## **STATUTORY ENVIRONMENT**

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996 – REG 13

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

As per list of accounts

## **STRATEGIC IMPLICATIONS**

Nil

## **RISK MANAGEMENT**

Nil

## **VOTING REQUIREMENT**

Simple Majority

## **OFFICER'S RECOMMENDATION**

That Council endorses:

1. The list of accounts paid by the Chief Executive Officer under delegated authority, represented by:
  - Municipal EFT Payment Numbers EFT 9158 to EFT 9256 inclusive, amounting to \$1,137,3373.16
  - Municipal Cheque Payments Numbered 11635 to 11644 and (14) amounting to \$17,968.60
  - Municipal Direct Debit Payments Numbers DD5279.1 to DD5325.7 amounting to \$31,399.65
  - Payroll for November 2016
    - 01/11/2016 - \$50,555.42
    - 16/11/2016 - \$51,516.86
    - 30/11/2016 - \$48,842.08



14	22/11/2016	Shire of Morawa	Petty Cash Recoup Nov 2016	1	337.85
EFT9158	03/11/2016	Deans Contracting WA Pty Ltd	Flood Damage Supervisor 17/10 - 23/10/2016	1	9,733.68
EFT9159	03/11/2016	Australian Services Union	Payroll deductions	1	79.05
EFT9160	03/11/2016	Department of Human Services	Payroll deductions	1	262.18
EFT9161	11/11/2016	Morawa News & Gifts	October Purchases 2016	1	260.88
EFT9162	11/11/2016	Star Track Express	Freight –COVs - Morawa	1	42.76
EFT9163	11/11/2016	Morawa Traders	Various goods for depot and tool box meetings	1	285.57
EFT9164	11/11/2016	IT Vision Australia Pty Ltd	Integration of new thesaurus - Records	1	1,694.00
EFT9165	11/11/2016	IXOM	Service Fee - Chlorine Business	1	109.12
EFT9166	11/11/2016	Refuel Australia	Bulk Fuel, Oil and Card Purchases Oct 2016	1	14,000.83
EFT9167	11/11/2016	Canine Control	Ranger Service 28/10/2016	1	962.50
EFT9168	11/11/2016	Courier Australia	Freight - J Mcguire to Shire of Morawa	1	20.62
EFT9169	11/11/2016	Vidguard Security Systems	Monitoring Fees 01/11/2016 - 31/01/2017	1	115.50
EFT9170	11/11/2016	Greenfield Technical Services	Engineering Services for Stephens / Evaside Road	1	9,569.78
EFT9171	11/11/2016	LGIS Risk Management	LGISWA Mid-West Regional Risk Coordination Program	1	4,775.10
EFT9172	11/11/2016	CJ & BM Plumbing & Gas	Unblock shaft	1	198.00
EFT9173	11/11/2016	Covs Parts Pty Ltd	Various Parts	1	294.51
EFT9174	11/11/2016	Hoppys Parts R Us	Gasket Sheet	1	58.21

EFT9175	11/11/2016	Joanne Draper	Halloween purchases for Youth Centre	1	487.36
EFT9176	11/11/2016	Medical Director	Annual Subscription Morawa Medical Centre	1	2,178.00
EFT9177	11/11/2016	Morawa Netball Club	Catering & Bar Staff for 2016 Art Show	1	2,400.00
EFT9178	11/11/2016	Garpen Pty Ltd	Parts	1	395.00
EFT9179	11/11/2016	Market Creations	2000 Letterhead Shire Admin	1	363.00
EFT9180	11/11/2016	Clarkson Freight lines	4 Chlorine Gas Bottles to be picked up from Shire of Morawa Depot Valentine St Morawa and delivered to IXOM	1	946.00
EFT9181	11/11/2016	Geraldton Toyota	90 thousand KM service Kluger - John Roberts	1	404.38
EFT9182	11/11/2016	Neverfail Springwater Limited	Monthly Cooler Rental	1	14.30
EFT9183	11/11/2016	Alinta Sales Pty Ltd	Power Usage - 01/10/2016 to 31/10/2016	1	219.54
EFT9184	11/11/2016	PB & SJ OFFSZANKA	Cleaning of Canna Ablutions - July/Aug/Sep 2016	1	450.00
EFT9185	11/11/2016	Batavia Coast Trimmers	Shade Sails – Age care Units	1	15,982.00
EFT9186	11/11/2016	Staples	Meter Charges - October 2016	1	704.22
EFT9187	11/11/2016	GNC Concrete & Precast	Parts	1	7,337.00
EFT9188	11/11/2016	Colliers	Commercial Office Rent 1/11/2016 - 30/11/2016	1	423.85
EFT9189	16/11/2016	BPH	Flood Repairs 31/10/2016 to 13/11/2016	1	325,447.36
EFT9190	16/11/2016	DALLYWATER CONSULTING	Contract EHO Work - On site 24/10/2016 to 26/10/2016 2 days @ 8 hours & 1 day @ 6 hrs x \$70/hr	1	3,058.00
EFT9191	16/11/2016	Safeway Building & Renovations PTY LTD	Morawa Swimming Pool re Tiling Works - Ref No. 01/2016 - 2nd Progress Claim for works completed to date	1	323,874.65
EFT9192	18/11/2016	Australian Services Union	Payroll deductions	1	79.05

EFT9193	18/11/2016	Department of Human Services	Payroll deductions	1	262.18
EFT9194	22/11/2016	Karen Jeanette Chappel	Council Members sitting fees July - Sep 2016	1	8,250.00
EFT9195	22/11/2016	Star Track Express	Freight	1	1,465.86
EFT9196	22/11/2016	Landmark Operations Limited	Float valve	1	63.36
EFT9197	22/11/2016	Midwest Chemical & Paper Distributors	Cleaning Products for Caravan Park	1	75.65
EFT9198	22/11/2016	Purcher International Pty Ltd	Cap Hub	1	120.22
EFT9199	22/11/2016	GH Country Courier	Fright - Mid west chemical - Morawa	1	110.86
EFT9200	22/11/2016	Cramer & Neill	Service on air conditioners	1	1,719.95
EFT9201	22/11/2016	Starick Tyres	Tyre fitted and balanced	1	336.85
EFT9202	22/11/2016	Mark & Bronwyn Thornton	Council Members sitting fees July - Sep 2016	1	2,000.00
EFT9203	22/11/2016	Ken Stokes	Council Members sitting fees July - Sep 2016	1	2,000.00
EFT9204	22/11/2016	Coates Hire	Delivery of two additional toilets for event at Gutha Hall	1	330.00
EFT9205	22/11/2016	Jane Coaker	Council Members sitting fees July - Sep 2016	1	2,000.00
EFT9206	22/11/2016	Dean Carslake	Council Members sitting fees July - Sep 2016	1	3,062.50
EFT9207	22/11/2016	Debbie Collins	Council Members sitting fees July - Sep 2016	1	2,000.00
EFT9208	22/11/2016	Darren S Agar	Council Members sitting fees July - Sep 2016	1	2,000.00
EFT9209	22/11/2016	Grant Woodhams	MEITA Meeting Chair - 19/10/2016	1	574.00
EFT9210	23/11/2016	BPH	Flood Damage Repairs 14/11/2016 - 20/11/2016	1	174,926.33

EFT9211	23/11/2016	BL & MJ Thornton Waste Removal Services	Waste Removal - October 2016	1	9,272.28
EFT9212	23/11/2016	Everlastings Guest Homes Morawa	Catering for 20 people Wildflower meeting 17/11/2016	1	250.00
EFT9213	23/11/2016	Reliance Petroleum	Fuel Purchases - October 2016	1	534.89
EFT9214	23/11/2016	Canine Control	Ranger Service - 11/11/2016	1	962.50
EFT9215	23/11/2016	Courier Australia	Freight - Morawa	1	54.36
EFT9216	23/11/2016	Leading Edge Computers Dongara & Geraldton	Full Set Ink - Oki Finance	1	572.05
EFT9217	23/11/2016	Best Western Hospitality Inn Geraldton	Accommodation and meals -Staff Training	1	198.50
EFT9218	23/11/2016	Talis Consultants Pty Ltd ATF Talis Unit Trust	WWTP Asset Management Plan - PO 597	1	3,080.00
EFT9219	23/11/2016	Staples	Stationery	1	111.17
EFT9220	23/11/2016	Strategic Teams	Acting CEO - Sean Fletcher - week ending 27/11/2016	1	4,400.00
EFT9221	23/11/2016	Ashdown Ingram	Parts	1	332.20
EFT9222	23/11/2016	WesTrac Equipment Pty Ltd	Parts	1	1,269.64
EFT9223	23/11/2016	Cramer & Neill	Air conditioner Service	1	1,664.68
EFT9224	23/11/2016	Bunnings Group Limited	Purchases	1	96.99
EFT9225	23/11/2016	Morawa Rural Enterprises Two	Tyres	1	2,222.40
EFT9226	23/11/2016	BluSteel	Parts	1	656.14
EFT9227	24/11/2016	Deans Contracting WA Pty Ltd	Supervise Flood Damage 31/10/2016 to 13/11/2016	1	18,302.79
EFT9228	28/11/2016	IGA Morawa	Supplies for October and November 2016	1	1,233.32

EFT9229	29/11/2016	Department of Fire and Emergency Services	2016/17 ESL Quarter 2	1	11,242.88
EFT9230	29/11/2016	Morawa Drapery Store	Boots	1	149.95
EFT9231	29/11/2016	S & K Electrical Contracting Pty Ltd	Fit new light supplied under win sock at air port	1	2,990.35
EFT9232	29/11/2016	Bunnings Group Limited	5 Sliding door barrels, 1 entrance set, 1 security door lock	1	208.93
EFT9233	29/11/2016	MultipleTrades Maintenance	Pump out septic tank at Koolanooka Springs	1	607.75
EFT9234	29/11/2016	Morawa Football Club Inc	Hire of the Bus REFUND	1	75.00
EFT9235	29/11/2016	Shire of Three Springs	Shared Community Emergency Service Manager	1	3,646.60
EFT9236	29/11/2016	Bitutek Pty Ltd	1st coat primer seal 1.8 l/m2 96/4 2nd coat primer seal 98/2 l/m2	1	75,982.50
EFT9237	29/11/2016	Asphalt in a bag	supply 2 pallet asphalt in a bag soft	1	3,437.50
EFT9238	29/11/2016	BluSteel	Purchases	1	220.07
EFT9239	29/11/2016	Geraldton Fisherman's Co-operative Ltd	Purchases - Rope and Wooden Ladder	1	2,364.69
EFT9240	29/11/2016	Incite Security	Repair faulty alarm system	1	170.50
EFT9241	29/11/2016	All-Firm Pty Ltd	Paving around pools as per quotation 00075025 excluding lifting	1	41,626.96
EFT9242	29/11/2016	Morawa Roadhouse	Caravan Park Management Fee - 01/10 to 20/11 2016	1	400.00
EFT9243	29/11/2016	S & K Electrical Contracting Pty Ltd	Being connection of caravan park cabin to power and installation	1	3,278.55
EFT9244	29/11/2016	Canine Control	Ranger Services 22/11/2016	1	962.50
EFT9245	29/11/2016	Geraldton Toyota	6 mth Service - 10,000KM	1	267.70
EFT9246	29/11/2016	Wesfarmers Kleenheat Gas Pty Ltd	Facility Fee- Cylinder Service Charge	1	346.50
EFT9247	29/11/2016	Chem Centre	Samples of Waste	1	237.60



EFT9248	29/11/2016	Mid West Group of Affiliated Agricultural Societies	Mid West District Display Donation 2016	1	100.00
EFT9249	29/11/2016	Shire of Perenjori	Reimbursement - 2016 Local Government Convention Dinner	1	90.00
EFT9250	29/11/2016	Leading Edge Computers Dongara & Geraldton	Replacement modem following power outage	1	205.00
EFT9251	29/11/2016	Left of Centre Concepts & Events Pty Ltd	Media Management Sep - November 2016	1	3,377.00
EFT9252	29/11/2016	LGISWA	Adjustment Contribution - Scheme wages	1	485.97
EFT9253	29/11/2016	Deans Contracting WA Pty Ltd.	Flood Damage Supervision 14/11 to 20/11	1	9,617.85
EFT9254	29/11/2016	Dorothy & Peter Helfgott	2016 Morawa Art Awards and Exhibition - Live entertainment	1	500.00
EFT9255	29/11/2016	Hearing & Audiology	Work cover - Subsequent full audio	1	250.00
EFT9256	29/11/2016	Staples	Meter Charges - 20/10 to 20/11	1	793.14
11635	11/11/2016	Synergy	Electricity 25/09/2016 - 24/10/2016	1	3,485.50
11636	11/11/2016	Telstra Corporation Limited	Mobile Phones Usage to 27 October 2016	1	263.74
11637	11/11/2016	Morawa Licensed Post Office Emmlee's	Postage charges for October 2016	1	251.08
11638	23/11/2016	Synergy	Power usage 09-10/16	1	1,751.15
11639	23/11/2016	Telstra Corporation Limited	Phone Bill - Nov 2016	1	3,186.32
11642	29/11/2016	Synergy	Power Charges 20/10/2016 to 16/11/2016	1	1,161.00
11643	29/11/2016	Telstra Corporation Limited	Phone Charges	1	145.81
11644	30/11/2016	Shire of Morawa	Vehicle License 12 Months	1	7,386.15
DD5279.1	02/11/2016	WA Local Government Superannuation Plan	Payroll deductions	1	8,118.44

DD5279.2	02/11/2016	AMP LIFE LTD - SUPERANNUATION	Superannuation contributions	1	755.71
DD5279.3	02/11/2016	BT FINANCIAL GROUP	Superannuation contributions	1	300.94
DD5279.4	02/11/2016	MLC Nominees Pty Ltd	Superannuation contributions	1	222.87
DD5279.5	02/11/2016	HOSTPLUS	Superannuation contributions	1	221.92
DD5279.6	02/11/2016	Concept One	Superannuation contributions	1	211.05
DD5279.7	02/11/2016	Australian Super	Superannuation contributions	1	214.53
DD5283.1	05/11/2016	BankWest	October transactions on Corporate Credit Card 2016	1	573.83
DD5293.1	16/11/2016	WA Local Government Superannuation Plan	Payroll deductions	1	8,433.87
DD5293.2	16/11/2016	AMP LIFE LTD - SUPERANNUATION	Superannuation contributions	1	730.77
DD5293.3	16/11/2016	BT FINANCIAL GROUP	Superannuation contributions	1	300.94
DD5293.4	16/11/2016	MLC Nominees Pty Ltd	Superannuation contributions	1	222.87
DD5293.5	16/11/2016	HOSTPLUS	Superannuation contributions	1	179.57
DD5293.6	16/11/2016	Concept One	Superannuation contributions	1	211.05
DD5293.7	16/11/2016	Australian Super	Superannuation contributions	1	214.53
DD5320.1	01/11/2016	Westnet Pty Ltd	Internet Charges - November 2016	1	234.75
DD5322.1	14/11/2016	BOQ Finance	Copier Lease BAFL Charges - November 2016	1	301.16
DD5325.1	30/11/2016	WA Local Government Superannuation Plan	Payroll deductions	1	8,302.98
DD5325.2	30/11/2016	AMP LIFE LTD - SUPERANNUATION	Superannuation contributions	1	488.32
DD5325.3	30/11/2016	BT FINANCIAL GROUP	Superannuation contributions	1	300.94

DD5325.4	30/11/2016	MLC Nominees Pty Ltd	Superannuation contributions	1	222.87
DD5325.5	30/11/2016	HOSTPLUS	Superannuation contributions	1	210.16
DD5325.6	30/11/2016	Concept One	Superannuation contributions	1	211.05
DD5325.7	30/11/2016	Australian Super	Superannuation contributions	1	214.53

**Oct-16**

**Business Credit Card - John Roberts Bankwest MasterCard**

Date	Description	Accounts	Account Description	Amount	GST

	<b>Total Purchases for J. Roberts</b>	0.00	0.00
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**Business Credit Card - Fred Gledhill Bankwest MasterCard**

Date	Description	Accounts	Account Description	Amount	GST

	<b>Total Purchases for F. Gledhill</b>	0.00	0.00
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**Business Credit Card - Sam Appleton**

<b>Date</b>	<b>Description</b>	<b>Accounts</b>	<b>Account Description</b>	<b>Amount</b>	<b>GST</b>
29/09/2016	Building License Transfer Station	B10154	Refuse Transfer Station - Storage Shed	206.68	18.79
26/10/2016	HEP A&B Shots for Gardiners	1142260.520	Medical Examination Costs	217.20	19.75
28/10/2016	Joe North Funeral - Flowers	1042010.520	Public Relations Gen	149.95	13.63

	<b>Total Purchases for S.Appleton</b>	573.83	52.17
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	<b>Total Fees and Charges</b>	573.83	52.17
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**REPORT TOTALS**

<b>EFT</b>	<b>\$ 1,137,373.16</b>
<b>Cheque</b>	<b>\$ 17,968.60</b>
<b>Direct Debits</b>	<b>\$ 31,399.65</b>
<b>Payroll</b>	<b>\$ 150,914.36</b>
<b>Credit Card</b>	<b>\$ 573.83</b>
<b>TOTAL</b>	<b>\$1,338,229.60</b>

<i>Item No/Subject</i>	<b>7.2.2.5 Reconciliations November 2016</b>
<i>Date of Meeting:</i>	<b>19 December 2016</b>
<i>Date &amp; Author:</i>	<b>6 December 2016 Candice Smith - Senior Finance Officer</b>
<i>Responsible Officer:</i>	<b>Fred Gledhill - Manager Accounting &amp; Finance</b>
<i>Applicant/Proponent:</i>	<b>Manager Accounting &amp; Finance</b>
<i>File Number:</i>	<b>ADM0189</b>
<i>Previous minute/s &amp; Reference:</i>	

### **SUMMARY**

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

### **DECLARATION OF INTEREST**

Nil

### **ATTACHMENTS**

Nil

### **BACKGROUND INFORMATION**

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

### **OFFICER'S COMMENT**

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

**BANK BALANCES AS AT 30 November, 2016**

<b>Account</b>	<b>2016</b>
Municipal Account #	\$732,722.56
Trust Account	\$12,647.14
Business Telenet Saver (Reserve) Account	\$3,136,808.03
WA Treasury O/night Facility (Super Towns) Account	\$730,020.29
Reserve Term Deposit (Community Development Reserve)	\$500,000.00
Reserve Term Deposit (Future Funds 1)	\$800,000.00
Reserve Term Deposit (Future Funds 2)	\$800,000.00

**BANK RECONCILIATION BALANCES**

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

<b>Account</b>	<b>2015</b>	<b>2016</b>
Municipal Account #	\$1,197,629.54	\$721,229.49
Trust Account	\$8,291.08	\$12,845.29
Reserve Account	\$6,881,868.16	\$5,966,828.32

## **RESERVE ACCOUNT**

The Reserve Funds of \$5,966,828.32 as at 30 November, 2016 were invested in:-

- Bank of Western Australia \$3,133,228.06 in the Business Telenet Saver Account and
- \$730,020.29 in the WA Treasury O/Night Facility
- Term Deposit (Future Funds 1) \$800,000.00
- Term Deposit (Future Funds 2) \$800,000.00
- Term Deposit (Community Development Reserve) \$500,000.00

Breakdown for November 2016 with a comparison for November 2015 is as follows:

	<b>2015</b>	<b>2016</b>
Sports Complex Upgrade Reserve	\$0.00	\$0.00
Land & Building Reserve	\$5,193.96	\$79,471.73
Plant Reserve	\$846,812.15	\$946,421.22
Leave Reserve	\$278,893.82	\$288,198.58
Economic Development Reserve	\$106,976.78	\$108,617.62
Sewerage Reserve	\$122,853.33	\$145,381.82
Unspent Grants & Contributions Reserve	\$990,610.87	\$24,760.32
Community Development Reserve	\$1,382,938.95	\$1,183,218.43
Water Waste Management Reserve	\$0.00	\$0.00
Future Funds Reserve	\$2,172,774.59	\$2,150,317.86
Morawa Future Funds Interest Reserve	\$11,029.82	\$55,000.01
Aged Care Units Reserve	\$8,936.42	\$9,073.48
Transfer Station Reserve	\$197,640.54	\$28,940.24
S/Towns Revitalisation Reserve	\$171,804.92	\$175,078.33
ST Solar Thermal Power Station Reserve	\$544,565.60	\$554,941.96
Business Units Reserve	\$40,836.41	\$61,570.65
Legal Reserve	\$0.00	\$15,080.91
Road Reserve	\$0.00	\$140,755.16
<b>TOTAL</b>	<b>\$6,881,868.16</b>	<b>\$5,966,828.32</b>

## **TRANSFER OF FUNDS**

- \$27,898.75 from Unspent Grants to Municipal Fund being for Interest earned on MWIP S/Towns up to and including 30/06/2014,30/06/2015. 5<sup>th</sup> August 2016
- \$12,606.63 from Unspent Grants to Municipal Fund being for Interest earned on S/Towns Interest 15/16. 10<sup>th</sup> August 2016
- \$106,179.00 from Transfer Station Funds to Municipal Fund less interest earned being for New Transfer Station. 31<sup>st</sup> October 2016
- \$200,000.00 from Community Development Reserve to Municipal Fund being for contribution towards major works on Town Swimming Pool. 31<sup>st</sup> October 2016
- \$27,816.09 from Unspent Grant to Municipal Fund being for Cloud Chasing Grant Unspent EOY 15/16. 31<sup>st</sup> October 2016
- **Investment Transfers**
- \$500,000.00 from Community Development Reserve to Term Deposit Community Development for 11 months and 30 days @ 3% interest
- \$800,000.00 from Future Funds to Term Deposit Future Funds1 for 11 months and 30 days @ 3% interest
- \$800,000.00 from Future Funds to Term Deposit Future Funds2 for 11 months and 30 days @ 3% interest
  
- \$500,000.00 from Municipal Funds to Term Deposit Municipal Account for 47 days @ 1.5% interest – Matured and deposited to the Municipal Account on the 23<sup>rd</sup> November 2016

## **COMMUNITY CONSULTATION**

NIL

## **COUNCILLOR CONSULTATION**

NIL

## **STATUTORY ENVIRONMENT**

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

## **POLICY IMPLICATIONS**

Section 3 – Finance 3.11 Risk Management Controls  
Section 3 – Finance 3.4.3 Investment Policy – Delegated Authority



**FINANCIAL IMPLICATIONS**

As presented

**STRATEGIC IMPLICATIONS**

Nil

**RISK MANAGEMENT**

As per Policy Section 3 – Finance 3.11 Risk Management Controls

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION**

That Council receive the bank reconciliation report for 30 November 2016.

**COUNCIL RESOLUTION**

**1612007**                      **Moved:      Cr Collins**  
   **Seconded: Cr Stokes**

**That Council receive the bank reconciliation report for 30 November 2016.**

**CARRIED 7/0**

<i>Item No/Subject:</i>	<b>7.2.2.6 Monthly Financial Statements</b>
<i>Date of Meeting:</i>	<b>19 December 2016</b>
<i>Date &amp; Author:</i>	<b>6 December 2016 Candice Smith - Senior Finance Officer</b>
<i>Responsible Officer:</i>	<b>Manager Accounting &amp; Finance</b>
<i>Applicant/Proponent:</i>	<b>Senior Finance Officer Manager Accounting &amp; Finance</b>
<i>File Number:</i>	
<i>Previous minute/s &amp; Reference:</i>	

**SUMMARY**

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

**DECLARATION OF INTEREST**

NIL

**ATTACHMENTS**

The November 2016 Monthly Financial Activity Report pertaining to Councils operations is provided under separate cover. A copy of the schedules is available if required.

**BACKGROUND INFORMATION**

NIL

**OFFICER'S COMMENT**

NIL

**COMMUNITY CONSULTATION**

NIL

**COUNCILLOR CONSULTATION**

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 November 2016.

## **COUNCIL RESOLUTION**

**1612008**                      **Moved:      Cr Collins**  
   **Seconded: Cr Coaker**

**It is recommended that Council receive the Statement of Financial Activity and the Variance Report for the period ending the 30 November 2016.**

**CARRIED 7/0**



**SHIRE OF MORAWA**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2016 TO 30 NOVEMBER 2016**

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## SHIRE OF MORAWA

## STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 30 NOVEMBER 2016

	NOTE	NOVEMBER 2016 Actual \$	NOVEMBER 2016 Y-T-D Budget \$	2016/17 Budget \$	Variences Actuals to Budget \$	Variences Actual Budget to Y-T-D %	
<b>Operating</b>							
<b>Revenues/Sources</b>	1,2						
Governance		4	0	10	4	0.00%	
General Purpose Funding		790,783	868,752	1,783,153	(77,969)	(8.97%)	
Law, Order, Public Safety		395,925	11,013	44,720	384,912	3495.07%	▲
Health		1,094	2,000	8,000	(906)	(45.30%)	
Education and Welfare		30,539	13,880	45,500	16,659	120.02%	▲
Housing		30,722	23,070	142,711	7,652	33.17%	
Community Amenities		430,772	447,273	611,431	(16,501)	(3.69%)	
Recreation and Culture		61,689	43,174	346,031	18,515	42.88%	▲
Transport		2,856,052	2,769,512	3,591,841	86,540	3.12%	
Economic Services		105,159	59,610	192,699	45,549	76.41%	▲
Other Property and Services		30,050	33,485	123,722	(3,435)	(10.26%)	
		4,732,789	4,271,769	6,889,818	461,020	10.79%	
<b>(Expenses)/(Applications)</b>	1,2						
Governance		(219,522)	(159,811)	(485,349)	(219,522)	0.00%	
General Purpose Funding		(67,104)	(75,850)	(198,855)	8,746	11.53%	
Law, Order, Public Safety		(66,745)	(72,052)	(147,658)	5,307	7.37%	
Health		(64,573)	(68,867)	(154,150)	4,294	6.24%	
Education and Welfare		(105,292)	(129,508)	(299,878)	24,216	18.70%	▼
Housing		(59,433)	(67,389)	(178,753)	7,956	11.81%	
Community Amenities		(172,652)	(293,768)	(616,434)	121,116	41.23%	▼
Recreation & Culture		(484,047)	(510,880)	(1,143,712)	26,833	5.25%	
Transport		(2,992,224)	(745,611)	(1,769,563)	(2,246,613)	(301.31%)	▲
Economic Services		(213,379)	(309,218)	(628,406)	95,839	30.99%	▼
Other Property and Services		10,232	(60,331)	(29,715)	70,563	116.96%	▼
		(4,434,739)	(2,493,285)	(5,652,471)	(2,101,265)	77.87%	
<b>Net Result Excluding Rates</b>		298,050	1,778,484	1,237,348	(1,640,245)		
<b>Adjustments for Non-Cash (Revenue) and Expenditure</b>							
(Profit)/Loss on Asset Disposals	4	0	7,676	18,259	(7,676)	100.00%	
Movement in Leave Reserve (Added Back)		1,546	0	0	1,546	0.00%	
Movement in Deferred Pensioner Rates/ESL (non)		2,871	0	0	2,871	0.00%	
Movement in Employee Benefit Provisions (non-c)		0	0	0	0	0.00%	
Rounding Adjustment		0	0	0	0	0.00%	
Depreciation on Assets		621,044	701,250	1,683,278	(80,206)	11.44%	▼
<b>Capital Revenue and (Expenditure)</b>							
Purchase Land Held for Resale	3	0	0	0	0	0.00%	
Purchase Land and Buildings	3	(76,814)	(9,000)	(869,434)	(67,814)	(753.49%)	▲
Purchase Plant and Equipment	3	(466,704)	(352,000)	(387,000)	(114,704)	(32.59%)	▲
Purchase Furniture and Equipment	3	0	(2,870)	(2,870)	2,870	100.00%	
Purchase Infrastructure Assets - Roads	3	(446,398)	(1,137,093)	(1,877,746)	690,695	60.74%	▼
Purchase Infrastructure Assets - Footpaths	3	0	0	0	0	0.00%	
Purchase Infrastructure Assets - Drainage	3	0	0	0	0	0.00%	
Purchase Infrastructure Assets - Parks & Ovals	3	(122)	0	0	(122)	0.00%	
Purchase Infrastructure Assets - Airfields	3	0	(2,600,000)	(2,600,000)	2,600,000	100.00%	▼
Purchase Infrastructure Assets - Play Equip	3	0	0	0	0	0.00%	
Purchase Infrastructure Assets - Sewerage	3	0	0	0	0	0.00%	
Purchase Infrastructure Assets - Dams	3	0	0	0	0	0.00%	
Purchase Infrastructure Assets - Other	3	(970,866)	(4,800)	(1,114,800)	(966,066)	(20126.38%)	▲
Proceeds from Disposal of Assets	4	0	135,500	135,500	(135,500)	(100.00%)	▼
Repayment of Debentures	5	(38,461)	(46,164)	(68,175)	7,703	16.69%	
Proceeds from New Debentures	5	0	0	0	0	0.00%	
Advances to Community Groups		0	0	0	0	0.00%	
Self-Supporting Loan Principal Income	5	0	0	0	0	0.00%	
Transfers to Restricted Assets (Reserves)	6	(32,807)	(281,179)	(519,121)	248,372	88.33%	▼
Transfers from Restricted Asset (Reserves)	6	374,500	516,920	1,472,931	(142,420)	(27.55%)	▼
<b>ADD Net Current Assets July 1 B/Fwd</b>	7	1,081,055	1,088,809	1,088,809	(7,754)	(0.71%)	
<b>LESS Net Current Assets Year to Date</b>	7	2,006,353	1,452,256	0	554,097	(38.15%)	
<b>Amount Raised from Rates</b>	8	(1,659,459)	(1,656,723)	(1,803,021)	(2,736)	0.17%	

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

**Material Variances Symbol**

Above Budget Expectations

▲

Greater than 10,000 and greater than 10%

Below Budget Expectations

▼

Less than 10,000 and less than 10%

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY 2016 TO 30 NOVEMBER 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 2016 TO 30 NOVEMBER 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 2016 TO 30 NOVEMBER 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	not depreciated
clearing and earthworks	50 years
construction/road base	
original surfacing and	
major re-surfacing	20 years
- bituminous seals	
Gravel roads	not depreciated
clearing and earthworks	50 years
construction/road base	12 years
gravel sheet	
Formed roads (unsealed)	not depreciated
clearing and earthworks	50 years
construction/road base	40 years
Footpaths - slab	

###### **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 2016 TO 30 NOVEMBER 2016

#### 1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

##### (j) Fixed Assets (Continued)

###### **Capitalisation Threshold**

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

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

###### **Capitalisation Threshold**

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

##### (k) Financial Instruments

###### **Initial Recognition and Measurement**

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

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

###### **Classification and Subsequent Measurement**

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

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

Amortised cost is calculated as:

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

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

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 30 NOVEMBER 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 2016 TO 30 NOVEMBER 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 2016 TO 30 NOVEMBER 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 2016 TO 30 NOVEMBER 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 2016 TO 30 NOVEMBER 2016

3. ACQUISITION OF ASSETS	2016/17 Budget \$	NOVEMBER 2016 YTD Budget \$	NOVEMBER 2016 Actual \$
The following assets have been acquired during the period under review:			
<b><u>By Program</u></b>			
<b>Governance</b>			
Upgrade to Old Council Chambers	539,434	0	0.00
<b>General Purpose Funding</b>			
<b>Health</b>			
Ford Sedan (Doctor Vehicle)	0	0	0.00
<b>Education &amp; Welfare</b>			
Skate Park CCTV Cameras	0	0	0.00
<b>Housing</b>			
Staff Housing - Postings to GL	0	0	0.00
Aged Person Units x 4	30,000	9,000	0.00
<b>Community Amenities</b>			
Cemetery Upgrade	0	0	0.00
Sewerage Upgrade	0	0	0.00
New Tip Site Construction	0	0	6,633.82
Closure/Rehabilitation Old Tip Site	0	0	5,147.96
Closure/Rehabilitation Old Tip Site	0	0	502.54
Compactors/Transfer Bins for Transfer Station	0	0	43,820.00
Refuse Transfer Station - Storage Shed	0	0	56,760.78
Purchase Land For New Waste Site	300,000	0	0.00
<b>Recreation and Culture</b>			
Morawa Town Hall Kitchen Rendering	0	0	0.00
Upgrade to Pool Pump House	0	0	16,101.52
Pool Swimming Filtration System	950,000	0	892,492.32
Sports Complex Upgrade	0	0	0.00
Recreation Centre Floor Restoration	0	0	3,951.87
Bowling Club Lighting	0	0	0.00
Skate Park CCTV Cameras	0	0	0.00
Skate Park	0	0	122.30
<b>Transport</b>			
Road Construction			
- Rural Roads Construction	1,401,788	938,778	446,111.15
- Townsite Roads Construction	327,158	136,315	286.74
Footpath Construction	0	0	0.00
Plant & Equipment - Road Plant Purchases	237,000	237,000	0.00
Airfield Infrastructure	2,600,000	2,600,000	0.00
<b>Economic Services</b>			
Caravan Park Managers Office	50,000	15,000	51,943.93
WiFi System - Caravan Park/Main ST	16,000	4,800	0.00
Morawa Perenjori Trails Project	0	0	0.00
Phase 1 - Civic Square/Pedestrian Crossing	148,800	0	71,740.17
MWIP-Morawa Town Revitalisation Project	0	0	0.00
<b>Other Property &amp; Services</b>			
Administration Furniture & Equipment	2,870	2,870	0.00
CEO/DCEO/MAF Vehicles	100,000	100,000	0.00
	<u>6,851,850</u>	<u>4,105,763</u>	<u>1,966,555.56</u>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 30 NOVEMBER 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)	
	2016/17 Budget	NOVEMBER 2016 Actual	2016/17 Budget	NOVEMBER 2016 Actual	2016/17 Budget	NOVEMBER 2016 Actual
	\$	\$	\$	\$	\$	\$
<b>Health</b>	0	0.00	0	0.00	0	0.00
						0.00
<b>Transport</b>						
(Asset 45) 1999 Ford Courier Tray Top	0	0.00	1,500	0.00	1,500	0.00
(Asset 272) - Backhoe Case P192	46,300	0.00	35,000	0.00	(11,300)	0.00
(Asset 476) - Ford Ranger - PWS	28,838	0.00	22,000	0.00	(6,838)	0.00
<b>Recreation &amp; Culture</b>	0	0.00	0	0.00	0	0.00
<b>Other Property &amp; Services</b>						
(Asset 600) Kluger AWD V6 Wagon - CEO	44,111	0.00	42,000	0.00	(2,111)	0.00
(Asset 580) 2013 - Nissan Patrol Wagon - EM	34,510	0.00	35,000	0.00	490	0.00
	0	0.00	0	0.00	0	0.00
	0	0.00	0	0.00	0	0.00
	153,759	0.00	135,500	0.00	(18,259)	0.00

By class of asset	Written Down Value		Sale Proceeds		Profit(Loss)	
	2016/17 Budget	NOVEMBER 2016 Actual	2016/17 Budget	NOVEMBER 2016 Actual	2016/17 Budget	NOVEMBER 2016 Actual
	\$	\$	\$	\$	\$	\$
<b>Land &amp; Buildings</b>	0	0.00	0	0.00	0	0.00
<b>Plant &amp; Equipment</b>						
(Asset 45) 1999 Ford Courier Tray Top	0	0	1,500	0	1,500	0
(Asset 272) - Backhoe Case P192	46,300	0	35,000	0	(11,300)	0
(Asset 476) - Ford Ranger - PWS	28,838	0	22,000	0	(6,838)	0
(Asset 600) Kluger AWD V6 Wagon - CEO	44,111	0	42,000	0	(2,111)	0
(Asset 580) 2013 - Nissan Patrol Wagon - EM	34,510	0	35,000	0	490	0
	153,759	0.00	135,500	0.00	(18,259)	0.00

**Summary**

Profit on Asset Disposals  
Loss on Asset Disposals

2016/17 Budget	NOVEMBER 2016 Actual
\$	\$
1,990	0.00
(20,249)	0.00
<u>(18,259)</u>	<u>0.00</u>

## SHIRE OF MORAWA

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 30 NOVEMBER 2016

3. ACQUISITION OF ASSETS	2016/17 Budget \$	NOVEMBER 2016 YTD Budget \$	NOVEMBER 2016 Actual \$
The following assets have been acquired during the period under review:			
<b><u>By Program</u></b>			
<b>Governance</b>			
Upgrade to Old Council Chambers	539,434	0	0.00
<b>General Purpose Funding</b>			
<b>Health</b>			
Ford Sedan (Doctor Vehicle)	0	0	0.00
<b>Education &amp; Welfare</b>			
Skate Park CCTV Cameras	0	0	0.00
<b>Housing</b>			
Staff Housing - Postings to GL	0	0	0.00
Aged Person Units x 4	30,000	9,000	0.00
<b>Community Amenities</b>			
Cemetery Upgrade	0	0	0.00
Sewerage Upgrade	0	0	0.00
New Tip Site Construction	0	0	6,633.82
Closure/Rehabilitation Old Tip Site	0	0	5,147.96
Closure/Rehabilitation Old Tip Site	0	0	502.54
Compactors/Transfer Bins for Transfer Station	0	0	43,820.00
Refuse Transfer Station - Storage Shed	0	0	56,760.78
Purchase Land For New Waste Site	300,000	0	0.00
<b>Recreation and Culture</b>			
Morawa Town Hall Kitchen Rendering	0	0	0.00
Upgrade to Pool Pump House	0	0	16,101.52
Pool Swimming Filtration System	950,000	0	892,492.32
Sports Complex Upgrade	0	0	0.00
Recreation Centre Floor Restoration	0	0	3,951.87
Bowling Club Lighting	0	0	0.00
Skate Park CCTV Cameras	0	0	0.00
Skate Park	0	0	122.30
<b>Transport</b>			
Road Construction			
- Rural Roads Construction	1,401,788	938,778	446,111.15
- Townsite Roads Construction	327,158	136,315	286.74
Footpath Construction	0	0	0.00
Plant & Equipment - Road Plant Purchases	237,000	237,000	0.00
Airfield Infrastructure	2,600,000	2,600,000	0.00
<b>Economic Services</b>			
Caravan Park Managers Office	50,000	15,000	51,943.93
WiFi System - Caravan Park/Main ST	16,000	4,800	0.00
Morawa Perenjori Trails Project	0	0	0.00
Phase 1 - Civic Square/Pedestrian Crossing	148,800	0	71,740.17
MWIP-Morawa Town Revitalisation Project	0	0	0.00
<b>Other Property &amp; Services</b>			
Administration Furniture & Equipment	2,870	2,870	0.00
CEO/DCEO/MAF Vehicles	100,000	100,000	0.00
	<u>6,851,850</u>	<u>4,105,763</u>	<u>1,966,555.56</u>



SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 30 NOVEMBER 2016

3. ACQUISITION OF ASSETS (Continued)	2016/17 Budget \$	NOVEMBER 2016 YTD Budget \$	NOVEMBER 2016 Actual \$
The following assets have been acquired during the period under review:			
<b><u>By Class</u></b>			
Land Held for Resale	0	0	0.00
Investments	0	0	0.00
Land	0	0	0.00
Buildings	869,434	9,000	76,814.17
Plant and Equipment	387,000	352,000	466,704.39
Furniture and Equipment	2,870	2,870	0.00
Infrastructure Assets - Roads	1,877,746	1,137,093	446,397.89
Infrastructure Assets - Footpaths	0	0	0.00
Infrastructure Assets - Drainage/Dams	0	0	0.00
Infrastructure Assets - Parks & Ovals	0	0	122.30
Infrastructure Assets - Airfields	2,600,000	2,600,000	0.00
Infrastructure Assets - Playground Equipment	0	0	0.00
Infrastructure Assets - Sewerage	0	0	0.00
Infrastructure Assets - Dams	0	0	0.00
Infrastructure Assets - Other	1,114,800	4,800	970,866.31
	<u>6,851,850</u>	<u>4,105,763</u>	<u>1,960,905.06</u>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 30 NOVEMBER 2016

5. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-16	New Loans		Principal Repayments		Principal Outstanding	Interest Repayments	
		2016/17 Budget \$	2016/17 Actual \$	2016/17 Budget \$	2016/17 Actual \$		2016/17 Budget \$	2016/17 Actual \$
<b>Housing</b>								
Loan 133 - GEHA House	102,614	0	0	31,993	15,735	70,621	6,206	0
Loan 134 - 2 Broad Street	72,564	0	0	24,158	22,726	48,406	3,090	0
Loan 135 - Staff Housing	0	0	0	0	0	0	0	0
Loan 136 - 24 Harley Street - Staff Housing	344,161	0	0	12,024	0	332,137	13,408	(517)
<b>Transport</b>								
Loan 138 - Plant Replacement	0	0	0	0	0	0	0	0
<b>Other Property &amp; Services</b>								
	519,339	0	0	68,175	38,461	451,164	22,704	(517)

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 2016 TO 30 NOVEMBER 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 \$	
	0	0					0	0	0

## SHIRE OF MORAWA

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 30 NOVEMBER 2016

	2016/17 Budget \$	NOVEMBER 2016 Actual \$
<b>6. RESERVES - CASH BACKED</b>		
<b>(a) Leave Reserve</b>		
Opening Balance	286,652	286,652
Amount Set Aside / Transfer to Reserve	14,088	1,546
Amount Used / Transfer from Reserve	(39,000)	0
	<u>261,740</u>	<u>288,199</u>
<b>(b) Sports and Recreation Facilities Reserve</b>		
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>
<b>(c) Plant Reserve</b>		
Opening Balance	941,344	941,344
Amount Set Aside / Transfer to Reserve	198,998	5,078
Amount Used / Transfer from Reserve	(201,500)	0
	<u>938,842</u>	<u>946,421</u>
<b>(d) Building Reserve</b>		
Opening Balance	79,045	79,045
Amount Set Aside / Transfer to Reserve	22,506	426
Amount Used / Transfer from Reserve	0	0
	<u>101,551</u>	<u>79,472</u>
<b>(e) Economic Development Reserve</b>		
Opening Balance	108,035	108,035
Amount Set Aside / Transfer to Reserve	3,425	583
Amount Used / Transfer from Reserve	0	0
	<u>111,460</u>	<u>108,618</u>
<b>(f) Community Development Reserve</b>		
Opening Balance	1,376,593	1,376,593
Amount Set Aside / Transfer to Reserve	43,642	6,625
Amount Used / Transfer from Reserve	(400,000)	(200,000)
	<u>1,020,235</u>	<u>1,183,218</u>
<b>(g) Sewerage Reserve</b>		
Opening Balance	144,602	144,602
Amount Set Aside / Transfer to Reserve	74,584	780
Amount Used / Transfer from Reserve	0	0
	<u>219,186</u>	<u>145,382</u>
<b>(h) Unspent Grants and Contributions Reserve</b>		
Opening Balance	92,743	92,743
Amount Set Aside / Transfer to Reserve	2,940	339
Amount Used / Transfer from Reserve	(55,505)	(68,321)
	<u>40,178</u>	<u>24,760</u>

## SHIRE OF MORAWA

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 30 NOVEMBER 2016

	2016/17 Budget \$	NOVEMBER 2016 Actual \$
<b>6. RESERVES (Continued)</b>		
<b>(i) Business Units Reserve</b>		
Opening Balance	61,240	61,240
Amount Set Aside / Transfer to Reserve	21,942	330
Amount Used / Transfer from Reserve	0	0
	83,182	61,571
<b>(j) Morawa Community Trust Reserve</b>		
Opening Balance	54,705	54,705
Amount Set Aside / Transfer to Reserve	31,701	295
Amount Used / Transfer from Reserve	0	0
	86,406	55,000
<b>(k) Morawa Community Future Funds Reserve</b>		
Opening Balance	2,140,600	2,140,600
Amount Set Aside / Transfer to Reserve	67,861	9,718
Amount Used / Transfer from Reserve	(57,682)	0
	2,150,779	2,150,318
<b>(l) Refuse Transfer Station Reserve</b>		
Opening Balance	134,515	134,515
Amount Set Aside / Transfer to Reserve	4,265	604
Amount Used / Transfer from Reserve	-	(106,179)
	138,780	28,940
<b>(m) Aged Care Units Reserve</b>		
Opening Balance	9,025	9,025
Amount Set Aside / Transfer to Reserve	286	49
Amount Used / Transfer from Reserve	-	0
	9,311	9,073
<b>(n) ST-N/Midlands Solar Thermal Power</b>		
Opening Balance	550,687	550,687
Amount Set Aside / Transfer to Reserve	17,459	4,255
Amount Used / Transfer from Reserve	(540,000)	0
	28,146	554,942
<b>(o) ST-Morawa Revitalisation Reserve</b>		
Opening Balance	173,736	173,736
Amount Set Aside / Transfer to Reserve	5,508	1,342
Amount Used / Transfer from Reserve	(179,244)	0
	0	175,078
<b>(p) Legal Fees Reserve</b>		
Opening Balance	15,000	15,000
Amount Set Aside / Transfer to Reserve	5,478	81
Amount Used / Transfer from Reserve	0	0
	20,478	15,081

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

	<b>2016/17 Budget \$</b>	<b>NOVEMBER 2016 Actual \$</b>
<b>6. RESERVES (Continued)</b>		
<b>(q) Road Reserve</b>		
Opening Balance	140000	140000
Amount Set Aside / Transfer to Reserve	4,438	755
Amount Used / Transfer from Reserve	0	0
	144,438	140,755
Total Cash Backed Reserves	<b>5,354,712</b>	<b>5,966,828</b>
<b>Summary of Transfers To Cash Backed Reserves</b>		
<b>Transfers to Reserves</b>		
Leave Reserve	14,088	1,546
Sports and Recreation Facilities Reserve	0	0
Plant Reserve	198,998	5,078
Building Reserve	22,506	426
Economic Development Reserve	3,425	583
Community Development Reserve	43,642	6,625
Sewerage Reserve	74,584	780
Unspent Grants and Contributions Reserve	2,940	339
Business Units Reserve	21,942	330
Morawa Community Trust Reserve	31,701	295
Morawa Community Future Fund Reserve	67,861	9,718
Refuse Transfer Station Reserve	4,265	604
Aged Care Units Reserve	286	49
ST-N/Midlands Solar Thermal Power	17,459	4,255
ST-Morawa Revitalisation Reserve	5,508	1,342
Legal Fees Reserve	5,478	81
Road Reserve	4,438	755
	519,121	32,807
<b>Transfers from Reserves</b>		
Leave Reserve	(39,000)	0
Sports and Recreation Facilities Reserve	0	0
Plant Reserve	(201,500)	0
Building Reserve	0	0
Economic Development Reserve	0	0
Community Development Reserve	(400,000)	(200,000)
Sewerage Reserve	0	0
Unspent Grants and Contributions Reserve	(55,505)	(68,321)
Business Units Reserve	0	0
Morawa Community Trust Reserve	0	0
Morawa Community Future Fund Reserve	(57,682)	0
Refuse Transfer Station Reserve	0	(106,179)
Aged Care Units Reserve	0	0
ST-N/Midlands Solar Thermal Power	(540,000)	0
ST-Morawa Revitalisation Reserve	(179,244)	0
Legal Fees Reserve	0	0
Road Reserve	0	0
	(1,472,931)	(374,500)
<b>Total Transfer to/(from) Reserves</b>	<b>(953,810)</b>	<b>(341,693)</b>

## SHIRE OF MORAWA

### NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 30 NOVEMBER 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 2016 TO 30 NOVEMBER 2016

	2015/16 B/Fwd Per 2016/17 Budget \$	2015/16 B/Fwd Per Financial Report \$	2016/17 Actual \$
<b>7. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	(9,447)	(213,515)	721,779
Cash - Restricted Unspent Grants	0	317,600	0
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	6,308,522	6,308,522	5,966,828
Rates - Current	377,248	374,377	779,834
Sundry Debtors	998,442	998,442	545,763
GST Receivable	75,083	75,084	135,561
Accrued Income/Prepayments	6,882	6,882	0
Provision for Doubtful Debts	(15,595)	(15,595)	(15,595)
Other Current Debtors	0	0	0
Inventories	1,335	1,335	1,335
	<u>7,742,470</u>	<u>7,853,132</u>	<u>8,135,505</u>
<b>LESS: CURRENT LIABILITIES</b>			
Sundry Creditors	(136,955)	(250,489)	581
Income Received in Advance	0	0	(11,093)
GST Payable	(56,092)	(56,092)	(43,509)
Payroll Creditors	0	0	0
Accrued Expenditure	0	0	0
Other Payables	(6,025)	(6,025)	(20,381)
Withholding Tax Payable	0	0	0
Payg Payable	(48,960)	(48,960)	(30,988)
Accrued Interest on Debentures	0	(4,870)	0
Accrued Salaries and Wages	(38,370)	(38,370)	0
Current Employee Benefits Provision	(345,401)	(345,401)	(345,401)
Current Loan Liability	(60,904)	(66,743)	(22,443)
	<u>(692,707)</u>	<u>(816,950)</u>	<u>(473,234)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>7,049,763</b>	<b>7,036,182</b>	<b>7,662,271</b>
Less: Cash - Reserves - Restricted	(6,308,522)	(6,308,522)	(5,966,828)
Less: Cash - Unspent Grants - Restricted	0	0	0
Adjustment for Trust Transactions Within Muni	12	0	268
Add Back : Component of Leave Liability not Required to be Funded	286,652	286,652	288,199
Add Back : Current Loan Liability	60,904	66,743	22,443
<b>SURPLUS/(DEFICIENCY) C/FWD</b>	<u><b>1,088,809</b></u>	<u><b>1,081,055</b></u>	<u><b>2,006,353</b></u>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 30 NOVEMBER 2016

8. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2016/17 Rate Revenue \$	2016/17 Interim Rates \$	2016/17 Back Rates \$	2016/17 Total Revenue \$	2016/17 Budget \$
<b>General Rate</b>								
GRV Residential/Commercial	0.07415	268	2,912,592	215,960	0	0	215,960	215,960
UV Rural	0.02257	204	57,874,600	1,306,461	0	0	1,306,461	1,306,461
UV Mining	0.28968	16	469,309	135,950	0	0	135,950	135,950
<b>Sub-Totals</b>		488	61,256,501	1,658,371	0	0	1,658,371	1,658,371
<b>Minimum Rates</b>								
GRV Residential/Commercial	279	48	39,055	13,392		0	13,392	13,392
UV Rural	279	7	55,400	1,953	0	0	1,953	1,953
UV Mining	656	11	10,939	7,216	0	0	7,216	7,216
<b>Sub-Totals</b>		66	105,394	22,561	0	0	22,561	22,561
Specified Area Rates								
Ex-Gratia Rates								
Discounts								
Rates Written Off								
Movement in Excess Rates								
<b>Totals</b>								
							1,680,932	1,680,932
							5,792	5,792
							1,686,724	1,686,724
							(27,191)	(30,000)
							(72)	(2,500)
							0	0
							1,659,461	1,654,224

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 2016/17 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 2016 TO 30 NOVEMBER 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:

<b>Detail</b>	<b>Balance 01-Jul-16 \$</b>	<b>Amounts Received \$</b>	<b>Amounts Paid (\$)</b>	<b>Balance \$</b>
Housing Bonds	2,000	0	0	2,000
Dreghorn Unit Bonds	498	404	0	902
Bonds Hall/Rec Centre Hire	0	0	0	0
Aged Care - Bond Karl Strudwick Number 5	0	656	0	656
Youth Centre	865	0	0	865
Council Nominations	0	0	0	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	660	0	0	660
BCITF/BRB Training Levy	427	364	0	791
Daphne Little - Excess Rent	0	426	0	426
Morawa Oval Function Centre	1,762	0	0	1,762
	<u>10,853</u>	<u>1,850</u>	<u>0</u>	<u>12,704</u>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 30 NOVEMBER 2016

10. OPERATING STATEMENT

	NOVEMBER 2016 Actual \$	2016/17 Budget \$	2015/16 Actual \$
<b>OPERATING REVENUES</b>			
Governance	4	10	85,353
General Purpose Funding	2,450,244	3,437,377	2,375,239
Law, Order, Public Safety	395,925	44,720	47,691
Health	1,094	8,000	59,064
Education and Welfare	30,539	45,500	17,905
Housing	30,722	142,711	46,856
Community Amenities	430,772	611,431	538,402
Recreation and Culture	61,689	346,031	260,759
Transport	2,856,052	3,591,841	2,756,444
Economic Services	105,159	192,699	210,929
Other Property and Services	30,050	123,722	93,296
<b>TOTAL OPERATING REVENUE</b>	<b>6,392,250</b>	<b>8,544,042</b>	<b>6,491,937</b>
<b>OPERATING EXPENSES</b>			
Governance	219,522	485,349	453,942
General Purpose Funding	67,104	198,855	193,155
Law, Order, Public Safety	66,745	147,658	147,445
Health	64,573	154,150	274,928
Education and Welfare	105,292	299,878	285,792
Housing	59,433	178,753	121,158
Community Amenities	172,652	616,434	482,500
Recreation & Culture	484,047	1,143,712	1,155,380
Transport	2,992,224	1,769,563	3,228,997
Economic Services	213,379	628,406	538,733
Other Property and Services	(10,232)	29,715	39,141
<b>TOTAL OPERATING EXPENSE</b>	<b>4,434,739</b>	<b>5,652,471</b>	<b>6,921,171</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b><u>1,957,511</u></b>	<b><u>2,891,572</u></b>	<b><u>(429,234)</u></b>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 30 NOVEMBER 2016

11. BALANCE SHEET

	NOVEMBER 2016 Actual \$	2015/16 Actual \$
<b>CURRENT ASSETS</b>		
Cash Assets	6,688,608	6,412,607
Receivables	1,445,563	1,439,191
Inventories	1,335	1,335
<b>TOTAL CURRENT ASSETS</b>	<u>8,135,506</u>	<u>7,853,133</u>
<b>NON-CURRENT ASSETS</b>		
Receivables	11,064	13,935
Inventories	0	0
Property, Plant and Equipment	26,765,380	26,518,884
Infrastructure	44,190,702	43,097,335
<b>TOTAL NON-CURRENT ASSETS</b>	<u>70,967,146</u>	<u>69,630,154</u>
<b>TOTAL ASSETS</b>	<u>79,102,652</u>	<u>77,483,287</u>
<b>CURRENT LIABILITIES</b>		
Payables	105,390	404,807
Interest-bearing Liabilities	22,443	66,743
Provisions	345,401	345,401
<b>TOTAL CURRENT LIABILITIES</b>	<u>473,234</u>	<u>816,951</u>
<b>NON-CURRENT LIABILITIES</b>		
Interest-bearing Liabilities	458,435	452,597
Provisions	37,661	37,661
<b>TOTAL NON-CURRENT LIABILITIES</b>	<u>496,096</u>	<u>490,258</u>
<b>TOTAL LIABILITIES</b>	<u>969,330</u>	<u>1,307,209</u>
<b>NET ASSETS</b>	<u>78,133,322</u>	<u>76,176,078</u>
<b>EQUITY</b>		
Retained Surplus	35,171,491	32,872,289
Reserves - Cash Backed	5,966,828	6,308,522
Reserves - Asset Revaluation	36,995,271	36,995,271
<b>TOTAL EQUITY</b>	<u>78,133,590</u>	<u>76,176,082</u>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 30 NOVEMBER 2016

12. FINANCIAL RATIO

	2016 YTD	2015	2014	2013
Current Ratio	11.720	3.530	7.880	1.870

The above rates are calculated as follows:

Current Ratio equals

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

**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**

***Education and Welfare - Variance above budget expectations***

Small grants for Youth Centre received and invoiced ahead of budget expectations

***Recreation & Culture - Variance above budget expectations.***

Swimming Pool Operating Grant received earlier than anticipated on budget

***Economic Services - Variance above budget expectations.***

Tourism - Caravan Park income much higher than budget expectations

**REPORTABLE OPERATING EXPENSE VARIATIONS**

***Education and Welfare - Variance below budget expectations***

Timing - Youth Centre costs below budget  
Timing - Child Care Mtce below budget

***Community Amenities - Variance below budget expectations.***

General Community Amenities costs down on YTD budget

***Transport - Variance above budget expectations.***

Flood damage costs not budgeted for offset by income

***Economic Services - Variance below budget expectations***

Caravan Park operation expenses under budget

***Other Property & Services - Variance below budget expectations.***

Fuel and Oils, Tyres and Tubes underspent - timing

**REPORTABLE NON-CASH VARIATIONS**

**REPORTABLE CAPITAL EXPENSE VARIATIONS**

***Purchase of Land & Buildings - Variance above budget expectations.***

Purchase of New Tip Buildings and Caravan Park Office

***Purchase of Plant & Equipment - Variance below budget expectations.***

Swimming Pool Plant & Equipment in progress

***Purchase of Infrastructure Assets Roads - Variance below budget expectations.***

Capital Road Works for roads under budget - timing

***Purchase Infrastructure Assets - 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**

***Transfer from Reserves - Variance below budget expectations.***

Transfers to Municipal Fund - timing on completion of projects

## 7.2.4 Executive Manager Development & Administration

<i>Item No/ Subject:</i>	<b>7.2.4.1 Advertising of Local Planning Strategy</b>
<i>Date of Meeting:</i>	<b>19 December 2016</b>
<i>Date &amp; Author:</i>	<b>27 October 2016 - Samantha Appleton Executive Manager Development &amp; Administration</b>
<i>Responsible Officer:</i>	<b>Executive Manager Development &amp; Administration</b>
<i>Applicant/Proponent:</i>	<b>Executive Manager Development &amp; Administration</b>
<i>File Number:</i>	<b>ADM 0610</b>
<i>Previous minute/s &amp; Reference:</i>	<b>Ordinary Council 23 July 2013</b>

### **SUMMARY**

The final draft documents have been prepared for Town Planning Scheme No3 including local planning strategy (LPS), schemes and associated planning policies.

Council will be required to adopt the local planning strategy and draft local planning scheme no. 3 for purposes of public advertising.

### **DECLARATION OF INTEREST**

Nil

### **ATTACHMENTS**

Local Planning Scheme Documents (3)

### **BACKGROUND**

The Shire has received funding via the Department of Planning's Northern Planning Projects funding scheme to assist with the preparation of a new Local Planning Strategy and Scheme for the District. This grant covers the consultancy costs associated with the preparation of the new LPS and Scheme.

The Town Planning Scheme has been developed to comply with the Model Scheme Text requirements for all new schemes being prepared within the state of Western Australia.

The Shire of Morawa Local Planning Scheme No. 2 was gazetted on 21 May 2007.

The objectives of the Scheme provided to TPG and adopted by Council as the objectives for the new scheme were developed to be broad enough to deliver the vision and objectives of the Shire of Morawa SuperTowns Growth Plan.

The general aims of the new local planning scheme identified were to:

- zone sufficient land for residential purposes to accommodate a population of upwards of 2,500 people and encourage diversity in housing choice;
- provide sufficient zoned land for commercial, retail, industrial and civic uses, suitable to service the long term growth of the District;
- support a robust and innovative economy with a range of local employment opportunities;
- implement strategic planning for the municipality, including the recommendations of the Shire's local planning strategy and relevant State strategies;
- reserve certain portions of land required for public purposes;
- zone the balance of the land within the Scheme Area for purposes described in the Scheme as recommended by the Shire's local planning strategy;
- define the uses and types of development to be permitted on land within the Scheme Area;
- control and regulate the development and use of land throughout the District; and
- the preservation of places and objects of natural beauty, cultural and indigenous heritage significance, or other scientific interest.

Following Council consideration to adopt the Draft LPS and Draft Scheme for advertising, the documents will be forwarded to the Western Australian Planning Commission (WAPC) for consent to advertise. Once the WAPC's consent to advertise the documents has been granted, draft Local Planning Scheme No. 3 will be forwarded to the Environmental Protection Authority (EPA) for formal assessment. Following the EPA's assessment, the documents will be publicly advertised for a period of not less than 90 days. A notice will be placed on the Shire's notice board, Shire's website and in the Morawa Scene/Mid West Times advertising the documents for public inspection, in accordance with the requirements of the Town Planning Regulations 1967.

## **COMMENT**

The draft Local Planning Scheme No. 2 has been prepared in response to the issues identified and documented within the Shire's draft LPS and the Growth and implementation plan. The key differences between the draft Local Planning Scheme

No. 3 and the Shire's existing Town Planning Scheme No. 2 text are summarised below:

- The new Scheme is based on the Model Scheme Text as required by the WAPC;
- Incorporation of new land use zones and definitions.

### **Scheme Maps**

The key modifications undertaken to the Scheme Maps include:

- Incorporation of the new freight road
- Alteration of the R-Code densities
- Incorporation of Mixed Use zones in the Solomon Terrace/Valentine Street area and town centre.
- Permitting potential residential subdivision (subject to structure plan guidance) for large lots located along the northern side of Evans Street.
- Reviewing and rationalise the zoning for the smaller town sites including Canna and Gutha

### **Draft Local Planning Strategy**

The draft Local Planning Strategy incorporates the Shire of Morawa Growth and Implementation Plan. The strategy establishes the vision, objectives, strategic plan and actions required to implement the Strategy.

It also encapsulates the relevant background review material and justification to support the Strategy, including the State, regional and local planning context, local profile of the community and an analysis of key issues facing the Shire.

The vision for land use planning and development of the Shire over the next 10 to 15 years is articulated in the strategy.

## **STATUTORY ENVIRONMENT**

### **PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES) REGULATIONS 2015 - REG 65**

#### **65 . Review of local planning scheme**

- (1) A local government must carry out a review of each local planning scheme prepared by the local government —
  - (a) in the 5<sup>th</sup> year after the scheme is published in the *Gazette* under section 87(3) of the Act; and
  - (b) in the 5<sup>th</sup> year after the completion of each review carried out under this Division.



- (2) Subregulation (1) applies to a local planning scheme that was published in the *Gazette* more than 5 years before the commencement of this regulation as if it were published in the *Gazette* on the day that is 3 years before the day on which this regulation comes into operation.
- (3) The review must consider whether the local planning scheme is up-to-date and complies with these regulations.
- (4) The review may be undertaken in conjunction with the preparation of a consolidation of a scheme under Part 5 Division 5 of the Act.

## **PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES) REGULATIONS 2015 - REG 11**

### 11. Requirement for local planning strategy for local planning scheme

- (1) A local government must prepare a local planning strategy in accordance with this Part for each local planning scheme that is approved for land within the district of the local government.
- (2) A local planning strategy must —
  - (a) set out the long-term planning directions for the local government; an
  - (b) apply any State or regional planning policy that is relevant to the strategy; and
  - (c) provide the rationale for any zoning or classification of land under the local planning scheme.
- (3) A local planning strategy may be prepared concurrently with the local planning scheme to which it relates.

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

The development of the Draft Scheme has been funded by the Supertowns program.

### **STRATEGIC IMPLICATIONS**

Shire of Morawa Community Strategic Plan

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

### **RISK MANAGEMENT**

Shire of Morawa Risk Management Framework

Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.

### **VOTING REQUIREMENTS**

Absolute Majority



<i>Item No/Subject</i>	<b>7.2.4.2 2017 Meeting Dates</b>
<i>Date of Meeting:</i>	<b>19 December 2016</b>
<i>Date &amp; Author:</i>	<b>9 December 2016 - Samantha Appleton Executive Manager Development &amp; Administration</b>
<i>Responsible Officer:</i>	<b>Executive Manager Development and Administration</b>
<i>Applicant/Proponent:</i>	<b>Executive Manager Development and Administration</b>
<i>File Number:</i>	<b>ADM 0378</b>
<i>Previous minute/s &amp; Reference:</i>	<b>Resolution 1512015 18 December 2015</b>

**SUMMARY**

Council to set dates for ordinary meetings to be held in 2017.

**DECLARATION OF INTEREST**

Nil

**ATTACHMENTS**

Nil

**BACKGROUND INFORMATION**

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

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

**Subdivision 1 — Council meetings**

**5.3. Ordinary and special council meetings**

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

**5.4. Calling council meetings**

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

- (a) if called for by either —
- (i) the mayor or president; or
  - (ii) at least  $\frac{1}{3}$  of the councillors,
- in a notice to the CEO setting out the date and purpose of the proposed meeting; or
- (b) if so decided by the council.

## **5.5. Convening council meetings**

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

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

- (ii) at least  $\frac{1}{3}$  of the councillors,  
in a notice to the CEO setting out the date and purpose of the proposed meeting; or
- (b) if so decided by the council.

### **OFFICER'S COMMENT**

The proposed motion acknowledges an indication to change meeting dates and times for 2017, with November and May meetings to be reinstated. The meeting dates are generally set for the third Thursday of the months when Council meet with the exception of February, March, June and November where the first of the month falls on a Wednesday or Thursday (making the briefing session occur in the first week of the month) and December where the meeting has been moved forward due to Christmas. A new time of 2.30 has also been nominated. This will allow more opportunities for guests to attend meetings. Suggested meeting dates are listed below:

- Thursday 23 February 2017
- Thursday 23 March 2017
- Thursday 20 April 2017
- Thursday 18 May 2017
- Thursday 22 June 2017
- Thursday 20 July 2017
- Thursday 17 August 2017
- Thursday 21 September 2017
- Thursday 19 October 2017
- Thursday 23 November 2017
- Monday 18 December 2017
- 

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

### **STATUTORY ENVIRONMENT**

Local Government Act 1995 Section 5.3, 5.4 and 5.25

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

Nil

## **STRATEGIC IMPLICATIONS**

Shire of Morawa Strategic Community Plan

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

4.5 Be compliant with relevant legislation.

## **RISK MANAGEMENT**

Nil

## **VOTING REQUIREMENTS**

Simple Majority

## **OFFICER'S RECOMMENDATION**

That Council set ordinary meeting dates for 2017 as follows:

- Thursday 23 February 2017
- Thursday 23 March 2017
- Thursday 20 April 2017
- Thursday 18 May 2017
- Thursday 22 June 2017
- Thursday 20 July 2017
- Thursday 17 August 2017
- Thursday 21 September 2017
- Thursday 19 October 2017
- Thursday 23 November 2017
- Monday 18 December 2017

## **COUNCIL RESOLUTION**

**16120010**                      **Moved:        Cr Thornton**  
   **Seconded:   Cr Stokes**

**That Council set ordinary meeting dates for 2017 with a starting time of 2.30pm as follows:**

- **Thursday 23 February 2017**
- **Thursday 23 March 2017**
- **Thursday 20 April 2017**
- **Thursday 18 May 2017**
- **Thursday 22 June 2017**
- **Thursday 20 July 2017**
- **Thursday 17 August 2017**
- **Thursday 21 September 2017**
- **Thursday 19 October 2017**
- **Thursday 23 November 2017**
- **Monday 18 December 2017**

**CARRIED 6/1**

<i>Item No/ Subject:</i>	<b>7.2.4.3 Morawa Pool Fees</b>
<i>Date of Meeting:</i>	<b>19 December 2016</b>
<i>Date &amp; Author:</i>	<b>14 December 2016 - Samantha Appleton Executive Manager Development &amp; Administration</b>
<i>Responsible Officer:</i>	<b>Executive Manager Development &amp; Administration</b>
<i>Applicant/Proponent:</i>	<b>Executive Manager Development &amp; Administration</b>
<i>File Number:</i>	<b>CT.MTC.6</b>
<i>Previous minute/s &amp; Reference:</i>	

### **SUMMARY**

Morawa pool is to open shortly following extensive works. This item is a proposal to reconsider or to waive entrance fees for the remainder of the 2016/17 pool season.

### **DECLARATION OF INTEREST**

Nil

### **ATTACHMENTS**

Nil

### **BACKGROUND INFORMATION**

The Morawa pool is due to reopen following extensive works to the pool shell, piping, paving and filtration system.

The Morawa community has been without a pool for one and one half seasons. With the pool about to open Councilors may like to consider whether charges adopted in the 2016/17 budget should apply to patrons.

Charges listed in the 2016/17 budget are as follows:

Season Tickets	Family	\$164.00
	Adult	\$88.00
	Pensioners/Children	\$62.00
Gate Prices	Adult	\$4.30
	Child	\$3.10
	Pensioner	\$2.10
	Spectator	\$2.10

Swimming Club Levy	\$582.00
School Facility Levy	\$5,186.00
Agricultural Facility Bulk Fee Charge	\$2,622.00

The last full season of operations (2014/15) income received from patrons totaled \$22,234.48.

### **COMMENT**

Policy 9.4 Provides for the pool opening dates to be open from mid October to the end of the first term holidays.

This means the pool may be open until 23 April 2017. This will allow the pool to operate for four months from the estimated opening date out of a season of just over six months.

Should Council resolve to continue to charge admission it is suggested that the annual fees be revised due to the reduction in the length of the season. This will require a resolution of Council and notification of the public.

Councilors may also take into consideration that the provision of free admission to the pool may provide an alternate activity while there will be a possible reduction in Youth Centre operating times during the holidays.

### **STATUTORY ENVIRONMENT**

Shire of Morawa Policy Manual

#### **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 programed to take place during the closed winter months.*

*Adopted Council Meeting 28/8/1997  
Amended Council Meeting 16/05/2013  
Reviewed Council Meeting 22/07/2015*

### **STRATEGIC IMPLICATIONS**

Shire of Morawa Community Strategic Plan  
3.1 Services that meet the needs of the community



## **RISK MANAGEMENT**

N/A

## **VOTING REQUIREMENTS**

Absolute Majority

## **OFFICER'S RECOMMENDATION**

That entrance fees to the Morawa Swimming Pool be waived for the remainder of the 2016-17 opening season.

## **COUNCIL RESOLUTION**

**16120011**                      **Moved:        Cr Stokes**  
   **Seconded: Cr Carslake**

**That entrance fees to the Morawa Swimming Pool be waived for the remainder of the 2016-17 opening season and the budget allocation of \$21,000 be adjusted in the mid-year review.**

**CARRIED BY ABSOLUTE MAJORITY 7/0**

<i>Item No/ Subject:</i>	<b>7.2.2.4 Morawa Community Care</b>
<i>Date of Meeting:</i>	<b>19 December 2016</b>
<i>Date &amp; Author:</i>	<b>14 December 2016 - Samantha Appleton Executive Manager Development &amp; Administration</b>
<i>Responsible Officer:</i>	<b>Executive Manager Development &amp; Administration</b>
<i>Applicant/Proponent:</i>	<b>Executive Manager Development &amp; Administration</b>
<i>File Number:</i>	<b>ADM 0608</b>
<i>Previous minute/s &amp; Reference:</i>	

### **SUMMARY**

As part of taking control of the assets controlled by Morawa Community Care Inc., the Shire of Morawa has had an agreement drawn up to formalise the process. This agreement will now require signing and endorsement with the common seal.

### **DECLARATION OF INTEREST**

Nil

### **ATTACHMENTS**

MOU prepared by CS Legal

### **BACKGROUND INFORMATION**

Council is in the process of assuming control of the aged persons units located in Yewers Avenue Morawa owned by Morawa Community Care. As part of the process of acquiring the units, the following steps have been taken:

- Preparation of an MOU with Morawa Community

The following steps are to be taken or are underway:

- Winding up of the incorporation of Morawa Community Care and all associated activities
- Transfer of all assets held by Morawa Community Care
- Signing of the MOU
- Endorsement with the common seal

## **COMMENT**

The execution of the deed and the transfer of assets by Morawa Community Care Inc. is the final step to conclude the operations of Morawa Community Care Inc. As part of this process, CS Legal has commenced the de-registration of the group, so that governance requirements relating to their incorporation will not be ongoing.

This will conclude the handover of the assets and allow the Shire of Morawa to have full control of the facility.

## **STATUTORY ENVIRONMENT**

### **ASSOCIATIONS INCORPORATION ACT 1987 - SECT 30**

#### **30 . Voluntary winding up**

- (1) An incorporated association may be wound up voluntarily if the association is solvent and resolves by special resolution that it be wound up voluntarily.
- (2) The incorporated association shall cause a copy of a special resolution passed under subsection (1) to be lodged with the Commissioner within 14 days after the passing of the resolution.
- (3) Dissolution pursuant to the voluntary winding up of an incorporated association shall take effect —
  - (a) 7 days after the distribution of the surplus property is completed; or
  - (b) if there is no surplus property, 14 days after a copy of the resolution is lodged with the Commissioner.
- (4) The regulations may declare the winding up of an incorporated association under this section to be an applied Corporations legislation matter for the purposes of Part 3 of the [Corporations \(Ancillary Provisions\) Act 2001](#) in relation to one or more of Parts 5.4 to 5.8 (winding up) of the [Corporations Act 2001](#) of the Commonwealth, with any modifications that are specified in the declaration.

### **Local Government Act 1995**

#### **Division 3 — Documents**

##### **9.49A. Execution of documents**

- (1) A document is duly executed by a local government if —
  - (a) the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or
  - (b) it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.
- (2) The common seal of a local government is not to be affixed to any document except as authorised by the local government.
- (3) The common seal of the local government is to be affixed to a document in the presence of —
  - (a) the mayor or president; and

(b) the chief executive officer or a senior employee authorised by the chief executive officer, each of whom is to sign the document to attest that the common seal was so affixed.

(4) A local government may, by resolution, authorise the chief executive officer, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.

(5) A document executed by a person under an authority under subsection (4) is not to be regarded as a deed unless the person executes it as a deed and is permitted to do so by the authorisation.

(6) A document purporting to be executed in accordance with this section is to be presumed to be duly executed unless the contrary is shown.

(7) When a document is produced bearing a seal purporting to be the common seal of the local government, it is to be presumed that the seal is the common seal of the local government unless the contrary is shown.

*[Section 9.49A inserted by No. 17 of 2009 s. 43.]*

#### **9.49B. Contract formalities**

(1) Insofar as the formalities of making, varying or discharging a contract are concerned, a person acting under the authority of a local government may make, vary or discharge a contract in the name of or on behalf of the local government in the same manner as if that contract was made, varied or discharged by a natural person.

(2) The making, variation or discharge of a contract in accordance with subsection (1) is effectual in law and binds the local government concerned and other parties to the contract.

(3) Subsection (1) does not prevent a local government from making, varying or discharging a contract under its common seal.

*[Section 9.49B inserted by No. 17 of 2009 s. 43.]*

### **STRATEGIC IMPLICATIONS**

Shire of Morawa Strategic Community Plan

3.1 Services and facilities that met the needs of the community.

### **RISK MANAGEMENT**

The preparation of a formal agreement reduces risks for both parties

### **VOTING REQUIREMENTS**

Simple Majority

### **OFFICER'S RECOMMENDATION**

That:

1. Council endorse the signing of the Deed Agreement between Morawa Community Care and the Shire of Morawa; and
2. That the common seal be applied to the signed Deed Agreement.

### **COUNCIL RESOLUTION**

1612012

**Moved: Cr Agar**

**Seconded: Cr Carslake**

That:

1. Council endorse the signing of the Deed Agreement between Morawa Community Care and the Shire of Morawa; and
2. That the common seal be applied to the signed Deed Agreement.

**CARRIED 7/0**

DATED this                      of                      2016

**MORAWA COMMUNITY CARE INC. (ABN 65 373 142 234)**

**("MCCI")**

AND

**SHIRE OF MORAWA**

**(the "Shire")**

---

**Deed**

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Level 1, 321 Murray Street  
PERTH WA 6000  
Phone: (08) 9476 4499  
Fax: (08) 9476 4478  
Ref: NJ:eg:16135



**DEED**

**THIS DEED** is dated                      day of    2016.

**BETWEEN**

**Parties**

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**MORAWA COMMUNITY CARE INC. (ABN 65 373 142 234)** of PO Box 142, Morawa in the State of Western Australia. ("**MCCI**")

AND

**SHIRE OF MORAWA** of Lot 66 Winfield Street, Morawa in the State of Western Australia. (the "**Shire**")

**Recital**

---

- A. The crown land known as 48 Yewers Avenue, Morawa more particularly known as Lot 559 on Deposited Plan 403492 being the whole of the land comprised in Certificate of Title Volume LR3165 Folio 475 ("**Land**") is a Reserve under a Management Order to be used for the purpose of "aged persons homes".
- B. From the period of 20 November 1981 to 24 April 2014 pursuant to various vesting orders and Management Orders the Land was vested in MCCI and during this period MCCI was the Management Body of the Land.
- C. By a Joint Venture Agreement dated 9 July 1993, between the Housing Authority (formerly known as the State Housing Commission) and MCCI ("**Joint Venture Agreement**") the Housing Authority and MCCI entered into a joint venture for the purposes of designing, erecting, constructing, maintaining and managing four (4) housing units ("**Units 1-4**") on the Land for use as rental accommodation by local senior citizens who were eligible to lease the Units under eligibility criteria set by the Housing Authority.
- D. In addition to the four (4) housing units constructed on the Land pursuant to the Joint Venture Agreement in or around 1993 MCCI at their own cost constructed an additional unit ("**Unit 5**") on the Land.
- E. Unit 5 was not subject to the terms and conditions of the Joint Venture Agreement.
- F. On or around April 2015 the Parties agreed inter alia that:
- (i) the Shire would take over management and control of the Land and Units 1-5 constructed on the Land;
  - (ii) the Shire would assume the rights, responsibilities and obligations of MCCI under the Joint Venture Agreement;
  - (iii) MCCI's beneficial ownership of the Units, buildings and improvements constructed on the Land would be transferred to the Shire;
  - (iv) ownership of the fittings and fixtures of the Units would be transferred to the Shire; and
  - (v) The Records and Surplus Funds held by MCCI would be transferred to the Shire.



- G. At the request of MCCI, the Minister for Lands, pursuant to Management Order M979132 registered on 24 April 2015, ordered that the care, control and management of the Land be placed with the Shire and the Shire became the new Management Body of the Land.
- H. By a Deed of Novation dated 21 January 2016 between MCCI as the retiring party, the Shire as the substitute party and the Housing Authority as the continuing party, the Joint Venture Agreement was novated and the Shire assumed the rights, obligations and liabilities of MCCI under the Joint Venture Agreement from the novation date, being 24 April 2015 ("**Deed of Novation**").
- I. The Parties execute this deed to record the terms of the transfer of the Assets, Surplus Funds and Records.

**THIS DEED** evidences the following:

## **1. Definitions and Interpretation**

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### **1.1. Definitions**

In this Deed unless the context otherwise requires:

"**Assets**" means each of the assets of MCCI specified in Item 1 in the schedule to this Deed;

"**Business Day**" means any day except Saturday, Sunday or a Public Holiday in Western Australia;

"**Completion**" means the date all of the Assets, Surplus Funds and Records have been transferred to the Shire pursuant to the terms of this Deed.

"**Corporations Act**" means the *Corporations Act 2001* (Cth);

"**Deed of Novation**" means the deed of novation dated 21 January 2016 referred to in recital H of this Deed, a copy of which is attached and marked "Annexure B".

"**Joint Venture Agreement**" means the joint venture agreement dated 9 July 1993 referred to in recital C of this Deed, a copy of which is attached and marked "Annexure A".

"**Land**" means Lot 559 on Deposited Plan 403492 being the whole of the land comprised in Certificate of Title Volume LR3165 Folio 475.

"**Loss or claim**" means, in relation to any person, a damage, loss, cost, expense or liability incurred by the person or a claim, action, proceeding or demand made against the person, however arising and whether present or future, fixed or unascertained, actual or contingent;

"**Management Body**" means person or persons with whom or which the care, control and management of a reserve or mall reserve are placed under section 46(1) or 59(4) of the *Land Administration Act 1997 WA*.

"**Management Order**" means an order made under section 46 of the *Land Administration Act 1997 WA* under which the Minister places the care, control and management of a Reserve with a Management Body.

**“Minister”** means the Minister for Lands of Western Australia and his or her duly appointed agents and employees.

**“Records”** means all records required to be held by MCCI for Units 1-4 pursuant to the terms of the Joint Venture Agreement and all records held by MCCI in relation to Unit 5, including but not limited, to the accounting, tenancy management and maintenance records and any agreements to lease.

**“Reserve”** means a portion of Crown land that has been set aside or dedicated for a particular purpose in the public interest.

**“Surplus Funds”** means all surplus income accumulated and held by MCCI pursuant to the Joint Venture Agreement and all surplus income held by MCCI for Unit 5 (including any interest thereon) being at the time of executing this Deed those amounts specified in Item 2 of the Schedule to this Deed

**“Transfer Date”** means within fourteen (14) days of the date of execution of this Deed

**“Unit 1”** means the unit numbered 1 on the attached plan marked “Annexure C”

**“Unit 2”** means the unit numbered 2 on the attached plan marked “Annexure C”

**“Unit 3”** means the unit numbered 3 on the attached plan marked “Annexure C”

**“Unit 4”** means the unit numbered 4 on the attached plan marked “Annexure C”

**“Unit 5”** means the unit numbered 5 on the attached plan marked “Annexure C”

**“Units”** means Units 1 - 5, collectively.

## 1.2. Interpretation

In this Deed unless the context otherwise requires:

- (a) a reference to any legislation or legislative provision includes any statutory modification or re-enactment of, or legislative provision substituted for, and any subordinate legislation issued under, that legislation or legislative provision;
- (b) the singular includes the plural and vice versa;
- (c) a reference to an individual or person includes a corporation, partnership, joint venture, association, authority, trust, state or government and vice versa;
- (d) a reference to any gender includes all genders;
- (e) a reference to a recital, clause, schedule, annexure or exhibit is to a recital, clause, schedule, annexure or exhibit of or to this Deed;
- (f) a recital, schedule, annexure or description of the parties forms part of this Deed;
- (g) a reference to any agree mentor document is to that Deed or document (and, where applicable, any of its provisions), as amended, novated, supplemented or replaced from time to time;

- (h) a reference to any party to this Deed, or any other document or arrangement, includes that party's executors, administrators, substitutes, successors and permitted assigns;
- (i) where an expression is defined, another part of speech or grammatical form of that expression has a corresponding meaning;
- (j) where an expression is defined anywhere in this Deed it has the same meaning throughout;
- (k) a reference to 'dollars' or '\$' is a reference to an amount in Australian currency.

### 1.3. Headings

In this Deed headings are for convenience of reference only and do not affect interpretation.

## 2. Agreement to transfer the Assets, Surplus Funds and Records

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### 2.1 The Parties agree that MCCI will:

- (a) transfer to the Shire, the Assets free from encumbrances;
- (b) transfer the Surplus Funds to the Shire; and
- (c) provide the Shire with the Records

on and from the Transfer Date.

### 2.2 The Shire agrees and acknowledges that it will hold and use the Surplus Funds in accordance with the terms of the Joint Venture Agreement.

## 3. Conduct pending the Transfer Date

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### 3.1 MCCI's Conduct

#### (a) Until the Transfer Date, MCCI must:

- (i) comply with all applicable laws, regulations, ordinances and codes;
- (ii) must ensure that each of the Assets is protected and maintained; and
- (iii) not, unless required or permitted by this Deed, or unless the Shire first consents in writing:
  - A. enter into, terminate, or alter any term of any commitment in relation to the operation and management of the Units and Land;
  - B. except in the usual conduct of operation and managing the Units and Land, incur any material liabilities in relation to the Units and Land; or
  - C. except in the usual conduct of managing the Units and Land, dispose of, agree to dispose of, encumber or grant an option over, or grant any interest in, any of the Assets.

#### **4. Transfer Date**

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##### **4.1 Time of transfer**

The transfer of the Assets, Surplus Funds and Records is to occur on or before the Transfer Date.

##### **4.2 Obligations of MCCI at Completion**

At the Transfer Date MCCI must:

- (a) where relevant, give the Shire unencumbered title to, and ownership of the Assets;
- (b) place the Shire in effective possession and control of the Assets;
- (c) transfer the Surplus Funds into a bank account nominated by the Shire; and
- (d) provide the Records to the Shire.

##### **4.3 Documents to be given by MCCI to the Shire**

At the Transfer Date, the MCCI must give the Shire:

- (a) possession of (and, where relevant, title to) the Assets;
- (b) the lists of current customers, suppliers, technical support contacts and other contacts relevant to the operation and management of the Units;
- (c) the Records all other documents, books and records (including electronic records) relating to the operation and management of the Units ; and
- (d) all other documents and things required by this Deed to be delivered by the MCCI to the Shire on Completion, or which are reasonably required by the Shire to vest full ownership, title, possession and benefit of the Assets in the Shire.

##### **4.4 Obligations of the Shire at Completion**

At Completion the Shire must:

- (a) take possession of the Assets;
- (b) accept all the documents and other items specified in clause 4.3 which MCCI gives the Shire under that clause; and
- (c) do and execute all other acts and documents that this Deed requires the Shire to do or execute on the Transfer Date.

#### **5. Costs and Stamp Duty**

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### **5.1 Costs generally**

Unless otherwise specified in this Deed, each party must bear, and is responsible for, its own costs in connection with the preparation, execution, completion and carrying into effect of this Deed.

### **5.2 Stamp duty generally**

The Shire must bear, and is responsible for, all stamp duty relating to:

- (a) this Deed;
- (b) the sale, purchase, assignment or transfer of any property under this Deed; and
- (c) any instrument or transaction contemplated by this Deed.

## **6. General**

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### **6.1 Amendment**

This Deed may only be amended or supplemented in writing, signed by the parties.

### **6.2 Waiver**

The non-exercise of, or delay in exercising, any power or right of a party does not operate as a waiver of that power or right, nor does any single exercise of any power or right preclude any other or further exercise of it or the exercise of any other power or right. A power or right may only be waived in writing, signed by the party to be bound by the waiver.

### **6.3 Liability of parties**

If two or more parties are included within the same defined term in this Deed:

- (a) a liability of those persons under this Deed is a joint liability of all of them and a several liability of each of them;
- (b) a right given to those parties under this Deed is a right given severally to each of them; and
- (c) a representation, warranty or undertaking made by each of them is made by each of them in respect of itself.

### **6.4 Severability**

Any provision in this Deed which is invalid or unenforceable in any jurisdiction is to be read down for the purposes of that jurisdiction if possible, so as to be valid and enforceable, and is otherwise capable of being severed to the extent of the invalidity or unenforceability, without affecting the validity or enforceability of that provision in any other jurisdiction.

**6.5 Assignment before Completion**

Before Completion, no party may assign or transfer any of its rights or obligations under this Deed without the prior consent in writing of all the other parties.

**6.6 No merger**

No provision of this Deed:

- (a) merges on or by virtue of Completion, or
- (b) is in any way modified, discharged or prejudiced by reason of any investigations made or information acquired by or on behalf of the Shire.

**6.7 Further assurance**

Each party must do, sign, execute and deliver and must ensure that each of its employees and agents does, signs, executes and delivers, all deeds, documents, instruments and acts reasonably required of it or them by notice from another party effectively to carry out and give full effect to this Deed and the rights and obligations of the parties under it, both before and after Completion.

**7. Law and Jurisdiction**

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**7.1 Governing law**

This Deed is governed by the law in force in Western Australia.

**7.2 Submission to jurisdiction**

The parties submit to the non-exclusive jurisdiction of the courts of Western Australia and any courts which may hear appeals from those courts in respect of any proceedings in connection with this Deed.

**SCHEDULE****ITEM 1****Assets**

1. MCCI's beneficial ownership in the Units and any other ancillary buildings or improvements on the Land, including but not limited to the shed for the storage of vehicles;
2. All of the fittings, fixtures and chattels of Units 1-4 including but not limited to:
  - (i) curtains;
  - (ii) fans;
  - (iii) floor coverings;
  - (iv) valve control box;
  - (v) water tank;
  - (vi) 4 vanity units;
  - (vii) 4 fire extinguishers;;
  - (viii) 4 bathroom heaters;
  - (ix) 4 refrigerated air conditioning systems; and
  - (x) 4 ceiling fans.
3. All of the fittings, fixtures and chattels of Unit 5 including but not limited to:
  - (i) curtains;
  - (ii) fans;
  - (iii) floor coverings;
  - (iv) vanity unit;
  - (v) fire extinguisher;
  - (vi) bathroom heater;
  - (vii) refrigerated air conditioning; and
  - (viii) ceiling fan

**ITEM 2****Surplus Funds**

1. Term Deposit (due 13/9/2016):	\$52,000.00
2. Term Deposit (due 14/9/2016):	\$50,000.00
3. Term Deposit (due 28/8/2016):	\$8,000.00
4. MCCI Bank Account:	\$4,808.65
5. Unit Bank Account:	\$7,289.42

EXECUTED as an Deed

**Executed by MCCI**

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

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Presidents Full Name

\_\_\_\_\_  
Secretary's Full Name

**Executed by the Shire**

THE COMMON SEAL of )  
**THE SHIRE OF MORAWA** )  
was affixed in the presence of: )

\_\_\_\_\_  
President

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Presidents Full Name

\_\_\_\_\_  
Chief Executive Officers Full Name



"Annexure A"

3779

EXEMPT from W.A. Stamp Duty

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

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

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

RECITALS

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

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

GENERAL



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

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

**ACKNOWLEDGMENT - TIME IS OF THE ESSENCE**

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

**TERM, OPTIONS**

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

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

#### FINANCING

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

RENT, CONTINGENCY RESERVE ACCOUNT, ADDITIONAL SERVICES

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

ACCOUNTING RECORDS – AUDIT

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

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

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

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

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

#### SURPLUS INCOME

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

DESIGN AND CONSTRUCTION

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

ALLOCATION OF TENANTS

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

**MANAGEMENT**

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

**ANCILLARY SERVICES**

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



MANAGEMENT COMMITTEE

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

LEASE FORM

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

WRITTEN NOTICE, LIAISON, CONSULTATION

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

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

#### VARIATION

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

ASSIGNMENT, SALE, TRANSFER

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

**CONTINGENCIES**

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

ARBITRATION

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

TERMINATION

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

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

INSURANCE, INDEMNIFICATION, COMPENSATION

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

FORCE MAJEURE

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

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

#### RIGHTS AND OBLIGATIONS - SEVERAL, PARTITION

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

#### INTERPRETATION

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

The Schedule forms part of this Agreement.

THE SCHEDULE

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



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

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



*[Handwritten signature]*

OFFICER IN CHARGE  
SECURITY & MORTGAGE  
SETTLEMENT SERVICES

*[Handwritten signature]*

GENERAL MANAGER

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



SECRETARY

PRESIDENT

## APPENDIX "C"

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

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

"Annexure B"

EXECUTION COPY



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

## Deed of Novation

---

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

Shire of Morawa (**Substitute Party**)

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

Housing Authority (**Housing Authority**)

This Deed is made the 21 day of January 2016

**BETWEEN**

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

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

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

(together, the **Parties**).

## **RECITALS**

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

## **OPERATIVE PART**

---

### **1. Definitions and Interpretation**

#### **1.1 Definitions**

In this Deed:

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

**Deed** means this document and its schedules.

**Novation Date** means 24 April 2015.

#### **1.2 Interpretation**

In this Deed unless the context otherwise requires:

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

---

### **2. Novation**

#### **2.1 Novation**

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

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

#### **2.2 Assumptions of rights and obligations**

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

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

### **2.3 Surplus Funds and Records**

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

---

### **3. Consent**

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

---

### **4. Release**

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

---

### **5. Miscellaneous**

#### **5.1 Severance**

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

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

#### **5.2 About this Deed**

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

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

### **5.3 Governing Law and Jurisdiction**

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

### **5.4 Costs**

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

### **5.5 Further Acts**

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

EXECUTED as a Deed.

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

)  
)  
)



J. E. Roberts  
Secretary / CEO

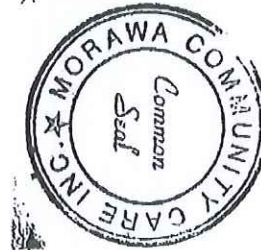
Karen J. Chappel  
President

JOHN ROBERTS  
Name  
(BLOCK LETTERS)

KAREN J. CHAPPEL  
Name  
(BLOCK LETTERS)

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

)  
)  
)



Betty May Ross  
Secretary

Brian Thomas Ross  
President

Betty May Ross  
Name  
(BLOCK LETTERS)

Brian Thomas Ross  
Name  
(BLOCK LETTERS)



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



*[Handwritten signature of Eugene George Bowden]*

Signature of Authorised Officer

Eugene George Bowden

Name of Authorised Officer  
(please print)

CONVEYANCING MANAGER

Position of Authorised Officer  
(please print)

*[Handwritten signature of Michaela Gerardeth Gale]*

Signature of Authorised Officer

MICHAELA GERARDETH GALE

Name of Authorised Officer  
(please print)

CONVEYANCING MANAGER

Position of Authorised Officer  
(please print)



<i>Item No/ Subject:</i>	<b>7.2.4.5 Proposed Business Signage</b>
<i>Date of Meeting:</i>	<b>14 December 2016</b>
<i>Date &amp; Author:</i>	<b>14 December 2016 - Samantha Appleton Executive Manager Development &amp; Administration</b>
<i>Responsible Officer:</i>	<b>Executive Manager Development &amp; Administration</b>
<i>Applicant/Proponent:</i>	<b>Executive Manager Development &amp; Administration</b>
<i>File Number:</i>	<b>ADM 0474</b>
<i>Previous minute/s &amp; Reference:</i>	

### **SUMMARY**

Council to consider progressing the proposed business signage.

### **DECLARATION OF INTEREST**

Nil

### **ATTACHMENTS**

Example of proposed sign

### **BACKGROUND INFORMATION**

Council has considered a number of proposals associated with promotional signage since the realignment of the Wubin Mullewa Road took place.

At the October briefing session, the locations of the signs was selected. This item will present a resolution to proceed with the project.

### **COMMENT**

The initial sign proposed is included in the attachments.

The author has met with Mr Mark Salt and Mr Peter Herbert to what requirements will need to be met should the signage be located on Main Roads Reserves. Meeting those requirements and lodging a successful application to install the signage will be a part of getting the signs put into place.

Mr Herbert is the author of the document Policy and Application Guidelines for Advertising Signs – Within and Beyond State Road Reserves which designate what can be constructed on or near Main Roads reserves. The document is quite specific on what is

required for approval to construct this type of signage and should we go ahead an application to Main Roads will be required. Mr Herbert also advised that Main Roads do audit signage on its roads on a regular basis and will issue notices to remove unauthorised structures.

An estimate of the cost of the signage is \$3,150 per sign (based on the initial design) inclusive of GST, with a provision of \$650.00 per sign for delivery and erection by Council staff. This represents a total cost of \$3,800.00 per sign (\$22,800.00 total). Income realized from the sale of panels is estimated at \$2,550.00 based on 30 panels being purchased by local businesses. There is no budget provision for the signage in the 2016/17 budget. The community has demonstrated broad support for the project and letters of support are in the attachments to this item.

This expenditure is not included in the 2016-17 budget and as a budget variation will require an absolute majority as well as consideration during the annual budget review to be done in early 2017.

## **STATUTORY ENVIRONMENT**

### **LOCAL GOVERNMENT ACT 1995 - SECT 6.8**

#### **6.8 . Expenditure from municipal fund not included in annual budget**

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
  - (b) is authorised in advance by resolution\*; or
  - (c) is authorised in advance by the mayor or president in an emergency.

*\* Absolute majority required.*

- (1a) In subsection (1) —  
**additional purpose** means a purpose for which no expenditure estimate is included in the local government's annual budget.
- (2) Where expenditure has been incurred by a local government —
- (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
  - (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

*[Section 6.8 amended by No. 1 of 1998 [s. 19.](#)]*

## **STRATEGIC IMPLICATIONS**

Shire of Morawa Community Strategic Plan

1.2 Maximise business, industry and investment opportunities.



1.06 metres (3.5ft)



2.13 metres (7ft)



<i>Item No/ Subject:</i>	<b>7.2.4.6 Tilley Siding Planning Application to WAPC</b>
<i>Date of Meeting:</i>	<b>19 December 2016</b>
<i>Date &amp; Author:</i>	<b>15 December 2016 - Samantha Appleton Executive Manager Development &amp; Administration</b>
<i>Responsible Officer:</i>	<b>Executive Manager Development &amp; Administration</b>
<i>Applicant/Proponent:</i>	<b>WA Planning Commission</b>
<i>File Number:</i>	<b>ADM 0519</b>
<i>Previous minute/s &amp; Reference:</i>	

### **SUMMARY**

A proposal has been submitted to the Western Australian Planning Commission (WAPC) to subdivide lot 502 on the Morawa Yalgoo Road. This is the parcel of land on which Tilley's Siding is located. The Shire of Morawa has been provided with the opportunity to make submissions about the proposal should the Council choose to do so.

### **DECLARATION OF INTEREST**

Nil

### **ATTACHMENTS**

Submission to WA Planning Commission.

### **BACKGROUND INFORMATION**

The siding was constructed initially for the loading of trains with ore mined by Sinosteel Midwest Corporation in 2008. The development approval given by the Minister for Environment was limited to ten years and expires in 2018. The land where the siding is located is predominately used for agricultural purposes with easements going through the land for the railway corridor. The south west portion of the land is the location of the siding. The land is owned by JC Malcolm who leases out the area that is occupied by the siding.

The proposal is to subdivide lot 502 and for Brookfield Rail to acquire the area where the siding is located. The purchase and retention of the siding is part of a proposal from Brookfield to utilise the siding for the purposes of road to rail transport including the transfer of commodities, train parking, goods lay down and assembly. Part of the proposal will be seeking an extension of the approval for the continued operation of the siding to align with Brookfield's lease of rail infrastructure from the government.

## **COMMENT**

Comments on the application are to be submitted to the WAPC prior to 2 January 2017.

The Shire President and the Chief Executive Officer met with Alan Stewart of APP Corporation in October to discuss the proposal.

The proposal may also be subject to planning consideration by the Shire of Morawa under Local Planning Scheme number 2 due to the area concerned being zoned rural. Proposed Lot 1 will continue to operate for agricultural purposes, however proposed lot 2 will not be used for these purposes, however may be considered to meet the requirement set out in objective 2 as being able to be shown to be of benefit to the district and not detrimental to the natural resources and the environment. The subdivision of Lot 2 is also consistent with the provisions in the scheme relating to subdivision as the use of the proposed lots will remain unchanged and the lots are already physically divided by their current usage.

The proposed subdivision could be regarded as a tidying up of an existing situation with regard to current land use and may assist in the retention and future usage of the existing infrastructure. This is likely to be of an economic benefit to any future developments in the Shire.

## **STATUTORY ENVIRONMENT**

Morawa Local Planning Scheme No 2  
State Planning Policy

## **STRATEGIC IMPLICATIONS**

Shire of Morawa Strategic Community Plan

1.2 Maximise business, industry and investment opportunities

## **RISK MANAGEMENT**

As the siding is relatively close to the Morawa town site, there may need to be consideration of possible impacts from ongoing operation of the siding as Brookfield have stated they would like to continue operations beyond 2018.

## **VOTING REQUIREMENTS**

Simple majority



**OFFICER'S RECOMMENDATION**

That Council prepare and submit a letter of support to WA Planning Commission for the application 154502 subdivision of Lot 502 Morawa Yalgoo Road.

**COUNCIL RESOLUTION**

**16120014**                      **Moved:        Cr Thornton**  
   **Seconded: Cr Carslake**

**That Council prepare and submit a letter to WA Planning Commission supporting the application 154502 subdivision of Lot 502 Morawa Yalgoo Road.**

**CARRIED 7/0**



Our Ref : 154502  
Previous Ref :  
Your Ref :  
Enquiries : Robin Mcalinden (9960 6999)

21 November 2016

Chief Executive Officer  
Shire Of Morawa  
P O Box 14  
MORAWA WA 6623

**Application No: 154502 - Lot No 502 Morawa-Yalgoo Road Morawa**

The Western Australian Planning Commission has received an application for planning approval as detailed below. Plans and documentation relating to the proposal are attached. The Commission intends to determine this application within 90 days from the date of lodgement.

Please provide any information, comment or recommended conditions pertinent to this application by the 2nd January 2017 being 42 days from the date of this letter. The Commission will not determine the application until the expiry of this time unless all responses have been received from referral agencies. If your response cannot be provided within that period, please provide an interim reply advising of the reasons for the delay and the date by which a completed response will be made or if you have no comments to offer.

Referral agencies are to use the Model Subdivision Conditions Schedule (December 2015) in providing a recommendation to the Commission. Non-standard conditions are discouraged, however, if a non-standard condition is recommended additional information will need to be provided to justify the condition. The condition will need to be assessed for consistency against the validity test for conditions. A copy of the Model Subdivision Conditions Schedule can be accessed: [www.planning.wa.gov.au](http://www.planning.wa.gov.au)

Send responses via email to [referrals@planning.wa.gov.au](mailto:referrals@planning.wa.gov.au). **Always quote reference number "154502" when responding.**

This proposal has also been referred to the following organisations for their comments:  
*Department Of Parks And Wildlife, Main Roads W A, Public Transport Authority, Water Corporation, Western Power and LG As Above.*

Yours faithfully

Kerrine Blenkinsop  
Secretary  
Western Australian Planning Commission

**APPLICATION DETAILS**

<b>Application Type</b>	Subdivision	<b>Application No</b>	154502
<b>Applicant(s)</b>	App Corporation Pty Ltd		
<b>Owner(s)</b>	Carolyn Judith Malcolm ; Colin Walter Malcolm		

<b>Locality</b>	Lot No 502 Morawa-Yalgoo Road Morawa		
<b>Lot No(s).</b>	502	<b>Purpose</b>	Rural(Cropping) And Railway Siding
<b>Location</b>		<b>Local Gov. Zoning</b>	Rural,Railway
<b>Volume/Folio No.</b>	2794/114	<b>Local Government</b>	As Above
<b>Plan/Diagram No.</b>	Dp73471	<b>Tax Sheet</b>	
<b>Centroid Coordinates</b>	mE mN		
<b>Other Factors</b>	BUSHFIRE PRONE AREA, REMNANT VEGETATION (NLWRA), MRWA - STATE ROAD EXTERNAL REFERRAL, THREATENED FAUNA BUFFER, PTA RAILWAY, RURAL		



## Application for Approval of Freehold or Survey Strata Subdivisions

Lodgement ID: 2016-206425

Submission Date: 15/11/2016 11:21 AM

Your Reference	11022
Location of Subject Property	Lot 502 Morawa-Yalgoo Road Morawa
No. of applicants	1
Are you applying on your own behalf?	No
Are you the primary applicant?	No
Do you have consent to apply from all landowners?	Yes
Lodgement Type	Subdivision
Submitted by	Cathryn Stafford
Email	cathryn.stafford@planning.wa.gov.au

### About the land

Number of current lots on the land	1	Total number of proposed lots on the land including balance lots	2
Drainage Reserves	0	Public Access Ways	0
Recreation Reserves	0	Right of Ways	0
Road Reserves	0	Road Widening	0
Number of fee paying lots	2	Number of fee exempt lots	0

### What is the proposed use/development?

Proposed Use	Lot size	Number of Lots	
Rural	10 HA - 25 HA	1	
Rural	Over 25 HA	1	
Local Government	Shire Of Morawa	Existing dwellings	No
Is common property proposed	No		

DEPARTMENT OF PLANNING	
DATE	FILE
15/11/2016	154502

### Applicants

#### Primary applicant (1)

Is the applicant a company/organisation?	Yes	Is the applicant a landowner?	No
Name/Company	APP Corporation Pty Ltd	ABN / ACN	NA
Email	alan.stewart@app.com.au	Phone number	92246300
Address			
Street address	PO Box 3016	Town / Suburb or City	East Perth
State	WA	Post Code	6892
Country	AUSTRALIA	OR Non-Australian Address, P.O. Box, & etc	N/A

### Certificate of Title Details

#### Lots with certificate (1)

Volume	2794	Folio	114
Lot Number	502	Plan Number	73471
Total land area	317.35	Land Area Units	Hectares
Reserve number (if applicable)	N/A	No. of landowners	2
Is the Landowners name different to that shown on the Certificate of Title?			No

### Landowners

#### Landowner (1)

Full name	Colin Walter Malcolm	Company / Agency	N/A
ACN / ABN	N/A	Landowner type	Registered Proprietor/s
Address			
Street address	PO Box 129	Town / Suburb or City	Morawa
State	WA	Post code	6623
Country	AUSTRALIA	OR Non-Australian Address, P.O. Box, & etc	N/A

**Landowner (2)**

Full name	Carolyn Judith Malcolm	Company / Agency	N/A
ACN / ABN	N/A	Landowner type	Registered Proprietor/s
<b>Address</b>			
Street address	PO Box 129	Town / Suburb or City	Morawa
State	WA	Post code	6623
Country	AUSTRALIA	OR Non-Australian Address, P.O. Box, & etc	N/A

**Subdivision detail**

Number of dwellings	N/A	Dwelling retained	N/A
Dwelling description	N/A		
Number of outbuildings/structures	N/A	Structure/s retained	N/A
Other description	N/A		
Structure description	N/A		
Is a battleaxe lot/s proposed?			No
Does plan show the width and length of the access leg, the area of the access leg and total area of the rear lot			Not applicable
Has the land ever been used for potentially contaminating activity			Yes
Does the land contain any sites that have been classified under the Contaminated Sites Act 2003			No
Does the land contain any sites that have been reported or required to be reported under the Contaminated Sites Act 2003			No
Is the land located in an area where site characteristics or local knowledge lead you to form the view that there is a significant risk of acid sulfate soils in this location			No
Is this application to be assessed under the Liveable Neighbourhoods policy and is supporting documentation attached?			No
Is the development with in a Bushfire Prone Area?			Yes
Are there any dewatering or drainage works proposed to be undertaken			No
Is excavation of 100 cubic metres or more of soil proposed			No
If yes did the Acid Sulfate Soils investigation indicate acid sulfate soils were present			No

**Fee & Payment**

Fee amount	\$3,121.00	Payment Type	By Cheque
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**Attachments**

Attachment name	Attachment type
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Perth 140 William Street Perth Western Australia, 6000, Locked Bag 2506 Perth, 6001  Tel: (08) 6551 9000 Fax: (08) 6551 9001	Albany PO Box 1108 Albany Western Australia, 6330  Tel: (08) 9892 7333 Fax: (08) 9841 8304	Bunbury Sixth Floor Bunbury Tower 61 Victoria Street Bunbury Western Australia, 6230  Tel: (08) 9791 0577 Fax: (08) 9791 0576	Geraldton Regional Planning and Strategy Office 10 209 Foreshore Drive Geraldton Western Australia, 6530  Tel: (08) 9960 6999 Fax: (08) 9964 2912	Mandurah Unit 2B 11-13 Pinjarra Road Mandurah Western Australia, 6210  Tel: (08) 9586 4680 Fax: (08) 9581 5491
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Ref: 11022



31 October 2016

Western Australian Planning Commission  
c/- Department of Planning  
Locked Bag 2506  
Perth WA 6001

**FORM 1A APPLICATION FOR APPROVAL OF FREEHOLD SUBDIVISION  
LOT 502 ON DEPOSITED PLAN 73471, MORAWA-YALGOO ROAD, MORAWA**

APP Corporation Pty Ltd ('APP') acts for Brookfield Rail, the contracted purchaser of a portion of Lot 502 on Deposited Plan 73471, situated on Morawa-Yalgoo Road, Morawa ('subject site').

We are instructed by Brookfield Rail to submit this Form 1A Application for Approval of Freehold Subdivision ('Application') with respect to the subject site. The Application comprises:

- Eight copies of the proposed Plan of Subdivision;
- Completed Form 1A Application, signed by the current owners of the site;
- Copy of the Certificate of Title and Deposited Plan;
- Cheque for a sum of \$3,121.00, being the applicable fee for a two-lot subdivision; and
- This letter, describing the proposed subdivision in further detail.

**BACKGROUND**

**Subject Site**

The subject site is located in the Shire of Morawa, 3 kilometres to the north of the mid-west regional town of Morawa and approximately 370 kilometres north of Perth.

The site has a land area of 317 hectares, with its southern boundary having a frontage of approximately 1.6 kilometres to Morawa-Yalgoo Road. The existing site is divided into three portions by two east-west running railway lines, both of which feed into an existing north-south railway line that runs parallel to the site's western boundary and Mullewa-Wubin Road.

The western portion of the site is occupied by a railway siding, known as 'Tilley Siding'. Tilley Siding feeds into the existing north-south railway line, which runs between Northam and Mullewa and is one of the primary freight rail lines servicing the *wheatbelt* north-east of Perth. The balance of the site is used for agricultural (cropping) purposes, which is the predominant land use in the locality. To the south of the site is Morawa Airport, recreation grounds and a golf course.

Refer:

- Attachment 1 – Regional Location
- Attachment 2 – Local Location

### **Tilley Siding**

The western portion of the site is occupied by a rail siding, which was constructed by Sinosteel Midwest Corporation Limited ('SMCL') in 2008 for the purpose of stockpiling and loading iron ore from its Koolanooka mine located approximately 30 kilometres to the east.

Prior to commencement, SMCL referred the Tilley Siding proposal to the Environmental Protection Authority for assessment pursuant to Part IV of the Environmental Protection Authority ('EPA') Act. Following consideration by the Minister for the Environment (refer Statement No.758 published January 2008 and amended 11 February 2008), the (then) Minister for Planning and Infrastructure granted Development Approval for the rail siding in February 2008. The Minister's Development Approval was conditional upon the facility being used for a maximum period of ten years (i.e. to February 2018). Whilst only utilised on a number of occasions following construction, SMCL continues to lease the land occupied by Tilley Siding from the current owners of the subject site.

### **Brookfield Rail**

Brookfield Rail manages and operates over 5,100 kilometres of state-owned rail infrastructure throughout the southern half of Western Australia, transporting approximately 75 million tonnes of freight and bulk commodities each year, and providing direct rail connections to the ports of Geraldton, Bunbury, Albany, Esperance and Fremantle.

Brookfield Rail recently completed the Mid West Rail Upgrade Project, which transformed more than 184 kilometres of the rail network between Morawa and Geraldton, via Mullewa, including the existing railway line running parallel to the site's western boundary, into which Tilley Siding is connected. The project provides an opportunity for economic growth, connecting the region with export markets through the port of Geraldton and potentially a new deep water port at Oakajee. The upgrade of the line is identified as a 'flagship priority project' in the Western Australian Planning Commission's ('WAPC') Mid West Regional Infrastructure Priorities Project 2010 Workshop Paper (November 2011), and the Department of Transport's 'Western Australian Regional Freight Transport Network Plan'.

Brookfield Rail's lease over the rail network does not expire until 2049, and Brookfield Rail is seeking to acquire and operate Tilley Siding to facilitate its on-going use as an inter-modal transport facility in coordination with the freight rail network, for the duration of its lease. Tilley Siding is important to Brookfield Rail's freight rail network, given its strategic location in the Mid West and its potential to be utilised as an inter-modal terminal for the transfer of mineral resources and agricultural produce from road to rail transport. It is anticipated Tilley Siding will be utilised for a range of purposes, including the transfer of commodities such as grain and minerals, train parking, and goods lay-down / assembly.

Brookfield Rail acknowledges the current Development Approval for Tilley Siding is valid until February 2018 only, and accordingly, a Development Application to permit the continued use of Tilley Siding, beyond February 2018, will soon be submitted to the Shire of Morawa.

## PROPOSED SUBDIVISION

To give effect to Brookfield Rail's proposal to acquire and operate Tilley Siding, this Application proposes to subdivide the subject site into two freehold title land parcels.

Proposed Lot 1 will have a total area of 297 hectares and be retained by the current land owners for agricultural (cropping) purposes. Proposed Lot 1 will have direct physical and legal frontage to Morawa-Yalgoo Road of approximately 1.5 kilometres. As with the current landholding, the existing east-west running railway lines will sever proposed Lot 1 into three distinct portions, but the entirety of proposed Lot 1 will continue to be used for cropping purposes.

Proposed Lot 2 will have a land area of approximately 20 hectares and be acquired by Brookfield Rail for the purpose of owning and operating Tilley Siding. Proposed Lot 2 will have a frontage to Morawa-Yalgoo Road along its southern boundary of approximately 143 metres, and be bound by existing railway lines to the west and north, and proposed Lot 1 to the east. Vehicle access to proposed Lot 2 is obtained from an existing constructed crossover off Morawa-Yalgoo Road, approximately 160 metres to the east of the intersection with Mullewa – Wubin Road. This intersection was upgraded by SMCL in accordance with conditions imposed on the Development Approval issued in February 2008.

Refer Attachment 3 – Proposed Subdivision Plan with Aerial Photograph.

## TOWN PLANNING CONSIDERATIONS

### Shire of Morawa Local Planning Scheme No. 2

Section 138 (2) of the Planning and Development Act ('PD Act') requires the WAPC, in determining the Application, to have due regard to the provisions of a Local Planning Scheme, and the WAPC is not to grant an approval that conflicts with the provisions of a Local Planning Scheme unless consistent with the matters set out in Section 138 (3) of the PD Act. In this instance, it is considered the Application is consistent with the relevant provisions of the Shire of Morawa's Local Planning Scheme No.2 ('LPS2'), as set out below.

### Zoning and Land Use

The subject site is zoned 'Rural' under LPS2. The Objectives of the Rural zone are:

- a) *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;*
- b) *To consider non-rural uses where they can be shown to be of benefit to the District and not detrimental to the natural resources or the environment; and*
- c) *To allow for facilities for tourists and travellers, and for recreation uses.*

In accordance with Objective (a), proposed Lot 1 will continue to be used for agricultural (cropping) purposes by the existing owners of the land. Proposed Lot 1 has an area of almost 300 hectares, representing over 93% of the total land holding. As a consequence, broad-hectare farming will remain the principal land use to be made of the land following the creation of a separate lot to



accommodate the existing rail siding. With respect to Objective (b), the existing rail siding is a non-rural use that benefits the district by providing an important inter-modal road-rail facility that will be available for the transportation of grain produced in the region. Further, the use of the land as a rail siding was assessed by the EPA, pursuant to the EPA Act, which concluded the facility was capable of operating in a way that would not be detrimental to the environment.

It is therefore considered the proposed subdivision, to give effect to the existing land uses, is consistent with the relevant Objectives of the Rural zone under LPS2.

### Subdivision

Clause 4.11.4 of LPS2 contains provisions dealing with the subdivision of land, as follows:

*Having regard to the prime agricultural importance of land in the zone the Council will only support further subdivision of existing lots where:*

- a) *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);*
- b) *the lots are for farm adjustment;*
- c) *the lots are for specific uses such as recreation facilities and public utilities; or*
- d) *the lots are required for the establishment of uses ancillary to the rural use of the land or are required for the travelling public and tourists (such as service stations and motels).*

It is considered the proposed subdivision satisfies the requirements of Clause 4.11.4 of LPS2, for the following reasons:

- The site is already physically divided by two east-west railway corridors, however, these features do not prevent proposed Lot 1 from continuing to be used for farming purposes;
- The existing railway siding does not physically divide the land as contemplated by Clause 4.11.4 (a), as it abuts the site's western boundary;
- The lots proposed by the Application are not for farm adjustment, but do reflect the existing farming and non-farming land uses on the site;
- Proposed Lot 2 will accommodate a specific land use, being an existing railway siding proposed to be operated by Brookfield Rail as part of its obligations to manage the wider freight rail network on behalf of the State. For all intents and purposes, the existing rail siding represents a public utility, as contemplated by Clause 4.11.4;
- Proposed Lot 2 is required to enable Brookfield Rail to operate Tilley Siding, a recently established use which is ancillary to the predominant rural uses in the locality. In this regard, the rail siding will be available for the transportation of grain produced in the surrounding region, including grain produced on proposed Lot 1.

In light of the above, the Application is consistent with the provisions of Clause 4.11.4 of LPS2 dealing with subdivision. Accordingly, it is considered the Shire is able to provide the WAPC with its favourable comments in support of the Application, and in turn, approval of the Application by the WAPC is consistent with Section 138 of the PD Act.

### **State Planning Policy 2.5 - Land Use Planning in Rural Areas**

State Planning Policy 2.5 - Land Use Planning in Rural Areas ('SPP2.5') applies to rural land throughout Western Australia, including land zoned for rural or agricultural purposes.

SPP 2.5 aims to support rural land uses to cater for both anticipated and unexpected future needs. To achieve this, SPP 2.5 is underpinned by the following Objectives:

- a) *To protect rural land from incompatible uses by:*
  - i) *requiring comprehensive planning for rural areas;*
  - ii) *making land use decisions for rural land that support existing and future primary production and protection of priority agricultural land, particularly for the production of food; and*
  - iii) *providing investment security for the existing and future primary production sector.*
- b) *To promote regional development through provision of ongoing economic opportunities on rural land;*
- c) *To promote sustainable settlement in, and adjacent to, existing urban areas;*
- d) *To protect and improve environmental and landscape assets; and*
- e) *To minimise land use conflicts.*

SPP 2.5 contains a series of policy measures to achieve the above Objectives. The policy measures considered relevant to the Application include:

- Protection of rural land;
- Regional variation, economic opportunities and regional development;
- Other policy measures to support economic development; and
- Avoiding land use conflicts.

The table below lists each of the relevant policy measures of SPP2.5 and how the proposed subdivision responds to those measures.

<b>SPP2.5 Policy Measure</b>	<b>Response</b>
5.1 Protection of Rural Land	<ul style="list-style-type: none"><li>• The Application proposes to subdivide the site to reflect existing uses.</li><li>• Lot 1 comprises 93% of the entire land holding and will continue to be used for cropping purposes.</li><li>• Lot 2 will be occupied by the existing railway siding. The railway siding will be owned and operated by Brookfield Rail as an integral component of the freight rail network that it operates on behalf of the State. Accordingly, the railway siding is effectively a public purpose that is ancillary to the predominant agricultural uses in the district.</li></ul>

5.3 Regional Variation, Economic Opportunities and Regional Development	<ul style="list-style-type: none"><li>The rail siding will be available for the transportation of grain produced in the surrounding region. The siding will provide an economic opportunity for the surrounding rural community, contributing to the growth and development of the region.</li></ul>
5.5 Other Policy Measures to Support Economic Development	<ul style="list-style-type: none"><li>The Application will enable Brookfield Rail to operate Tilley Siding as part of an improved rail freight network servicing agricultural producers in close proximity to the site. The operation of Tilley Siding as an inter-modal facility available for a range of purposes will contribute to the economic diversification of the region.</li></ul>
5.8 Avoiding Land Use Conflicts	<ul style="list-style-type: none"><li>Prior to construction, SMCL referred the proposed rail siding to the EPA for assessment under the EPA Act, which found the facility was capable of being operated in a way that did not adversely affect the amenity and environment of the area, subject to implementation of SMCL's noise and dust management plans. Brookfield Rail will operate the siding in accordance with similar management plans, with details to be provided in its forthcoming Development Application to allow the siding to be used beyond February 2018.</li><li>The Application seeks to subdivide the land to reflect existing land uses and does not in itself give rise to any land use conflicts.</li></ul>

In light of the above, it is considered the Application satisfies the Policy Measures, and therefore the Objectives, of SPP 2.5.

#### **Development Control Policy 3.4 - Subdivision of Rural Land**

Development Control Policy DC 3.4 – Subdivision of Rural Land ('DC3.4') sets out the principles that the WAPC will consider when determining subdivision proposals for rural land, in order to achieve the Objectives of SPP2.5, as set out above.

Section 5 of DC3.4 indicates the WAPC considers rural land uses to be the "highest and best use for rural zoned land" and that the WAPC will be guided by the following general measures when determining subdivision proposals:

- a) *the creation of new or smaller lots will be by exception;*
- b) *proposals will be considered against strategies and schemes;*
- c) *adequate buffer distances for sensitive and/or incompatible land uses can be achieved; and*
- d) *proposals will be assessed against any relevant State planning policies and/or operational policies.*

In applying these measures, Section 6 of DC3.4 sets out circumstances when rural subdivision may be considered by the WAPC, including:

- Significant physical divisions;
- Public utilities and ancillary uses;
- Property rationalisation to improve land management;
- Conservation of heritage buildings and places;
- Conservation of biodiversity and natural heritage; and
- Homestead lots.

To provide further guidance, Section 6 lists a number of “exceptional circumstances” for the consideration of rural subdivision. The table below identifies the circumstances relevant to the Application, and how the proposed subdivision responds to each.

DCP3.4 Exceptional Circumstances	Response
To allow for the efficient provision of utilities and infrastructure and/or for access to natural resources	<ul style="list-style-type: none"> <li>• The Application proposes to subdivide the site to reflect existing uses.</li> <li>• Lot 2 will be occupied by the existing railway siding, which will be owned and operated by Brookfield Rail as part of the freight rail network that it operates on behalf of the State.</li> <li>• The railway siding is a recently built piece of infrastructure that will contribute to the efficient operation of the freight rail network.</li> <li>• The creation of a separate lot for acquisition by Brookfield Rail represents the most efficient approach to the operation of the siding.</li> </ul>
For other unusual or unanticipated purposes which, in the opinion of the WAPC, do not conflict with this and other relevant policies and are necessary in the public interest.	<ul style="list-style-type: none"> <li>• The Application to subdivide the site to create a separate lot for an existing rail siding represents an “unusual” and “unanticipated” purpose, which is specifically to facilitate the continued use of the land as a siding beyond February 2018.</li> <li>• Given the unique circumstances of the subdivision, it is not considered the Application will establish any undesirable precedent for further subdivision of rural land in the locality.</li> <li>• The siding will be operated by Brookfield Rail as part of the freight rail network and will assist with shifting freight transportation from road to rail. In determining the original Development Application for Tilley Siding, the (then) Minister for Planning and Infrastructure considered such an outcome to be in the public interest, stating:  <i>In my view the most significant public interest factor in this case is the potential to move a significant transport burden off road infrastructure and onto rail infrastructure. The Tilley proposal will allow that to be done.</i></li> </ul>

In light of the above, the Application is consistent with DC3.4, and satisfies the “exceptional circumstances” under which the WAPC may support the subdivision of land zoned for rural purposes.

## CONCLUSION

This Application proposes to subdivide Lot 502 into two lots: proposed Lot 1 of 297 hectares, which will continue to be used for agricultural (cropping) purposes, and proposed Lot 2 of 20 hectares, which will continue to be occupied by an existing railway siding.

The Application is submitted on behalf of Brookfield Rail, which operates the abutting freight railway line and wishes to acquire Tilley Siding for the purpose of establishing an inter-modal rail-road transport facility at Morawa, to enhance the quality and standard of the network servicing the wider Mid West region. Brookfield Rail operates the freight network on behalf of the State Government, with its current lease running until 2049, and the siding presents an opportunity to shift a greater amount of freight transport from road to rail. The siding has the potential to be used for a range of purposes, including transportation of iron ore and other resources, grain produced in the surrounding agricultural district, train parking, and goods lay-down / assembly.

The on-going improvement of the freight rail network in the region is a key priority of many recent projects undertaken by the State Government, including the WAPC's 'Mid West Regional Infrastructure Priorities Project', the Department of Transport's 'Western Australian Regional Freight Transport Network Plan', and the 'Morawa Supertown Growth and Implementation Plan' prepared by the Department of Regional Development under Royalties for Regions.

Acquisition of the land is the most efficient way in which to operate the siding and will provide Brookfield Rail with a greater level of certainty to make investment decisions for the duration of its lease over the freight rail network, to 2049. The proposed subdivision will facilitate this outcome.

The Application is consistent with all relevant town planning considerations and is capable of being approved by the WAPC pursuant to Section 138 of the Planning and Development Act.

We trust the enclosed information is sufficient to enable assessment of the Application. Please do not hesitate to contact Alan Stewart on 9224 6300 should any further information be required.

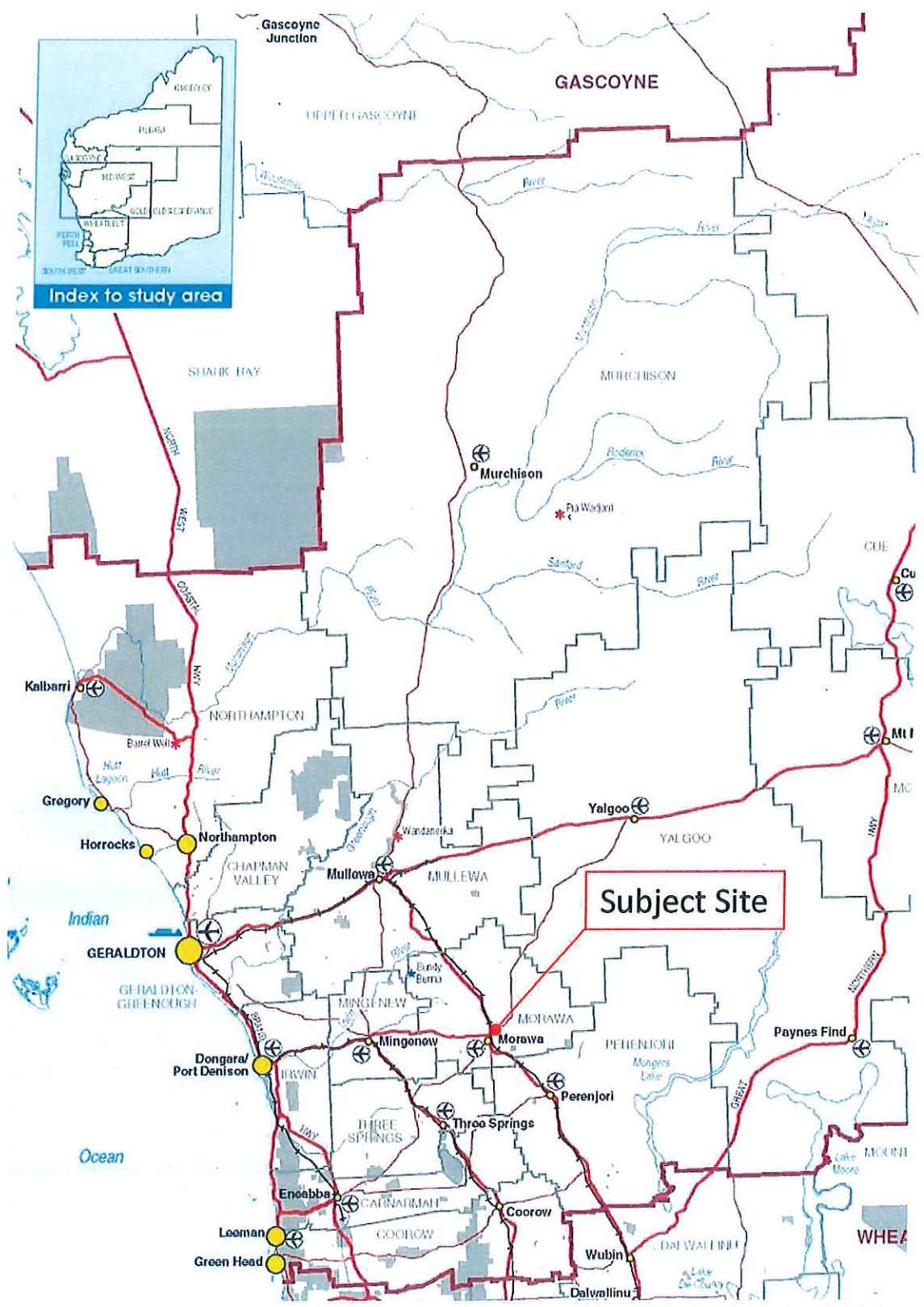
Yours sincerely,

**APP CORPORATION PTY LTD**

A handwritten signature in black ink, appearing to read 'M STA', is written over the typed name 'Alan Stewart'.

**Alan Stewart**  
Principal Planner

**ATTACHMENT 1**  
**Regional Location**



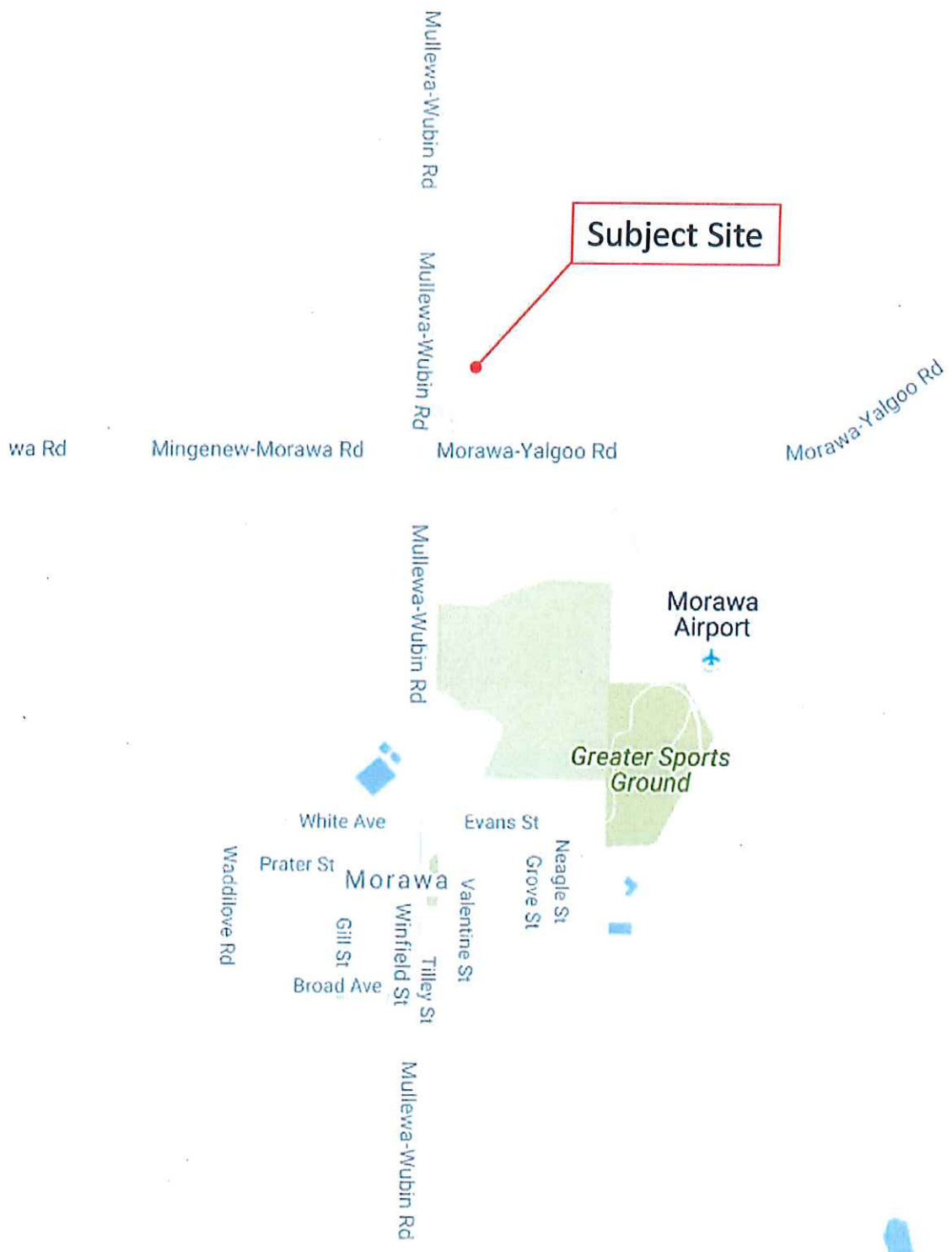
Source of Base Plan: Mid West Infrastructure Analysis

**ATTACHMENT 1**  
**Regional Location**



**ATTACHMENT 2**  
**Local Location**



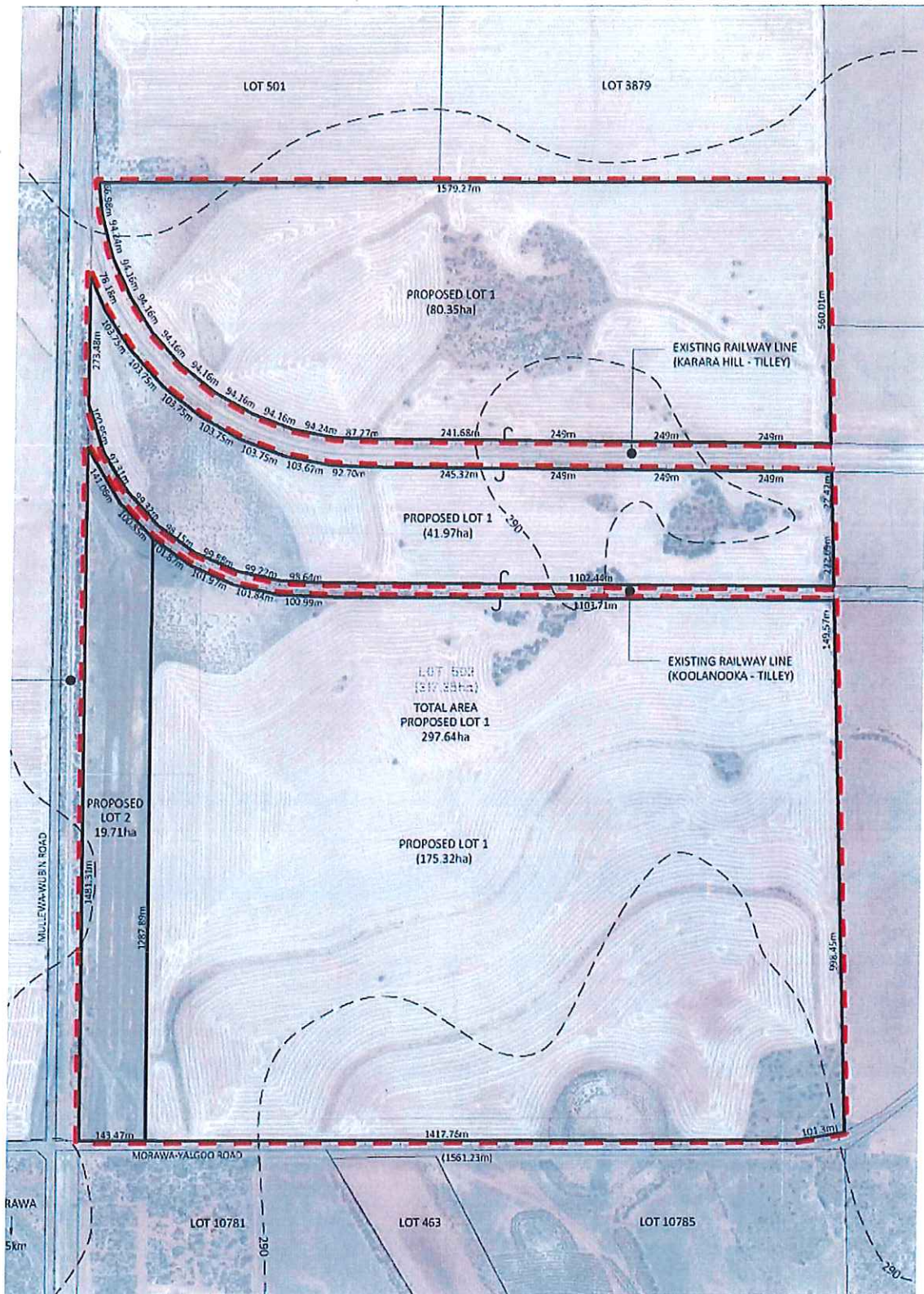


Source of Base Plan: Near Maps

## ATTACHMENT 2 Local Location



**ATTACHMENT 3**  
**Proposed Subdivision Plan with Aerial Photograph**



Source of Base Plan: Landgate

# ATTACHMENT 3

## Proposed Plan of Subdivision



<i>Item No/ Subject:</i>	<b>7.2.4.7 RAV Application PC &amp; AM Mitchell</b>
<i>Date of Meeting:</i>	<b>19 December 2016</b>
<i>Date &amp; Author:</i>	<b>15 December 2016 - Samantha Appleton Executive Manager Development &amp; Administration</b>
<i>Responsible Officer:</i>	<b>Executive Manager Development &amp; Administration</b>
<i>Applicant/Proponent:</i>	<b>PC &amp; AM Mitchell</b>
<i>File Number:</i>	<b>ADM 0284</b>
<i>Previous minute/s &amp; Reference:</i>	

### **SUMMARY**

Mrs Mitchell has approached the Shire of Morawa for approval to operate a heavy vehicle combination on Shire roads for a period of twelve months. The road train will be carting grain, fertilizer and lime.

### **DECLARATION OF INTEREST**

Nil

### **ATTACHMENTS**

Nil

### **BACKGROUND INFORMATION**

Permission has been sought to operate a pocket road train on Yongarloo and Franco Roads. Both roads are rated as Network 4.

The combination is a RAV category 3 pocket road train which is 26 metres long. The permit will be for a period of 12 months.

### **COMMENT**

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

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

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

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

## **STATUTORY ENVIRONMENT**

Local Government Act 1995  
Main Roads Act 1930

## **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.

## **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.

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.

## **VOTING REQUIREMENTS**

Simple majority

## **OFFICER'S RECOMMENDATION**

That Council approve:

1. A Restricted Access Vehicle (RAV) Network 3 Class 2/3 permit to PC & AM Mitchell to operate a pocket road train combination to 27.5 metres on Franco and Yongarloo Roads within the Shire of Morawa.
2. The approval is for 12 months but may be revoked at any time subject to:

### **Standard Conditions of Use:**

- a) *Maximum speed on Franco and Yongarloo Roads is 60 km.*
- b) *That the vehicle moves over to give way to oncoming traffic.*
- c) *Headlights on at all times*
- d) *Removing dust from tyres rims when entering sealed roads*
- e) *Compliance with maximum gross weight limits*
- f) *Vehicle length not to exceed 27.5 metres*
- g) *No operation after a heavy rain fall event or where an unsealed road is visibly wet*

- h) *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)*
- i) *Signage warning of oversized vehicle be in operation are placed at entry and egress points unless already in place*
- j) *Vehicle to be operated as required by the Mains Roads Class 2/3 RAV permit*
- k) *When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover;*
- l) *Direct radio contact must be maintained with other RAV's to establish their position on or near the road (UHF channel 40;)*
- m) *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 applicant must seek Main Roads approval for all RAV network permits.

### **COUNCIL RESOLUTION**

**16120015**                      **Moved:        Cr Agar**  
    **Seconded: Cr Stokes**

**That Council approve:**

- 1. A Restricted Access Vehicle (RAV) Network 3 Class 2/3 permit to PC & AM Mitchell to operate a pocket road train combination to 27.5 metres on Franco and Yongarloo Roads within the Shire of Morawa.**
- 2. The approval is for 12 months but may be revoked at any time subject to:**

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- c) *Headlights on at all times***
- d) *Removing dust from tyres rims when entering sealed roads***
- e) *Compliance with maximum gross weight limits***
- f) *Vehicle length not to exceed 27.5 metres***
- g) *No operation after a heavy rain fall event or where an unsealed road is visibly wet***
- h) *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)***

- i) Signage warning of oversized vehicle be in operation are placed at entry and egress points unless already in place***
- j) Vehicle to be operated as required by the Mains Roads Class 2/3 RAV permit***
- k) When travelling at night, the RAV must travel at a maximum speed of 40km/h and display an amber flashing warning light on the prime mover;***
- l) Direct radio contact must be maintained with other RAV's to establish their position on or near the road (UHF channel 40;)***
- m) 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 applicant must seek Main Roads approval for all RAV network permits.**

**CARRIED 7/0**

<i>Item No/ Subject:</i>	<b>7.2.4.8 Policy Manual Adoption</b>
<i>Date of Meeting:</i>	<b>19 December 2016</b>
<i>Date &amp; Author:</i>	<b>15 December 2016 - Samantha Appleton Executive Manager Development &amp; Administration</b>
<i>Responsible Officer:</i>	<b>Executive Manager Development &amp; Administration</b>
<i>Applicant/Proponent:</i>	<b>Executive Manager Development &amp; Administration</b>
<i>File Number:</i>	<b>ADM 0159</b>
<i>Previous minute/s &amp; Reference:</i>	<b>Minutes 18 June 2015</b>

### **SUMMARY**

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

### **DECLARATION OF INTEREST**

Nil

### **ATTACHMENTS**

Revised policy manual for adoption

### **BACKGROUND INFORMATION**

At the October briefing session Councillors worked through the existing policy manual and updated policies. There was also a request for additional policies to address areas not covered by the manual. These new policies are not included in the policy manual presented, as they have not been presented for discussion. The additional policies will be presented to Council at the February ordinary meeting.

Council's policy manual requires a review of the policy manual to be conducted annually.

### **COMMENT**

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

## **STATUTORY ENVIRONMENT**

### **LOCAL GOVERNMENT ACT 1995 - SECT 2.7**

#### **2.7 . Role of council**

- (1) The council —
- (a) governs the local government's affairs; and
  - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to —
- (a) oversee the allocation of the local government's finances and resources; and
  - (b) determine the local government's policies.

*[Section 2.7 amended by No. 17 of 2009 s. 4.]*

## **STRATEGIC IMPLICATIONS**

Shire of Morawa Strategic Community Plan

4.3 A local government that is respected, professional and accountable

## **RISK MANAGEMENT**

Policies provide clear direction for staff and Councillors

## **VOTING REQUIREMENTS**

Absolute Majority

## **OFFICER'S RECOMMENDATION**

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

**COUNCIL RESOLUTION**

**16120016**                      **Moved:      Cr Stokes**  
   **Seconded: Cr Carslake**

**That Standing Orders be suspended at 5.58pm.**

**CARRIED 7/0**

**COUNCIL RESOLUTION**

**16120017**                      **Moved:      Cr Stokes**  
   **Seconded: Cr Carslake**

**That Standing Orders be resumed at 6.12pm.**

**CARRIED 7/0**

**COUNCIL RESOLUTION**

**16120018**                      **Moved:      Cr Carslake**  
   **Seconded: Cr Coaker**

**That Council resolve:**

- 1. to adopt the reviewed Shire of Morawa Policy Manual as tabled.**
- 2. to adopt the investment policy with \$800,000 investment amount.**
- 3. to review the new policies at the February 2017 briefing session.**

**CARRIED 6/1**

POLICY NO	SUBJECT	Review/New	Page No
	CODE OF CONDUCT	New	4
<b>1. ADMINISTRATION</b>			
1.1	POLICY MANUAL	Review	8
1.2	USE OF COUNCIL CHAMBERS	Review	8
1.3	COUNCIL PHOTOGRAPHS	Review	9
1.4	COUNCIL MEETINGS	Review	9
1.5	CONFERENCE AND TRAINING EXPENSES	Review	9
1.6	CONFERENCE STUDY TOURS	Review	10
1.7	COUNCIL LOGO	New	11
1.8	RECORD KEEPING POLICY	New	11
1.9	LEGAL REPRESENTATION	New	12
1.10	EQUAL EMPLOYMENT OPPORTUNITY	New	12
1.11	USE OF COMMON SEAL	New	12
1.12	AUTHORITY TO SIGN DOCUMENTS	New	14
1.13	REQUESTS FOR FINANCIAL ASSISTANCE	New	15
1.14	COMMUNITY CONSULTATION	New	15
1.15	STREET NUMBERING	New	15
1.16	COUNCILLOR REQUESTS	New	16
1.17	RECOGNITION OF SERVICE BY COUNCILLORS	New	16
1.18	FOOTPATH SECURITY BONDS	New	17
1.19	STREET TREE MANAGEMENT	New	17
1.20	PUBLIC ACCESS WAY MANAGEMENT	New	18
1.21	ASSET MANAGEMENT	New	18
1.22	CHRISTMAS CLOSURE	New	19
1.23	FUEL CARDS	New	19
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CODE OF CONDUCT FOR MEMBERS AND STAFF
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## 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 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.

Adopted 16/04/2003  
Reviewed 19/12/2016

## 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.

#### **Objective**

- 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.

#### **Policy**

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 16/04/2003  
Reviewed 19/12/2016

### 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 21/05/1998  
Reviewed 19/12/2016

### 1.3 COUNCIL PHOTOGRAPHS

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

Adopted 16/03/2000  
Amended 16/04/2003  
Reviewed 19/12/2016

### 1.4 COUNCIL MEETINGS

Council meetings are to be held on the third Thursday of each month at 2.30pm, with the exception of January 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 held following the ordinary Council election.

Adopted 16/10/1997  
Amended 20/12/2007  
Reviewed 19/12/2016

### 1.5 CONFERENCE AND 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 20/05/1999  
Amended 16/04/2003  
Reviewed 19/12/2016

1.6 CONFERENCE STUDY TOURS
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**State and 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 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 16/04/2003  
Reviewed 19/12/2016

## 1.7 COUNCIL LOGO

To ensure that Council maintains control over the use of the Shire's logo, by others the Council logo shall only be used by special permission of CEO/Council.

The use of the logo by organizations may be considered under the following circumstances:

- The request be for a specific purpose and be associated with the applicant's normal activity.
- The use to be for promoting the district to people or target groups living both inside and outside of the district.
- Applications from non-profit or altruistic organizations to have their main centre of activity located within the district.

Adopted 19/12/2016

## 1.8 RECORD KEEPING POLICY

### **Objective**

To define:

1. the principles that underpin the Shire's records keeping function,
2. the role and responsibilities of those individuals who manage or perform record keeping processes on behalf of the Shire, and
3. establish a framework for the reliable and systematic management of the Shire's records, in accordance with legislative requirements and best practice standards.

## **Policy**

All staff, councillors and contractors to the Shire will create full and accurate records of every aspect of their official duties in any format and within all appropriate and approved record keeping systems to ensure all business dealings, decisions and transactions meet all legislative, business, evidential and historical requirements.

Adopted 19/11/2016

### **1.9 LEGAL REPRESENTATION**

#### **Objective**

To facilitate full, frank and impartial decision-making and actions by Relevant Persons (meaning current and former serving councillors, non-elected members of Council Committees and employees) in the performance of their roles and responsibilities in pursuit of good government of persons in the Shire.

#### **Policy**

The Shire will fund or partly fund the cost of providing legal representation for Relevant Persons in certain circumstances.

Adopted 19/11/2016

### **1.10 EQUAL EMPLOYMENT OPPORTUNITY**

#### **Objective**

To outline the Shire's commitment to Equal Opportunity as an employer and as a service provider to the community.

#### **Policy**

The Shire recognises its legal obligations under the Equal Opportunity Act, 1984 (as amended) and will actively promote the principles of equity and diversity in the workplace. This means that the Shire aims to provide a work environment that fosters good working relationships where employees, contractors and volunteers are treated fairly and equally and that unlawful discrimination does not take place.

Adopted 19/11/2016

### **1.11 USE OF COMMON SEAL**

#### **Objective**

To provide greater clarity, consistency and efficiency as to the proper and authorized use of the Shire's Common Seal.

## Policy

The Chief Executive Officer may by general authority of Council, affix the Shire's Common Seal to the documents as listed from time to time, in the **SCHEDULE** as attached to this Policy.

A list of the documents to which the Shire's Common Seal has been affixed by general authority of Council in accordance with this Policy, shall be reported monthly to Council for information purposes.

### **Documents to Which the Common Seal May be Affixed under General Authority of Council**

- Restrictive Covenants – under s.129BA of the *Transfer of Land Act 1893* and any discharge or modifications of covenants
- Lodgement, modification and withdrawal of Caveats
- Lodgement, modification and withdrawal of Memorials
- Leases where Council has previously resolved to enter into including renewals, extensions or modifications of leases
- Deeds of Agreement, Development Contribution Deeds and Deeds of Release;
- Licences
- Covenants and any discharge or modification of covenants
- Easements and the surrender or modification of easements
- Notifications on title and withdrawal or modification of notifications
- Rights of Carriageway agreements and withdrawal or modification of Rights of Carriageway agreements
- Reciprocal Access agreements and withdrawal or modification of Reciprocal Access agreements
- Management Statements and withdrawal or modification of Management Statements
- General Legal and Service Agreements
- Transfer of land documents where Council has previously resolved to either purchase or dispose of and or land is being transferred to the Shire for a public purpose
- Debenture documents for loans which Council has resolved to raise
- New Funding or Contracts of Agreement between the Council and State or Commonwealth Governments or Private Organisations for programs to which Council has previously adopted, or additions to existing programs, which in the view of the Chief Executive Officer are in accordance with the original intent of the adopted program
- Town Planning Scheme Amendments;
- Any other documents stating that the Common Seal of the Shire of Morawa is to be affixed or arising from conditions of subdivision, survey strata, strata title or development approvals or provisions of a Structure Plan or Detailed Area Plan.

Adopted 19/12/2016

## 1.12 AUTHORITY TO SIGN DOCUMENTS

**Objective**

To provide greater clarity, consistency and efficiency as to the proper and authorised signing of documents in the course of the Shire's day-to-day business affairs.

Section 9.49A of the *Local Government Act 1995* refers, i.e. 9.49A. *Execution of documents states in part:*

- (1) *A document is duly executed by a local government if–*  
 (b) *it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.*  
 (4) *A local government may, by resolution, authorise the Chief Executive Officer, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions specified in the authorisation.*

**Policy**

The Chief Executive Officer has authority to sign all documents on behalf of the Shire other than documents requiring the Shire's Common Seal – refer to Council Policy 1.11.

Managers have authority to sign documents on behalf of the Shire that are within the scope of their position descriptions, but this authority does not extend to the following document types :

1. Documents requiring the Shire's common seal.
2. Employment contract offers, employment terminations and employee salary reclassifications.
3. Contracts arising from tendering decisions made by Council.
4. Correspondence to State and Federal Members of Parliament.
5. Funding/grant applications and agreements where the dollar value of the application or agreement is greater than \$100,000.
6. Prosecutions through the courts unless specifically authorised by Council. This Policy is to read in conjunction with Policy 1.11 -Common Seal.

Adopted 19/12/2016

## 1.13 REQUESTS FOR FINANCIAL ASSISTANCE

**Objective**

Council is committed to recognising, and assisting individuals, groups and organisations that provide services and support to residents of the Shire of Morawa.

This policy guides how Council responds to requests for financial assistance from individuals, groups and organisations in line with the Shire's Community Strategic Plan. The policy aims to optimise the use of Council funds and to support capacity building of community groups and organisations.



## Policy

Council will consider, subject to budget, requests for assistance according to the following categories:

1. Donation
2. Community Grant
3. Annual Contribution

Adopted 19/12/2016

### 1.14 COMMUNITY CONSULTATION

#### Objective

Council is committed to maintaining dialogue with its community to understand their needs and expectations. In achieving its Strategic aims, Council recognises the need to consult with its community and encourage community participation so as to enhance its decision-making. This policy provides the framework and principles for undertaking community consultation and encouraging participation.

#### Policy

Council will be guided by the following principles in relation to community consultation.

Council will:

- Keep the community informed of decisions made and actions taken in relation to its activities, listen to and acknowledge concerns, and provide feedback on how public input influenced the decision.
- Encourage participation as appropriate.
- Be open and honest about the purpose of any consultation activity so as to be transparent with its decision making processes.
- Use a range of approaches to engage community views and enable everyone interested to contribute.
- Allow sufficient time to consult effectively.
- Undertake to make balanced decisions using the outcomes of community consultation whilst taking into account other influences such as budget constraints, statutory obligations and strategic directions.
- Strive to continuously improve its community consultation methods.

Adopted 19/12/2016

### 1.15 STREET NUMBERING

#### Objective

To provide a consistent and clear procedure for the street numbering of properties within the Shire of Morawa.

To ensure that the requirements of Emergency Service Responders and other service providers are met.

## Policy

Street numbering and addressing through the Shire is to be in accordance with the current Management Practice, and is based on the Australian/New Zealand Standard 'Geographic Information -Rural and Urban Addressing' AS/NZS 4819:2011, or any superseding standard adopted.

The Shire's responsibilities include confirming street numbers for new subdivisions, and advising landowners, authorities and service providers of any changes to existing street numbers.

Requests to change a street number may be considered in accordance with the current Management Practice.

Adopted 19/12/2016

### 1.16 COUNCILLOR REQUESTS

#### Objective

To assist councillors in fulfilling their role as defined under section 2.10 of the Local Government Act 1995.

To ensure that appropriate protocols are maintained in communications between Councillors and Officers.

Note: Section 5.41 of the Local Government Act stipulates that the CEO is responsible for ..."management, supervision and direction ..." of Council employees.

#### Policy

- Council members shall be allowed free use of Council facilities.
- All communication to staff should be via the CEO or Managers in the absence of the CEO.
- All requests by Councillors for reports from officers are to be directed through the CEO and be made available to all Councillors when prepared.

Adopted 19/12/2016

### 1.17 RECOGNITION OF SERVICE BY COUNCILLORS

#### Objective

To recognise the years of service by Councillors, at the end of their elected term as a Councillor.

## Policy

The Shire may recognise the retirement of a Councillor by way of presentation of a gift in accordance with section 5.100A of the Local government Act 1995 and regulation 34AC of the *Local Government (Administration) Regulations 1996*.

The decision on the type of gift to be provided is to be made by the Chief Executive Officer and the President which may include discussion with the relevant Councillor.

Adopted 19/12/2016

### 1.18 FOOTPATH SECURITY BONDS

#### Objective

To ensure that Council does not suffer financially from any damage caused to footpaths by builders.

#### Policy

A footpath security deposit shall be paid by:

- Registered Builders who undertake less than ten separate projects in the Shire per annum;
- Owner builders;
- Private below ground swimming pool installers.

A footpath security annual bond shall be paid by Registered Builders who undertake ten or more separate projects in the Shire per annum.

Adopted 19/12/2016

### 1.19 STREET TREE MANAGEMENT

#### Objective

To maintain satisfactory streetscape standards.

#### Policy

When developing and maintaining streetscapes, the Shire will ensure that tree management creates a consistent, coherent streetscape sympathetic to the surrounding neighbourhood.

Adopted 19/12/2016

## 1.20 PUBLIC ACCESSWAY MANAGEMENT

**Objective**

To ensure remaining Public Access Ways throughout the Shire are well maintained.

**Policy**

Where Council has previously refused to close a public access way it will ensure that the amenity is well maintained.

It shall be maintained in accordance with current Management Practices.

Adopted 19/12/2016

## 1.21 ASSET MANAGEMENT

**Objective**

The key objective of this policy is to ensure that services delivered by the Shire of Moora continue to be sustainably delivered. This will be achieved by ensuring that the Infrastructure Assets used to support the service delivery continue to function to the level of service determined by Council.

It will also provide clear direction as to how Council, as custodians of community assets, will manage those assets within an Asset Management Framework.

**Policy**

To achieve the policy objective, the Shire of Moora is committed to ensuring that Asset Management is recognised as a major corporate function within Council, and that staff are committed to supporting the function in line with this policy.

The Shire is committed to making informed decisions in relation to its infrastructure assets. To achieve this, the Shire will prepare an Asset Management Improvement Strategy that will guide the implementation of Asset Management practices across the organisation with the major outcome being the adoption by Council of an Asset Management Plan for the following classes of infrastructure assets:

- Roads, Footpaths and Drainage
- Buildings
- Parks, Ovals and Other Infrastructure
- Bridges
- Sewerage System
- Plant and Equipment

Asset Management Plans will form part of the Shire's day-to-day business practices and will be used to make informed decisions in relation to service delivery when it comes to considering the need to acquire new assets, renew existing assets, upgrade existing assets or dispose of existing assets to support service delivery.

Asset Management plans will define and document the functional and operational level of service for each asset class. This will include long term (ten year) financial modelling

of the renewal profile of each asset class and will be underpinned by long term financial plans and based on risk management principles.

In making informed decisions in relation to infrastructure assets, the Shire will consider the following key principles:

- Philosophy of renewing assets before acquiring new assets and, where possible, rationalising assets that are no longer used or do not provide the necessary level of service required to sustainably deliver the service for which the asset was acquired.
- Prior to consideration of any major refurbishment or improvement to an asset, a critical review of the following shall occur as part of the evaluation process:
  - Need for facility (short and long term)
  - Legislative requirements
  - Opportunities for rationalisation
  - Future liability including ultimate retention/disposal
  - Opportunities for multiple use
- All capital projects will be evaluated in accordance with a Capital Evaluation model and take into account capital cost, ongoing cost of maintenance, refurbishment, replacement and operating cost ("whole of life" cost assessment).
- Management of assets utilising a team approach supported by the multi discipline cross functional asset management working group.
- Developing and implementing ten year "rolling" financial plan that incorporates infrastructure renewal requirements as identified within the various Asset Management Plans.
- The commitment to involve and consult with the community and key stakeholders when determining service levels.

The outcomes of decisions will be included in any subsequent report to Council.

Adopted 19/12/2016

## 1.22 CHRISTMAS CLOSURE

### **Objective**

To regulate the conditions for closure of the Administration Centre and Library, and to minimise the inconvenience to the public during the Christmas and New Year period.

### **Policy**

The Shire's Administration Centre, Library and Depot may be closed for business from the cessation of work on the last day before Christmas Day (except when Christmas falls on a Tuesday then work will cease on the Friday before Christmas), and reopen on the day following New Year's Day, provided:

- a) Staff use annual leave, leave without pay, time in lieu or rostered days off if not attending work to account for those days not designated as public holidays.
- b) Suitable emergency contacts, either by telephone, or personally, are available

- to the public.
- c) The closure is advertised on Council's website and the Shire of Morawa facebook page.

Adopted 19/12/2016

## 1.23 FUEL CARDS

### **Objective**

- The purchase of fuel for Council supplied vehicles and relevant associated parties.
- To ensure that only goods and services are paid for, disbursements have been made to the correct party and are properly classified and recorded in the financial records.
- To ensure that all fuel dockets are forwarded onto Council's Finance Department in a timely manner – once per week.

### **Policy**

To ensure that all purchases made on Council's Fuel Cards are properly accounted for.

This policy applies to all Council employees and organisations associated with Council, issued with a Council Fuel Card.

Employees and associates driving a Council supplied vehicle, where required will be issued with a Council owned Fuel Card.

The employees and associates responsibilities are as follows:

- a) Ensure that the fuel cards are only used for Unleaded Fuel, Diesel, LPG and Lubes.
- b) The registration and/or plant number of the vehicle is required to be printed on the fuel card docket.
- c) The fuel card dockets must be sent to Council's Finance Department in a timely manner. This should be within five working days of using the fuel card.

Finance staff will then verify that all fuel dockets have been received and will process the fuel card statement for authorisation by the Financial Manager.

The Finance staff will maintain a register of all employees and associates who have been issued Council Fuel Cards.

All employees must ensure that they adhere to the requirements of the policy. Otherwise they may forfeit the use of the Fuel Card.

### **Risk Management and Fraud Control**

- a) Employees and associates are to use the fuel card for the purchase of fuel and oils relating to Council business and for authorised private usage.
- b) All employees and associates issued with a fuel card will be required to sign a document acknowledging their compliance with the fuel card policy once adopted by Council.

- c) Annual reviews of the usage of the fuel card will be conducted by the Finance Manager. A report will be submitted to Senior Management Team annually detailing any issues on the use of the fuel cards over the past 12 months.
- d) Where a card is lost, stolen or damaged the holder must notify the Finance staff immediately. Steps will then be taken to rectify the situation. This may include cancelling the card and reissuing a new fuel card.
- e) Inappropriate use of fuel cards will be referred to the Management Executive Team. Appropriate measures will be taken to ensure adherence to the Policy. These measures may include cancellation of the fuel card, or any other measures deemed necessary by the Management Executive Team. This could include disciplinary action.
- f) It is the responsibility of the cardholder to return the fuel card to the Finance Department on resignation from the Shire of Morawa. Council's Finance Officer will follow up on any cards that are not returned. The cards will be cancelled where this occurs.
- g) Other methods of payment, such as cash are only to be used in exceptional circumstances. An example of this is where there are no service stations that accept a Council operated fuel card. The employee or associate must make every effort to seek out a service station that accepts a Council operated fuel card. In the case of using cash to pay for fuel purchases, the reimbursement of the fuel payment must be authorised by the employee's or associate's Manager.

Adopted 19/12/2016

## 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 22/12/2005  
Reviewed 19/12/2016

### 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 22/12/2005  
Amended 20/7/2006  
Reviewed 19/12/2016

### 2.3 SUPPLY OF KEYS TO COUNCIL BUILDINGS

#### **Objective**

To make User Groups responsible for the security of the building and the retention of the original keys provided by Council.

#### **Policy**

1. One set of keys to Council owned buildings will be supplied to User Groups for a refundable deposit as set in the Schedule of Fees & Charges.
2. Additional keys shall be made available upon request subject to approval.
3. Replacement of lost keys shall be charged at the deposit rate per key with the loss of the deposit monies associated with the original key.
4. All deposits and charges shall be paid prior to processing any request for keys.

Adopted 19/12/2016



2.4 TERMITE INSPECTION

**Objective**

To protect Council Buildings from damage caused by termite infestation.

**Policy**

An Annual Inspection be carried out on all Council Buildings and where required Termite treatment be arranged.

Adopted 19/12/2016

### 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 21/08/1996  
Amended 20/12/2007  
Reviewed 19/12/2016

#### 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 of Morawa	Staff Member
Legislated amount	0%
5%	5%

Adopted 16/07/1998  
Amended 22/12/2005  
Reviewed 19/12/2016

#### 3.3 PROCUREMENT OF GOODS

##### Objective

To:

- Deliver value for money using a best practice approach to the procurement of all goods and services.
- Ensure consistency for all purchasing activities.
- Provide compliance with the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996*
- Ensure that the Shire considers the environmental impact of the procurement process across the life cycle of the goods and services procured.

##### Policy

The Shire is committed to operating efficient, effective, economical and sustainable procedures for the procurement of all goods and services and adopts a value for money approach, which allows the best possible procurement outcome to be achieved.

Adopted 19/12/2016

### 3.4 RATES COLLECTION

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

#### **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.

#### **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.

#### **Instalments**

Payment of current year's rates by four instalments at two monthly intervals will be offered.

#### **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.

#### **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).

#### **Refer to Debt Collectors**

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

#### **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.

### **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.

### **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.

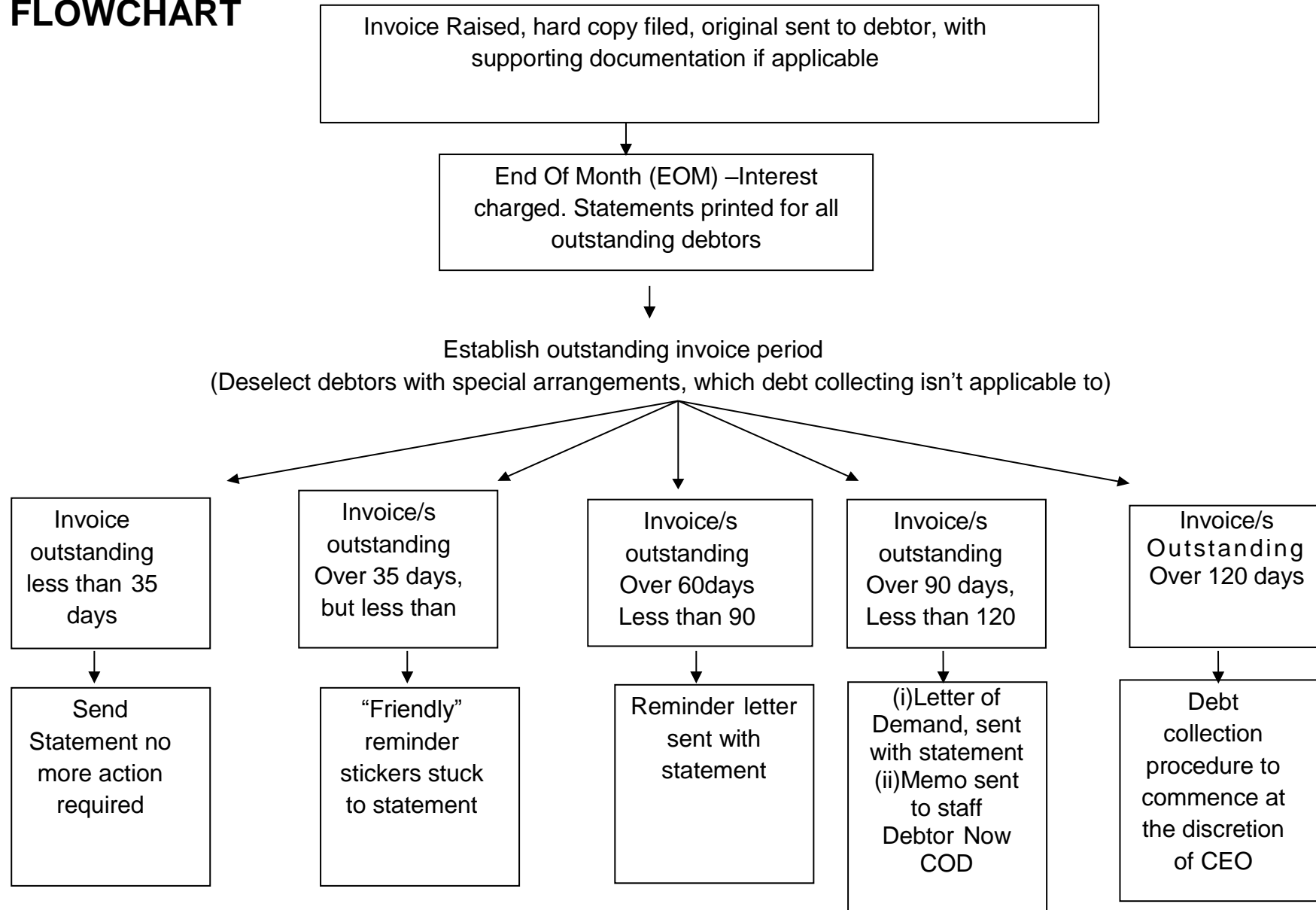
Adopted 19/12/2016

3.5 SUNDRY DEBT COLLECTION
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### **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.

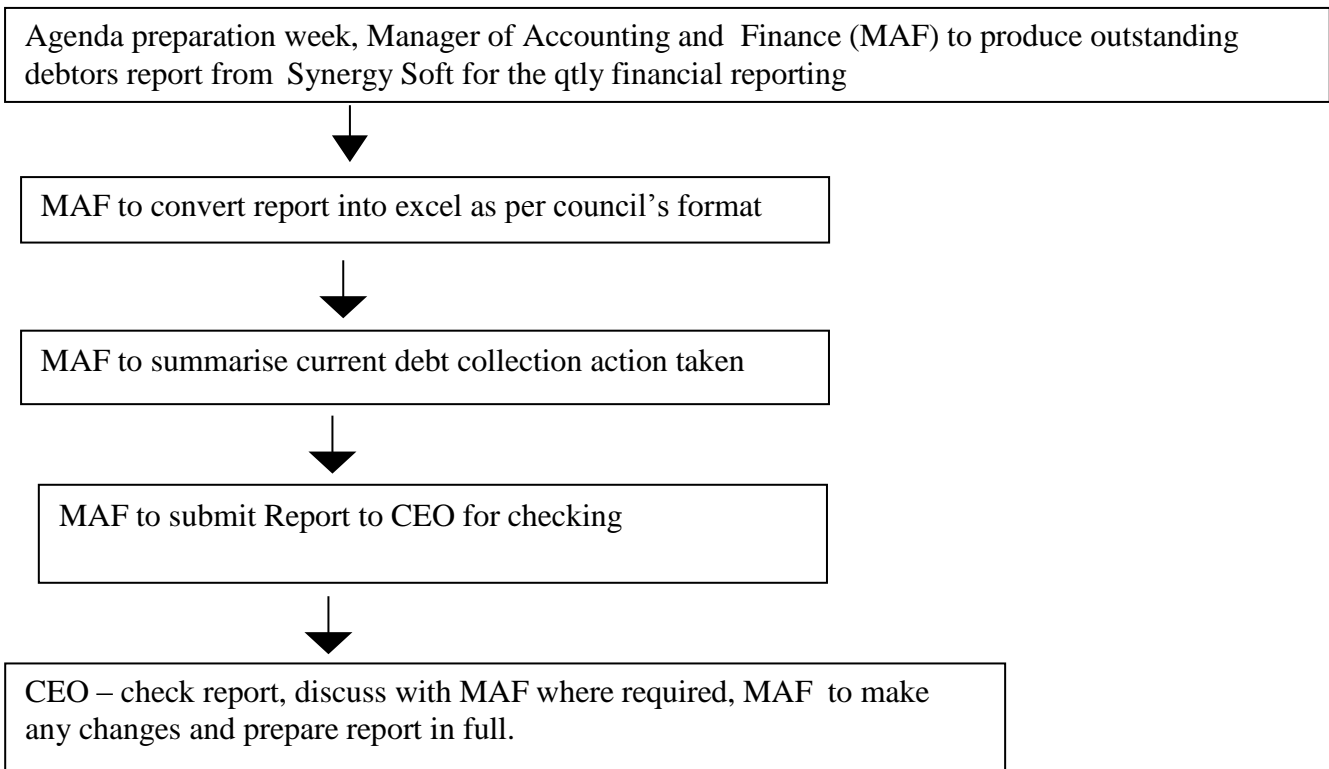
# FLOWCHART



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 16/12/2004  
Reviewed 19/12/2016

### 3.6 FINANCIAL HARDSHIP FOR WATER SERVICES

This Financial Hardship Policy outlines how the Shire of Morawa will assist a residential customer 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 needs<sup>1</sup> – 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.

<sup>1</sup> 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 dependent 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 1<sup>st</sup> 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:

**Phone:** (08) 9325 1617  
**Helpline:** 1800 007 007  
**Email:** [afm@financialcounsellors.org](mailto:afm@financialcounsellors.org)  
**Website:** [www.financialcounsellors.org](http://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](http://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  
**In person:** 2nd Floor, Albert Facey House 469 Wellington Street  
Perth WA 6000  
**Postal Address:** PO Box Z5386 St Georges Terrace Perth WA 6831  
**Phone:** 08 9220 7588  
**Freecall:** 1800 754 004\*  
*\* Calls made from mobile phones will be charged at the applicable rate.*  
**TIS:** Translating and Interpreting Service 131 450  
**TTY:** National Relay Service 1800 555 727  
**E-mail:** [energyandwater@ombudsman.wa.gov.au](mailto: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***

**Address:** 66 Winfield Street Morawa WA 6623  
**Postal Address:** PO Box14 Morawa WA 6623  
**Telephone:** (08) 9971 1204  
**Email:** [admin@morawa.wa.gov.au](mailto:admin@morawa.wa.gov.au)  
**Fax:** (08) 9971 1284

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

Adopted 20/02/2014  
Reviewed 19/12/2016

## 3.7 PROJECT MANAGEMENT

### **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*.

### **Policy**

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 as 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.

**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.

**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.

*Policy Administration*

Responsible Officer	Chief Executive Office
Council Reference	Ordinary ..... - Item .....
Policy Review Date	Annually as required by regulation
File Number	
Relevant Legislation	<input type="checkbox"/> Local Government Act 1995
Related Polices/Procedures/Protocols	<input type="checkbox"/> Code of Conduct <input type="checkbox"/> Project Management Procedure

Adopted 16/10/2014  
Reviewed 19/12/2016

## 3.8 RISK MANAGEMENT

### **Objective**

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. 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 16/10/2014  
Reviewed 19/12/2016

## **3.9 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 lodgements, 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 authorised 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.

\*Authorised 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:

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

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.

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%

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%

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

- 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.
- The investment policy will be reviewed annually or as required in the event of legislative changes.
- 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.
- The annual financial report is to include information on earnings from investments as specified by Financial Management Regulation (FMR) 49.

### Liquidity

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

### Separate and Common Accounts

- 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.
- (d)

Amended 17/04/2008  
Reviewed 19/12/2016

### 3.10 PURCHASING POLICY

#### **Objective**

- 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.

#### **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.

#### **Ethics and Integrity**

All Shire staff 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.

### **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.

## 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:

<b>POSITION</b>	<b>LIMIT OF PURCHASE VALUE \$</b>
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.

### **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.

**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 15/12/2007  
Amended 18/12/2015  
Reviewed 19/12/2016

3.11 SALARY SACRIFICE

**Objective**

A policy which provides for all employees to reduce their salary and obtain certain benefits which are not subject to Fringe Benefits Tax.

**Policy**

To allow employees to package their remuneration more effectively to their needs and wants. Offering salary packaging will make the Shire of Morawa more attractive to present and prospective employees.

The following items will be available for salary sacrifice packaging by staff:

- a) Superannuation
- b) Laptop computers – one computer per employee per year
- c) Mobile telephones (provided they are primarily used for business)
- d) Swimming pool memberships (under \$500)



Items that require the Shire to incur expenditure to purchase are subject to the following:

- a) Minimum period of employment of 12 months
- b) Maximum time to repay is 12 months
- c) Must be covered by annual / long service leave accrued at time of agreement

Adopted 19/12/2016

### 3.12 CORPORATE CREDIT CARDS

#### **Objective**

To provide guidelines on the issue and use of Corporate Credit Cards.

#### **Policy**

A Corporate Credit Card will be issued to the Chief Executive Officer, and to other Shire employees approved by the Chief Executive Officer, in accordance with the following guidelines;

The Cardholder must sign any corporate credit card issued, as soon as practicable following receipt of the credit card.

- 1) Cardholders are responsible for the use of the corporate credit card in accordance with these guidelines and other operational guidelines, and must ensure the safe-keeping of the card at all times. Loss or theft of the corporate credit card must be reported to the Manager Corporate Services immediately.
- 2) The cardholder will be required to sign a certification, on each and every credit card statement issued from this date forward, to the effect all purchases made using the corporate credit card were for official business purposes.
- 3) For all expenditure, the cardholder shall obtain a tax invoice and/or receipt, which itemizes the details of the expenditure. If the invoice or receipt does not provide sufficient details of the item purchased, further details must be recorded on the invoice or receipt by the cardholder.
- 4) Corporate credit cards issued by the Shire can only be used for the business purposes of the Shire. The corporate credit card must not be used for:
  - Personal or non-work related expenditure.
  - The purchase of fuel (unless the relevant fuel card is not able to be used).
  - Obtaining cash advances.
  - The purchase of goods or services where the cardholder gains personal advantage through the transaction (e.g. special offers such as Fly Buys that benefit individuals).

Among the permitted uses are:

- In person, across the counter retail purchases.
- Facsimile/telephone/internet business related purchases.
- Mail order purchases and subscriptions.
- Official travel, accommodation and related expenses.
- Entertainment and business hospitality expenses.

Adopted 19/12/2016

### 3.13 ACCOUNTING

#### **Objective**

This policy provides a financial management and financial governance framework for the Shire that is clear, transparent and complies with statutory obligations.

Its purpose is to adopt full accrual accounting and all other applicable accounting standards in accordance with the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards and to identify all significant accounting policies applicable to the preparation of the Shire's Annual Financial Statements, Annual Budget and Long Term Financial Plan.

#### **Policy**

This policy comprises significant accounting policies used to guide the Shire's day-to-day financial management and financial governance framework and the preparation of the Shire's Annual Financial Statements, Annual Budget and Long Term Financial Plan.

##### **a) Basis of Preparation**

The financial report comprises general purpose financial statements which have been prepared in accordance with Australian Accounting Standards (as they apply to local governments 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. Material accounting policies which have been adopted in the preparation of this financial report are presented below and have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report 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.

##### **Critical Accounting Estimates**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions

that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

### **The Local Government Reporting Entity**

All Funds through which the Council controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

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 financial statements. A separate statement of those monies appears in the Annual Financial Statements and Monthly Financial Statements.

#### **b) Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

#### **c) Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments 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 reported as short term borrowings in current liabilities in the statement of financial position.

**d) Trade and Other Receivables**

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability 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.

**e) 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 Sale***

Land held for development and sale 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 completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

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

**f) Fixed Assets**

Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

***Mandatory Requirement to Revalue Non-Current Assets***

Effective from 1 July 2012, the Local Government (Financial Management) Regulations were amended and the measurement of non-current assets at Fair Value became mandatory.

The amendments allow for a phasing in of fair value in relation to fixed assets over three years as follows:

- (a) for the financial year ending on 30 June 2013, the fair value of all of the assets of the local government that are plant and equipment; and
- (b) for the financial year ending on 30 June 2014, the fair value of all of the assets of the local government :
  - (i) that are plant and equipment; and
  - (ii) that are:
    - (I) land and buildings; or-
    - (II) Infrastructure;
- (c) for a financial year ending on or after 30 June 2015, the fair value of all of the assets of the local government.

Thereafter, in accordance with the regulations, each asset class must be revalued at least every three years.

In 2013, Council commenced the process of adopting Fair Value in accordance with the Regulations.

Relevant disclosures, in accordance with the requirements of Australian Accounting Standards, have been made in the financial report as necessary.

### ***Land Under Control***

In accordance with Local Government (Financial Management) Regulation 16(a), the Council was required to include as an asset (by 30 June 2013), Crown Land operated by the local government as a golf course, showground, racecourse or other sporting or recreational facility of State or Regional significance.

Upon initial recognition, these assets were recorded at cost in accordance with AASB 116. They were then classified as Land and revalued along with other land in accordance with the other policies detailed in this Policy.

Whilst they were initially recorded at cost, fair value at the date of acquisition was deemed cost as per AASB 116.

Consequently, these assets were initially recognised at cost but revalued along with other items of Land and Buildings at 30 June 2014.

### ***Initial Recognition and Measurement between Mandatory Revaluation Dates***

All assets are initially recognised at cost and subsequently revalued in accordance with the mandatory measurement framework detailed above.

In relation to this initial measurement, 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 overheads.

Individual assets acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework detailed above, are carried at cost less accumulated depreciation as management believes this approximates fair value. They will be subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework detailed above.

### ***Revaluation***

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

### ***Transitional Arrangements***

During the time it takes to transition the carrying value of non-current assets from the cost approach to the fair value approach, the Council may still be utilising both methods across differing asset classes.

Those assets carried at cost will be carried in accordance with the policy detailed in the ***Initial Recognition*** section as detailed above.

Those assets carried at fair value will be carried in accordance with the ***Revaluation Methodology*** section as detailed above.

### ***Early Adoption of AASB 13 - Fair Value Measurement***

Whilst the new accounting standard in relation to Fair Value, AASB 13 – Fair Value Measurement only become applicable for the year ended 30 June 2014 (in relation to Council), given the legislative need to commence using Fair Value methodology in the previous reporting period (year ended 30 June 2013) the Council chose to early adopt AASB 13 (as allowed for in the standard).

As a consequence, the principles embodied in AASB 13 - Fair Value Measurement have been applied to the previous reporting period (year ended 30 June 2013).

### ***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 such 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**

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

When an item of property, plant and equipment is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

- a) Restated proportionately with the change in the gross carrying amount of the asset so that the carrying amount of the asset after revaluation equals its revalued amount; or
- b) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

Major depreciation periods used for each class of depreciable asset are:

Buildings	40-100 Years
Furniture and Equipment	5-10 Years
Plant and Equipment	5-15 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	30 Years
Concrete	50 Years
Drainage	50 Years
Other Infrastructure	10-50 Years
Parks and Ovals	50 Years
Airfields	50 Years

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

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 in the period in which they arise.

When revalued assets are disposed of, amounts included in the revaluation surplus relating to that asset are transferred to retained surplus.

### ***Capitalisation Threshold***

Expenditure on items of equipment under \$5000 is not capitalised. Rather, it is recorded on an asset inventory listing.

### **g) Fair Value of Assets and Liabilities**

When performing a revaluation, the Council uses a mix of both independent and management valuations using the following as a guide:



Fair Value is the price that Council would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset (i.e. the market with the greatest volume and level of activity for the asset or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

### ***Fair Value Hierarchy***

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

#### **Level 1**

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

#### **Level 2**

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

#### **Level 3**

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

## ***Valuation techniques***

The Council selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Council are consistent with one or more of the following valuation approaches:

### **Market approach**

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

### **Income approach**

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

### **Cost approach**

Valuation techniques that reflect the current replacement cost of an asset at its current service capacity.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Council gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability and considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

As detailed above, the mandatory measurement framework imposed by the Local Government (Financial Management) Regulations requires, as a minimum, all assets carried at a revalued amount to be revalued at least every 3 years.

## **h) 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 (i.e. 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.

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 and any reduction for impairment; and
- (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.

The effective interest method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that 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.

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

Financial assets are classified at “fair value through profit or loss” when they are held for trading for the purpose of short-term profit taking. Such assets are subsequently measured at fair value with changes in carrying amount being included in profit or loss. 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. Gains or losses are recognised in profit or loss.

Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

(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 has the positive intention and ability to hold to maturity. They are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Held-to-maturity investments are included in non-current assets, where they are expected to mature within 12 months after the end of the reporting period. All other investments are classified as non-current.

(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.

They are subsequently measured at fair value with changes in such fair value (i.e. gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the cumulative gain or loss pertaining to that asset previously recognised in other comprehensive income is reclassified into profit or loss.

Available-for-sale financial assets are included in current assets, where they are expected to be sold within 12 months after the end of the reporting period. All other available-for-sale financial assets are classified as non-current.

(v) *Financial liabilities*

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

### ***Impairment***

A financial asset is deemed to be impaired if, and only if, there is objective evidence of impairment as a result of one or more events (a "loss event") having occurred, which will have an impact on the estimated future cash flows of the financial asset(s).

In the case of available-for-sale financial assets, a significant or prolonged decline in the market value of the instrument is considered a loss event. Impairment losses are recognised in profit or loss immediately. Also, any cumulative decline in fair value previously recognised in other comprehensive income is reclassified to profit or loss at this point.

In the case of financial assets carried at amortised cost, loss events may include: indications that the debtors or a group of debtors are experiencing significant financial difficulty, default or delinquency in interest or principal payments; indications that they will enter bankruptcy or other financial reorganisation; and changes in arrears or economic conditions that correlate with defaults.

For financial assets carried at amortised cost (including loans and receivables), a separate allowance account is used to reduce the carrying amount of financial assets impaired by credit losses. After having taken all possible measures of recovery, if management establishes that the carrying amount cannot be recovered by any means, at that point the written-off amounts are charged to the allowance account or the carrying amount of impaired financial assets is reduced directly if no impairment amount was previously recognised in the allowance account.

### ***De-recognition***

Financial assets are derecognised where the contractual rights to receipt of cash flows expire or the asset is transferred to another party whereby the Council no longer has any significant continual involvement in the risks and benefits associated with the asset.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

#### **i) Impairment of Assets**

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 impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other standard.

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.

#### **j) 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, are recognised as a current liability and are normally paid within 30 days of recognition.

#### **k) Employee Benefits**

##### **Short-Term**

Provision is made for the Council's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Council's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position. The Council's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

### **Other Long-Term**

Provision is made for employees' long service leave and annual leave entitlements not expected to be settled wholly within 12 months after the end of the annual reporting period in which the employees render the related service. Other long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations or service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any re-measurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Council's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Council does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

### **l) 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 until such time as the asset is substantially ready for its intended use or sale.

### **m) Provisions**

Provisions are recognised when the Council has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and 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.

### **n) Leases**

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the Council, are classified as finance leases.

Finance leases are capitalised recording an asset and a liability at the lower amounts equal to the fair value of the leased property or the present value of the minimum lease

payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight line basis over the shorter of their estimated useful lives or the lease term.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

Lease incentives under operating leases are recognised as a liability and amortised on a straight line basis over the life of the lease term.

**o) Interests in Joint Arrangements**

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint venture entities providing joint venturers with an interest to net assets are classified as a joint venture and accounted for using the equity method.

Joint venture operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The Council's interests in the assets, liabilities, revenue and expenses of joint operations are included in the respective line items of the financial statements.

**p) 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.

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions are disclosed within the Annual Financial Statements. That note also discloses the amount of contributions recognised as revenues in a previous reporting period which were obtained in respect of the local government's operations for the current reporting period.

**q) Superannuation**

The Council contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Council contributes are defined contribution plans.

**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 the 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 sale where it is held as non-current based on the Council's intentions to release for sale.

**s) Rounding Off Figures**

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

**t) Comparative Figures**

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

When the Council applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statement, an additional (third) statement of financial position as at the beginning of the preceding period in addition to the minimum comparative financial statements is presented.

**u) Budget Comparative Figures**

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

Adopted 19/12/2016



## 4. INDUSTRIAL

### 4.1 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 16/3/2000  
Amended 20/12/2007  
Reviewed 19/12/2016

4.2 ACCOMMODATION ALLOWANCE

A staff housing incentive payment is applicable to all employees of Council not residing in Shire provided housing effective as of 1 July 2003 and to be reviewed annually as part of the normal budget process.

Casual employees	\$30.00 per week
Permanent employees:	
Less than 12 months service	\$30.00 per week
2 to 5 year service	\$40.00 per week
More than 5 year service	\$45.00 per week

*Note: Housing Incentive Payments only relates to persons in their own premises.*

Adopted Council Meeting 16/04/2003  
Amended Council Meeting 20/12/2007  
Reviewed/Amended Council Meeting 22/07/2015  
Adopted 19/12/2016

#### 4.3 REMOVAL EXPENSES

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 22/04/1999  
Amended 16/04/2003  
Reviewed 19/12/2016

#### 4.4 ROSTERED DAYS OFF

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 RDOs the 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 days RDO for every nine days worked.

All remaining staff (excluding the Chief Executive Officer) are able to accrue one days 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 17/02/2005  
Amended 20/12/2007  
Reviewed 19/12/2016

#### 4.5 ALCOHOL AND DRUGS

##### **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 members, 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 an 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**

A 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 18/02/2016  
Reviewed 19/12/2016

#### 4.6 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.

The Shire will allow paid study time at the discretion of the CEO.

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 16/12/2004  
Reviewed 19/12/2016

#### 4.7 STAFF ESTABLISHMENT LEVELS

To ensure that adequate resources are available to undertake the day-to-day tasks of the Shire in an efficient manner, staff establishment levels are to be reported annually, as part of the budgetary process.

Adopted 19/12/2016

#### 4.8 PAID LEAVE FOR VOLUNTEER DUTY

To recognise the important community role performed by staff who volunteer for Defence Reserve and Emergency Services organizations the Shire will allow staff who are registered volunteer members of the Defence reserve or an emergency service to respond to official emergency situations during normal working hours and where approval has been given in accordance with the current Management Practices, Council will protect staff by ensuring that their normal salary or wages are maintained.

Adopted 19/12/2016

#### 4.9 SAFETY AND HEALTH MANAGEMENT PRACTICE

The Shire of Morawa is committed to providing a safe and healthy work environment for all employees, contractors and visitors. All levels of management and supervisors are responsible for ensuring that reasonable efforts are made to minimise the potential for injury or illness within their area of responsibility.

All employees, regardless of status, must recognise that they are responsible for their own safety and that of their co-workers. The safety committee, safety and health representatives, management and employees must co-operate and work collectively with a "team spirit".

The objectives are to:

- Establish and actively seek to have all employees adopt safe work practices and procedures.
- Provide employees with adequate information, training and supervision to ensure they are competent to perform their duties in a safe manner.
- Build a safety culture where all employees are dedicated to minimising the risk of injury,



illness or damage to plant and property.

- Identify. And then eliminate and/or control workplace hazards, so far as is practicable.
- Encourage all parties involved to actively participate in the continuous improvement of safety and health standards in the workplace.
- Ensure compliance with the relevant Occupational Safety and Health legislation, Australian Standards, Codes of Practice and Guidance Notes.

This policy shall be reviewed annually to ensure legislative compliance is met.

Adopted 19/12/2016

#### 4.10 SEVERANCE PAYMENTS

##### **Objective**

To meet the requirements of section 5.50 of the Local Government Act 1995.

##### **Policy**

Council will consider severance payments to employees whose employment terminates by resignation, dismissal or redundancy.

All payments shall be made in accordance with the current Management Practices.

Adopted 19/12/2016

#### 4.11 SMOKE FREE WORKPLACE

##### **Objective**

To protect the health of Council employees, contractors and visitors by eliminating exposure to environmental tobacco smoke in and around all Council controlled buildings, recreational facilities, both indoor and outdoor and work vehicles.

##### **Policy**

This policy covers the smoking of any tobacco product and the use of oral tobacco products, "chewing" tobacco and e-cigarettes, and it applies to all employees, contractors and visitors.

##### **Smoking Restrictions**

- Smoking is prohibited in all Council owned and controlled buildings, enclosed workplaces, enclosed recreational facilities and work vehicles at all times.
- To prevent drift of smoke into smoke free environments, no smoking will be permitted within 5 metres of doorways and 10 metres of air intake vents of Council premises.
- Smokers are expected to be considerate of the health and wellbeing of others. It is

unacceptable to smoke where it is possible for others to inhale smoke e.g. along thoroughfares and footpaths and near access ways.

- Smokers are expected to be discreet. It is unacceptable to smoke where the activity is clearly visible to work colleagues and the general public e.g. outside offices in full view of other staff.
- Smokers are only permitted to smoke during official work breaks in designated outdoor areas.

### **Programs to Assist in Quitting Smoking**

- The Shire will provide assistance to any member of staff who wishes to stop smoking by contributing towards the costs of an accredited stop smoking program.
- Consideration may be given to providing paid leave to attend an approved course during working hours.

### **Signage and Waste Disposal**

- No smoking signs and butt bins will be installed at appropriate locations to discourage smoking near to Shire owned and controlled buildings.

### **Recruitment**

- The Shire will advertise in all recruitment material, including Council's website, of its smoke free workplace policy.
- All new employees will be informed of the smoke free workplace policy at commencement of employment and at induction training for new staff.

### **Environmental Waste Reduction**

Staff are responsible for ensuring that any waste, such as cigarette butts, are properly disposed of.

Adopted 19/12/2016

## 4.12 USE OF COUNCIL VEHICLES

### Objective

A policy, which provides for the use of Council Vehicles by staff, Councillors & authorised persons within the following guidelines and conditions, and subject to employment contracts where they exist.

### Policy

- All authorised persons must provide details of current licence.
- All new staff must provide a copy of their current licence to Human Resources.
- All shire staff are to notify Human Resources of any changes to their licence, including suspension or loss of licence.

### Terms of Use

1. Employees to whom vehicles are provided and in accordance with their current terms of employment, may use them for their own private purposes, including weekends and annual leave periods. Employees are to meet the cost of fuel for private usage. A vehicle log book is to be kept for all private use.
2. Vehicles may be driven by the following persons:
  - an authorised officer of the Council;
  - outside of normal working hours by the spouse or partner of the employee allocated the use of the vehicle;
  - the holder of an appropriate current driver's licence when accompanied by an authorised officer or Councillor
  - Councillors when travelling to or from forums to represent Council, or regional Western Australia.
  - Other such persons as are authorised by the Chief Executive Officer.
3. Such vehicles are to be brought onto the job every working day (except those days an officer concerned is on paid leave), and used for all normal organisational duties. The vehicle is to be available for use by other Council drivers during normal working hours and on occasions, may be required outside working hours.
4. All employees, Councillors and authorised persons to whom vehicles are allotted are responsible for their care, including interior and exterior cleaning.
5. No modifications are to be made to the vehicle without the approval of the Chief Executive Officer.
6. At the discretion of the Chief Executive Officer, an authorised person or officer may be required to pay the cost of associated repairs caused by negligence on the part of the driver.
7. Any speeding fines raised whilst driving a Council vehicle will be the responsibility of the driver.

8. There is to be NO SMOKING in Council vehicles at any time.

Adopted 19/12/2016

#### 4.13 CEO PERFORMANCE REVIEW

1. That the performance of the CEO be reviewed at least once in relation to each year of employment .
2. That part of the ordinary Council meeting, prior to a review, is closed to enable all Councillors to have input into the review of the CEO's performance.
3. That the performance review be carried out by the Council or by resolution of Council or a suitably qualified consultant in a closed meeting with the CEO.
4. That the record of the review outcomes shall be provided to the Council but not retained by individual Councillors. The final written report of the performance review and resolution of Council relevant to the review shall be retained by the Council's Human Resources section.

Adopted 19/12/2016

#### 4.14 ACTING CEO

1. In the absence of the Chief Executive Officer during leave periods or other extended periods of absence an acting Chief Executive Officer is to be appointed.
2. The Chief Executive Officer is delegated the authority to select and appoint an Acting Chief Executive Officer for a period not exceeding five days unless decided otherwise by Council. The person selected to act in the position will be remunerated in accordance with current Chief Executive Officers Salary.
3. Dates of leave and delegated Acting Chief Executive Officer to be formally advised to Council as soon as practicable.

Adopted 19/12/2016

#### 4.15 LEAVE MANAGEMENT

This policy applies to all employees who are employed on a full time or part time basis, but does not apply to employees employed on a casual basis.

1. All employees shall take annual leave in the year which it is accrued unless deferral has been arranged through their line manager and been approved by the CEO.
2. All employees shall take long service leave within three years of the date it becomes due unless deferral has been arranged and approved by the CEO.

### Reimbursement of Fees

1. An employee who undertakes an approved course of study may apply to the Chief Executive Officer to have compulsory fees (other than for supplementary examinations and late enrolment or late entry fees) reimbursed after completion of the semester/term.
2. Employees shall provide as much notice as possible to their Line Manager when seeking leave of any type.
3. Emergency Service, study leave and jury leave shall be paid normal rates from the time of absent from work to the total of ordinary time usually worked in that day, but not including time in excess of ordinary working hours, weekends or public holiday rates.
4. Emergency service, jury and study leave does not accrue.

Adopted 19/12/2016

#### 4.16 SEXUAL HARRASSMENT

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

Council considers sexual harassment to be an unacceptable form of behaviour which will not be tolerated and recognises that sexual harassment is unlawful.

Sexual harassment is any conduct of a sexual and/or sexist nature (whether physical, verbal or non-verbal) which 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 employee, 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.

Council recognises that sexual harassment can undermine health, performance and self-esteem of individuals and has the potential to create a hostile and intimidating environment. Council 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 officers 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 Council 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.

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

Adopted 19/12/2016

#### 4.17 CORPORATE 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	as per contract
Executive Manager Development & Administration	as per contract
Other Office Staff	\$300
Principal Works Supervisor	\$500
Swimming Pool Manager	\$300

Adopted 21/4/1994  
Amended 20/12/2007  
Reviewed 19/12/2016

#### 4.18 DRESS CODE AND HYGIENE

##### **Objective**

The type of clothing and standard of dress for the Shire of Morawa's employees varies according to roles and safety requirements. This policy provides parameters regarding appropriate types of clothing, standards of dress and related matters.

##### **Commitment**

The Shire of Morawa is committed to presenting itself in a professional manner as well as maintaining a safe and healthy working environment for its employees. This policy aims to fulfil such a commitment by providing clarity in relation to personal clothing and hygiene standards. For the purposes of this policy the term "employee/s" shall extend to cover contractors, volunteers and any person performing work for or with the Shire of Morawa in any capacity.

## **Compulsory Uniform/Protective Clothing**

The Shire of Morawa may require employees to wear a uniform. Usually, a compulsory Shire of Morawa uniform will be provided at no cost to the employee. In some cases, an allowance may be provided for the purchase and maintenance of a uniform. The following applies in relation to compulsory wearing of Shire of Morawa uniforms:

- The employee is responsible for ensuring their uniform is kept clean and presentable. Any employee who fails to wear the required uniform when presenting for duty may be sent home to change and may not receive payment for the time they are not at work;
- Uniforms shall be replaced if it is determined by an appropriate officer that they are no longer suitable for use due to ordinary wear and tear;
- If an employee's uniform is damaged the employee may be entitled to a replacement uniform or an additional one-off allowance. An employee may not be entitled to a replacement uniform or an additional one-off allowance if their uniform has been damaged due to neglect or misconduct. In such cases the employee will be responsible for the replacement costs of the uniform; and
- Uniforms will remain the property of the Shire of Morawa. Employees who are ceasing work with the Shire of Morawa must return their uniforms prior to the completion of their final working day.

## **Additional Requirements Relating to Protective Clothing**

An employee may be instructed to wear protective clothing by an appropriate officer. Employees will be issued with protective clothing by the Shire of Morawa. An employee must not modify, alter or change protective clothing under any circumstances unless they are directed to do so by an appropriate officer.

## **Wearing of Uniform out of Hours**

Primarily uniforms are to be worn only during working hours and employees should take care to refrain from wearing uniforms outside of work. Employees must recognise that when wearing the uniform they are recognised as representing the Shire of Morawa. Employees must adhere to the Shire of Morawa's Code of Conduct, policies and procedures if they are wearing the uniform outside of work.

An employee must refrain from consuming alcohol whilst wearing a Shire of Morawa uniform unless alcohol consumption has been sanctioned by an appropriate officer. Employees who consume alcohol or act in an inappropriate manner whilst wearing a uniform may face disciplinary action.

## **Acceptable Standards of Dress**

Employees who are not required to wear uniforms must present for work in a professional manner and be suitably attired for their work activities. The standard for both men and women is smart business dress.

Smart business dress for work may include, tailored trousers, tailored skirts, collared business shirts, tailored jackets, dresses, blouses, smart/business shoes, socks, appropriate underwear, belts and ties.

Smart business dress for work does not include; low cut or sheer tops, tops that expose the midriff, shorts, buttocks, thongs, bare feet, singlets, faded jeans, frayed jeans, board shorts or other items of clothing deemed unsuitable by an appropriate officer.

The following items may be acceptable provided they do not pose any possible hazard to health and safety at work or deviate significantly from the image required in the given work area.

- Clothing worn to comply with cultural or religious practices;
- Tattoos or body piercings; and
- Jewellery.

An Employee's hair should be neat and tidy and kept in a clean condition. Employees with long hair may be required to tie it back or wear a hair net at the request of an appropriate officer.

### **Casual Dress Days**

On "casual dress" days, "smart casual" is the minimum required standard. Further guidance is available from the respective line manager.

### **Unacceptable Standards of Dress**

The following items are unacceptable at the Shire of Morawa:

- Clothing that contains messages or designs that may be offensive to others including but not limited to items of clothing which may be considered racist, sexist or derogatory; and
- Body tattoos that contain messages or designs that may be offensive to others including but not limited to tattoo's which may be considered racist, sexist or derogatory.

### **Tax Deductibility**

The Shire of Morawa's uniform has been entered on the Register of Approved Occupations clothing, meaning the expenditure incurred by a paid employee in relation to their uniform can be claimed as a tax deduction.

### **Personal Hygiene**

Employees are responsible for ensuring that they maintain good standards of personal hygiene whilst at the workplace. Clothes should be laundered to a reasonable standard and employees should be respectful of others and minimise strong body odour, perfumes and colognes when attending the workplace.

Where problems are identified in working arrangements or facilities or with the health and safety of the individual, these must be reported to a responsible person immediately.

All matters relating to personal hygiene will be handled sympathetically and discreetly.



### **Consequences of Breaching This Policy**

This policy constitutes a lawful instruction to all of the organisation's people and breaches may lead to disciplinary action or termination by the Shire of Morawa. People who breach the policy may also be personally liable for their actions.

### **Variation to This Policy**

This policy may be cancelled or varied from time to time. All the organisation's employees will be notified of any variation to this policy by the normal correspondence method.

Adopted 19/12/2016

## 5. LAW, ORDER AND PUBLIC SAFETY

### 5.1 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 and Prohibited Burning Times:**

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### **PROHIBITED**

**1 NOVEMBER – 31 JANUARY inclusive**

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### **RESTRICTED**

**15 OCTOBER – 15 MARCH inclusive**

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#### **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.

#### **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.

#### **Camping or Cooking Fires (excluding gas BBQs)**

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
- Morawa Town Fire 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 16/3/2000  
Amended 20/12/2007  
Reviewed 19/12/2016

**5.2 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 16/3/2000  
Amended 16/04/2003  
Reviewed 19/12/2016

**5.3 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 the advertising of harvest bans remains with the Chief Executive Officer.

Adopted 16/3/2000  
Amended 16/04/2003  
Reviewed 19/12/2016

#### 5.4 BRIGADE MEMBERSHIP

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

Adopted 16/3/2000  
Reviewed 19/12/2016

#### 5.5 FIREBREAKS

##### **Objective**

To ensure that all property owners comply with the firebreak notice and ensure that all precautions are taken to reduce the fire risk.

##### **Policy**

Council Ranger/Community Emergency Services Manager shall continue to undertake property firebreak inspections in accordance with the annual firebreak inspection programme, the Bush Fires Act 1954 and the current Management Practices during the period of 1 December and 14 March the year following.

Adopted 19/12/2016

#### 5.7 ILLEGAL BUILDING WORKS

##### **Objective**

To provide direction in cases where Building Works are commenced without Council's approval and the issue of a Building Permit.

##### **Policy**

The Building Act 2011 confirms what types of work are required to have a Building Permit. The Act also creates an offence for commencing building works without first obtaining a Building Permit. A person who does commence building works without a Building Permit is guilty of an offence.

A person who has commenced building works without the necessary approvals is required to submit an application for a 'Building Approval Certificate' within 20 working days from the Building Surveyor's request. A reasonable extension of that time frame can be applied for if necessary.

The application needs to be accompanied by:

- A certificate of building compliance (CBC), issued by a third party building surveyor;
- Where the local government or the building surveyor deems it necessary a structural engineer needs to inspect the existing structure and submit a report.
- Copies of all plans and specifications denoted on the CBC;
- A copy of technical certificates, (i.e. energy efficiency certificate, etc);
- Evidence of any prescribed authorities' approval;
- Septic system approval where applicable;
- Evidence of any prescribed notifications given;
- Appropriate consent forms or court orders where work encroaches onto or adversely affects other land; and
- Payment of prescribed fees.

If the Building Surveyors request is not forthcoming Council will then issue the relevant notices and take any necessary legal action.

Adopted 19/12/2016

## 6. PLANT AND EQUIPMENT

### 6.1 TENDERING AND PURCHASE

#### **Objective**

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.

#### **Policy**

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 16/03/2000  
Amended 16/04/2003  
Reviewed 19/12/2016

### 6.2 RUNNING HOURS ON OIL - GRADERS

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

Adopted 16/03/2000  
Reviewed 19/12/2016

### 6.3 PREVENTATIVE MAINTENANCE

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 19/02/1998  
Amended 20/12/2007  
Reviewed 19/12/2016

#### 6.4 COUNCIL PLANT AT FIRES

1. Requests for assistance and instructions can only come from the Fire Control Officer in charge of the fire.
2. Front end loaders and graders (which are not licensed to be driven on the road after sundown) can only be used for fire control during daylight hours.
3. Loaders and graders (which are machines with hydraulic controls) can only be used in open paddock situations which mean they cannot be driven into rocky, hilly bushland.
4. Shire water tankers must be parked in a safe area and used only for back up water supplies.
5. An operator has the right to refuse any instructions, which he feels would put himself and his machine at risk. Each machine shall be accompanied by a fire fighting unit when on the fire ground cutting breaks or carrying out other fire mitigation works.

Adopted 19/12/2016

#### 6.5 USE OF COUNCIL PLANT BY STAFF

1. No right exists for staff to borrow or use Council plant or equipment for non -Council or personal use.
2. On occasions it may be possible for Council to assist an employee by making an item of Council equipment available for a limited period for personal or community pursuits or purposes.
3. Use of any item of Council equipment for any non-Council activity without proper authority is not permitted.
4. Any such arrangement must be made through the Council Officer responsible for that item of equipment. This does not imply that every request will be granted. The authority and discretion in relation to making any item of equipment available rests with the officer in charge of that item of equipment.
5. Compliance with this direction by all staff members is essential.

Adopted 19/12/2016

## 7. ROADS

### 7.1 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 16/03/2000  
Reviewed 19/12/2016

### 7.2 CULVERT COST FOR 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 16/3/2000  
Amended 16/04/2003  
Reviewed 19/12/2016

### 7.3 ROAD CROSSINGS FOR DEEP DRAINAGE

#### **Objection**

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***

- 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 21/10/2004  
Amended 16/11/2006  
Reviewed 19/12/2016

#### 7.4 FENCING OF 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 16/3/2000  
Amended 20/12/2007  
Reviewed 21/07/2016

#### 7.5 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 16/3/2000  
Reviewed 19/12/2016

#### 7.6 STREET SIGNAGE

All street signage ordered shall be recognised in the standard Shire of Morawa colours, with logo. Town street signage is 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 20/8/1998  
Amended 17/02/2011  
Reviewed 19/12/2016

## 7.7 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 two 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 17/10/1996  
Amended 20/12/2007  
Reviewed 19/12/2016

## 7.8 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
Stephens Road	South Indar Road
Gutha West Road	Fabbling 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 Road)	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	Koolanooka Springs Road
Lochada Road (Fallon Road to part length)	Olden Road
Fallon Road (Lochada to Munkton Road)	
Norton Road (Wubin-Mullewa Rd to Olden Rd)	
Bells Road (Pintha Dam to Wubin-Mullewa Road)	
Pintharuka East Road (Wubin-Mullewa Rd to Bells Road)	

## 6m Minimum Running Surface (8m cleared)

All other rural roads

Adopted 21/11/1996  
Amended 20/12/2007  
Reviewed 19/12/2016

### 7.9 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 12/06/1997  
Amended 20/12/2007  
Reviewed 19/12/2016

### 7.10 GRAVEL PITS

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 16/03/2000  
Reviewed 19/12/2016

### 7.11 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.
- c) 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 16/04/2003  
Reviewed 19/12/2016

7.12 ROAD VERGE POLICY
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**Objective**

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

**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.

**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 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**

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 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.

Adopted 18/12/2015  
Reviewed 19/12/2016

## 7.14 ROAD CLOSURES FOR EVENTS

### **Objective**

To ensure that Council is aware of activities being conducted on roads under its care and management.

### **Policy**

Prior to Council's approval of an application for road closures for events, applicants be required to lodge appropriate fees and charges as determined and advertised by Council in its annual budget

Adopted 19/12/2016



## 8. RECREATION

### 8.1 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 16/03/2000  
Amended 19/12/2016

### 8.2 HIRE AND 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 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.
- (h) 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 and 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 guidelines attached (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) 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 16/03/2000  
Amended 17/02/2011  
Reviewed 19/12/2016

## **8.3 MORAWA CARAVAN PARK**

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

### **General**

- When the Caretaker is not in park, please help yourself to a site and power.

- All site fees shall be paid in advance to the Caretaker or at the Shire administration office or via the honesty box onsite.
- The registration form is to be completed for each site occupied.
- Guests are requested to report any damage or faulty equipment to the Caretaker.
- On the day of departure, guests must vacate by the caravan park by 10.00am

## Rules

- The speed limit within the park boundaries is 10 kilometres per hour.
- 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.
- No fires are to be lit within the caravan park boundary.
- 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.
- 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.
- 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.
- Disposable nappies and other disposable items are to be placed in bins provided and shall not be flushed down toilets.
- 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.
- Washing of cars and vans is to be by bucket only.
- All sites are to be kept clean and tidy. Please use the bins provided.

## Termination of Occupancy

- 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.
- 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 16/06/1994  
Amended 22/12/2005  
Reviewed 19/12/2016

#### 8.4 SWIMMING POOL OPENING TIMES

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 28/8/1997  
Amended 16/05/2013  
Reviewed 19/12/2016

#### 8.5 CLEANING GUIDELINES

##### **Morawa Sporting Complex**

##### ***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**

### ***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**

### ***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 16/04/2003  
Reviewed 19/12/2016

## 8.6 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 19/12/2016

## 8.7 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
- 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 19/12/2016

## 8.8 PREMIER'S AUSTRALIA DAY ACTIVE CITIZENSHIP AWARDS

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 30 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 19/12/2016

## 8.19 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 behaviours;
- Refers to or encourages the use of illegal drugs;
- Illegal or encouraging of illegal behaviours (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 19/12/2016

## **8.10 POP UP STALLS**

### **Objective**

- To facilitate the opportunities for itinerant trading that adds to the community's enjoyment and use of the Shire, while not reducing safety or access to public land.
- To regulate the level and intensity of itinerant trading to protect the amenity of the Shire including its roads, streets and public places and to ensure these areas are retained primarily for their main purpose.
- To ensure that the parking of vehicles and/or erection of other equipment will not adversely affect the public amenity and the character of the area and/or street.
- To provide a consistent and coordinated process for the assessment of applications for itinerant traders within the municipality.

### **Policy**

Itinerant traders may only operate at a market, event or festival when they have received prior consent from the organiser of the market, event or festival. Where there is an event approved by Council, the approval of the event to use a specific area over-rides the permission for the itinerant trader to use the same area.

Adopted 19/12/2016

## 9. TOWN PLANNING

### 9.1 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 15/11/2001  
Reviewed 19/12/2016

## 9.2 HOME OCCUPATION

### **Objective**

- (a) To promote the orderly and proper development of land by making suitable provisions to guide applicants who wish to operate a Home Occupation or a Home Business from a dwelling in an approved Zone;
- (b) To secure the amenity, health and convenience of the neighbourhood through appropriate development requirements; and
- (c) To comply with necessary Local, State and Commonwealth legislation that is applicable to the proposed development.

### **Policy**

The Shire of Morawa Local Planning Scheme No.2 provides for a small business to be carried out from a 'dwelling', provided that it does not adversely affect the 'amenity' of the locality. Such businesses are referred to as Home Occupations, Home Businesses and Home Offices.

The purpose of this Planning Policy is to set out the objectives and policy provisions which the 'Council' shall have due regard to in the assessment and determination of applications for planning approval for Home Occupations and Home Businesses.

In this regard, no person shall commence or carry out a Home Occupation or Home Business without first having applied for and obtained the planning approval of the Council, pursuant to the provisions of 4.3.9 of Local Planning Scheme No.2.

Adopted /2016



## 10. ECONOMIC DEVELOPMENT

### 10.1 INFRASTRUCTURE ASSET MANAGEMENT

#### 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.

#### 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.

#### 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.

## 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.

## **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.

## **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.

*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 02/02/2013  
Reviewed 19/12/2016

## 11. HEALTH

### 11.1 COMPLAINTS HANDLING POLICY FOR WATER LICENCE PROVISIONS

#### **Objective**

Shire of Morawa as a Water licence operator has an obligation and responsibility under its *Water Licence provisions* as determined by the Economic Regulatory Authority's *Water Act Guidelines* to provide a Complaints Handling Policy.

#### **Policy**

This policy is compliant with *AS ISO 10002-2006: Customer satisfaction-Guidelines for Complaints Handling in Organisations* and applies to any individual or representative that has communications with Shire of Morawa. These communications include all public interactions with any Shire staff member and may be in any form, ie written, electronic, verbal or face to face.

This policy enables stakeholders to make complaints in regard to the standard of services provided by Shire of Morawa under its Customer Service Charter.

Adopted 19/12/2016

### 11.2 DISPOSAL OF CHEMICAL DRUMS

#### **Objective**

To control the disposal of used chemical drums within the Dongara Refuse Site so as to ensure public safety and best management practice.

#### **Policy**

Council will not allow the disposal of used herbicide or pesticide drums at the Dongara Refuse Site. The Chief Executive Officer be authorised to allow disposal, if in their opinion an emergency situation exists.

Adopted 19/12/2016



<i>Item No/ Subject:</i>	<b>7.2.4.9 Delegation Register Adoption</b>
<i>Date of Meeting:</i>	<b>19 December 2016</b>
<i>Date &amp; Author:</i>	<b>15 December 2016 - Samantha Appleton Executive Manager Development &amp; Administration</b>
<i>Responsible Officer:</i>	<b>Executive Manager Development &amp; Administration</b>
<i>Applicant/Proponent:</i>	<b>Executive Manager Development &amp; Administration</b>
<i>File Number:</i>	<b>ADM 0159</b>
<i>Previous minute/s &amp; Reference:</i>	<b>Minutes 18 June 2015</b>

### **SUMMARY**

The purpose of this report is for Council to adopt the reviewed and amended Shire of Morawa Delegation Register.

### **DECLARATION OF INTEREST**

Nil

### **ATTACHMENTS**

Revised delegation register for adoption

### **BACKGROUND INFORMATION**

Section 5.46 of the Local Government Act 1995 require an annual review of the delegation register. This was last done on 18 June 2015 and will need to be done prior to the end of the year.

### **COMMENT**

The Shire Delegations Register reflects those delegations made to the CEO to improve operational efficiencies and organisational effectiveness. The CEO can then delegate responsibilities to staff.

The delegations register has had minor changes reflecting changes to staff expenditure limits in the policy manual, and changes to staff position names.



## **STATUTORY ENVIRONMENT**

### **LOCAL GOVERNMENT ACT 1995 - SECT 5.42**

#### **5.42 . Delegation of some powers and duties to CEO**

(1) A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under —

- (a) this Act other than those referred to in section 5.43; or
- (b) the *Planning and Development Act 2005* section 214(2), (3) or (5).

\* *Absolute majority required.*

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

*[Section 5.42 amended by No. 1 of 1998 s. 13; No. 28 of 2010 s. 70.]*

### **LOCAL GOVERNMENT ACT 1995 - SECT 5.44**

#### **5.44 . CEO may delegate powers and duties to other employees**

(1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

(3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —

- (a) the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and
- (b) the exercise of that power or the discharge of that duty by the CEO's delegate, are subject to any conditions imposed by the local government on its delegation to the CEO.

(4) Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.

(5) In subsections (3) and (4) —  
**conditions** includes qualifications, limitations or exceptions.

*[Section 5.44 amended by No. 1 of 1998 s. 14(1).]*

### **LOCAL GOVERNMENT ACT 1995 - SECT 5.46**

#### **5.46 . Register of, and records relevant to, delegations to CEO and employees**

(1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.

(2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.

(3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

**STRATEGIC IMPLICATIONS**

Shire of Morawa Strategic Community Plan

4.3 A local government that is respected, professional and accountable

**RISK MANAGEMENT**

Policies provide clear direction for staff and allows operations to be carried on efficiently.

**VOTING REQUIREMENTS**

Absolute Majority

**OFFICER'S RECOMMENDATION**

That Council resolve to adopt the reviewed and updated Shire of Morawa Delegation Register as tabled.

**COUNCIL RESOLUTION**

**16120019**                      **Moved:      Cr Stokes**  
   **Seconded: Cr Collins**

**That Council resolve to adopt the reviewed and updated Shire of Morawa Delegation Register as tabled.**

**CARRIED 7/0**

# SHIRE OF MORAWA

## DELEGATIONS REGISTER



Reviewed 19 December 2016



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## ***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 20<sup>th</sup> March, 2014 and a resolution confirming their continued application.

---

K S Chappel  
President

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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.

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John Roberts  
Chief Executive Officer

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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 & Administration	\$100,000
Manager Accounting & Finance	\$100,000

#### **Delegation**

**By CEO:** Executive Manager Development & 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<sup>th</sup> May 1998  
Amended 20<sup>th</sup> December 2007  
Reviewed 20<sup>th</sup> March 2014  
Reviewed 18<sup>th</sup> June 2015  
Reviewed 19<sup>th</sup> December 2016

## 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 & Administration, or in the absence of one or both, to be substituted by the Manager Accounting & Finance.

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 & Administration.

**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 & 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 16th March 2000  
Reviewed 21<sup>st</sup> February 2002

Amended 16<sup>th</sup> December 2004  
Amended 22<sup>nd</sup> December 2005  
Amended 21<sup>st</sup> December 2006  
Amended 20<sup>th</sup> December 2007  
Reviewed 20<sup>th</sup> May 2009  
Reviewed 18<sup>th</sup> March 2010  
Reviewed 17<sup>th</sup> February 2011  
Reviewed 21<sup>th</sup> March 2013  
Reviewed 20<sup>th</sup> March 2014  
Reviewed 18<sup>th</sup> June 2015  
Amended 19<sup>th</sup> December 2016

### 7.2.3 Creditor payments

**Delegation:** The **CEO**, in conjunction with the Executive Manager Development & 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 & 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<sup>st</sup> February 2002  
Reviewed 16<sup>th</sup> December 2004  
Amended 22<sup>nd</sup> December 2005  
Reviewed 21<sup>st</sup> December 2006  
Amended 20<sup>th</sup> December 2007  
Reviewed 20<sup>th</sup> May 2009  
Reviewed 18<sup>th</sup> March 2010  
Reviewed 17<sup>th</sup> February 2011  
Reviewe 15<sup>th</sup> March 2012  
Reviewed 21<sup>th</sup> March 2013  
Reviewed 20<sup>th</sup> March 2014  
Reviewed 18<sup>th</sup> June 2015  
Amended 19<sup>th</sup> December 2016

## 7.2.4

## Building Permit and Demolition Permit

### Delegation:

<b>DELEGATION OF AUTHORITY</b> <b>BUILDING PERMIT</b>	
<b>Function to be performed:</b>	To approve or refuse to approve plans and specifications submitted under section 20 of the <i>Building Act 2011</i> .
<b>Delegator:</b>	Council of the Shire of Morawa
<b>Delegate:</b>	Chief Executive Officer Building Services Practitioner
<b>Sub-delegation to:</b>	Building Services Practitioner
<b>Legislative Powers:</b>	Sections 20, 22 and 127 of the <i>Building Act 2011</i> .
<b>Conditions and Exceptions:</b>	<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>
<b>Duration of delegation:</b>	Until next annual review
<b>Origin of Delegation:</b>	20 October 2011
<b>Delegation last reviewed:</b>	Reviewed <span style="float: right;">19<sup>th</sup> December 2016</span>

DA-

## DELEGATION OF AUTHORITY DEMOLITION PERMIT

<b>Function to be performed:</b>	To approve or refuse to approve plans and specifications submitted under section 21 of the <i>Building Act 2011</i> .
<b>Delegator:</b>	Council of the Shire of Morawa
<b>Delegate:</b>	Building Services Practitioner (Building Surveyor)
<b>Sub-delegation to:</b>	N/A
<b>Legislative Powers:</b>	Sections 21, 22 and 127 of the <i>Building Act 2011</i> .
<b>Conditions and Exceptions:</b>	In undertaking the functions of this delegation, Building surveyors must: <ol style="list-style-type: none"> <li>1) be employed by the Shire of Morawa in accordance with section 5.36 of the <i>Local Government Act 1995</i></li> </ol>
<b>Duration of delegation:</b>	Until next annual review
<b>Origin of Delegation:</b>	20 October 2011
<b>Delegation last reviewed:</b>	Reviewed 19 <sup>th</sup> December 2016

- 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<sup>th</sup> March 2000  
Reviewed: 21<sup>st</sup> February 2002  
Reviewed: 16<sup>th</sup> December 2004  
Reviewed: 22<sup>nd</sup> December 2005  
Reviewed 21<sup>st</sup> December 2006  
Reviewed 20<sup>th</sup> December 2007  
Reviewed 20<sup>th</sup> May 2009  
Reviewed 18<sup>th</sup> March 2010  
Reviewed 17<sup>th</sup> February 2011  
Reviewed 15 March 2012  
Reviewed 21<sup>th</sup> March 2013  
Reviewed 20 March 2014  
Reviewed 18<sup>th</sup> June 2015  
Reviewed 19<sup>th</sup> December 2016

### 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<sup>th</sup> March 2000  
 Reviewed 21<sup>st</sup> February 2002  
 Amended 16<sup>th</sup> December 2004  
 Reviewed 22<sup>nd</sup> December 2005  
 Reviewed 21<sup>st</sup> December 2006  
 Reviewed 20<sup>th</sup> December 2007  
 Reviewed 20<sup>th</sup> May 2009  
 Reviewed 18<sup>th</sup> March 2010  
 Reviewed 17<sup>th</sup> February 2011  
 Reviewed 15 March 2012  
 Reviewed 21<sup>th</sup> March 2013  
 Reviewed 20<sup>th</sup> March 2014  
 Reviewed 18<sup>th</sup> June 2015  
 Reviewed 19<sup>th</sup> December 2016



### 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<sup>th</sup> March 2000  
Reviewed 21<sup>st</sup> February 2002  
Amended 16<sup>th</sup> December 2004  
Reviewed 22<sup>nd</sup> December 2005  
Reviewed 21<sup>st</sup> December 2006  
Reviewed 20<sup>th</sup> December 2007  
Reviewed 20<sup>th</sup> May 2009  
Reviewed 18<sup>th</sup> March 2010  
Reviewed 17<sup>th</sup> February 2011  
Reviewed 15<sup>th</sup> March 2012  
Reviewed 21<sup>st</sup> March 2013  
Reviewed 20<sup>th</sup> March 2014  
Reviewed 18<sup>th</sup> June 2015  
Reviewed 19<sup>th</sup> December 2016

### **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<sup>th</sup> December 2004  
Reviewed 22<sup>nd</sup> December 2005  
Reviewed 21<sup>st</sup> December 2006  
Reviewed 20<sup>th</sup> December 2007  
Reviewed 20<sup>th</sup> May 2009  
Reviewed 18<sup>th</sup> March 2010  
Reviewed 17<sup>th</sup> February 2011  
Reviewed 15<sup>th</sup> March 2012  
Reviewed 21<sup>st</sup> March 2013  
Reviewed 20<sup>th</sup> March 2014  
Reviewed 18<sup>th</sup> June 2015  
Reviewed 19<sup>th</sup> December 2016

### **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<sup>th</sup> December 2004  
Reviewed 22<sup>nd</sup> December 2005  
Reviewed 21<sup>st</sup> December 2006  
Reviewed 20<sup>th</sup> December 2007  
Reviewed 20<sup>th</sup> May 2009  
Reviewed 18<sup>th</sup> March 2010  
Reviewed 17<sup>th</sup> February 2011  
Reviewed 15<sup>th</sup> March 2012  
Reviewed 21<sup>st</sup> March 2013  
Reviewed 20<sup>th</sup> March 2014  
Reviewed 18<sup>th</sup> June 2015  
Reviewed 19<sup>th</sup> December 2016

### **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<sup>st</sup> March 2013  
Reviewed 20<sup>th</sup> March 2014  
Reviewed 18<sup>th</sup> June 2015  
Reviewed 19<sup>th</sup> December 2016

**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<sup>st</sup> March 2013  
Reviewed 20<sup>th</sup> March 2014

Reviewed 18<sup>th</sup> June 2015  
Reviewed 19<sup>th</sup> December 2016

### 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**

<b>By CEO:</b>	Executive Manager Development & Administration	\$50,000
	Manager Accounting & Finance	\$50,000
	Principal Works Supervisor	\$10,000

**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<sup>st</sup> March 2013  
Reviewed 20<sup>th</sup> March 2014  
Reviewed 18<sup>th</sup> June 2015  
Reviewed 19<sup>th</sup> December 2016

## **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<sup>th</sup> March 2014

Reviewed 18<sup>th</sup> June 2015

Reviewed 19<sup>th</sup> December 2016

## **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<sup>th</sup> March 2000  
Reviewed 21<sup>st</sup> February 2002  
Amended 16<sup>th</sup> December 2004  
Reviewed 22<sup>nd</sup> December 2005  
Reviewed 21<sup>st</sup> December 2006  
Reviewed 20<sup>th</sup> December 2007  
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Reviewed 21<sup>st</sup> March 2013  
Reviewed 20<sup>th</sup> March 2014  
Reviewed 18<sup>th</sup> June 2015  
Reviewed 19<sup>th</sup> December 2016

## 7.2.6 Chief Executive Officer - Other

<i>Item No/Subject:</i>	<b>7.2.5.1 Strategic Plan Update and Progress Report</b>
<i>Date of Meeting:</i>	<b>19 December 2016</b>
<i>Date &amp; Author:</i>	<b>19 December 2016 John Roberts</b>
<i>Responsible Officer:</i>	<b>Chief Executive Officer</b>
<i>Applicant/Proponent:</i>	<b>Chief Executive Officer John Roberts</b>
<i>File Number:</i>	<b>Various</b>
<i>Previous minute/s &amp; Reference:</i>	<b>19 October 2016 (Last update to Council)</b>

### **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.

### **Please note:**

**The Shire of Morawa Integrated Plans are all currently under review. As a consequence of this, reporting is shown against the existing actions. This will occur until the new plans have been endorsed by Council after which new reporting matrix will be prepared.**

### **DECLARATION OF INTEREST**

The author has no interest to declare in this report.

### **ATTACHMENTS**

- 2015/16 Project Summary Report;
- Shire of Morawa September 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. Council undertook a review of the current Corporate Business Plan (CBP). Council decided to seek suggestions from the community of items they wished to be considered for inclusion in the new CBP.

Currently, the Strategic Community Plan has 106 actions listed:

Objective	Actions	Projects 2015/16	Programs 2015/16	Comment
.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
.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
.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*

Moore Stephens have been engaged to update the LTFP. Discussions between Moore Stephens and the Executive Management Team took place on 18 July 2016 to review the initial draft prior to being presented to Council for further input. Moore Stephens gave a presentation to Council on 9 August 2016. The LTFP will be updated further in conjunction with the development of the CBP.

#### 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. A meeting took place on 3 August 2016 to clarify issues raised by Ben Symmonds and Moore Stephens. Attendees were Michael Keane (Greenfields), Ben Symmonds, CEO, MAF and PWS.

The meeting was very productive and clarified a number of topics.

#### 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 the near future followed by a community consultation presentation. It is intended to adopt the new SCP in January 2017.

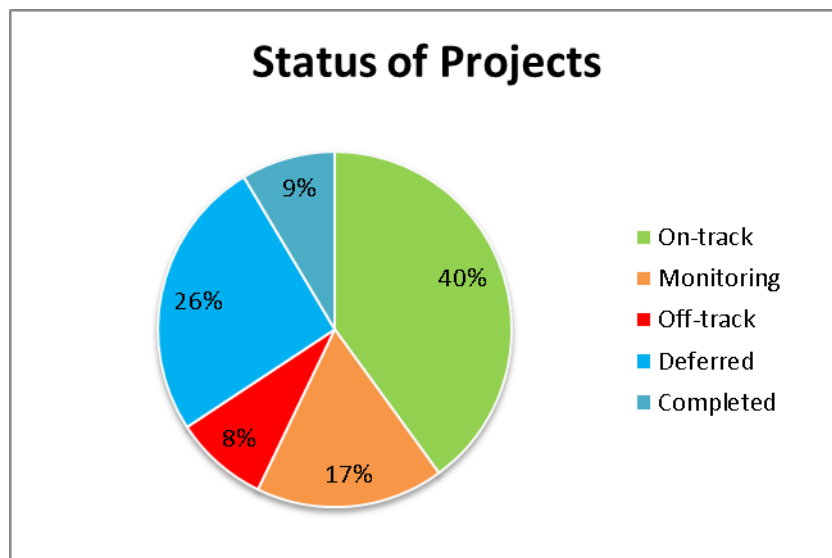
### **Corporate Business Plan**

The Corporate Business Plan Report is provided to Council each month. Accordingly, a summary report and full copy of the Corporate Business Plan report for November 2016 is attached. The new CBP will be adopted in January 2017.

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:



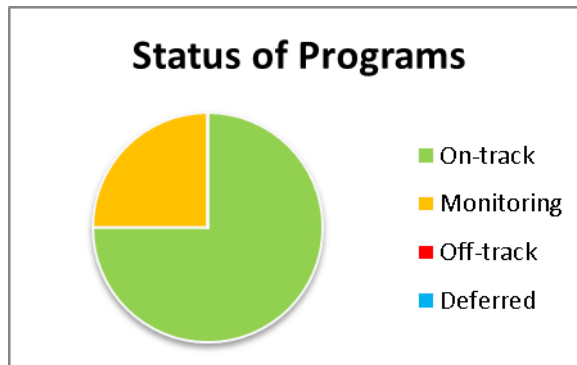
**Chart 1: Breakdown on Status of Projects for 2015/16**

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:  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.</p> <p>The second key issue has been waiting on the approval of funding or resources for key projects:  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.</p>
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 November 2016, as tabled.

## **COUNCIL RESOLUTION**

16120020            Moved:        Cr Stokes  
                          Seconded:    Cr Collins

**That Council accepts the Shire of Morawa Strategic Plan Update and Progress Report, for November 2016, as tabled.**

**CARRIED 7/0**

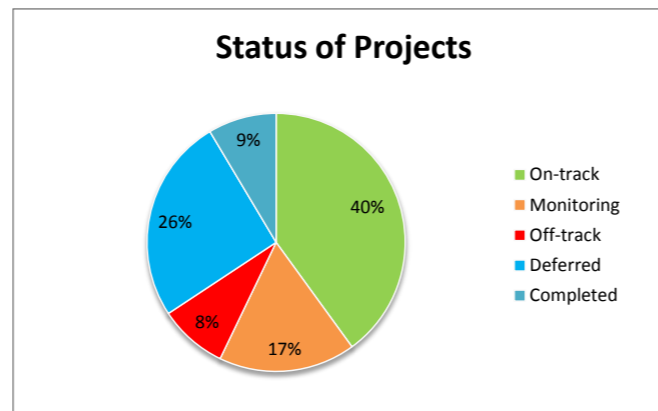
**The President asked CEO to thank all staff for their hard work in getting the pool open.**

SUMMARY OF CORPORATE BUSINESS PLAN STATUS 2015/2016

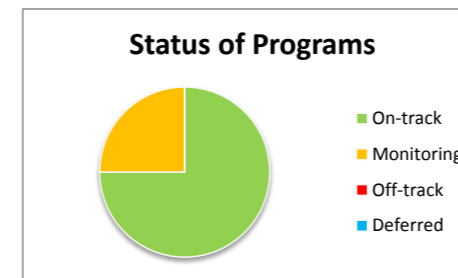
No.	Project	Who	Start	Cost	Cost Remaining	% Completed	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Greater Sports Ground Development	PO				100												
2	Sports Club Development Officer	CEO				100												
3	Recreational Facility Development	PO				100												
4	Morawa Community Care	EMDA				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												
	<b>Total</b>					<b>65.81</b>												

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											
	<b>Total</b>					<b>105.00</b>											

<b>Status</b>	<b>Projects</b>
On-track	14
Monitoring	6
Off-track	3
Deferred	9
Completed	3



<b>Status</b>	<b>Programs</b>
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"> <li><b>Greater Sports Ground Project</b></li> </ul> <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"> <li>The ramp adjacent to the playground has proved problematic due to regulations regarding disabled access. Council has decided that steps are to be installed as opposed to the ramp due to cost. Shire staff are applying for a Community Inclusion and Participation Grant to fund a ramp.</li> <li>Shire staff has received acquittal documentation from MWDC to formally finalise the project.</li> </ul> <hr/> <p><b>Increased Sporting Participation</b></p> <ul style="list-style-type: none"> <li>Club membership numbers reported by clubs</li> </ul> <p><b>Increased Usage</b></p> <ul style="list-style-type: none"> <li>Additional events reported by Sporting Committee. To date: two events held</li> </ul>
<ul style="list-style-type: none"> <li><b>Sports Club Development Officer – Regional Project</b></li> </ul> <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"> <li>Department of Sport and Recreation</li> <li>Shire of Three Springs</li> <li>Shire of Perenjori</li> <li>Shire of Mingenew</li> </ul>	<ul style="list-style-type: none"> <li>Lara Stanley has resigned from the role. Interviews for a replacement were held on 6 September 2016. A job offer is being made with a proposed start date of 31 October 2016.</li> </ul> <hr/> <p><b>Increased Support for Members &amp; Volunteers</b></p> <ul style="list-style-type: none"> <li>Membership numbers</li> </ul> <p><b>Club Officials trained in financial and corporate governance</b></p> <ul style="list-style-type: none"> <li>Clubs report improvement</li> </ul>
<ul style="list-style-type: none"> <li><b>Recreational Facility</b></li> </ul>	Medium	3.5.3	CEO	0				Department of Sport	<b>Swimming Pool (Works 2015/16 -</b>

<b>Development:</b> <b>3.1 Swimming Pool Upgrade</b> <b>3.2 Construction of the Skate Park</b>  Project management 0.1 FTE  <b>Percentage Completed:</b> <b>100%</b> 3.1: 100% 3.2 100%					800,000	400,000	0	and Recreation	<b>\$566,605)</b> <ul style="list-style-type: none"> <li>• Steps: <ul style="list-style-type: none"> <li>○ Tender has been awarded to Safeway Building &amp; Renovations</li> <li>○ The new shed has been erected. The filtration equipment has been installed.</li> <li>○ A new backwash tank will be installed early in 2015/16</li> <li>○ 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.</li> <li>○ A number of delays and contractual disagreements have occurred and the current estimate for opening the pool is 21 November 2015.</li> <li>○ The floor surface of the pool has deteriorated since August 2015 and will need to be restored.</li> </ul> </li> <li>• <b>Swimming Pool (Works 2015/16 - \$)</b> <ul style="list-style-type: none"> <li>○ Following an independent assessment Council have directed the CEO to call tenders for works to tile the floor,walls, and wet deck surfaces.</li> <li>○ 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.</li> <li>○ The pool has been surveyed so that design plans can be prepared for the tiling tender specifications.</li> <li>○ Tenders have been called with a closing date of 1 June 2016.</li> <li>○ The tender for works has been awarded to Safeway Building &amp; Construction.</li> <li>○ All render has now been removed. The central channel cover has needed to be removed to expose pipework, all will be replaced as a variance to the contract. 80% of the tiles have been delivered.</li> <li>○ Tiling is underway with significant progress being made.</li> </ul> </li> </ul>
					300,000		0		

										<b>Reduction of Vandalism</b> <ul style="list-style-type: none"> <li>Maintenance costs (reduced)</li> </ul> <b>Improved School Attendance</b> <ul style="list-style-type: none"> <li>School attendance records</li> </ul>
<b>Program Area Operating Cost:</b> <ul style="list-style-type: none"> <li>Undertake ongoing maintenance and management of the Sports facilities and programs</li> </ul> <b>Percentage Completed: 115%</b>	Ongoing			775,000	790,000	805,000	821,000			<b>Recurrent Cost post 2017:</b> \$905,233 <b>Staff Required:</b> 3 FTE <b>2015/16 Budget:</b> \$953,065 <b>Cost YTD:</b> \$1,100,635  <b>Note:</b> (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)
<b>Program Area Operating Cost:</b> <ul style="list-style-type: none"> <li>Support the implementation of the North Midlands Primary Care Project</li> <li>Support the provision of adequate GP services</li> <li>Support the Three Springs Dental Service</li> </ul> <b>Percentage Completed: 115%</b>	Ongoing	3.1.1, 3.1.2, 3.1.3, 3.1.4		251,884	256,900	262,000	267,000		<b>Note:</b> <ul style="list-style-type: none"> <li>Budget 2015/16: \$150,639</li> <li>Expenditure for 2015/16: \$173,530;</li> </ul> <b>Recurrent Cost post 2017:</b> \$272,000 <b>Staff Required:</b> 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"> <li><b>Morawa Community Care</b></li> </ul> Project management 0.6 FTE  <b>Percentage Completed: 95%</b> 4 Units: 100% Management: 90%	High	1.9.1	CEO	528,800	420,718	40,000	40,000	Morawa Community Care	<b>Construction 2013:</b> <ul style="list-style-type: none"> <li>Construction of the 4 units completed</li> <li>Cost post 2013/14 are recurrent costs. Will need revaluation</li> </ul> <b>Management:</b> <ul style="list-style-type: none"> <li>Committee commenced 18 March 2014 and identified action matrix;</li> <li>Draft service delivery plan and policies developed and considered 13/05/14;</li> <li>Handover of units underway 30 April 2014;</li> <li>Sean Fletcher has been engaged to</li> </ul>

									<p>finalise the transfer of the Morawa Aged Care Units to the Shire.</p> <ul style="list-style-type: none"> <li>• Transfer of land management order underway.</li> <li>• The Department of Housing are proposing a deed of assignment transferring the interests of the MCC to the Shire. This option negates the need for a new JV agreement which has caused a significant time delay.</li> <li>• Application and information packs have been prepared and will be marketed.</li> <li>• A Deed of Novation has been presented to the 18 December 2015 OCM.</li> <li>• The Management Order has been received.</li> <li>• 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.</li> <li>• The Shire has now taken receipt of keys for 2 vacant JV units. Shire staff will view these properties on 15 August 2016 to assess work needing to be undertaken prior to letting.</li> <li>• Emily Sutherland has produced a marketing document for use in securing tenants in the Asset Based units.</li> <li>• Council resolved at the September OCM to reduce the wekkly renatl to \$185.</li> </ul> <p><b>Elderly people age in their home community</b></p> <ul style="list-style-type: none"> <li>• Census figures</li> </ul> <p><b>Older people able to live independently</b></p> <ul style="list-style-type: none"> <li>• Increase in number aged people staying in community</li> </ul>
<ul style="list-style-type: none"> <li>• Refurbish Old Council Chambers</li> </ul> <p>Percentage Completed: 85%</p>	High	1.7.3	CEO	0	220,000			LotteryWest	<ul style="list-style-type: none"> <li>• Capital Works for 2015/16 set at \$181,011. Funded: <ul style="list-style-type: none"> <li>○ Municipal 45,026</li> <li>○ Lotterywest: 90,595</li> <li>○ Reserve: 45,026</li> </ul> </li> <li>○ Quotes have now been obtained for the remaining works.</li> <li>○ Use for the building to be discussed at the October briefing session</li> <li>○ This work has now been placed</li> </ul>

									<p>on-hold as the funds may be needed to fund the unexpected swimming pool works.</p> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>There is an option to apply for a grant in the next RGS round.</li> </ul> <p><b>Increased level volunteer activity</b></p> <ul style="list-style-type: none"> <li>Annual survey</li> <li>Volunteering statistics available every census</li> </ul> <p><b>Older people able to live independently</b></p> <ul style="list-style-type: none"> <li>Number community activities per year monitored</li> </ul> <p><b>Note:</b> regular use is occurring.</p>
<ul style="list-style-type: none"> <li><b>Childcare Centre development</b></li> </ul> <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"> <li>Department of Communities</li> <li>Mid West Development Commission</li> <li>LotteryWest</li> </ul>	<ul style="list-style-type: none"> <li>Deferred post 2015/16</li> <li>Expected cost \$750,000</li> <li>Expected completion date 2018</li> </ul> <p><b>Additional childcare places available to the community</b></p> <ul style="list-style-type: none"> <li>Uptake of service</li> </ul> <p><b>Employment opportunities in the caring industry</b></p> <ul style="list-style-type: none"> <li>Number of people employed</li> </ul> <p><b>Respite care available to parents</b></p> <ul style="list-style-type: none"> <li>Respite visits number per annum</li> </ul>
<ul style="list-style-type: none"> <li><b>Community Group Support:</b> <ul style="list-style-type: none"> <li>Billaranga Arts Studio</li> <li>Morawa Historical Society</li> <li>Community events</li> <li>Morawa CRC</li> <li>Biennial Arts Festival</li> <li>Morawa Future Fund</li> <li>Community connectedness forum</li> </ul> </li> </ul>	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"> <li>Future Fund agreement has been completed. The fund will be accessible in 2015/16 based on 2014/15 interest earnings.</li> <li>CEO has engaged with CCIWA</li> <li>Power supply has been connected to the new Historical Society shed.</li> </ul> <p><b>Budget 2015/16</b></p> <ul style="list-style-type: none"> <li>YTD: <ul style="list-style-type: none"> <li>Arts Festival \$10,000</li> <li>Museum: \$1,000</li> </ul> </li> </ul>

<ul style="list-style-type: none"> <li>Morawa Chamber of Commerce</li> </ul> <p>Project management 0.1 FTE Percentage Completed: 39%</p>									<ul style="list-style-type: none"> <li>Depreciation: \$8,307</li> </ul> <p><b>Costs 2015/16</b></p> <ul style="list-style-type: none"> <li>YTD: <ul style="list-style-type: none"> <li>Arts Festival \$5,260</li> <li>Museum: \$3,293</li> <li>Depreciation: \$9,908</li> </ul> </li> <li>Recurrent costs post 2016 are \$35,000 per annum</li> </ul> <hr/> <p><b>Community events enhance liveability of community</b></p> <ul style="list-style-type: none"> <li>Reports to Council community groups</li> </ul> <p><b>Community feedback on events</b></p> <ul style="list-style-type: none"> <li>Annual community survey</li> </ul>
<ul style="list-style-type: none"> <li><b>Community Engagement and Communication</b></li> </ul> <p>Project management 0.05 FTE Percentage Completed: 50%</p>	Medium	4.1.1, 4.1.2	CEO	1,020	1,020	1,020	1,020		<p><b>Costs 2014/15</b></p> <ul style="list-style-type: none"> <li>Met through Public Relations Budget (\$21,000)</li> <li>Recurrent costs post 2016 are \$1,020 per annum</li> <li>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.</li> </ul> <hr/> <p><b>Good relationship between community and Council</b></p> <ul style="list-style-type: none"> <li>Annual community survey</li> </ul>
<ul style="list-style-type: none"> <li><b>Trails Strategy</b></li> </ul> <p>Project management 0.1 FTE Percentage Completed: 20%</p>	Medium	1.7.2	CEO	0	0	260,000	0	<ul style="list-style-type: none"> <li>LotteryWest</li> <li>Department of Regional Development</li> </ul>	<p><b>Morawa Perenjori Wildflower Drive Trail</b></p> <ul style="list-style-type: none"> <li>R4R Grant required listed in 2013/14 Budget: \$467,000 - Pending</li> </ul> <p><b>Town Heritage Walk Trails 2014/15</b></p> <ul style="list-style-type: none"> <li>\$65,000 Lotterywest application unsuccessful (7 March 2014)</li> <li>\$65,000 Shire contribution not budgeted</li> </ul> <p><b>Bush Trails 2014/15?</b></p> <ul style="list-style-type: none"> <li>\$65,000 application "parked" with Lotterywest subject to Council contribution ;</li> <li>\$65,000 Shire contribution required Recurrent cost post 2016: \$5,000 PA</li> </ul> <p><b>2015/16</b></p> <ul style="list-style-type: none"> <li>Wildflower Drive trail \$138,915</li> <li>Town Heritage Walk \$128,970</li> </ul>



									<p>Mingenew to discuss a regional solution. The meeting took place on 14 April 2015.</p> <ul style="list-style-type: none"> <li>• CEO has received data from neighbouring Shires and is in the process of collating it.</li> <li>• 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.</li> <li>•</li> </ul> <p><b>Transfer Station</b></p> <ul style="list-style-type: none"> <li>• CEO has met with Avon Waste and Dallywater to determine the optimum size of transfer bins and collection methods.</li> <li>• The shed has been constructed, earthworks are complete and the office has been installed</li> <li>• It is proposed to man the Transfer Station for a trial period of 6 months subject to Council approval.</li> </ul> <hr/> <p><b>Coordinated waste management by Shires</b></p> <ul style="list-style-type: none"> <li>• Removal of waste to sub-regional station</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Water Supply Development</b></li> </ul> <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"> <li>• Water Corporation</li> <li>• Department of Water</li> </ul>	<ul style="list-style-type: none"> <li>• Recurrent costs post 2016: Unknown</li> <li>• Drainage re greening of the Town. Not until 2015/16 Stage Three SuperTowns.</li> <li>• Subject to be raised with the Minister at the WALGA Convention in August 2014.</li> </ul> <hr/> <p><b>Future water needs secured</b></p> <ul style="list-style-type: none"> <li>• Water storage constructed</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Solar Thermal Power Station Feasibility Study</b></li> </ul> <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"> <li>• Western Power</li> <li>• Public utilities Office</li> </ul>	<ul style="list-style-type: none"> <li>• Legal advice received re reallocation of \$500,000 to another project;</li> <li>• Shire President and CEO met with Paul Rosair 17 February 2014 to discuss;</li> <li>• Project suspended indefinitely;</li> <li>• Letter issued to DRD 2 April 2014 seeking reallocation of funding to Airport Project.</li> <li>• Adjusted the SCP at September 2014</li> </ul>



									<p>Review</p> <ul style="list-style-type: none"> <li>A letter was sent to DRD in June 2016 requested these funds be held available for 2016/17.</li> <li>A response has been received providing an extension to 30 September 2016 to ascertain the status of the Aerodrome Business Case.</li> <li>Recurrent costs post 2016: \$60,000</li> </ul> <hr/> <p><b>Feasibility study completed</b></p> <ul style="list-style-type: none"> <li>Completion. (Note: The feasibility study will not proceed)</li> </ul> <p><b>Endorsement key agencies</b> Satisfaction Western Power, Public utilities Office</p>
<ul style="list-style-type: none"> <li><b>Water Supply Development and Waste Water Plant Upgrade</b></li> </ul> <p>Project management 0.05 FTE</p> <p><b>Percentage Completed: 90%</b></p>	Medium	1.4.4, 2.1.1, 2.1.3	CEO	0	140,000	0	0	<ul style="list-style-type: none"> <li>Watercorp</li> </ul>	<p><b>Works for 2015/16</b></p> <ul style="list-style-type: none"> <li>One pond remaining (\$49,681). This was completed in April 2016.</li> <li>Funding from Reserve.</li> </ul> <p><b>Recurrent costs post 2016: Unknown</b></p> <hr/> <p><b>Overflow managed in winter</b></p> <ul style="list-style-type: none"> <li>Nil events</li> </ul> <p><b>Improved use of waste water for irrigation</b></p> <ul style="list-style-type: none"> <li>Reduced potable water usage</li> </ul>
<ul style="list-style-type: none"> <li><b>Sustainability Program:</b></li> <li>Identify policies to manage carbon sequestration</li> <li>Implement the Climate Change and Adaption Plan</li> <li>Continue to manage feral flora and fauna</li> <li>Rehabilitate, protect and conserve Shire controlled land</li> <li>Support and promote environmental management practices</li> </ul> <p>Project management 0.1 FTE</p> <p><b>Percentage Completed: 0%</b></p>	Medium	2.1.5, 2.1.6, 2.2.1, 2.2.2, 2.2.3	DCEO	0	0	0	0	<ul style="list-style-type: none"> <li></li> </ul>	<p><b>2015/16</b></p> <ul style="list-style-type: none"> <li>Costs are as per in accordance with the EHO role;</li> <li>Sequestration policies to be included in LPS and Strategy;</li> <li>The Climate Change Risk Assessment &amp; Adaption Action Plan was included in the 2015/16 budget but will be removed in the mid-year review;</li> <li>Flora &amp; Fauna pests in conjunction with Department of Agriculture Bio-Security Officer in Morawa;</li> <li>Shire has rehabilitation policy in place;</li> <li>Environmental management practices are supported through implementation of relevant infrastructure;</li> <li>Continuing monitoring and upgrading of key facilities</li> </ul> <hr/> <p><b>Sustainability initiatives achieved</b></p>

- 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"> <li>• <b>Develop Industry Training Centre</b></li> </ul> <p>Project management 0.1 FTE</p> <p><b>Percentage Completed: 25%</b></p>	High	1.2.8, 3.1.5	MEITA & Shire	0	508,404	0	0	<ul style="list-style-type: none"> <li>• MWDC, Durack Institute, Department of Training &amp; Workforce Development, Karara Mining Limited</li> </ul>	<ul style="list-style-type: none"> <li>• Training Centre expenditure:               <ul style="list-style-type: none"> <li>○ 2013/14 set at \$433,908;</li> <li>○ Funded through Mid West Investment Plan;</li> <li>○ Business case reviewed and submitted to MWRC Board 28 November 2013. Further changes completed:                   <ul style="list-style-type: none"> <li>▪ Improve in-kind contribution re project management;</li> <li>▪ Develop job description form for training coordinator.</li> </ul> </li> </ul> </li> <li>• 13 December 2013 the MWDC Board approved funding for this project;</li> <li>• <b>Final estimate received Business Case reviewed and submitted to MWDC.</b> The business case needs to be re-drafted following discussions with the MWDC.</li> <li>• <b>Design and specifications have been prepared by EPS.</b></li> <li>• <b>CEO has received updated letters of support from Doray, Karara and Marrak.</b></li> <li>• <b>The project was shelved on the advice of MWDC, however following discussions between the CEO and SP the business is being updated by LOC.</b></li> <li>• <b>It was agreed at the SCP workshop held on 10 March 2016 that further submissions for grant funding will not be made at present.</b></li> <li>• Recurrent cost post 2016: \$80,000</li> </ul> <hr/> <p><b>Students demand training and gain jobs in the mining industry as a result</b></p> <ul style="list-style-type: none"> <li>• Annual student numbers, conversion to employment</li> </ul> <p><b>Specialist training provided through facility</b></p> <ul style="list-style-type: none"> <li>• Educational staff numbers (increase)</li> </ul>

<ul style="list-style-type: none"> <li>• <b>Migration Settlement Scheme (Research)</b> Project management 0.3 FTE Percentage Completed: N/A</li> </ul>	Medium	Super Town Growth Implementation Plan	CEO	0	0	0	0	<ul style="list-style-type: none"> <li>• Department of Immigration,</li> <li>• Department of Training and Workforce Development</li> </ul>	<ul style="list-style-type: none"> <li>• Deferred post 2015/16</li> <li>• Expected cost \$45,000</li> </ul> <hr/> <p><b>Sustainable increase in population</b></p> <ul style="list-style-type: none"> <li>• Population trends</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Develop Additional Business Incubator Units</b> Project management 0.2 FTE Percentage Completed: N/A</li> </ul>	Medium	1.9.7	CEO	0	0	0	0	<ul style="list-style-type: none"> <li>• MWDC, MEITS</li> </ul>	<ul style="list-style-type: none"> <li>• Deferred post 2015/16</li> <li>• Costs not identified</li> </ul> <hr/> <p><b>New business established</b></p> <ul style="list-style-type: none"> <li>• New business establishment</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Industry Attraction and Retention Project</b> Regional Resource – Investment Coordinator: 1.25 FTE (Funded MWIP) Project management 0.08 FTE Percentage Completed: 83%</li> </ul>	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"> <li>• MWDC, MWCCI, Other Shires</li> </ul>	<p><b>2011/12</b></p> <ul style="list-style-type: none"> <li>• PRACYS developed Growth &amp; Implementation Plan</li> </ul> <p><b>2012/13</b></p> <ul style="list-style-type: none"> <li>• PRACYS commenced North Midlands Economic Development Strategy (\$85,800 inc GST);</li> <li>• Prospectus reviewed January 2013</li> </ul> <p><b>2013/14</b></p> <ul style="list-style-type: none"> <li>• PRACYS developing North Midlands Economic Development Strategy: <ul style="list-style-type: none"> <li>◦ Framework finalised December 2013</li> <li>◦ Working Group established Feb 2014 (CEOs meeting 13 April 2014 for briefing);</li> </ul> </li> <li>• Investment plan required (attraction process defined)?</li> <li>• Funding of \$100,000 pa from CLGF/Mid West Investment Plan not requested?;</li> <li>• Project requires revaluation</li> </ul> <p><b>2014</b></p> <ul style="list-style-type: none"> <li>• Regional Resource Coordinator employed and prospectus issued?</li> </ul> <p><b>2015</b></p> <p>No further progress</p> <hr/> <p><b>Service gaps filled</b></p> <ul style="list-style-type: none"> <li>• Reported by community</li> </ul> <p><b>Increased business activity</b></p> <ul style="list-style-type: none"> <li>• Applications recorded</li> <li>• Reported by CCI</li> </ul>

<ul style="list-style-type: none"> <li><b>Local Tourism Industry Development</b></li> </ul> <p>Support Visitor Information Centre 0.02 FTE</p> <p>Project management 0.02 FTE</p> <p><b>Percentage Completed: 50%</b></p>	Medium	1.2.7, 1.2.10, 1.2.11	CEO	0	50,000	0	0	<ul style="list-style-type: none"> <li>Wildflower Way Committee, Local Tourism Group</li> </ul>	<p><b>2015/16</b></p> <ul style="list-style-type: none"> <li>CEO &amp; CDO are attending Wildflower Country Committee meetings</li> <li>\$40,000 allocated for the Caravan park Caretaker accommodation to be cfwd from 14/15 to 15/16. This has now been delivered.</li> <li>A temporary caretaker was appointed for the period July to September 2016. This was a huge success in 2015 and again in 2016.</li> </ul> <hr/> <p><b>Increase in visitor numbers</b></p> <ul style="list-style-type: none"> <li>Visitor numbers Caravan park</li> </ul> <p><b>Wildflower Way project</b></p> <ul style="list-style-type: none"> <li>Completion of project</li> </ul>
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**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"> <li><b>Upgrade Morawa Airport</b></li> </ul> <p>Project development support 0.02 FTE 13/14</p> <p>Project management: 0.2 FTE – External 14/15</p> <p>Asset management: 0.2 FTE - ongoing</p> <p><b>Percentage Completed: 50%</b></p>	High	1.10.1, 1.10.2	Project Officer	0	40,000	1,000,000	1,500,000	RDAF	<p><b>2013/14</b></p> <ul style="list-style-type: none"> <li>New airport road sealed Feb 2014;</li> <li>An EOI has been requested by MDC for \$900k funding. This was submitted by 11 July 2014.</li> <li><b>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.</b></li> </ul> <p><b>2014/15</b></p> <ul style="list-style-type: none"> <li>CEO has received letters of support from Doray, Karara., RFDS and Marrak.</li> <li>CEO has received letter from DRD informing the Shire that the reallocation of mobile blackspot funding has not been approved.</li> </ul> <p><b>2015/16</b></p>

									<ul style="list-style-type: none"> <li>Following discussions with the MWDC and DRD the CEO has prepared a new business case which will include a number of funding options.</li> <li>The business case option 1 (full upgrade) was endorsed by the MWDC subject to a commitment by Doray to use the airstrip.</li> <li>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.</li> <li>Discussions with DRD and MWDC indicate this project will not be supported.</li> <li>MWDC have significantly amended the airport business case with a focus on Community Benefit.</li> <li>Three RADS applications were lodged on 5 August 2016 for components of the upgrade.</li> <li>The amended business case was endorsed by Council on 18 August 2016. The business case has been presented to MWDC and DRD.</li> </ul> <p><b>Commencement commercial facility</b></p> <ul style="list-style-type: none"> <li>Commencement</li> </ul> <p><b>Improved transport hub to the region</b></p> <ul style="list-style-type: none"> <li>Volume traffic flow</li> </ul> <p><b>Service hub RFDS</b></p> <ul style="list-style-type: none"> <li>Usage</li> </ul>
<ul style="list-style-type: none"> <li><b>Upgrade Major Roads and Annual Road Program</b></li> </ul> <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><b>2015/16 (\$1,666,911)</b> YTD: \$1,174,968</p> <p>Completed</p> <ul style="list-style-type: none"> <li>Recurrent cost post 2016: \$1.6M</li> </ul> <hr/> <p><b>Road safety</b></p> <ul style="list-style-type: none"> <li>Survey</li> </ul> <p><b>Asset maintenance</b></p> <ul style="list-style-type: none"> <li>Improvement in asset ratios</li> </ul>
•									

<b>Program Area Operating Cost:</b>	Ongoing		Works Manager	2,059,403	2,100,000	2,142,000	2,185,000		<b>2015/16</b> (\$1,625,054) Staff Required: 11 FTE Cost YTD: \$1,502,030 Recurrent Cost post 2017: \$2.23M
Percentage Completed: 92%									

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"> <li><b>Key Worker Housing</b></li> </ul> Percentage Completed: N/A	Medium	1.9.3	CEO	0	0	0	0	Department of Housing	Project deferred until development of next corporate business plan
<ul style="list-style-type: none"> <li><b>Staff Housing</b></li> </ul> Project management 0.1 FTE Percentage Completed: N/A	High	1.9.5	CEO	0	0	350,000	350,000	Royalties for Regions - CLGF	<b>2014/15</b> <ul style="list-style-type: none"> <li>\$139,316 has been allocated for maintenance</li> <li>Recurrent cost post 2016: \$14,000</li> </ul> <hr/> <b>Houses constructed</b> <ul style="list-style-type: none"> <li>Houses in place</li> </ul> <b>Staff satisfaction with housing</b> <ul style="list-style-type: none"> <li>Staff satisfaction (annual survey)</li> </ul>
<ul style="list-style-type: none"> <li><b>Expansion Caravan Park</b></li> </ul> Project management 0.2 FTE Percentage Completed: N/A	Medium	1.2.9, 1.9.6	CEO	0	0	0	0		Project deferred until development of next corporate business plan: <ul style="list-style-type: none"> <li>4 dwellings constructed;</li> <li>Budget \$500,000 from Shire funds</li> </ul> <hr/> <b>Additional people stay in town</b> <ul style="list-style-type: none"> <li>Accommodation statistics</li> </ul> <b>Additional expenditure</b> <ul style="list-style-type: none"> <li>Increased estimated expenditure</li> </ul>
<ul style="list-style-type: none"> <li><b>Lifestyle Village for Aged Care</b></li> </ul> Project management 0.3 FTE Percentage Completed: N/A	Medium	1.9.1	CEO EDO	0	0	0	0	MWDC, RFR – CLGF, Morawa Community Care	Project deferred until development of next corporate business plan: <ul style="list-style-type: none"> <li>Plan and feasibility study for additional aged care housing;</li> <li>Budget \$10M from various sources.</li> </ul>

**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"> <li><b>Main Street Project</b> Landcorp Project Management 1 FTE funded Project support: 0.5 FTE – External 13/14  Percentage Completed: 100% Stage 1: 100% Stage 2: 100%</li> </ul>	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"> <li>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"> <li>Freight Realignment (Stage 1) - 2013/14/15</li> <li>Civic Square (Stage 2) - 2013/14/15</li> <li>Recurrent costs of \$50,000</li> <li>Stage 3 deferred beyond 2015/16</li> <li>Stage 4 deferred beyond 2015/15</li> <li>Stage 5 commenced pending funding</li> </ul> </li> </ul> <p><b>2013/14</b></p> <ul style="list-style-type: none"> <li>Additional funding of \$2.536M announced 12 February 2014.</li> <li>;                             <ul style="list-style-type: none"> <li><b>Preferred tenderer (BCL Group) selected by Emerge and endorsed by Council on 31 July 2014.</b></li> </ul> </li> </ul> <p><b>2014/15</b></p> <ul style="list-style-type: none"> <li>Work has commenced on project.</li> <li>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.</li> </ul> <p><b>2015/16</b></p> <ul style="list-style-type: none"> <li></li> </ul>

									<ul style="list-style-type: none"> <li>Projects completed. Now in defects period.</li> <li>Morawa Stone and the clock are outstanding items. The clock controls are to be relocated and a UPS purchased.</li> </ul> <hr/> <p><b>Civic Square constructed</b></p> <ul style="list-style-type: none"> <li>Project opened 30 April 2015. A commemorative plaque has been installed under the clock tower.</li> </ul>
<ul style="list-style-type: none"> <li><b>Wireless and Mobile Blackspot Coverage</b></li> </ul> <p>Project involves Shires of Morawa, Mingenew, Perenjori and Three Springs and MWDC</p> <p>Project management: 0.1</p> <p><b>Percentage Completed: 50%</b></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"> <li>Merkanooka (\$680,000) <ul style="list-style-type: none"> <li>CLGF – R: \$ 83,333</li> <li>MWIP: \$534,167</li> <li>Shire Funds: \$ 62,500</li> </ul> </li> <li>Morawa East High (\$942,000): <ul style="list-style-type: none"> <li>CLGF – R: \$500,000</li> <li>MWIP: \$379,500</li> <li>Shire Funds: \$ 62,500</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>Business went to the MWDC Board on 28 February 2014;</li> <li>Minister Redman announced 7 March 2014 \$1M approved from CLGF – R;</li> <li>FAA for project received by CEO. Advised DRD awaiting outcome of MWIP decision before project milestones developed;</li> <li>MWDC Board advised 19/03/14 it does not support EOI. Advice issued to participating shire presidents;</li> <li>Issue also referred to Shane Love MLA to discuss with Minister Redman;</li> <li>Council briefed on current position 20 March 2014. Indicated that funding should now go to the upgrading of the Morawa Airport;</li> <li>CEOs have had preliminary discussions on allocation of funding to the Airport project;</li> <li>Item will be required by Council to seek reallocation of funding (May OCM 2014);</li> <li>Letter of support received from Shire of Mingenew 29 April 2014.</li> <li>See comments under item 20.</li> </ul>



									<p><b>Note:</b> The 2013/14 Budget contained an additional \$250,000 from the Community Development Reserve for electrical works</p> <hr/> <p><b>Meets community standards</b></p> <ul style="list-style-type: none"> <li>Monitoring data speed</li> </ul> <p><b>Increase coverage and reliability</b></p> <ul style="list-style-type: none"> <li>Telstra</li> </ul>
<ul style="list-style-type: none"> <li><b>Power Line Upgrade</b></li> </ul> <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"> <li>Must be externally funded;</li> <li>Budget \$7M</li> </ul>
<ul style="list-style-type: none"> <li><b>Land Development – Residential and Industrial</b></li> </ul> <p>Project management: Landcorp?</p> <p>Percentage Completed: 100%</p> <ul style="list-style-type: none"> <li>Residential: 100%</li> <li>Industrial: 50%</li> </ul>	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"> <li>38 residential lots</li> <li>50 industrial lots</li> </ul> <p><b>2014/15 Residential Sub-division</b></p> <ul style="list-style-type: none"> <li>First stage of residential sub-division completed – 8 blocks. Non yet sold.</li> </ul> <p><b>2015/16 Industrial Sub-division</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>An amount of \$174,000 has been included in the 15/16 draft budget to relocate Club Road</li> <li>The realignment and sealing of Club road has been completed. Kerbing has occurred. Brookfield and Landcorp have been advised.</li> </ul> <hr/> <p><b>Lots successfully developed</b></p> <ul style="list-style-type: none"> <li>Sale of lots</li> </ul>
<ul style="list-style-type: none"> <li><b>Gateway Project Plans</b></li> </ul> <p>Project management: 0.1</p>	High	1.2.3, 1.6.1	CEO	0	250,000	0	0	Sinosteel	<ul style="list-style-type: none"> <li>Designs received previously. Matters to be determined: level of funding, Munckton Road, the design (tower)</li> </ul>

<p>Percentage Completed: 10%</p>									<ul style="list-style-type: none"> <li>Funding sources : <ul style="list-style-type: none"> <li>Sinosteel: \$200,000. Stated in CBP confirmed. However, only \$30,000 put aside;</li> <li>Shire: \$50,000 to be budgeted. Has not happened.</li> <li>13/14 Budget \$250,000 Sinosteel?</li> <li>SMC are now offering \$100,000</li> <li><b>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.</b></li> <li><b>CEO has requested Emerge to develop a nature playground concept for the town square.</b></li> </ul> </li> <li>Recurrent costs post 2016 \$2,500</li> </ul> <hr/> <p><b>Formal entry will provide sense of place</b></p> <ul style="list-style-type: none"> <li>Annual community survey</li> <li>Visitor survey conducted visitor centre</li> </ul>
<ul style="list-style-type: none"> <li><b>Omnibus Scheme Development</b></li> </ul> <p>Project management: 0.2</p> <p>Percentage Completed: 93%</p> <ul style="list-style-type: none"> <li>Omnibus: 100%</li> <li>Urban Design: 90%</li> <li>LP Strategy: 90%</li> </ul>	Medium	1.5.1	Planning Officer CEO	0	350,000	300,000	0	WAPC, EPA	<p><b>2013/14</b> \$232,844 in Budget</p> <ul style="list-style-type: none"> <li>Urban Design Guidelines developed: <ul style="list-style-type: none"> <li>Individual meetings held with business owners;</li> <li>Staff briefed 25 February 2014;</li> <li>Community meeting to be rescheduled;</li> <li>Mike Davis briefed Council 17 April 2014 – matter deferred pending corrections submitted to May meeting</li> </ul> </li> <li>Omnibus amendments due 30/06/14, presented to Council 19 June 2014.</li> <li>Public comment period closed 7 July 2014. No submissions received at present.</li> <li>Scheme strategy changes due 30/09/14</li> </ul> <p><b>2015/16</b></p> <ul style="list-style-type: none"> <li>Council will be fully briefed at the November 2016 briefing session to conclude the project.</li> </ul> <p><b>Budget \$79,450</b> <b>YTD \$41,761</b></p>

									<ul style="list-style-type: none"> <li>LP Strategy and Scheme</li> <li>Completed report WAPC Omnibus</li> <li>Completed report WAPC Urban design guidelines</li> <li>Endorsement by Shire of Morawa as policy</li> </ul>
<ul style="list-style-type: none"> <li><b>Old Morawa Hospital</b></li> <li>Project management: 0.05</li> <li>Percentage Completed: 80%</li> </ul>	Medium	1.9.4	CEO	0	50,000	0	0	MWDC, R4R	<ul style="list-style-type: none"> <li>2013/14</li> <li>\$50,000 not budgeted;</li> <li>Technical report received 16/11/13. Cost of report: \$3,900 funded from Consultancy Services Admin;</li> <li>Scope of report discussed with Council 11 February 2014;</li> <li>Separate site visit and briefing completed 20 March 2014;</li> <li>Extension for management order (Intention to Take): <ul style="list-style-type: none"> <li>Sort by CEO/DCEO/PO 3 April 2014 as current order expires in May 2014;</li> <li>Order approved until further notice</li> </ul> </li> <li>Further resolution on use of site required.</li> <li>The CEO to arrange a meeting with the Department of Health for himself and the Shire President to attend.</li> </ul> <hr/> <ul style="list-style-type: none"> <li><b>Hospital is renewed as community asset</b></li> <li>Project completion and new community use</li> </ul>

**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"> <li><b>Leadership and Mentoring – Young people</b></li> <li>Project management 0.01</li> </ul>	High	3.1.9	CYDO	0	120,000	120,000	120,000	<ul style="list-style-type: none"> <li>Morawa Youth Centre</li> </ul>	<ul style="list-style-type: none"> <li>2013/14</li> <li>Operating \$112,634;</li> <li>Projects \$24,200 (Grants):</li> <li>2014/15</li> <li>Operating \$158,892</li> <li>YTD \$15,396;</li> </ul>

<p>FTE</p> <p>Percentage Completed: 88%</p>									<p><b>2015/16</b></p> <ul style="list-style-type: none"> <li>Operating \$268,205</li> <li>Projects \$96,275 (Grants \$42,500)</li> <li>YTD \$236,235</li> </ul> <hr/> <p><b>Young people move into leadership role</b></p> <ul style="list-style-type: none"> <li>Number in community organisations and Council</li> </ul>
<ul style="list-style-type: none"> <li><b>Leadership and Advocacy Role:</b> <ul style="list-style-type: none"> <li>CBH to upgrade and extend facilities</li> <li>Lobby for access to education system</li> <li>Advocate with State Government to deliver NBN</li> <li>Advocate with Western Power for an upgrade of the Morawa Three Springs Feeder</li> <li>Lobby State Government to retain grain on rail</li> <li>Lobby for Roads Funding</li> <li>Engage with State Government re Kadji Kadji Station</li> <li>Advocate for visiting specialist and allied health</li> <li>Advocate for adequate police and emergency services</li> </ul> </li> </ul> <p>Project management 0.1 FTE</p> <p>Percentage Completed: 83%</p>	High	1.2.1, 1.3.4	CEO	0	0	0	0	<ul style="list-style-type: none"> <li>All major service providers,</li> <li>State and Australian Government Agencies</li> </ul>	<p>Met through normal operating costs</p> <p><b>2013/14</b></p> <ul style="list-style-type: none"> <li>CBH: Has changed focus? No further action</li> <li>Education System: MEITA project – Interim Business Case completed;</li> <li>NBN: Satellite to Mt Campbell; Optic to Town;</li> <li>Western Power – Townsite has been upgraded, but feeder line under review see Status Report;</li> <li>Grain on Rail: Watching Brief;</li> <li>Kadji Kadji: Conservation watching brief;</li> <li>Specialist &amp; Allied Health: <ul style="list-style-type: none"> <li>GP expanding practice,</li> <li>RFDS Dental Van in place;</li> </ul> </li> <li>Police &amp; Emergency Services: LEMC and CESM Program in place;</li> <li>Participated in Northern Zone Conference;</li> </ul> <hr/> <p><b>Agencies and Service Providers meet community needs</b></p> <ul style="list-style-type: none"> <li>Annual community survey</li> </ul>
<ul style="list-style-type: none"> <li><b>Invest in Council's Capacity</b></li> </ul> <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>	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,	CEO	0	0	0	0		<p>Met through normal operating costs:</p> <p><b>Staff Training and Development</b></p> <ul style="list-style-type: none"> <li>PWOH: \$34,438</li> <li>Administration \$10,000</li> </ul> <p><b>Professional Development Councillors</b></p> <ul style="list-style-type: none"> <li>\$4,000.</li> </ul> <p><b>Traineeships</b></p> <ul style="list-style-type: none"> <li>\$21,700. CII Student 5 day a week engaged</li> </ul>

Percentage Completed: 83%

4.8.1,  
4.8.3

**Whole of Life Costings**

- 12/13 Plant & Equipment
- 13/14 Land & Buildings
- 14/15 Road Infrastructure
- 15/16 Furniture & Equipment

**Implemented IPR Framework**

- 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

**Review Council Policies and Local Laws**

- The review of policies is underway and will be presented to Council October 2016.
- Local Laws review will be undertaken in 2016/17.

**Compliance with all Legislation and LG Act**

- Annual Compliance Return 2014 completed and submitted in March 2016.
- PID annual survey completed, 30 June 2016
- FOI annual return completed 30 June 2016
- A governance calendar has been compiled. A consultant has been engaged to provide an electronic calendar.

**Delivery of Services as Sub-Regional Hub**

- Ongoing Shared Services, further discussions to take place.

**Annual Customer Surveys**

- Process to be revisited during 2015/16

**Excellence in governance, management and leadership**

										<ul style="list-style-type: none"> <li>Annual community survey</li> </ul>
<b>Program Area Operating Cost:</b>  Percentage Completed: 98%	Ongoing		CEO	836,083	852,000	869,000	886,000			2015/16 YTD (\$47,072) <b>Staff Required:</b> 1 FTE <b>Members of Council</b> <b>Budget:</b> \$331,127 <b>Actual:</b> \$380,603  <b>Governance – General</b> <b>Budget:</b> \$122,475 <b>YTD Actual:</b> \$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
<b>Assessment of Projects</b>	<p><b>Projects (35):</b></p> <p>Projects on-track: 14  Projects monitored: 5  Projects off-track: 4  Projects deferred: 9  Projects completed: 3  Percentage Completed: <b>65.81%</b></p> <p><b>Program Areas-Operating (4):</b></p> <p>Monitor 1  On-track 3  Off-track 0</p>	<p><b>Projects</b></p> <ul style="list-style-type: none"> <li>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;</li> <li>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"> <li>State Cabinet – continual delays whilst it makes a decision (Town Centre Revitalisation and Freight Road Re-alignment);</li> <li>Scrapping of Commonwealth funding programs e.g. RADF5 (Town Hall project);</li> <li>Changes to Royalties for Regions (CLGF) funding or not meeting acquittal requirements (Includes key funding regarding the Morawa Swimming Pool);</li> <li>MWDC requirement to continually review business cases;</li> <li>Competition regarding the availability of bitumen for major road projects (has been secured for Feb 2014, so will be on track)</li> </ul> </li> <li>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.</li> </ul> <p><b>Program Areas-Operating</b>  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>	
<b>Resource Capability (Staff)</b>	<ul style="list-style-type: none"> <li>CBP: 2.08 FTE</li> <li>Programs: 24.07 FTE</li> <li>Project Officer funded externally</li> <li>MWRC setting up support re: <ul style="list-style-type: none"> <li>Human Resource Management</li> <li>Higher Level Financial Management</li> <li>Engineering</li> <li>Health and Building</li> </ul> </li> <li>Succession planning/mentoring</li> </ul>	<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"> <li>HRM appears to be lacking;</li> <li>Higher level financial management appears to be lacking;</li> <li>Engineering support has fallen over;</li> <li>Health and building support has fallen over. Now using City of Greater Geraldton, however this is proving a difficult relationship.</li> <li>CEO is currently assessing these issues.</li> </ul> <p>The balance between SuperTowns and local government operations is impacting on staff. Key impacts include:</p>	

		<ul style="list-style-type: none"> <li>• The struggle to provide consistent governance support;</li> <li>• Records management constantly suffers;</li> <li>• Front line services constantly interrupt administration support.</li> </ul> <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>	
<b>Assets of the Shire</b>	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.	
<b>Financial Estimates of the SCP</b>	<b>Funding:</b> <ul style="list-style-type: none"> <li>• Shire Contribution \$3,041,238</li> <li>• CLGF – Regional: \$ 250,000</li> <li>• CLGF – Local: \$ 718,000</li> <li>• Mid West DC: \$3,049,980</li> <li>• Other: \$5,147,500</li> </ul> <b>Financial Ratios</b> <ul style="list-style-type: none"> <li>• It is not believed that the CBP will negatively impact on the ratios</li> <li>• Will need recalculation in line with the long term financial plan</li> </ul>	<b>Funding:</b> As per Assessment of Projects: <ul style="list-style-type: none"> <li>• CLGF – R for Mobile Blackspot Tower Project of \$583,333 (out of \$1M approved 7 March 2014);</li> <li>• CLGF – L 358,000 for 2012/13 is subject to reinstatement as part of the State Budget process for 2014/15</li> </ul> <b>Financial Ratios</b> The 2014/15 auditor’s report puts three ratios within acceptable limits and three that are borderline	
<b>Operational Risk Assessment</b>	Consists of three key elements: <ul style="list-style-type: none"> <li>• Systems</li> <li>• Processes</li> <li>• Resources</li> </ul>	A Corporate Risk Management Plan and Matrix has been prepared for the Shire <p><b>Document Management</b></p> <ul style="list-style-type: none"> <li>• Staff is in the process of setting up electronic records management.</li> </ul> <p><b>Project Management</b></p> <ul style="list-style-type: none"> <li>• A project management policy has been prepared and was endorsed by Council at the October 2014 Council Meeting</li> </ul> <p><b>Stakeholder Management System</b></p> <ul style="list-style-type: none"> <li>• Not in place. CEO is currently developing this.</li> </ul> <p><b>ICT System</b></p> <ul style="list-style-type: none"> <li>• Current system is adequate for needs. Requires optimisation of its use. An ICT Strategic Plan is required.</li> </ul> <p><b>HR Processes</b></p> <ul style="list-style-type: none"> <li>• Training and development is budgeted for;</li> <li>• Flexible work arrangements are in place;</li> <li>• Recruitment processes have been improved since November 2013 (recruitment start up sheet and interview assessment sheet</li> </ul>	



		<p>introduced);</p> <ul style="list-style-type: none"> <li>• Performance review process has been developed.</li> </ul> <p><b>Workforce Planning and Cost Modelling</b></p> <ul style="list-style-type: none"> <li>• Performance management system required;</li> <li>• A review of JDFs (PDs) is being undertaken and is due to be completed by end of December 2016.</li> </ul> <p><b>Skills Development</b></p> <p>See HR processes and Workforce Planning and Cost Modelling</p> <p><b>Workforce</b></p> <ul style="list-style-type: none"> <li>• Corporate Business Plan monthly report developed and implemented December 2013;</li> <li>• Also see workforce planning and cost modelling.</li> </ul> <p><b>Council</b></p> <ul style="list-style-type: none"> <li>• Engagement of community regarding the role of the Shire and Council's responsibilities is required;</li> <li>• Review of the community engagement policy required;</li> </ul> <p><b>Asset Base</b></p> <ul style="list-style-type: none"> <li>• Rationalisation of assets will occur with the adoption of the asset management plans;</li> <li>• Collaborative regional processes that optimise the revenue base is occurring</li> </ul>	
<p><b>Internal Analysis (Required Improvements)</b></p>	<p>There are 10 key improvements required:</p> <ol style="list-style-type: none"> <li>1. Invest in electronic data management</li> <li>2. Implement electronic project management. Microsoft Project software purchased.</li> <li>3. Stakeholder relationships managed electronically. A stakeholder schedule will be developed early 2016/17</li> <li>4. Communication systems between staff and councillors</li> <li>5. Formal HR mentoring for senior staff</li> <li>6. Implement HR systems</li> <li>7. Effective job planning, detailed JDFs are being developed.</li> <li>8. Implement work output monitoring systems</li> <li>9. Rationalise asset base at every opportunity</li> <li>10. Continue to invest in regional</li> </ol>	<p>See Operational Risk Assessment</p>	

	processes that optimise Shire revenue base		
Measuring Our Success	<p>The Key Performance Measures are:</p> <ul style="list-style-type: none"> <li>• Community satisfaction telecommunication services (AS);</li> <li>• Community satisfaction town amenity (AS);</li> <li>• Community satisfaction housing supply (AS);</li> <li>• Community satisfaction other services (AS)</li> <li>• Number houses built per year;</li> <li>• Land availability for projects;</li> <li>• Nil waste targets achieved;</li> <li>• All residents able to access primary health care service within 24 hour target;</li> <li>• Number cultural events held;</li> <li>• Annual community satisfaction with cultural, heritage and recreation services (AS);</li> <li>• Volunteering rate each census period;</li> <li>• Community satisfaction with engagement with Council (AS);</li> <li>• Improvement in financial ratios</li> <li>• Low employee turnover</li> <li>• Successful fundraising for key projects 50% target</li> </ul>	<p><b>Annual Survey (AS) Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Survey process is in place. Satisfaction levels developed based on Shire of Morawa Community Engagement Report 2012.</li> </ul> <p><b>House Built Statistics:</b></p> <ul style="list-style-type: none"> <li>• To be determined (possibly 2 per annum)</li> </ul> <p><b>Waste Targets</b></p> <ul style="list-style-type: none"> <li>• Closure of Landfill by 2016; Subregional centre in place 2016</li> </ul> <p><b>Primary Health Care Access (24 hour)</b></p> <ul style="list-style-type: none"> <li>• Increase satisfaction rating from 2.23 – 2.93.</li> </ul> <p><b>Cultural Events</b></p> <ul style="list-style-type: none"> <li>• There are 12 – 15 events in place a year.</li> <li>• Arts festival in place</li> </ul> <p><b>Volunteering Rate (ABS Census)</b></p> <ul style="list-style-type: none"> <li>• To be ascertained</li> </ul> <p><b>Financial Ratios</b></p> <ul style="list-style-type: none"> <li>• These are now compiled and form part of the 2015/1 annual financial statements.</li> </ul> <p><b>Employee Turnover</b></p> <ul style="list-style-type: none"> <li>• Currently 7%. The benchmark for local government is 12%-16%</li> </ul> <p><b>Successful Fundraising for key Projects = 50%</b></p> <ul style="list-style-type: none"> <li>• Grants approved to date include: <ul style="list-style-type: none"> <li>◦ RADS funding \$20,000 to develop Airport Masterplan. Shire contribution will be \$20,000;</li> <li>◦ DER - Waste Management Strategic Plan: \$5,000. Shire's contribution \$5,000.</li> </ul> </li> <li>• It would be appropriate to develop a grants plan and matrix to Identify, track and summarise all grants received</li> </ul>	

<b>Legend</b>	
Off-track (0-49% completed)	Red
Monitor (50-69% completed)	Yellow
On-track (70–100% completed)	Green
Projects deferred until a later date	Blue
Project completed	Light Green

<i>Item No/Subject</i>	<b>7.2.5.2 Morawa Ten Year Education &amp; Training Plan</b>
<i>Date of Meeting:</i>	<b>19 December 2016</b>
<i>Date &amp; Author:</i>	<b>14 December 2016 John Roberts – Chief Executive Officer</b>
<i>Responsible Officer:</i>	<b>Chief Executive Officer</b>
<i>Applicant/Proponent:</i>	<b>Chief Executive Officer</b>
<i>File Number:</i>	<b>ADM</b>
<i>Previous minute/s &amp; Reference:</i>	

### **SUMMARY**

The purpose of this report is to seek Council endorsement of the Morawa Ten Year Education & Training Plan (Masterplan).

### **DECLARATION OF INTEREST**

Nil

### **ATTACHMENTS**

1. Scope of works
2. Morawa Ten Year Education & Training Plan – Unabridged
3. Morawa Ten Year Education & Training Plan – Abridged

### **BACKGROUND INFORMATION**

The Shire of Morawa included an amount of \$40,000 in the 2015/16 budget. This budget allocation was to fund the preparation of a Morawa Ten Year Education & Training Plan by suitably qualified consultants. Quotations were obtained and Peter and Barbara Browne were engaged.

A Purchase Order was issued in April 2016. A completed draft was received in early September 2016.

A revision process has been completed and an abridged version prepared.

### **OFFICER'S COMMENT**

The Morawa Ten Year Education & Training Plan is now available for distribution. An extensive review of the draft Plan has been undertaken by Shire President Karen

Chappel, Morawa District High School Principal Tonia Carslake, Morawa Agricultural College Principal Dean Carslake with the assistance of Peter and Barbara Browne. Following this review and completion of the Plan an abridged version has been prepared with the assistance of Gavin Treasure and Trevor Price of the Mid West Development Commission.

### **STATUTORY ENVIRONMENT**

Nil

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Funded in the 2015/16 Adopted Budget.

### **STRATEGIC IMPLICATIONS**

1.2.8 Continue to support Morawa Education Industry Training Alliance and its strategic direction

### **RISK MANAGEMENT**

Nil

### **VOTING REQUIREMENTS**

Simple Majority

### **OFFICER'S RECOMMENDATION**

That:

1. Council receive and endorse the Morawa Ten Year Education & Training Plan(s).
2. Council approve the immediate confidential circulation of the Morawa Education Masterplan to the following:
  - a. Chairperson of MEITA
  - b. Principal – Morawa District High School
  - c. Principal - Morawa Agricultural College
  - d. CEO Mid West Development Commission



Meeting held on Mon Nov 30<sup>th</sup> between Mr John Roberts, CEO of Morawa Shire, Ms K Chappel, Shire President, Peter and Barbara Browne.

## **PROJECT**

### **Overview**

To develop an Education Master Plan/Blue Print for the Shire of Morawa. This plan would be used by Morawa Shire, MEITA, and other relevant agencies to seek funding for education, training and employment initiatives that contribute to a sustainable economic future for the inland Mid-West and Murchison regions.

### **Details**

The Plan will focus on Morawa becoming the educational hub for the inland Mid-West and Murchison, as well as Morawa being the Regional Centre in the State Government Super Towns Initiative. This includes furthering current initiatives and projected projects such as:

- Rebranding and positioning Morawa DHS as a K-12 Community College and the associated infrastructure needed;
- Developing further the Residential Campus to cater for 100 WACOA-M students and 20 MDHS students;
- Increasing the WACOA-M arable land holding by 1500 hectares;
- Investigating the purchase of a Pastoral Station and the re-introduction of a Pastoral Industries Course at WACOA-M;
- Establishing an Industry Training Centre in Morawa; and
- Developing further University and TAFE pathways.

Documentation and data to be considered when drawing up the Master Plan would include but is not limited to:

- The Morawa Super Towns Growth Plan;
- The Midwest Blue Print;
- The North Midlands Economic Strategy;
- MEITA Strategic and Operational Plans;
- The WACOA-M and MDHS IPS Review Reports; and
- Consultation with relevant parties/partners such as Shire of Morawa, Midwest Development Commission, surrounding Midwest Shires (Mingenew, Perenjori, Three Springs, Carnamah, Coroow, Yalgoo and Mullewa), surrounding school communities including their P and C's and IPS Boards, Morawa Education Cluster (MDHS and WACOA-M), Durack Institute, Geraldton University Centre, MEITA and industry.

### **Costs**

- Peter and Barbara Browne to prepare the Master Education and Training Plan at a cost of \$30,000 at \$2000/day (for two people) with \$5000 for on-costs of travel and accommodation. Please note: this does not include costs associated with the engagement of a Business/Economic Analyst Consultant;
- The Shire of Morawa and The Morawa Education Cluster to be approached for in-kind support of costs associated with accommodation, formatting and publishing; and
- The Shire of Morawa to engage a Business/Economic Analyst Consultant.

**Timeframe** – Completion by end of July 2016

## Process

1. The CEO and Councillors of the Shire of Morawa to foreshadow proposed visits by Peter and Barbara Browne to the neighbouring Shires and relevant agencies listed previously.
2. Peter and Barbara Browne to prepare a schedule of visits with key stakeholders.
3. A Draft of the Master Education and Training Plan will be produced after researching the relevant data and documentation, and consulting with the key stakeholders listed previously.
4. The Draft to be placed on the Facebook pages of the relevant stakeholders, for feedback/comment.
5. Master Education and Training Plan finalised and produced.
6. Master Education and Training Plan to be costed by a Business/Economic Analyst Consultant.
7. Final Business Plan produced and used by stakeholders when seeking funding.  
Please note: this stage may proceed in conjunction with the final preparation of the Master Education and Training Plan.

**TEN YEAR  
EDUCATION AND TRAINING PLAN  
*for*  
THE MORAWA SHIRE  
*and*  
THE WIDER NORTH MIDLANDS REGION**

**Peter Browne Consulting**

**Barbara Browne Consulting**

**August 2016**



**The information contained in this document accurately reflects  
research undertaken and information provided and is presented here in  
good faith and without prejudice**

## Letter of Transmittal

Cr Karen Chappel  
President  
Morawa Shire Council  
Morawa

Dear Madam President

We are pleased to forward to you this Plan which primarily represents a Ten Year Education and Training Plan for the Morawa Shire but also the Wider North Midlands. It was necessary for the Plan to also consider the towns of Perenjori, Mingenew and Three Springs surrounding Morawa because of the environment that affects education in this area and also because of the cooperation and collaboration that is essential to the sustainability of the areas schools.

Whilst the Shires of Coorow and Carnamah are geographically further removed, it was considered prudent to also entertain future plans for Eneabba, Coorow and Leeman Primary Schools and Carnamah District High School. In doing so the Plan covers all of the North Midlands Region of Western Australia and can now be entertained by the Mid West Development Commission for inclusion in their Blueprint 2050.

Despite the best efforts of the North Midlands schools the education statistics included in the Plan reflect the educational disadvantage suffered by students in regional Western Australia. The recent policy changes placing Year 7 students into secondary schools has created even greater challenges for rural education.

Key Recommendations in the Plan relate to the Morawa Independent School Cluster of Morawa District High School and the Western Australian College of Agriculture-Morawa, positioning itself by all means possible to become the 'school-of-choice' for secondary education in the upper part of the North Midlands; that Morawa District High School be recognised as a K-12 Regional College for the North Midlands region with appropriate resourcing, bus routes and expanded residential facilities; that the governance of such a Regional College should in part be shared by contributing communities; that Carnamah be recognised for the capacity to cater for Years 7-10 in the lower North Midlands; and that Primary Schools throughout the North Midlands, where practicable, should form clusters with shared governance.

In the course of the development of the Plan some 95 people were consulted. Included were school governing bodies, Principals and staff, Shire Councillors and Chief Executive Officers, community members, senior officers of the Department of Education, Agriculture and allied industry experts, members of the Morawa Education Industry and Training Alliance, Geraldton University Centre, Central Regional TAFE in Geraldton, the Mid West Development Commission and aboriginal education experts.

We wish to acknowledge the assistance of those who were interviewed during the consultation process. That so many people were willing to give time to be interviewed was much appreciated. In answering questions and volunteering knowledge they were honest, thoughtful and helpful in explaining issues that confront education in the North Midlands.

We would also like to acknowledge the support and cooperation of the Morawa Shire and in particular the President and the Chief Executive Officer. Similarly the support of the Mid West Development Commission is acknowledged.

We commend this Ten Year Education and Training Plan for Morawa and the Wider North Midlands to you.

Yours sincerely



Peter Browne JP



Barbara Browne

August 2016

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## Executive Summary

Schools in the North Midlands are at a tipping point in their quest for sustainability. Without a concerted effort and affirmative action a number of schools will face the prospect of closure. Along with general economic conditions and the consolidation of farming land, the Government decision to move Year 7 students to high school has severely impacted school numbers and the viability of towns. Many parents believe their children are too young to board at that age and so move the whole family to either Perth or a large regional centre. The towns with secondary students have fared better but if the primary schools that surround them fall away, so in time will the District High Schools.

It is very apparent that the schools will only survive if formalised education clusters are established with a school-of-choice District High School as a hub. To transform the current North Midlands District High Schools into schools that can compete with metropolitan or larger regional schools, is going to require major changes, including a quantum shift in resourcing and staffing, and a cultural shift in the thinking of many community members.

Whilst Carnamah is the demographically logical hub in the lower North Midlands for students up to Year 10, Morawa and the WACOA-M have a critical and vital role to play as the Regional College catering for students up to Year 12.

Issues have been identified, each representing a major challenge to be addressed by all levels of Government and local communities to ensure the viability of the schools and quality education for all children in the North Midlands.

The Issues facing Morawa and the wider North Midlands schools were identified as:

1. Early Childhood Education
2. Declining School Populations
3. Limited Residential Accommodation
4. Student Welfare
5. Disengaged students
6. Aboriginal Education
7. Attraction and Retention of Staff
8. Breadth and Depth of Learning Opportunities
9. Infrastructure and Facilities
10. Career Pathways and Post School Options
11. Digital Infrastructure and IT
12. Reputational Management

A comprehensive series of Recommendations has been made to address each of these Issues

Further to discussions between the Morawa Shire and the Mid West Development Commission, it was considered prudent to extend the *Scope for the Ten Year Education and Training Plan* commissioned by the Morawa Shire, so as to include the Shires of Carnamah and Coorow. Many of the Issues that emerged were similar to those of the upper North Midlands Shires of Morawa, Perenjori, Mingenew and Three Springs. A further set of Recommendations has been made to address the educational issues in the lower North Midlands.

# Recommendations

## Recommendations- Morawa, Perenjori, Mingenew and Three Springs

### Early Childhood Education

- 1.1 *That MDHS lobby for a Child and Parent Centre (Family Centre) to be built on the school site as soon as possible;*
- 1.2 *That MDHS be proactive in forming an Early Childhood Cluster/Hub with Perenjori, Mingenew and Three Springs;*
- 1.3 *That MDHS continues implementing of early intervention initiatives to decrease the number of developmentally vulnerable children entering Kindergarten;*
- 1.4 *That MDHS establish a partnership with the Child and Parent Centre-Rangeway attached to Rangeway PS in Geraldton;*
- 1.5 *That MDHS continue with implementing the Bright Stars Family Day Care model; and*
- 1.6 *That MDHS visit the Bid-Bidi Centre in Mt Magnet*

### Declining School Populations

This section overlaps with the section on Limited Residential Accommodation

- 2.1 *That MDHS be recognised as the North Midlands Community/Regional College (NMCC/NMRC);*
- 2.2 *That the proposed NMCC/NMRC be the hub of a North Midlands Education and Training Cluster (NMETC), with the WACOA-M being an Associate Campus;*
- 2.3 *That the title of NMCC/NMRC recognises a synergistic relationship between Morawa schools and schools in the surrounding towns;*
- 2.4 *That a model of Governance for the North Midlands Community/Regional College (NMCC/NMRC) be established, such that the communities of the surrounding towns have a significant say in policy establishment and strategic direction; and*
- 2.5 *That Yalgoo secondary students attend either Mt Magnet or Mullewa DHS.*

### Limited Residential Facilities

This section overlaps with the section on Declining School Populations

- 3.1 *That the residential campus at the WACOA-M be extended to cater for 100 WACOA-M students and a minimum of 20 beds for students attending MDHS;*
- 3.2 *That the policies relating to enrolment of MDHS at the Residential campus be the same as for WACOA-M students;*
- 3.3 *That current bus routes be reviewed with the intention of establishing 'express runs' to Morawa for Year 11-12 secondary students from towns in the wider North Midlands.*



## **Student Welfare**

This section overlaps with the sections on Aboriginal Education and Disengaged Students.

*4. 1. That MDHS seek funding for a building to house the Middle School cohort of Years 7-9 or alternatively, for the refurbishment of current buildings;*

*4. 2. That MDHS continues to implement specialised Year 6/7 transition programs;*

*4.3. That MDHS continues to works towards appointing a Middle School Head of Student Welfare;*

*4.4. That MDHS continues to recruit teachers who are specialists in pastoral care and managing student behaviour programs;*

*4.5. That MDHS develop, in consultation with feeder primary schools, common pastoral care and behaviour management policies and practices;*

*4.6. That MDHS continues to strengthen current transition programs for students and their parents;*

*4.7 That MDHS continues restructuring the Home Room/Tutor system to give stability across Years 7-9; and*

*4.8. That MDHS implement peer support and mentoring programs in conjunction with the WACOA-M.*

## **Disengaged students**

This section overlaps with the sections on Aboriginal Education and Student Welfare

*5.1 That MDHS seek funding to build a Child and Parent (Family Centre) on the school site;*

*5.2 That MDHS continues to develop alternative learning pathways with specific engagement programs and practices, beginning in the early childhood years to the senior schooling years;*

*5.3. That MDHS continues to seek additional resourcing and specialist staff to mount alternative learning programs for disengaged students;*

*5.4 That MDHS seeks funding to continue implementing the SHINE program for girls;*

*5.5 That MDHS visit other centres running programs for disengaged students;*

*5.6 That MDHS seek funding to build the North Midlands component of a Mid West Centre of Excellence: Alternative Learning (CEAL) on-site in Morawa; and*

*5.7 That MDHS continues to develop pathways to MEEDAC programs operating at the Karara Geoff Wedlock Innovation Park.*

## **Aboriginal Education**

This section overlaps with the section on Student Welfare and Disengaged students

*6.1 That MDHS play a lead role in the establishment of a North Midlands component of a Mid West Centre of Excellence: Alternative Learning (CEAL) either on-site in Morawa or off-site such as a Residential College at Tardun or similar;*

*6.2 That MDHS continues to strengthen alternative learning pathways with specific engagement programs and practices, for aboriginal students who are disengaged from the learning process, starting in the early childhood years through to the senior schooling years;*

*6.3 That MDHS use technology to develop self-paced learning programs for aboriginal students;*

*6.4 That MDHS implement the Indigenous Rangers program;*

*6.5 That MDHS implement the SHINE program for girls;*

*6.6 That MDHS introduce specialist aboriginal engagement programs such as those offered through the Polly Farmer Foundation, Follow The Dream and other Clontarf programs, and other programs such as those offered at Sevenoaks Senior College;*

*6.7 That MDHS visit centres where alternative models of learning are achieving improved student outcomes;*

*6.8 That MDHS visit CAPS (Christian Aboriginal Parent Directed Boarding Schools) in Coolgardie, Esperance and Meekatharra;*

*6.9 That MDHS continues to develop pathways to MEEDAC programs especially those based at the Karara Geoff Wedlock Innovation Park, and other work based training programs available through GUC and the Geraldton Campus of the Central Regional TAFE; and.*

*6.10 That MDHS establish partnerships with Not-for-Profit and other charitable organisation/agencies involved with aboriginal education and training.*

## **Attraction and Retention of Staff**

*7.1 That the WACOA-M and MDHS strengthens Teacher Training partnerships with the Geraldton University Centre and practicum teachers and the Geraldton Campus of the Central Regional TAFE and to host students doing their teacher training;*

*7.2 That the Morawa community and DOE provide accommodation and partially compensate visiting practicum teachers whose income may suffer because they work either part time or full time in their home community;*

*7.3 That the Morawa community offer a form of teaching bursary conditional upon the recipient returning to teach in the town for a minimum of three years;*

*7.4 That the proposed governing body of the North Midlands Education and Training Cluster (NMETC) develop a Career Incentive Package (CIP) for graduates considering teaching in the proposed cluster;*

*7.5 That the NMETC collaborate to 'staff' the cluster with professionals (teaching and non-teaching) who best can address the needs of their students;*

*7.6 That the NMETC investigate recruiting teachers through 'Teach for Australia';*

7.7 That MDHS and WACOA-M lobby for asset upgrades that provide purpose built, attractive and modern school buildings and are commensurate with the role that the NMCC/NMRC will play in the Mid West;

7.8 That succession planning be embedded in School Policy; and

7.9 That the Morawa Shire lobby for improved housing and rental subsidies that will help to attract teachers to Morawa.

### **Breadth and Depth of Learning Opportunities**

8.1 That MDHS should be supported and resourced to deliver more face-to-face senior secondary courses, as soon as possible;

8.2 That Senior secondary students at Morawa be further supported through on-line means such as 'Your Tutor' and/or visiting subject specialists;

8.3 That MDHS and the WACOA-M further develop VET pathways offered through the TAFE system; ;

8.4 That MDHS introduce alternative learning and re-engagement programs such as those offered through the Polly Farmer and Wirrapunda Foundations, Clontarf and at Sevenoaks Senior College;

8.5 That the WACOA-M purchase more arable land so as to offer relevant and innovative learning programs not offered at the other Agricultural Colleges;

8.6 That the WACOA-M either purchase or lease sufficient pastoral property so as to deliver a full range of contemporary pastoral studies;

8.7 That MDHS and the WACOA-M jointly introduce courses in IT Applications in Agriculture in areas such as Autonomous Vehicles and Drones;

8.8 That MDHS and the WACOA-M maintain courses of study related to the mining industry;

8.9 That MDHS and the WACOA-M develop further sister-school partnerships with metropolitan schools; and

8.10 That MDHS and the WACOA-M be resourced with the digital infrastructure necessary to become an electronic learning hub for the North Midlands and beyond.

### **Infrastructure and Facilities**

9.1 That the facilities for both teachers and students at MDHS and WACOA-M be upgraded; and

9.2 That an audit be undertaken of buildings in Morawa, particularly the Brookfield mixed accommodation Village that could be used for additional accommodation.

## **Career Pathways and Post School Options**

10.1 That staff from MDHS and WACOA-M continues to assist parents in the smaller towns surrounding Morawa, to plan school and career pathways for their child through to post school education and training options;

10.2 That MDHS and the WACOA-M develop awareness and orientation programs with Geraldton University Centre, Geraldton Campus of the Central Regional TAFE and where applicable the Westralian Australian Centre for Rural Health;

10.3 That MDHS and the WACOA-M develop partnerships with and other Universities that offer courses relevant to rural communities;

10.4 That MDHS and the WACOA-M develop a 'careers and courses' pathways package for the North Midlands showing pathways to courses of study that develop skills and knowledge identified as being most in demand by employers;

10.5 That 'Future Moves' program be introduced across the proposed NMETC;

10.6 That the GUC to be represented on MEITA;

10.7 That the WACOA-M Trade Training Centre facilities be heavily promoted for training purposes;

10.8 Building an Industry Training Centre in Morawa appears to be a low priority for the foreseeable future;

10.9 That the WACOA - M implement the Trade Trailer initiative forthwith; and

10.10 That the Schools and Shires collectively lobby for reliable internet capacity and up-to-date digital infrastructure in each North Midlands town, to support the delivery of online courses such as those offered though the Geraldton University Centre and Geraldton Campus of the Central Regional TAFE.

## **Digital Infrastructure and IT**

11.1 That the Shires and schools in the North Midlands should lobby forcefully State and Federal government agencies and make representations to politicians, for reliable internet of sufficient broadband width to deliver online teaching and learning programs for primary, secondary and tertiary students;

11.2 That the WACOA-M and MDHS introduce studies in the Application of IT in Agriculture and Agribusiness;

11.3 That MDHS and WACOA-M strengthens strategies to ensure that socio-economically disadvantaged students have access to a range of electronic learning opportunities; and

11.4 That MDHS and WACOA-M investigate web-conferencing as a means of delivering and receiving teaching and learning programs throughout the proposed NMETC.

## **Reputational Management**

*12.1 That a professional advertising agency be engaged to promote the Morawa IPS Cluster of WACOA-M and MDHS as being a school-of-choice for secondary education in the North Midlands;*

*12.2 That parents from the surrounding feeder primary schools be involved in setting policy and practices in the proposed NMETC, through a governance structure that sits separately to those decision making bodies such as the P and Cs, IPS Boards and School Councils already in place;*

*12.3 That Open Days for MDHS and the WACOA-M be coordinated to reinforce the opportunity for a continuous pathway through secondary school to Year 12;*

*12.4 That the educational and training opportunities available through the Morawa IPS Cluster, be promoted at all levels of the media including social media;*

*12.5 That lunches/morning teas be held for parents of Year 5/6 students whose children are soon to enter secondary school; and*

*12.6 That the name of Morawa Education, Industry and Training Alliance (MEITA) be changed to The North Midlands Education, Industry and Training Alliance (NMEITA).*

## **Recommendations-Carnamah and Coorow Shires**

Many of the Recommendations made in relation to the northern section of the North Midlands are relevant for the lower North Midlands Shires of Carnamah and Coorow. The converse is also true.

*1. That the magnitude of the declining school population crisis in the lower North Midlands should be recognised by all stakeholders as having the potential to close schools in the next ten years and severely damage the economic and social fabric of associated towns;*

*2. That the Regional Education Office should play a leadership role in establishing formal structures to maximise collaboration and cooperation between primary schools and establishing clusters based around the secondary hubs of Carnamah DHS and Jurien DHS. Further that formal cluster governance structures should be established;*

*3. That Carnamah DHS and Jurien Bay DHS be appropriately resourced and staffed as 'secondary hubs' so they become a school-of-choice for secondary schooling for students living in the lower North Midlands;*

*4. That Carnamah DHS establish a clearly identifiable Middle School with a strong emphasis on pastoral care, behaviour management and student outcomes;*

*5. That Carnamah DHS School Council and the Shire Council forcefully lobby their local members and the DOE to ensure that Carnamah DHS has appropriately qualified secondary specialist teachers;*

*6. That the non-IPS schools in the lower North Midlands strive for IPS status;*

*7. That the considerable capacity of Local Governments to improve teacher attraction and retention, teacher housing, school resourcing and school services, should be harnessed;*

*8. That all Shire and school stakeholders should work together to address the inadequacies of the current and proposed broadband provision that is and will, continue to limit education and training opportunities in the North Midlands;*

*9. That the value and use of electronic delivery should be embraced by schools in the lower North Midlands;*

*10. That Carnamah DHS collaborate with MDHS to share lessons through electronic delivery. Further that the two schools should share secondary specialist teachers where possible;*

*11. That the towns without Family Centres should endeavour to establish such a Centre or similar;*

*12. That all schools should maximise the implementation of early childhood programs that would lead to a decrease in the number of developmentally vulnerable children entering schools;*

*13. That all schools in a 'hub and spokes' cluster arrangement should share the same behaviour management and pastoral care policies;*

*14. That schools in the lower North Midlands should collectively form a Teacher Training Partnership with the Geraldton University Centre;*

*15. That relevant individuals and organisations should work to ensure that their communities improve participation in TAFE and Higher Education. Further that the Geraldton Campus of the Central Regional TAFE and GUC should be invited to community awareness raising' forums;*

*16. That towns without Community Resource Centres, should establish community study centres with adequate broadband;*

*16. That schools with increased numbers of aboriginal students be staffed and resourced appropriately;*

*17. That facilities be made available for disengaged students. Further that towns of the lower North Midlands should work with other Mid West towns to establish a Regional re-engagement centre in an appropriate location such as at Tardun; and*

*18. That the Carnamah community embark on a professionally based marketing campaign to promote Carnamah DHS as a secondary school-of-choice.*

## Overview

Schools in rural and remote Western Australia are under increasing pressure to retain a sustainable number of students. Primary schools have been severely affected through the transfer of Year 7s to high schools. At the same time schools are being asked to do more with less and are receiving less support from Regional and Central Office. Further it is increasingly difficult to attract and retain quality teachers to country areas. The demand upon schools' resources has been further exacerbated by the change in the demographics of rural Western Australia because there has been a take up of cheaper housing by families of lower socio-economic status. The towns and schools of the North Midlands are no exception.

Although the Western Australian College of Agriculture-Morawa (WACOA-M), and Morawa and Carnamah District High Schools (DHS), are somewhat protected from the Year 7 transfer, by having secondary students, the other Primary Schools in the region are being significantly impacted. There is a common view that students are too young to be sent away to board at the end of Year 6, the result being that whole families are leaving the towns for Perth or a larger regional centre. From 2012 to 2016 there has been a decline of over 20% in Primary numbers in the North Midlands (Schools on Line).

It is more apparent now than ever that the only way that smaller rural Primary Schools, and in turn their towns, are going to survive is through cooperation and collaboration with and between surrounding towns and schools. In the North Midlands it is equally important that an educationally viable regional secondary institution, be established at Morawa District High School (MDHS), with adequate facilities, resourcing, appropriate bus routes and residential accommodation such that Year 7s stay in the District and so do their families. This is consistent with the aspirations of the Mid West Development Commission (MWDC) as spelt out in its 2050 Blue Print

*'To build strong viable schools with a hub and spoke model that combines boarding away from home and transport options to ensure sustainable student populations at all schools'*

Such a model would build on and complement educational and training opportunities offered through Western Australian College of Agriculture-Morawa (WACOA-M).

However it has to be recognised that the demography of the North Midlands means that Carnamah DHS is a logical secondary hub for the lower North Midlands. This suggestion is explored further in the section on The Wider North Midlands in the section on Further Considerations.

Students educated in rural and remote Western Australia enjoy many lifestyle benefits and opportunities that are not readily accessible to metropolitan students. However this does not extend to educational and training opportunities. Strong, innovative and affirmative measures are

required to overcome rural educational disadvantage as evident in the following statistics from the Mid West Development Commission of Western Australia (MWDC).

The Mid West has almost 30% more than the state average of the number of educationally vulnerable students, absenteeism is three times the state average and NAPLAN results confirm that Mid West Public School students are up to twice as likely not to meet National Minimum Standards (NMS) across the categories of numeracy, reading and writing. Secondary attainment rate is 15% below the rest of the state and only 12% of aboriginal students complete Year 12' (Mid West Development Commission Blueprint 2050). It needs to be noted that although these figures are somewhat skewed by the Murchison socio-economics, they remain significant.

The purpose of this Ten Year Education and Training Plan for the Shire of Morawa and the wider North Midlands, that identifies realistic and achievable education and training initiatives. These, when implemented, will not only help students in the area have access to a wide range of educational and training opportunities but also help stabilise the populations in Morawa and other towns in the North Midlands. Further the Plan makes Recommendations for ways in which the MDHS-WACOA-M IPS cluster can expand in numbers and gain greater standing and status through specialisation and differentiation.



## Background

There are several important initiatives that provided important background information when developing the Ten Year Education and Training Plan for Morawa Shire and the wider North Midlands. These are outlined as follows.

Morawa was identified as a Super Town in 2012 as part of the State Government's plans for Regional Development. This status afforded Morawa the opportunity, and indeed the responsibility, to collaborate with other education and training providers in the surrounding North Midlands. The following excerpt from the *Super Town Growth and Implementation Plan 2012* paints a useful background to this paper:

*'As a Super Town, Morawa has the opportunity to increase its amenity and services that will not only benefit the Morawa community, but will also benefit surrounding towns in the region. Morawa will play a vital role in being part of a network of towns that benefits from not only strengthening Morawa, but sees mutually beneficial services across the towns of Perenjori, Three Springs, Mingenew, Mullewa, Carnamah, Coorow and Yalgoo. Morawa will continue to develop the range and quality of its education and training services and will develop into a Centre of Excellence associated with education, training and employment'*

In other sections of the document it states:

*'Morawa will also develop into a recognised 'Centre of Excellence' for education, training and innovation, providing Trade Training courses associated with the WA College of Agriculture as well as establishing an Industry Training Centre to provide training opportunities for young people seeking a career in the mining industry. The Morawa District High School will continue to develop its curriculum, and will provide competitive schooling within the region, which will assist in attracting and retaining young families in town. The Morawa Education and Industry Training Alliance will continue to play an important role in governing education and training projects for the region. Morawa, having being selected as a SuperTown for the North Midlands sub region, will play an important role in leadership and service delivery for the region well into the future. The communities of the North Midlands sub region have the opportunity to partner together to develop and cohesive and integrated governance framework to build upon the clear vision offered by this Growth and Implementation Plan and to continue to progress key projects and capitalise on the significant opportunities that the region offers. The key message arising from this Growth and Implementation Plan is that the North Midlands region has a significant opportunity to increase the level of services, infrastructure and social amenity now, and it is only through a strong and committed partnership approach between the communities, government, industry and stakeholders, that this opportunity can be harnessed to deliver the level of services and amenity required of the region'*

In reference to Morawa becoming a Centre for Excellence for Education and Training for the North Midlands, *The Super Towns Growth and Implementation Plan* goes onto to state: *Morawa will continue to develop into a 'Centre of Excellence' providing high quality education, training and research and development services to the North Midlands sub-region and beyond. In this role, Morawa's District High School will continue to be improved so that it is competitively placed alongside Perth and Geraldton schools. Morawa will also continue to develop and provide trade training and industry training courses as well as the potential to incorporate an electronic training hub providing 'real time' interactive tertiary courses at a facility based in Morawa. With this leadership already in place, Morawa seeks to become the recognised 'Centre of Excellence' for education, training and innovation of the North Midlands region'*

*The Morawa Super Town Growth and Implementation Plan* also proposes that an Industry Training Centre (ITC) be established at Morawa as it *'will play a critical role attracting business growth and will position Morawa as a prominent education and training hub in the Mid West region'* by enabling:

- *facilitation of a sub-regional Workforce Development Hubs across the Mid West region.*
- *access to information on career and training opportunities, well as opportunities to continue education and professional development within Morawa.*
- *development of a variety of accommodation to meet needs of key groups such as service workers, Aboriginal and non-Aboriginal students.*
- *development of a regional workforce to support the forecast growth in the mining infrastructure sectors.*
- *further development and promotion of an integrated education and training services model for the region.*
- *industry and government buy-in to the education sector within Morawa.*
- *creation of employment opportunities in Morawa.*

Complementing the Morawa Super Town Growth and Implementation Plan is a Key Action from the *North Midlands Economic and Development Strategy (NMEDS)* released in 2013 which states: *'Explore how industry and training/ education sector partnership models, such as Morawa Education and Industry Training Alliance (MEITA), can best be utilised to satisfy future sub-regional training and employment needs. This will require ongoing consideration of opportunities for training local and non-local workers in skills relevant to local industry. This initiative should also explore the opportunities to strengthen links between training and local industry, focussing on providing direct pathways for graduates to be employed locally.'*

The Morawa Shire Council as a member of the Morawa Education Industry and Training Alliance (MEITA), and as a further demonstration of its commitment to ensuring quality education in the area, commissioned the Ten Year Education and Training Plan.

Initiatives over the past ten years at both MDHS and the WACOA-M also provide important background information. In 2005 WACOA-M and the MDHS decided to mesh timetables and become an integrated learning community for Years 10, 11 and 12. In 2011 MDHS and WACOA-M applied to form an Independent Public School Cluster (IPS) and in 2013 they became officially known as the Morawa IPS. Year 10, 11 and 12 students are now able to study an extensive range of subjects, both ATAR and VET across the two schools in a peaceful, farm and school setting.

The release of the MWDC Blueprint 2050 in 2015 provided further important background information. The Executive Summary of the MWDC Blueprint 2050 states the following Education and Training Challenges:

1. *Challenge: Ongoing and expanded investment is needed to support facilities and programs that deliver successful early education and parenting outcomes across the region.*
2. *Challenge: Build strong viable schools with a hub and spoke model that combines boarding away from home and transport options to ensure sustainable student populations at all district high schools.*
3. *Challenge: To build strong, viable and seamless primary to secondary education opportunities that meet the needs of every Mid West student.*
4. *Challenge: The region's educational attainment rates are poor across most primary and secondary education cohorts.*
5. *Challenge: Continued planning and investment in priority education infrastructure is necessary to meet future regional education, training and workforce development needs throughout the Mid West.*
6. *Challenge: Despite having excellent higher education and training providers the region's tertiary attainment rates are well below the broader norms. (there are opportunities to leverage off the region's state of the art higher learning providers to improve higher education and training outcomes).*
7. *Challenge: The potential of technology and virtual learning is not being fully utilised (or available!!) to optimise education delivery throughout the region. (there are opportunities to utilise technology and virtual learning platforms to link education and training delivery with a range of innovative Mid West projects in areas such things as radio-astronomy, renewable energy and remote services.*
8. *Challenge: Attendance, attainment and retention levels of Aboriginal students are low in comparison with non-Aboriginal students in the Mid West.*

9. *Challenge: Regional and remote schools face particular challenges with teacher recruitment and retention, which can significantly impede the standard of education received by students.*
10. *Challenge: To enhance Mid West student aspirations and awareness of educational pathways.*

The release of the Super Town Growth and Implementation Plan in 2012, the North Midlands Economic and Development Strategy (NMEDS) in 2013, the establishment of the forerunner of MEITA in 2006, the 2013 Morawa IPS Cluster initiative, and the release of the MWDC Blueprint 2050 in 2015, all provided the context, and informed the context for developing the Ten Year Education and Training for Morawa Shire and the wider North Midlands.

## Scope: Ten Year Education and Training Plan

In recognition of the interdependence of rural towns as being essential for sustainability, the notional boundary for the Education and Training Plan included the Shires of Morawa, Perenjori, Mingenew and Three Springs. It was made clear to the writers that the inclusion of other Shires in no way suggested any predatory intent by Morawa. The genuine desire expressed was that all schools benefit by their inclusion and to formalise collaboration and cooperation between those schools. Of particular concern was the sustainability of the secondary section of Carnamah District High School (DHS).

### Overview

'To develop an Education and Training Master Plan/Blue Print for the Shire of Morawa. This Plan would be used by Morawa Shire, MEITA, and other relevant agencies to seek funding for education, training and employment initiatives that contribute to a sustainable economic future for the inland Mid-West and Murchison regions.'

The scope for the Ten Year Education and Training Plan, as commissioned by the Morawa Shire Council is as follows:

### Details

The Plan will focus on Morawa becoming the educational hub for the inland Mid-West and Murchison, as well as Morawa being the Regional Centre in the State Government Super Towns Initiative. This includes furthering current initiatives and projected projects such as:

- Rebranding and positioning Morawa DHS as a K-12 Community College and the associated infrastructure needed;
- Developing further the Residential Campus to cater for 100 WACOA-M students and 20 MDHS students;
- Increasing the WACOA-M arable land holding by 1500 hectares;
- Investigating the purchase of a Pastoral Station and the re-introduction of a Pastoral Industries Course at WACOA-M;
- Establishing an Industry Training Centre in Morawa; and
- Developing further University and TAFE pathways.

Documentation and data to be considered when drawing up the Master Plan would include but is not limited to:

- The Morawa Super Towns Growth Plan;
- The Mid West 2050 Blue Print;
- The North Midlands Economic Strategy;
- MEITA Strategic and Operational Plans;
- The WACOA-M and MDHS IPS Review Reports; and

- Consultation with relevant parties/partners such as Shire and Community of Morawa, Mid West Development Commission, surrounding Mid West Shires (Mingenew, Perenjori, Three Springs, Yalgoo), surrounding school communities including their P and C's and IPS Boards, Morawa Education Cluster (MDHS and WACOA-M), Durack Institute, Geraldton University Centre, MEITA and industry.

**Note:**

For historical reasons the initial Scope included Yalgoo. After considerable investigation and consultation it became clear that Yalgoo should be considered in the context of the Murchison sub region. For demographic, social and cultural reasons, it is more logical for Yalgoo students to attend either Mount Magnet DHS or Mullewa Schools DHS.

Further to discussions between the Morawa Shire and the Mid West Development Commission (MWDC), it was resolved that the Shires of Carnamah and Coorow should be included in the Scope. This then aligns boundaries for the Scope of the Ten Year Education and Training Plan commissioned by the Morawa Shire, with the North Midlands regional boundary, as defined by the MWDC. The focus however remains clearly on Morawa and on the relationship between Morawa and its surrounding towns in the wider North Midlands

## Process

The views expressed in this Plan, the conclusions reached and the Recommendations made have been informed by a comprehensive consultation and interview process and extensive research of documents and websites. The process was community-driven.

Many of the interviews were face-to-face while others were conducted by teleconference. There was also a combination of one on one interviews and community forums. Amongst those consulted were School Principals and staff members, School Board Members, Shire Executives, Shire Councillors, community representatives, Research Experts, Members of Rural Associations, the Mid West Development Commission, The Morawa Education and Industry Training Alliance and others as listed in the Appendix.

Whilst it was not specific in the Terms of Reference, a section has been included that refers to the surrounding towns. In particular, reference is made to the Shires of Coorow and Carnamah that were not in the original brief but are part of the North Midlands. The Reviewers remained very cognisant of the Carnamah Shire's desire to retain its secondary schooling. Many of the education initiatives recommended are equally applicable to all schools. The approach taken by the writers inevitably has led to some repetition.

Listed and elaborated upon, in the next section are the education and training Issues that became apparent during the consultation process. Interestingly, these Issues and Challenges overlap considerably with those identified by the MWDC as Challenges.

The Issues facing Morawa and the wider North Midlands schools were identified as:

1. Early Childhood Education
2. Declining School Populations
3. Limited Residential Accommodation
4. Student Welfare
5. Disengaged students
6. Aboriginal Education
7. Attraction and Retention of Staff
8. Breadth and Depth of Learning Opportunities
9. Infrastructure and Facilities
10. Career Pathways and Post School Options
11. Digital Infrastructure and IT
12. Reputational Management

## Issues: Related Comments and Recommendations

### Issue 1: Early Childhood Education

The early years are a vital time in children's development. Research shows that how children develop and learn during this time can influence their success at school and in later life. To this end Child and Parent Centres (Family Centres) are being set up at Public Schools to support parents of young children. Morawa currently does not have such as Centre and operates in buildings of an unsatisfactory standard. This is the case in most other towns in the North Midlands with the exception of Perenjori where the Family Centre is based on the school site; it is considered to be the bench mark for the region. Three Springs Shire is currently negotiating with the Department of Education (DOE) to obtain a suitable piece of school land to build a Child and Parent Centre (Family Centre).

The Australian Early Development Census (AEDC) showed that 31 % of children in the Mid West region are considered to be developmentally vulnerable compared to 23% of children in WA and 22% nationally' (MWDC Blueprint 2050). Early Childhood Education is acknowledge by the MWDC as a Challenge facing the Mid West as a whole and it is committed to "*an ongoing and expanded investment to support facilities and programs that deliver successful early education and parenting outcomes*". (Mid West Blueprint 2050).

For Morawa this challenge could be best addressed by building a Child and Parent Centre on the school site where combined services could be offered in a 'one-stop-shop' for Day Care, the successful 0-4 Playgroup and access to Allied Child Health services. Engaging parents and their children in a child friendly environment is important in establishing sound relationships and good communication between families and the school. MDHS believe that it is critical to build such relationships early on the educational journey particularly for families from low socio-economic and aboriginal backgrounds. At present many of the children from these families are developmentally vulnerable on entering Kindergarten.

There are also challenges in training enough Early Childhood teachers and other Allied professionals in the area of Child Health to support programs already being offered in Morawa and other North Midlands towns. The Mid West Childrens Services Plan (MWCSP): Implementation Report (2015) acknowledges this and also the need to develop Early Childhood Learning hubs through which professional development and support can be delivered either face-to-face or online, if reliable digital infrastructure is available.



## **Recommendations: Early Childhood Education**

*1.1 That MDHS lobby for a Child and Parent Centre (Family Centre) to be built as soon as possible on the school site;*

*1.2 That MDHS be proactive in forming an Early Childhood Cluster/Hub with Perenjori, Mingenew and Three Springs;*

*1.3 That MDHS continues implementing of early intervention initiatives to decrease the number of developmentally vulnerable children entering Kindergarten;*  
;

*1.4 That MDHS establish a partnership with the Child and Parent Centre-Rangeway attached to Rangeway PS in Geraldton;*

*1.5 That MDHS continue with implementing the Bright Stars Family Day Care model; and*

*1.6 That MDHS visit the Bid-Bidi Centre in Mt Magnet.*

## **Issue 2: Declining School Populations**

All schools in the North Midlands; Morawa, Perenjori, Three Springs, Mingenew, Carnamah, Leeman, Eneabba and Coorow, recognise that the only way they are going to 'survive' and arrest the decline in student numbers and subsequent staff reduction, is to share resources and specialist teachers across a cluster. Course offerings could then be expanded and students could access areas of study such as Languages, Music, Art and Dance that would otherwise not be possible. This requires a cultural shift that sets aside the very natural and healthy inter-town rivalry.

The need for cooperation and collaboration has been heightened by the transfer of Year 7s to high school resulting in some families moving rather than boarding their child at such a young age. The implementation of the Western Australian K-10 Curriculum over the next 8 years beginning in 2017, will place additional pressure on the capacity of small schools to deliver the required curriculum. They will need to co-operate and share specialist teachers in areas such as LOTE, The Arts and Technologies.

Sharing of resources between clusters of schools in the North Midlands exists already to a small extent but the sharing of specialist teachers between the schools has been limited. Past efforts at electronic delivery of programs have been frustrated by inadequate broadband, incompatible software platforms and ageing infrastructure.

The proposal for cluster arrangements of North Midlands schools would help all schools to maximise the quality of education at their school as well as other schools in the region. The MWDC in their Mid West Blueprint 2050 suggests that a cluster of schools could be formed based on a 'hub and spoke model'. In such a model the Morawa IPS Cluster of MDHS and the WACOA-M, would be considered as the 'hub' and the surrounding schools considered as 'spokes'. The situation of Coorow and Carnamah have to be considered separately and such comment has been made elsewhere in this Plan.

The 2015 IPS Review suggested that Morawa has outgrown the classification of a DHS. It is anachronistic to keep using the name and a better one needs to be chosen. MDHS could become known as the North Midland Community College (NMCC) or North Midlands Regional College (NMRC). This name suggests that MDHS be recognised as a K-12 College for the community of schools in the region. It aligns with the concept of creating a cluster of schools in the region, based on a 'hub and spoke' model, one which is 'innovative and has the potential to be transformational' (MWDC Blueprint 2050). It is proposed that such a cluster be called the North Midlands Education and Training Cluster (NMETC). The place of the WACOA-M is discussed elsewhere in this Plan but sufficient to say at this point, its' role would be critical.

Essential to the establishment of a NMCC/NMRC would be the establishment of an overarching model of governance that ensures all 'spoke' schools have a formalised role in policy establishment and strategic direction of the 'hub' College. This would ensure that all schools in the 'hub and spoke' model would be sustained and supported, at least in part, by each other. It needs to be agreed that each partner in such a model would have responsibility for their role in making the 'cluster work'. Schools involved would be beneficiaries of the model leading to improved student outcomes of all students

Although some Yalgoo students currently attend MDHS as previously mentioned, it was discussed and subsequently resolved that Yalgoo not be considered as part of the proposed NMETC. This decision was arrived at because Yalgoo is located in the Murchison rather than the North Midlands Region of the MWDC. Mt Magnet and Mullewa DHSs are also located in the Murchison and both offer secondary schooling to Year 10. Both towns are the same distance from Yalgoo as Morawa and both high schools are better resourced to support indigenous students compared with Morawa. Finally Mullewa and Mt Magnet are culturally and socially more compatible with Yalgoo than Morawa. It was further resolved that students who currently attend MDHS, should attend either Mt Magnet or Mullewa DHSs, post 2016.

## **Recommendations: Declining School Populations**

This section overlaps with the section on Limited Residential Accommodation

*2.1 That MDHS be recognised as the North Midlands Community/Regional College (NMCC/NMRC);*

*2.2 That the proposed NMCC/NMRC be the hub of a North Midlands Education and Training Cluster (NMETC), with the WACOA-M being an Associate Campus;*

*2.3 That the title of NMCC/NMRC recognises a synergistic relationship between Morawa schools and schools in the surrounding towns;*

*2.4 That a model of Governance for the North Midlands Community/Regional College (NMCC/NMRC) be established, such that the communities of the surrounding towns have a significant say in policy establishment and strategic direction; and*

*2.5 That Yalgoo secondary students attend either Mt Magnet or Mullewa DHS.*

## **Issue 3: Limited Residential Accommodation**

This Ten Year Education and Training Plan highlights the need for students to have the option to board at Morawa from Years 7-12. The issue of boarding is even more significant now that Year 7 students have been transferred to high school. Currently parents either leave the district to live in Geraldton or Perth or send their children away to board. Either way it is destroying the social fabric of towns in the North Midlands communities. Families are being fractured and school numbers are declining to such an extent that the schools may not be considered viable in the not too distant future. Sadly, history shows, that when the school dies, the town dies.

Being able to board in Morawa addresses many issues. Families would not have to leave the district and, with week day boarding, children can return home on the weekends and participate in family and community activities. Interestingly parents confirmed they would be willing to consider seriously, the option of secondary schooling and boarding in Morawa. They did however stipulate that the social and educational environments provided need to be similar to those available at schools in Perth or Geraldton with boarding facilities. It must be acknowledged and respected that there will always be parents who send their children away to board in either the metropolitan area or a larger regional centre.

Boarding is already available at the WACOA-M for students attending the WACOA-M but there are now no beds available for students attending MDHS. The cost of boarding at the WACOA-M

is approximately \$10 000 per year for boarding and tuition. If a boarding facility was built for students attending MDHS the cost would be much the same. There is also the availability of Government assistance for students who live more than 65km for MDHS. This makes the net cost of boarding extremely competitive when compared with boarding in either Perth or Geraldton, especially in the Independent and Catholic sectors. The cost of boarding at some Perth private schools is approaching \$50 000 per annum.

The provision of expanded boarding facilities being made available in the Mid West is an aspiration outlined in the Mid West Blueprint 2050 which states the Challenge is to; *'build strong viable communities with a hub and spoke model that combines boarding away from home and transport options to ensure sustainable student populations at all district high schools'*. The availability of residential accommodation also partially address another "Challenge" stated in the Mid West Blueprint 2050: *'to build strong, viable and seamless primary to secondary education opportunities that meet the needs of every Mid West student'*. It is apparent that providing additional residential accommodation for students attending MDHS would give many more students from the wider North Midlands the opportunity to have a continuous learning pathway from Years 7-12 near their home town. A short term solution to enable this to happen would be to relocate some of the mixed accommodation units from the Brookfield Village over to residential wing of the WACOA-M. Similar accommodation units have been utilised successfully for a short term solution at WACOA-M and other Agricultural Colleges.

Redrawn direct bus routes to Morawa for secondary students living in Mingenew, Three Springs and Perenjori was an option discussed as an alternative to boarding. This could also apply to senior secondary students from Carnamah and Coorow, if that was the wish of parents from those Shires. This may be particularly suited to those students from farms that are on the 'Morawa' or northern side of Carnamah and Coorow. Another option discussed was establishing 'express' bus runs into Morawa reducing the time students spent travelling on the bus.

### **Recommendations: Limited Residential Facilities**

This section overlaps with the section on Declining School Populations

*3.1 That the residential campus at the WACOA-M be extended to cater for 100 WACOA-M students and a minimum of 20 beds for students attending MDHS;*

*3.2 That the policies relating to enrolment of MDHS at the Residential campus be the same as for WACOA-M students;*

*3.3 That current bus routes be reviewed with the intention of establishing 'express runs' to Morawa for Year 11-12 secondary students from towns in the wider North Midlands.*

#### **Issue 4: Student Welfare**

Student welfare at both Morawa schools is of a good standard although this was not always recognised during meetings with the surrounding schools and communities. This appeared largely to be due to perceptions rather than real issues, and revolve primarily around student welfare and 'safety', and the management of disengaged and disruptive students. Currently this perception means parents from the surrounding towns do not always consider MDHS as a 'school-of-choice' for secondary schooling. Reversing this perception and preventing the resulting loss of potential students, is considered a priority if the MDHS is to attract and retain more students into Years 7-12 over the next 10 years. It will also help directly to address the decline in student numbers in the smaller schools around Morawa. Reasons for this are further explained in other sections of the Ten Year Education and Training Plan, especially the section on Limited Residential Accommodation.

Both Morawa schools acknowledge that disengaged students present behaviour management challenges, disrupt the learning environment and compromise student welfare. They recognised the importance of addressing student welfare concerns in the 2016-2018 Business Plans where they have detailed how they intend strengthening the Positive Behaviour Support (PBS) programs currently in place, and implementing additional programs focusing on pastoral care and behaviour management.

The 2015 MDHS (IPS) Report recommended alternative learning programs need to be developed for disengaged students. Planning to implement this Recommendation has already begun and is outlined in the 2016-2018 Business Plan.

It is recommended that a Middle School for Years 7-9/10 should be created at MDHS, as a sub-school within the overall K-12 school structure. This is seen as an exciting way forward for the school to focus on student well-being and welfare, to strengthen pastoral care practices, to introduce new extended transition programs such as "Katitjin" as used at Wesley College and to provide a more supportive environment for Year 7s entering secondary school. The Middle School should be headed by a Head of Student Welfare, staffed by experienced teachers and in a Tutor/Home Room system with a low student/teacher ratio and Tutors who remain with their group students from Year 7-9. There are many such Tutor/Home Room structures and systems in existence that could be modified easily to fit the needs of students at MDHS. Creating the Middle School is considered to be of strategic importance and it is essential that it be supported and resourced accordingly.

## **Recommendations: Student Welfare**

This section overlaps with the sections on Aboriginal Education and Disengaged Students.

- 4. 1. That MDHS seek funding for a building to house the Middle School cohort of Years 7-9 or alternatively, for the refurbishment of current buildings;*
- 4. 2. That MDHS continues to implement specialised Year 6/7 transition programs;*
- 4.3. That MDHS continues to work towards appointing a Middle School Head of Student Welfare;*
- 4.4. That MDHS continues to recruit teachers who are specialists in pastoral care and managing student behaviour programs;*
- 4.5. That MDHS develop, in consultation with feeder primary schools, common pastoral care and behaviour management policies and practices;*
- 4.6. That MDHS continues to strengthen current transition programs for students and their parents;*
- 4.7 That MDHS continues restructuring the Home Room/Tutor system to give stability across Years 7-9; and*
- 4.8. That MDHS implement peer support and mentoring programs in conjunction with the WACOA-M.*

## **Issue 5: Disengaged students**

Staff at MDHS acknowledged there has been an increase in the number of students particularly in upper primary and secondary who are disengaged from their education and whose needs are becoming increasingly difficult to meet. It is a common story across the North Midlands and Murchison sub-regions of the Mid West.

The majority of students who are disengaged are generally from low socio-economic and aboriginal families whose children are often absent from school either due to truancy or transiency. MDHS attendance record for primary is 84.5% versus the State average of 92.7% and secondary is 80.2% versus the State average of 87.9%. This is despite continual attempts to improve attendance through programs beginning in the early childhood years such as the 0-4 year old Playgroup initiative. MDHS does endeavour to engage parents early on in the education

of their children believing this is more likely to increase success at school but it has yet to be seen in improved attendance rates in the early years of schooling.

A factor in MDHS not being able to engage families early is due to not having a suitable Child and Parent (Family) Centre facility such as at Perenjori. At this Family Centre, Day Care facilities, Playgroup activities and Allied Child Health Services are located in one building on the school site. Being able to deliver child health services and early childhood education in such a 'one-stop shop' facility provides children with a continuous learning pathway into the early childhood years of schooling and allows parents many of whom did not have a pleasant time at school, to engage positively with the school environment. MDHS needs such a Centre if they are to deliver improved educational outcomes in the early years of schooling and to decrease the number of developmentally vulnerable children entering Kindergarten.

The Independent Public School (IPS) Review of MDHS conducted in 2015 recommended that: *'Consideration be given to development of an alternative learning pathway that focuses strongly on the needs of students who may become disaffected from schooling and require specific programs that engage them in the education process and cater for their learning needs'*. The IPS Reviewers reasoned that students are more likely to come to school and become engaged, if they are doing programs they consider relevant and interesting. Planning to implement the IPS Review Recommendation is outlined in the 2016-2018 MDHS Business Plan. There are also longer term plans to establish a purpose built Centre of Excellence: Alternative Learning (CEAL) either onsite or in a dedicated refurbished part of the school. Consideration should also be given, in the short term, to using facilities at the Brookfield Mixed Accommodation Village. If the initiative proves successful it could be expanded to cater for the needs of disengaged students from throughout the Mid West, in a larger separate off-site residential facility such as at Tardun.

### **Recommendations: Disengaged students**

This section overlaps with the sections on Aboriginal Education and Student Welfare

*5.1 That MDHS seek funding to build a Child and Parent (Family Centre) on the school site;*

*5.2 That MDHS continues to develop alternative learning pathways with specific engagement programs and practices, beginning in the early childhood years to the senior schooling years;*

*5.3. That MDHS continues to seek additional resourcing and specialist staff to mount alternative learning programs for disengaged students;*

*5.4 That MDHS seeks funding to continue implementing the SHINE program for girls;*

5.5 That MDHS visit other centres running programs for disengaged students;

5.6 That MDHS seek funding to build the North Midlands component of a Mid West Centre of Excellence: Alternative Learning (CEAL) on-site in Morawa; and

5.7 That MDHS continues to develop pathways to MEEDAC programs operating at the Karara Geoff Wedlock Innovation Park.

### **Issue 6: Aboriginal Education**

All communities are trying to adjust to the changing demographics of their towns. This is in part driven by what has been called the 'aboriginalisation' of Wheatbelt towns'. Aboriginals represent 12% of the Mid West population but 20% of the student population. At MDHS, 40% of students are aboriginals. The Mid West Blueprint 2050 recognises the Challenge being faced by schools in the Mid West in trying to improve the '*attendance, attainment and retention rates of Aboriginal students which are low compared with non-Aboriginal students in the Mid West*'. NAPLAN results of aboriginal students are markedly lower than those of non-aboriginal students. Only 17% of Mid West aboriginals completed Year 12 compared with 38% of non-aboriginal students. However between 2004 and 2013 the percentage of aboriginal students staying at school from Year 8 to Year 12 has improved from 18% to 54% but this is still below the increase from 51% to 69% for non-aboriginal students over the same period.

Research shows that the academic performance of students is affected dramatically by absenteeism either through truancy or transiency, both of which are often characteristic of students from aboriginal families. MDHS tries to address absenteeism at every available opportunity and to emphasise the importance of students attending school regularly. This however has met with limited success. Lack of parent involvement is a major factor and hence the need to establish early on, interest in their children's educational journey, as previously quoted. The attendance record at MDHS for all students is 84.5% for primary compared with the State average of 92.7% and 80.2% for secondary when compared with the State average of 87.9%. These attendance rates, however, mask the much lower rate of attendance for non-aboriginal students as reported upon each year in their Annual Report.

Students whose learning is continually interrupted by absenteeism are more likely to become disengaged from schooling. They behave in a disruptive and unacceptable manner that affects the learning of others and the safety of staff and students. Statistically the majority of such students in this category are coming from aboriginal families. They require alternative models and programs by which they can complete their education and need teachers specially trained in



delivering culturally appropriate educational programs. As previously mentioned, it would be of great advantage if a Centre of Excellence: Alternative Learning could be established in the near future, staffed by specialist teachers and offering specialist culturally appropriate programs. Such a Centre should have explicit pathways to employment and further education and training opportunities. Partnerships between such a Centre and many Not-for-Profit and other charitable organisations involved in aboriginal education, should be fostered and developed.

There are numerous models and examples of 'Alternative Learning' Centres and programs in WA and Australia as listed in the Appendix. These need to be explored and initiatives implemented as soon as possible over the next 10 years to address an already emerging and pressing need.

There is much action-based research on Aboriginal Education being done by organisations such as the Polly Farmer Foundation (PFF). Research being done in Narrogin and Moora by the PFF have highlighted strategies that 'actually do improve attendance and engagement. It would be valuable for MDHS to make use of such research findings hopefully leading to improved attendance rates and retention from Year 8 and 12, then into further training and the workforce.

A limited number of aboriginal students who attend MDHS go on to gainful employment or further training/higher education. There is a desperate need for aboriginal students to have role models and mentors who show that 'it can be done'. This is a Challenge facing aboriginals living in towns throughout the Mid West not just those living in Morawa, as stated in the MWDC Blueprint 2050: *'there is an under-representation of aboriginal people in terms of labour market participation compared with non-aboriginal people'*. The Morawa Shire and schools should explore the possibility of selecting and sponsoring, an aboriginal youth and/or adult who may be interested in doing the Aboriginal Management and Leadership courses offered by the Geraldton Campus of Central Regional TAFE. This program is proving highly successful in helping aboriginals access gainful employment in the region as well as then becoming role models for younger ones in their communities.

### **Recommendations: Aboriginal Education**

This section overlaps with the section on Student Welfare and Disengaged students

*6.1 That MDHS play a lead role in the establishment of a North Midlands component of a Mid West Centre of Excellence: Alternative Learning (CEAL) either on-site in Morawa or off-site such as a Residential College at Tardun or similar;*

*6.2 That MDHS continues to develop alternative learning pathways with specific engagement programs and practices, for aboriginal students who are disengaged from the learning process, starting in the early childhood years through to the senior schooling years;*

*6.3 That MDHS use technology to develop self-paced learning programs for aboriginal students;*

*6.4 That MDHS implement the Indigenous Rangers program;*

*6.5 That MDHS implement the SHINE program for girls;*

*6.6 That MDHS introduce specialist aboriginal engagement programs such as those offered through the Polly Farmer Foundation, Follow The Dream and other Clontarf programs, and other programs such as those offered at Sevenoaks Senior College;*

*6.7 That MDHS visit centres where alternative models of learning are achieving improved student outcomes;*

*6.8 That MDHS visit CAPS (Christian Aboriginal Parent Directed Boarding Schools) in Coolgardie, Esperance and Meekatharra;*

*6.9 That MDHS continues to develop pathways to MEEDAC programs especially those based at the Karara Geoff Wedlock Innovation Park, and other work based training programs available through GUC and the Geraldton Campus of the Central Regional TAFE; and.*

*6.10 That MDHS establish partnerships with Not-for-Profit and other charitable organisation/agencies involved with aboriginal education and training.*

### **Issue 7: Attraction and Retention of Staff**

There is clear evidence from amongst the North Midland communities that attraction and retention of staff is a major concern. MDHS has achieved some degree of success through hosting UWA students during their teacher training and often these students returning to teach in Morawa. History shows that teachers who do their practicums in rural schools are more likely to be attracted to, and stay for longer, in rural schools.

The Geraldton University Centre is very keen to develop relationships with Morawa and other North Midlands schools as potentially viable placement centres for their students training to become teachers. The Morawa schools need to expand their already successful partnership with UWA to include the GUC and other rural based universities.

The Morawa Shire, should follow the example of some other Mid West Shires, by donating to The Hollonby Foundation at the Geraldton University Centre (GUC). This Foundation in turn offers scholarships for local students who wish to do a teaching degree, many of whom on graduation are returning to the rural schools where they were educated.

'Teach for Australia' is an organisation dedicated to breaking the cycle of disadvantage through teaching and leadership in education'. It may well be a valuable source from which North Midlands IPS schools are able to recruit teachers who are specially trained in making a difference to students disadvantaged in their educational journey such as some of those from low socio-economic and aboriginal families.

Morawa, Perenjori and Three Springs schools have a greater ability to attract quality staff because they have IPS status. Interestingly, however once attracted by the status of teaching at an IPS, there are no conditions on staying in that school for a minimum time. Perhaps this issue of retaining staff is something that could be addressed by individual IPS schools when employing their staff. It is strongly suggested that if other schools in the wider North Midlands such as Mingenew and Carnamah aspired to IPS status, it may prove an advantage in attracting higher quality teachers to the North Midlands region as a whole. This would make for a stronger base of expertise available for schools to share within the proposed NMETC. Better teachers means better student outcomes, improved academic results and enhanced reputation of the school.

There is also evidence to suggest that teachers are more likely to be attracted to a school with K-12 College status than one with District High School status. Teachers perceive 'College' status to be better for their CV and career path. MDHS, with its increased numbers in Years 11 and 12, is in reality already a 'K-12 school' rather than a 'DHS with a few senior school students'. If only for reasons of attraction and retention of teachers, it is imperative that MDHS implements the Recommendation in the 2015 IPS Report to change its name and become known as a K-12 College. A suggested name for MDHS proffered during the community consultations, is the NMCC/NMRC.

High academic results is a critical factor parents consider when deciding where to send their child, for secondary schooling. The attainment of such results is directly related to securing well qualified and competent teachers, particularly in specialist areas. It is difficult for rural schools to develop a reputation for achieving such results when so often quality teachers are not attracted to teaching in the country. This is recognised in the Mid West Blueprint 2050 that states: *'The region's educational attainment rates are poor in most primary and secondary cohorts'*. The Mid West Blueprint 2050 also recognises that:

*'Regional and remote schools face particular challenges with teacher recruitment and retention, which can significantly impede the standard of education received by students'*.

The demographics of the North Midlands towns is changing. There are now more students from low socio-economic and aboriginal families attending schools in the North Midlands. It has always been difficult to attract specialist staff to cater for the needs of these students but the need has now become pressing with aboriginals making up 40% of the student population at MDHS. The school is unable to employ enough specialist staff to deliver culturally appropriate programs as well as to manage the behaviour of those whose learning needs are challenging.

There is a huge demand throughout schools in the Mid West for the services of aboriginals who have trained to become teachers and/or teachers trained in the delivery of culturally appropriate programs. This is recognised as a Challenge in the Mid West Blueprint 2050: *'to provide pathways in teaching careers for Aboriginal people'*. It would be beneficial in the long term if MDHS participated in aboriginal teacher training programs in much the same way they currently do with UWA.

Both MDHS and WACOA-M are concerned about Online Literacy and Numeracy Assessment (OLNA) on their Year 12 graduation rates and hence their reputation. Students who are at risk of not passing their OLNA need specialist literacy and numeracy intervention programs but accessing teachers specialising in such strategies is difficult. Upskilling current staff is an option that should be considered to address immediate concerns.

There are teachers in the cluster of North Midlands schools who are trained in specialist areas such as Science, Technology, Engineering and Maths (STEM), Languages other than English (LOTE), Music, Dance, Gifted and Talented Education (GATE) and early intervention programs. The challenge over the next ten years is to retain this expertise within the proposed NMETC and to share this expertise across the cluster. Establishing and formalising a NMETC will enable this to happen. A similar approach to sharing expertise across the cluster should be taken with the appointment of Student Service support staff such as psychologists, school nurse, Career Guidance Officers and Chaplains. The goal would be for schools in the North Midlands Education and Training Cluster to work together and to 'staff' the cluster with professionals who best can address the needs of their students and be mentors to other teachers especially graduates. It is vital such locally based clusters/networks are strengthened as teachers increasingly have to rely on each other than upon centrally/regional support located staff.

There are quite a few teachers and administrators at North Midlands schools, who live in the district and who have taught for many years at their local school. Indeed this situation is a huge asset for any rural school. It results in a relatively stable 'base' of key staff but this may not necessarily be the situation over an extended length of time. Consideration needs to be given to

succession planning especially of administrative staff at a number of schools in the North Midlands including both MDHS and the WACOA-M. Sound succession planning will ensure the schools continue to benefit from a stable and competent staff and to build upon the schools' progress.

School buildings, grounds and facilities that are attractive, modern and conducive to creating a positive learning environment are attractive to teachers when considering where they will teach. Infrastructure at MDHS and some at the WACOA-M are old and tired. Notwithstanding this, there have been some recent very welcome recent additions to the buildings at the WACOA-M and the Residential wing. The 2016-2018 Business Plans for the Morawa IPS cluster lists in detail those facilities deemed necessary for their future growth and for the planned provision of a wider range of educational and training programs.

The Shire of Morawa has been proactive in providing a good range of amenities in the town although there is still a demand for more Government housing for teachers. Housing and town facilities such as access to shopping, banking and medical services are all important factors when teachers are deciding where they will teach.

### **Recommendations: Attraction and Retention of Staff**

*7.1 That the WACOA-M and MDHS strengthens Teacher Training partnerships with the Geraldton University Centre and practicum teachers and the Geraldton Campus of the Central Regional TAFE and to host students doing their teacher training;*

*7.2 That the Morawa community and DOE provide accommodation and partially compensate visiting practicum teachers whose income may suffer because they work either part time or full time in their home community;*

*7.3 That the Morawa community offer a form of teaching bursary conditional upon the recipient returning to teach in the town for a minimum of three years;*

*7.4 That the proposed governing body of the North Midlands Education and Training Cluster (NMETC) develop a Career Incentive Package (CIP) for graduates considering teaching in the proposed cluster;*

*7.5 That the NMETC collaborate to 'staff' the cluster with professionals (teaching and non-teaching) who best can address the needs of their students;*

*7.6 That the NMETC Investigate recruiting teachers through 'Teach for Australia';*

*7.7 That MDHS and WACOA-M lobby for asset upgrades that provide purpose built, attractive and modern school buildings and are commensurate with the role that the NMCC/NMRC will play in the Mid West;*

*7.8 That succession planning be embedded in School Policy; and*

*7.9 That the Morawa Shire lobby for improved housing and rental subsidies that will help to attract teachers to Morawa.*

### **Issue 8: Breadth and Depth of Learning Opportunities**

Contrary to most DHS schools the number of students attending MDHS in years 11 and 12 has increased over the years. Currently students are able to study a range of ATAR and VET courses in Years 11 and 12 although not all are delivered face-to-face. The goal is to increase the breadth and depth of courses offered to students in their final two years, and for the majority of these subjects to be delivered face-to-face. This will only be possible if student numbers continue to increase and the need for more staff is demonstrated. It will be more readily possible to achieve this goal if MDHS is seen as a school-of-choice for senior secondary schooling in the North Midlands. Increased numbers are somewhat predicated on residential accommodation becoming available for students attending MDHS, and appropriate bus routes designed for Year 11 and 12 students either to be day students or become five day boarders.

A few years ago MDHS and the WACOA-M decided to mesh their timetables so that students could access a broader curriculum than would otherwise be possible. Year 11 and 12 students are able to mix-match ATAR and VET courses some being offered by MDHS and others at the WACOA-M. It is an option seldom available elsewhere and both schools are always investigating ways to offer more joint programs. One such opportunity appears to be emerging in the field of IT Applications in Agriculture which could be offered at both schools. It is an exciting opportunity to equip students with skills much in demand by employers in the agricultural industry. However it does have implications for upskilling teachers. Ready access to local farmers who are experts in using IT in their farming practices and in conjunction with DAFWA, should make it possible.

There is increasing recognition that VET-in-Schools forms an integral pathway between secondary and tertiary education, and research indicates that more students will follow this path into higher education options. This has been the experience at MDHS and the WACOA-M where the VET pathways offered by the Geraldton campus of the Central Regional TAFE are proving to be successful in meeting the needs of non-ATAR students. There is, however, still a core of students, predominantly aboriginal, whose learning needs are not being

met through traditional VET courses and who require alternative learning pathways to be developed.

A goal of WACOA-M is to become an Agricultural College-of-choice, other than for the more traditional livestock and cereal studies. The purchase of additional arable land would enable the College to expand existing programs, establish a 'feed lot' site for the cattle and sheep export market, conduct Research and Development programs in partnership with groups such as DAFWA, the Grains Research Development Council, the Royal Agricultural Society (RAS), the North East Farming Futures (NEFF) and the Mingenew Irwin Group (MIG). The College is also planning to purchase or lease a pastoral station for the re-introduction of Pastoral Studies offering courses in sustainable land care practices, carbon sinking practices and tree planting programs, research into systems of renewable energy, "off the grid or end of grid" power generation utilising solar and wind, fencing and feral animal control.

Serious thought should also be given to introducing equine and aviation courses. Special mention should be made of introducing IT Applications in Agricultural such as in autonomous vehicles and the use of drone technology for farm mapping, identification of frost areas, monitoring weed growth and checking for nitrogen deficiency. All of these initiatives, if implemented, would differentiate the WACOA-M from other Agricultural Colleges in the State.

Pathways offered by the MDHS and WACOA-M that position students for employment in the mining industry should be maintained. There are still mines operating at Mt Gibson, Karara, Golden Grove and Doray despite the recent downturn in the resource industry.

'Teach, Learn and Grow' has proved to be a very successful early intervention program improving NAPLAN results of identified at-risk students in the lower primary years. It would be beneficial if this program could be extended beyond the lower primary years to the secondary years at Morawa. This would address concerns of students who will not graduate because they have not passed their OLNA by the end of Year 12. It would also be beneficial if the 'Teach, Learn and Grow' initiative was extended to the surrounding North Midlands schools.

It is recognised that students from low socio-economic homes tend to be less computer literate than their counterparts. Measures are needed to address the 'digital-divide' before it becomes a serious impediment to learning. Parents also need to be involved in the development of the concept of e-learning.

The challenge over the next ten years is to retain enough teaching expertise in the North Midlands and particularly in specialist areas such as STEM, LOTE, Music, Dance, Gifted and

Talented (GATE) and early intervention, to work across the cluster of schools. The goal is for schools in the proposed North Midlands Education and Training Cluster to collaborate and share professionals who can best address the needs of their students. This will be very important if schools are to cope with the demands of implementing the Westralian Curriculum for all students from K-10 over the next 8 years, particularly in Languages, The Arts and Technologies.

Sister-schooling partnerships with larger metropolitan schools is another option that could be explored by MDHS and the WACOA-M to enrich curriculum offerings and experiences for their students. There have been instances where the metropolitan schools have delivered on-line ATAR tutorials to their country counterparts and cultural exchanges always add value for both groups of students. WACOA-M currently promotes agricultural education to students at Ocean Reef; this partnership has the potential to be broadened.

Electronic delivery of learning programs is the way of the future. However it is heavily dependent on access to reliable internet of suitable broadband width and compatible digital infrastructure and learning platforms. All North Midlands schools could extend and enrich their learning programs through greater use of electronic delivery. This is particularly relevant for the proven self-paced electronic learning programs for some aboriginal students. The potential to develop an electronic cluster within the North Midlands Education and Training Cluster should be of the utmost priority.

### **Recommendations: Breadth and Depth of Learning Opportunities**

*8.1 That MDHS should be supported and resourced to deliver more face-to-face senior secondary courses, as soon as possible;*

*8.2 That Senior secondary students at Morawa be further supported through on-line means such as 'Your Tutor' and/or visiting subject specialists;*

*8.3 That MDHS and the WACOA-M further develop VET pathways offered through the TAFE system; ;*

*8.4 That MDHS introduce alternative learning and re-engagement programs such as those offered through the Polly Farmer and Wirrapunda Foundations, Clontarf and at Sevenoaks Senior College;*

*8.5 That the WACOA-M purchase more arable land so as to offer relevant and innovative learning programs not offered at the other Agricultural Colleges;*



*8.6 That the WACOA-M either purchase or lease sufficient pastoral property so as to deliver a full range of contemporary pastoral studies;*

*8.7 That MDHS and the WACOA-M jointly introduce courses in IT Applications in Agriculture in areas such as Autonomous Vehicles and Drones;*

*8.8 That MDHS and the WACOA-M maintain courses of study related to the mining industry;*

*8.9 That MDHS and the WACOA-M develop further sister-school partnerships with metropolitan schools; and*

*8.10 That MDHS and the WACOA-M be resourced with the digital infrastructure necessary to become an electronic learning hub for the North Midlands and beyond.*

### **Issue 9: Infrastructure and Facilities**

Attractive and modern facilities are important factors in attracting and retaining students and teachers. It is very apparent that much of the infrastructure at the Morawa DHS is ageing and in need of a major upgrades or replacement. The WACOA-M had some recent building additions but also is similarly in need of building replacements and, or upgrades. The Residential wing of the WACOA-M is a contemporary building that sets the standard for school infrastructure. It is however in need of expansion to provide more beds for the projected increase in growth of students wishing to study at the WACOA-M and MDHS.

The upgrade of facilities for both staff and students is necessary so as to provide modern, bright, spacious environments conducive to delivering effective teaching and learning programs. The 'look' of schools is important in creating positive first impressions when parents and their children visit with perhaps the intention of enrolling their children at the school.

The Business Plans of both MDHS and the WACOA-M list in detail, facilities they deem necessary to enhance the delivery of teaching and learning programs as well as provide for increased student well-being. MDHS lists a Student Services Centre, an Early Childhood Learning Centre, Boarding Facilities, a Re-engagement Centre and a Family Centre. The WACOA-M Business Plan includes a purpose built area for Furniture and Woodwork and improved facilities at the Residential wing. Both schools list upgrading classrooms and staff accommodation. It has been proposed in this Ten Year Education and Training Plan, that MDHS become the hub for education and training in the North Midlands region. This creates the opportunity for MDHS and the surrounding schools to form a 'digital cluster'. This, however is not currently possible and

would require a considerable upgrade of facilities and digital infrastructure not only at MDHS but also in the surrounding schools. Electronic delivery is the way of the future to address the gap between opportunities offered to city students compared with their rural counterparts and this 'dream' should be vigorously pursued.

The Mid West Blueprint 2050 recognises the lack of infrastructure as a Challenge for the Mid West generally:

*"continued planning and investment in priority education infrastructure is necessary to meet the future regional educational, training and workforce development needs throughout the Mid West".*

### **Recommendations: Infrastructure and Facilities**

*9.1 That the facilities for both teachers and students at MDHS and WACOA-M be upgraded; and*

*9.2 That an audit be undertaken of buildings in Morawa, particularly the Brookfield mixed accommodation Village that could be used for additional accommodation.*

### **Issue 10: Career Pathways and Post School Options**

Career pathways through school to University and/or TAFE were discussed only briefly during the community meetings. Parents felt unsure about options and resources available and how best to plan early on for their children's' education at each of the transition points: primary to secondary, and secondary to tertiary. The Morawa schools could be of great assistance in helping parents in the smaller surrounding towns become aware of the importance of school path and career planning from an early age.

The North Midlands cluster of schools should develop a Pathways document that explicitly helps parents to 'see' the way through school and forward to University and/or school based or TAFE programs. Parents need this knowledge if they are to encourage their children to aspire to graduating in Year 12 and then go on to University and/or TAFE. They also need to 'see' that the pathways will lead to meaningful employment. It is important that post school options selected align with the knowledge and skill set required by students for their chosen career.

Carnamah DHS offers the 'Future Moves' program to their students through the Job Link Centre in Geraldton. It comes highly recommended and is in modules for Years 5-12. Such a program could well be offered by all schools in the proposed NMETC.

The Ten Year Education and Training Plan pays due recognition to the need for an improvement in access to and participation in Training and Higher Education in the North Midlands. The

MWDC Blueprint 2050 believes there is a need *'to enhance Mid West students aspirations and awareness of educational pathways'* and that; *'despite having excellent higher education and training providers, the region's tertiary attainment rates are well below the broader norm and that this presents an opportunity to 'leverage off the region's state of the art higher learning providers to improve higher education and training'*.

Currently students living in the Mid West have a lower than State average percentage of students going on to tertiary studies after Year 12. While the percentage of Mid West residents with Certificate level and Diploma level qualifications closely reflect regional Australia, the Bachelor level of Mid West residents is 7.5%, half the national average and lower than Regional Australia at 9.5%. Postgraduates make up 1% of the population in the Mid West, compared with 2% across Regional Australia and 4% at a National level.

The Geraldton University Centre (GUC) expressed a desire to be involved in raising 'awareness' about higher education options available through the Centre. It has offered to host 'orientation' visits to the Campus, and to visit communities to discuss the range of bridging and degree courses available through either face-to-face and/or in web-based modes. Such orientation and promotional programs would be best done in conjunction with the Geraldton Campus of the Central Regional TAFE and co-ordinated through the proposed North Midlands Education and Training Cluster. The two institutions work closely together so students have a continuous learning pathway between TAFE and GUC, and are able to use their TAFE qualifications towards their Degree qualifications. The Geraldton Campus of the Central Regional TAFE has 6 500 students, 40% of whom are doing Certificate IV. Of those attending TAFE, 17% are aboriginal.

The West Australian Centre for Rural Health (WACRH) has a Centre in Geraldton and is another institution that could be involved in career guidance for those students seeking careers Health and Medical services. The Centre should be included in Career Orientation Programs together with those offered through the GUC and the Geraldton Campus of the Central Regional TAFE.

The GUC is also keen to increase the participation rate of mature age people. To this end they have developed intensive on-site sessions combined with user friendly web based sessions using a dedicated platform that can be done wherever there is reliable internet. This is proving to be a successful initiative in upskilling and retraining local youth and adults.

The Workforce Development strand of the Knowledge and Learning Pillar in the MWDC Blueprint 2050 re-enforces that higher education courses at both TAFE and University need to provide courses that match the skill sets needed in the predominant industries of the region. The North Midlands is predominantly an agricultural region with fringe industries of forestry and fishing. MDHS and the WACOA-M need to provide explicit learning pathways so their graduating

students can best enter courses being offered to support these industries. Such a vision would mean that people are more likely to get jobs in the Mid West and contribute to the long term economic and social fabric of the region.

The possibility of building an Industry Training Centre (ITC) in Morawa remains a low priority. This is even more so now there has been a downturn in the mining industry and such a Centre, with residential facilities, has now been built as part of the Geraldton Campus of the Central Regional TAFE. Morawa however does have the Trade Training Centre (TTC) at the WACOA-M that could be used more by businesses for training by others such as machinery dealers and RTO's during out-of-school time. The Trade Trailer initiative designed to take 'trades' to surrounding towns is still to be implemented. Once done so it could be a useful resource for youth and adults who are otherwise able to access training opportunities. Other spaces such as the Incubator Units built by the Morawa Shire a few years ago could be used for trade training programs should the need arise.

### **Recommendations: Career Pathways and Post School Options**

*10.1 That staff from MDHS and WACOA-M continue to assist parents in the smaller towns surrounding Morawa, to plan school and career pathways for their child through to post school education and training options;*

*10.2 That MDHS and the WACOA-M develop awareness and orientation programs with GUC, Geraldton Campus of the Central Regional TAFE and where applicable the WACRH;*

*10.3 That MDHS and the WACOA-M develop partnerships with GUC and other Universities that offer courses relevant to rural communities;*

*10.4 That MDHS and the WACOA-M develop a 'careers and courses' pathways package for the North Midlands showing pathways to courses of study that develop skills and knowledge identified as being most in demand by employers;*

*10.5 That 'Future Moves' program be introduced across the proposed NMETC;*

*10.6 That the GUC to be represented on MEITA;*

*10.7 That the WACOA-M Trade Training Centre facilities be heavily promoted for training purposes; 10.8 Building an Industry Training Centre in Morawa appears to be a low priority for the foreseeable future;*

10.8 That the WACOA - M implement the Trade Trailer initiative forthwith; and

10.9 That the Schools and Shires collectively lobby for reliable internet capacity and up-to-date digital infrastructure in each North Midlands town, to support the delivery of online courses such as those offered through the Geraldton University Centre and Geraldton Campus of the Central Regional TAFE.

### **Issue 11: Digital Infrastructure and IT**

The online delivery of teaching and learning programs for primary, secondary and tertiary studies is vital if students in rural areas are to have access to the same educational and training opportunities as their peers in Perth and major regional centres. This is recognised by the MWDC Blueprint 2050 which states: *'Technology creates the opportunity for more equitable outcomes for students'*. It is very evident there is a willingness by schools and Shires of the North Midlands to be more involved in the digital age and all the advantages that it brings for education and training. Currently, however, inadequate broadband capacity, outdated digital infrastructure and incompatible software systems make it time consuming, frustrating and often impractical.

Within country areas particular concern is being expressed regarding the increasing gap between the access to computers and other technologies by children from some low socio-economic and aboriginal families compared to their peers. Aboriginal students are often the most affected and commence schooling significantly behind other students because of their lack of exposure to incidental electronic learning. The digital divide widens as students move through their schooling. This issue is a considerable challenge and needs to be addressed.

Students from WACOA-M and to a lesser extent those at MDHS, should be able to leave school with a sound working knowledge of a wide range of IT Applications in Agriculture and Agribusiness in particular. Introducing such courses of study at one or both schools would be a point of differentiation and a 'selling point' when trying to attract and retain students and teachers. Employers in the agricultural industry are already 'head hunting' potential employees with knowledge and skills in the application of IT in Agriculture.

Geraldton University Centre (GUC) makes much use of web-conferencing to deliver many of their courses online to centres away from Geraldton. This is dependent on access to reliable internet of significant broadband capacity that is not always available in small towns and on farms. Unfortunately many areas in the North Midlands do not have the bandwidth capacity required, meaning access to such study options is not available. The promised improvement through National Broad Band is yet to be proven and enjoyed.

The Mid West Blueprint 2050 under the section on Higher Education and Training notes that *'despite having excellent higher education and training providers the region's tertiary attainment rates are well below the broader norm' and that this presents the opportunity to 'leverage off the region's state of the art higher learning providers to improve higher education and training'*. There is no doubt that if digital infrastructure and internet capacity can be improved, the GUC and Geraldton Campus Central Regional TAFE can play a significant role in realising this aspiration.

Assuming that towns and schools of the North Midland accept that their sustainability turns on their willingness to cooperate and collaborate with surrounding schools, then it equally needs to be assumed that they recognise IT as one of the vehicles of that cooperation and collaboration. Every effort at all levels should be made as soon as possible to develop reliable digital infrastructure and internet capacity for Morawa schools and schools in the proposed NMETC. This should be considered a priority area in the early years of implementing the Ten Year Education and Training Plan. This is in line with The Mid West Blueprint 2050 which states that: *'the potential of technology and virtual learning platforms is not being fully utilised (or available) to optimise education delivery throughout the region and that there is the opportunity to address this challenge by utilising technology and virtual learning platforms to link education and training delivery with a range of innovative Mid West projects in areas such as radio-astronomy, renewable energy and remote services'*.

### **Recommendations: Digital Infrastructure and IT**

*11.1 That the Shires and schools in the North Midlands should lobby forcefully State and Federal government agencies and make representations to politicians, for reliable internet of sufficient broadband width to deliver online teaching and learning programs for primary, secondary and tertiary students;*

*11.2 That the WACOA-M and MDHS introduce studies in the Application of IT in Agriculture and Agribusiness;*

*11.3 That MDHS and WACOA-M continue to introduce strategies to ensure that socio-economically disadvantaged students have access to a range of electronic learning opportunities; and*

*11.4 That MDHS and WACOA-M investigate web-conferencing as a means of delivering and receiving teaching and learning programs throughout the proposed NMETC.*

## **Issue 12: Reputational Management**

The WACOA-M is recognised as an agricultural school-of-choice many in the surrounding towns. The 'message', however, of MDHS being a safe, viable school-of-choice for Years 7-12, has not 'got through' sufficiently to parents in surrounding communities. It was evident from consultations with surrounding towns that many opinions formed were based on folk law or rumour emanating from isolated incidents promulgated through social media. There is always fertile ground for such opinions where there is understandable and normal inter-town rivalry. This situation, however needs to be addressed as quickly as possible if the concept of Morawa being the hub of a North Midlands Education and Training Cluster is to be successfully implemented. MDHS has to become known as a 'school-of-choice' for secondary schooling in the North Midlands region. It has to grow beyond a 'critical mass' and retain more students through to Year 12 so more face-to face courses of study can be offered in Years 11 and 12.

It is recommended that opportunities are taken to encourage parents to visit the schools and to communicate directly with staff. Parents from surrounding schools must also be given the opportunity to be part of an overarching governance structure of the Morawa Hub in the proposed North Midlands Education and Training Cluster. Hopefully by parents becoming more involved with the school, there will be a greater ownership and less misconceptions can be spread by word-of-mouth and social media.

As previously mentioned, Morawa District High School's name is an anachronism. Consistent with a Recommendation in the 2015 MDHS IPS Review consideration is being given to a new name. It is recommended that a name such as the NMCC/NMRC would recognise MDHS's position and aspiration to become the school-of-choice for the community of schools in the North Midlands region. This is exciting as are many of the other initiatives detailed in the 2016-2018 MDHS Business Plan such as the creation of a Middle School and offering residential accommodation for their students.

WACOA-M is also planning exciting new initiatives as detailed in their 2016-2018 Business Plan. It is an ideal time to launch a marketing and promotional campaign about the improved educational and training opportunities available within the Morawa IPS Cluster of MDHS and the WACOA-M.

This Plan recommends creating a North Midlands Education and Training Cluster to better deliver increased education and training opportunities to students and youth/adults in the North Midlands. It would be preferable if MEITA could reflect this Recommendation by becoming the North Midlands Education, Industry and Training Alliance (NMEITA). This Alliance would then be

the 'go to' body to lobby for improvements in education and training for the North Midlands as a whole not just Morawa, and would 'feed into' the proposed Alliance to be formed by the MWDC.

**Recommendations: Reputational Management**

*12.1 That a professional advertising agency be engaged to promote the Morawa IPS Cluster of WACOA-M and MDHS as being a school-of-choice for secondary education in the North Midlands;*

*12.2 That parents from the surrounding feeder primary schools be involved in setting policy and practices in the proposed NMETC, through a governance structure that sits separately to those decision making bodies such as the P and Cs, IPS Boards and School Councils already in place;*

*12.3 That Open Days for MDHS and the WACOA-M be coordinated to reinforce the opportunity for a continuous pathway through secondary school to Year 12;*

*12.4 That the educational and training opportunities available through the Morawa IPS Cluster, be promoted at all levels of the media including social media;*

*12.5 That lunches/morning teas be held for parents of Year 5/6 students whose children are soon to enter secondary school; and*

*12.6 That the name of Morawa Education, Industry and Training Alliance (MEITA) be changed to The North Midlands Education, Industry and Training Alliance (NMEITA).*



## Other Considerations

### **The Western Australian College of Agriculture-Morawa**

The history of the West Australian College of Agricultural-Morawa (WACOA-M) as it is now known, began in 1978 when the first residential students moved into the iron ore mine single men's quarters. Now with a 3244 hectare farm and 67 students, extensive facilities and a modern residential college it is justifiably the jewel in Morawa's crown. WACOA-M, together with the growth of Year 11 and 12 students at MDHS has been pivotal in Morawa becoming recognised as the hub for education and training in the North Midlands.

The WACOA-M became part of an Independent Public School (IPS) Cluster, together with Morawa District High School (MDHS), in 2013. This has given the College greater freedom to entertain initiatives that enable it to employ different staff, and to specialise in areas that differentiate it from other Agricultural Colleges in the State. The next ten years are going to be critical for the future of the College both as part of a new model of education in the North Midlands and in competing with other Agricultural Colleges.

The College needs to increase its boarding capacity to achieve a critical mass of quality students focussing only on year 11 and 12 students. Additional residential accommodation is needed for students attending MDHS, so it too has the capacity to increase numbers in Years 11 and 12. It is logical that students attending either institution are accommodated on the same site. The conditions of enrolment of MDHS students at the Residential College should be the same as those for the Agricultural students. Any extra accommodation not initially filled would prove invaluable in providing subsidised accommodation for trainee teachers at both schools and/or visiting guest speakers. The units from the mixed purpose Brookfield Accommodation Village should be considered to provide the extra residential beds in the medium term.

To grow and become different to other Agricultural Colleges, WACOA-M needs to acquire another 1500 hectares of farming land as well as gaining access to a pastoral property either through purchase or lease. Extra nearby farming land would enable current courses to be expanded, establish a feed lot site and conduct more research and development programs in conjunction with groups such as DAFWA, the Grains Research and Development Council, RAS and MIG. Access to pastoral land would enable the College to offer studies in sustainable land care practices, tree planting, renewable energy, wild animal control and off-the-grid power generation.

Employers are now looking for Agricultural College graduates with a sound knowledge of IT Applications in Agriculture. Apart from students being able to manage the technological aspects of sophisticated farm machinery they should understand and know how to use drones for farm

mapping to identify such things as frost areas, weed growth and nitrogen deficiency. Students should have an understanding of, and a familiarisation, with autonomous vehicles. Each initiative is going to require the establishment of a partnership with outside bodies and the purchase of training equipment.

A benefit of developing a Ten Year Education and Training Plan, in conjunction with the Mid West Development Commission (MWDC), is to gain leverage for funding infrastructure and initiatives through Royalties for Regions(R for R) money. Over the life of the College much of the infrastructure has been cobbled together through the admirable efforts of the Morawa community and the Farm Trust. The College is now at a point where it should be significantly upgraded with a range of new buildings, The Trade Training Centre was much needed and welcomed but now the administration block and the classrooms badly need replacing as does the piggery and shearing shed. The Residential College requires more purpose built facilities in order to better cater for student needs.

Reference has been made elsewhere in this report to the establishment of a North Midlands Regional or Community College (NMCC/NMRC). Whilst the WACOA-M is formally part of the 'family' of West Australian Colleges of Agriculture it is also formally a partner of MDHS in an IPS Cluster. In that context it must be seen as part of a NMRC/NMRC and play a significant role as a member such as electronically delivering specialist courses to Carnamah, as well as offering mentoring and farm visits for the now many students living in rural towns and not from farms. It is feasible that WACOA-M become an Annex of the proposed NMCC/NMRC.

The WACOA-M farm facilities are more than suitable to be used in non-school time by TAFE and RTOs for industry training, agriculture related seminars/conferences and to host field and machinery days. Having access to accommodation at the residential wing of the College increases the appeal for organisers to run events across more than one day. Use of the accommodation facilities for tourism in non-school time, is another way of making a wider audience aware of the educational and training opportunities available in Morawa.

## **The Wider North Midlands-Carnamah and Coorow Shires**

The main focus of this Ten Year Education and Training Plan is on the Morawa Shire and its surrounding communities, which is essentially the upper part of the North Midlands. Much of the discussion and subsequent recommendations relate therefore to Morawa and the Shires of Perenjori, Three Springs and Mingenew. At the request of the Mid West Development Commission some focus has also been placed on planning for education and training in the lower section of the North Midlands with special reference to Carnamah Shire, with Carnamah DHS and Eneabba PS, and Coorow Shire with Coorow PS and Leeman PS.

It bears repeating that the survival of many small North Midland schools depends on their capacity to interact with each other and in conjunction with a viable, attractive 'hub secondary school'. The way in which the demography has evolved over time has meant that Carnamah, Jurien (although not in the boundaries of the MWDC) and MDHS have become the 'secondary hubs' for the primary schools in the North Midlands. It should, however, be noted that, with the exception of Morawa it is currently unrealistic to think other 'secondary school hubs' will be able to fully offer viable Year 11 and 12 ATAR courses. This in no way suggests predatory behaviour on behalf of Morawa but rather facing facts and 'getting real' about being able to offer students a meaningful education.

The interaction and sharing of resources between schools in the North Midlands is already occurring but it needs to be formally recognised and embedded in policy to ensure longevity of such arrangements. Achieving this may require much diplomacy to overcome the natural and often healthy inter-town rivalry that has built up over the years.

The 'secondary hubs' for the lower North Midlands are Carnamah DHS and Jurien Bay DHS. They must be resourced appropriately and become the school-of-choice for parents, at least until their children complete Year 10, rather than sending them away to board at the end of Year 6. Without retention of a much larger number of Year 6 students going into Year 7-10 at their local 'secondary hub' the smaller North Midlands schools and hence towns, will be decimated. The Department of Education and the Regional Education Office should be proactive in brokering and formalising arrangements of cluster primary schools around their 'secondary hubs'. This will help communities to keep their local school and the social fabric of their towns.

MDHS is the logical and natural 'secondary hub' for Year 6s exiting Perenjori PS, Three Springs PS and Mingenew PS. The Ten Year Education and Training Plan recommends that MDHS build residential accommodation for students who wish to attend the school. If this is successful, it will enable MDHS to provide more students from a much wider area with the option of studying Years

11 and 12 ATAR and VET programs and to remain closer to their home town, than if they went to Perth or Geraldton.

Natural 'secondary hub clusters' in the lower North Midlands go outside the North Midlands boundary as defined by the MWDC. Jurien Bay DHS and Moora SHS tend to be options preferred by parents of Leeman and Coorow PSs. Carnamah parents who do send their children elsewhere for Years 7-10, tend to opt for Moora SHS or Perth rather than northwards to MDHS. These variations need to be accepted and fostered in the interests of students receiving the very best education that is possible. Cluster/hub arrangements will change shape over time due to many different circumstances, much like that of an amoeba.

It is an advantage in a "hub and spokes" cluster model if, as far as possible, there is a comfortable meshing of policies, procedures and timetables. This will assist students in their transition to secondary and help avoid behaviour and achievement slippage that so often occurs at this point. Meshing of timetables is not easy but is well worthwhile in the long term. It provides greater opportunity to share teachers and resources as well as providing broader and deeper learning opportunities for students. MDHS and WACOA-M are testimony to such an initiative.

The change in the demography of towns has meant a considerable drop in the Index of Community Socio-educational Advantage (ICSEA). There has been an increase in the number of low socio-economic and dysfunctional families, often with limited parenting skills, being moved into rural towns throughout the North Midlands. This is presenting challenges for the schools in many ways, the main one being behaviour management and disengagement with the learning process. It is impacting on the school's reputation and requires careful management especially at a time when many families are not seeing their local school as a school-of-choice.

Family Centres where child and family services are available under one roof do provide for early engagement of parents with their children, in the education journey. Small numbers make each town having their own Family Centre impractical. It is however, important that strategies be worked out so that towns without a Family Centre are able to network with those, such as Perenjori, who do. Early intervention is seen as the way forward to address the increasing numbers of developmentally vulnerable children who are entering the primary schools in the North Midlands.

It was apparent that the degree of access to higher educations and training options for youth and adult education is very dependent upon the proactivity of the Community Resource Centre (CRC). Coorow and Perenjori CRCs appear to be succeeding in 'hooking up' the educational and training needs of youth and adults in their local community with the appropriate providers.

Currently access to reliable internet and digital infrastructure is limiting the post-school options available for youth and adults living in the North Midlands. Not being able to access courses such as the degree programs in teaching and nursing offered through the GUC are but one example. The issue of electronic connectivity is of concern to all North Midland towns. Great concern has been expressed that the NBN Skymaster is not going to be anywhere near adequate for normal living let alone the conduct of business or the electronic delivery of education courses for either schools or communities.

The quality of the available teacher housing can have a profound affect upon the teachers applying for North Midland postings. It is well within the province of Shires to provide attractive housing.

The infrastructure in the North Midlands schools is generally well presented. It is however mostly dated and in urgent need of upgrading. Overcrowding appears not to be an issue mainly because of the declining student numbers especially in 2016 when Year 7 entered for high school for the first time.

## **Carnamah**

Primary student numbers at Carnamah DHS have been very stable, changing from 51 to 53, over the last five years. The lower secondary now has 31 students down from 37 in 2012 but up from 24 in 2014. There are 3 Year 11 Vet students who are well supported by the town businesses. The Shire and the community as a whole are very proud and supportive of their school.

Given the numbers at Carnamah and the secondary intake from the lower of the North Midlands, it appears logical and necessary that cooperation between Morawa DHS and Carnamah be optimised. This is essential to ensure educational viability across the North Midlands region. It has been suggested that in the event of MDHS being recognised as a NMCC/NMRC, that Carnamah should be seen as an annex and become the NMCC/NMRC–Carnamah. The alignment of timetables, electronic sharing of lessons, sharing of specialist teachers and the possibility of students being able to access secondary schooling at all three institutions, represent exciting outcomes of collaboration.

Carnamah is very successful with its small cohort of VET students but it is unrealistic to establish Year 11 and 12 ATAR courses. It has to be respected that for social, academic, sporting and cultural reasons some families will send their children away to school. However it is becoming more and more challenging with some Perth Colleges charging near \$50 000 pa for boarding and tuition.

Carnamah DHS should, however, go to their community and seek support for their local school; to agree where possible, for their children to stay at Carnamah DHS until Year 10, and then to send them away for Years 11 and 12. There should be a major push to establish a very strong Middle Schooling practices with a focus on pastoral care and academic outcomes. Being small means all students know all teachers well. 'Smallness' could prove to be advantageous in developing strong pastoral care programs and addressing individual learning needs either through intervention or extension. In this way it not only reverses the small number syndrome but creates a critical mass that means more teachers, more specialists, more courses and generally leads to a strong learning community.

Carnamah DHS should proceed to become an 'Independent Public School' such that it has greater flexibility in selecting staff and mounting learning programs that best fit the needs of their students. 'Teach for Australia' is an avenue that could be explored when they are recruiting staff particularly specialist secondary teachers.

The facilities at Carnamah are of a good standard but currently underutilised. There is the potential to increase the usage of facilities by training providers, businesses and community-based TAFE courses.

The social, educational and business orientation of Carnamah community is towards the south. This needs to be factored in when planning future provision of education and training.

## **Coorow**

Coorow Primary School is an Independent Public School with 36 students up from 23 last year. However this increase is considered a one-off. Years 3, 4 and 5 have only 8 students across the three years, suggesting that in 2017 they will have approximately 30 students and many fewer in 2018. It is interesting that last year, of 7 students leaving Year 6 only 2 went to Carnamah DHS. This may be explained partly by the social, educational and business orientation of Coorow being towards the south.

When Coorow became an IPS it was in a cluster with Perenjori and Three Springs. This cluster has since collapsed and Coorow has strong academic networking/cluster relationships with Watheroo, Dandaragan and Badgingarra all of which are outside the North Midlands boundary, as defined by the MWDC. Saturday sports and inter-school sports operate around a different cluster of towns. Different clusters for different purposes are the way in which the Coorow community and school are surviving to hold the social fabric of their town together, and to make sure students receive the best education possible.

The increase in aboriginal student numbers has altered the dynamics of the school and the types of programs now needing to be offered. This is the same as other North Midlands towns. Understandably Coorow is keen to get a Family Centre. The Kindergarten and Pre-Primary Centre are under-utilised, and with Shire support, could be used as a Family Centre.

Coorow describes itself as being in 'no-man's land' geographically and feels that it receives diminished government services as a result. Coorow is a classic example where the Shire could be proactive and lead the community in a push for better teacher housing, to make teachers feel welcome and generally better support the school in many ways. It needs to be remembered that in many rural towns the school is the largest employer and is important for the sustainability of businesses and the town.

### **Leeman**

Leeman naturally relates to Jurien and is in an informal cluster with Jurien DHS, Cervantes and Eneabba PS. The school this year has not been as badly affected by the Year 7 issue as other primary schools, with 80% of its secondary age students going to Jurien DHS. Parents and families are staying in the community rather than shifting when their eldest reaches high school. Over the last four years, however, there has been a decline in numbers from 48 to 32.

Leeman has issues with transiency and children from dysfunctional families. The number of cheaper houses available after the mine closed has caused an increase in the number of lower socio-economic families moving into town. Rents are also comparatively cheap compared with elsewhere along the coast. The appointment of a Youth Officer, who could facilitate out-of-school activities, is considered important. There is no dedicated Family Centre in Leeman although the existing Early Childhood Centre, is under-utilised. Leeman is not an IPS.

### **Eneabba**

The profile of Eneabba PS is very similar to other North Midlands primary schools. It has declining numbers. It appears that in 2017 Eneabba will only have 21 students and less in the following year, which puts it at risk of closure. Eneabba is not an IPS which limits the ability of the school to quickly adjust programs and resourcing in response to the changing demographics of the community. The school employs 10 people with a full time equivalent of 6.1.

The greatest single factor in declining student numbers, other than the mine closing has been the transfer of Year 7 students to secondary. As with so many other towns the parents have deemed that their child is too young to go away to school at that age, and so they have moved as a family to a regional centre. Many families have chosen this option because they can't afford boarding fees, now upwards of \$50 000 at Perth Independent Schools. Parents appear to make the judgement that the secondary hub for their cluster does not provide a meaningful alternative for

secondary education. It is imperative therefore that everything is done by the Department of Education and the Local Shires to resource both Jurien Bay DHS and Carnamah DHS so they become a school-of-choice up to Year 10. Eneabba students would then have the option of attending Carnamah DHS or Jurien Bay DHS.

As with other schools discussed Eneabba would benefit from a Family Centre, however the current numbers do not warrant such a purpose built Centre. Almost all of the comments made about the other North Midland Primary Schools are applicable to Eneabba.

## **Recommendations**

Many of the Recommendations made in relation to the northern section of the North Midlands are relevant for the lower North Midlands Shires of Carnamah and Coorow. The converse is also true.

- 1. That the magnitude of the declining school population crisis in the lower North Midlands should be recognised by all stakeholders as having the potential to close schools in the next ten years and severely damage the economic and social fabric of associated towns;*
- 2. That the Regional Education Office should play a leadership role in establishing formal structures to maximise collaboration and cooperation between primary schools and establishing clusters based around the secondary hubs of Carnamah DHS and Jurien DHS. Further that formal cluster governance structures should be established;*
- 3. That Carnamah DHS and Jurien Bay DHS be appropriately resourced and staffed as 'secondary hubs' so they become a school-of-choice for secondary schooling for students living in the lower North Midlands;*
- 4. That Carnamah DHS establish a clearly identifiable Middle School with a strong emphasis on pastoral care, behaviour management and student outcomes;*
- 5. That Carnamah DHS School Council and the Shire Council forcefully lobby their local members and the DOE to ensure that Carnamah DHS has appropriately qualified secondary specialist teachers;*
- 6. That the non-IPS schools in the lower North Midlands strive for IPS status;*
- 7. That the considerable capacity of Local Governments to improve teacher attraction and retention, teacher housing, school resourcing and school services, should be harnessed;*



8. *That all Shire and school stakeholders should work together to address the inadequacies of the current and proposed broadband provision that is and will, continue to limit education and training opportunities in the North Midlands;*
9. *That the value and use of electronic delivery should be embraced by schools in the lower North Midlands;*
10. *That Carnamah DHS collaborate with MDHS to share lessons through electronic delivery. Further that the two schools should share secondary specialist teachers where possible;*
11. *That towns without Family Centres should endeavour to establish such a Centre or similar;*
12. *That all schools should maximise the implementation of early childhood programs that would lead to a decrease in the number of developmentally vulnerable children entering schools;*
13. *That all schools in a 'hub and spokes' cluster arrangement should share the same behaviour management and pastoral care policies;*
14. *That schools in the lower North Midlands should collectively form a Teacher Training Partnership with the Geraldton University Centre;*
15. *That the relevant individuals and organisations should work to ensure that their communities improve participation in TAFE and Higher Education. Further that the Geraldton Campus of the Central Regional TAFE and GUC should be invited to community awareness raising' forums;*
16. *That the towns without Community Resource Centres, should establish community study centres with adequate broadband;*
16. *That schools with increased numbers of aboriginal students be staffed and resourced appropriately;*
17. *That facilities be made available for disengaged students. Further that towns of the lower North Midlands should work with other Mid West towns to establish a Regional re-engagement centre in an appropriate location such as at Tardun; and*
18. *That the Carnamah community embark on a professionally based marketing campaign to promote Carnamah DHS as a secondary school-of-choice.*

# Appendix

## School Statistics

### Three Springs Primary School

Semester 1	2012	2013	2014	2015	2016
Primary (Excluding Kin)	71	81	90	74	68

**Decrease in student numbers: 4.2%. Annual growth rate of Three Springs Shire: -0.8%**

### Perenjori Primary School

Semester 1	2012	2013	2014	2015	2016
Primary (Excluding Kin)	42	34	37	35	31

**Decrease in student numbers: 26% Annual growth rate of Perenjori Shire: -0.1%**

### Mingenew Primary School

Semester 1	2012	2013	2014	2015	2016
Primary (Excluding Kin)	87	79	74	71	56

**Decrease in student numbers: 36% Annual growth of rate Mingenev Shire: -0.8%**

### Yalgoo Primary School

Semester 1	2012	2013	2014	2015	2016
Primary (Excluding Kin)	28	18	21	21	26

**Decrease in student numbers: 7% Annual growth of rate Yalgoo Shire: -4.7%**

### Coorow Primary School

Semester 1	2012	2013	2014	2015	2016
Primary (Excluding Kin)	35	36	30	23	32

**Decrease in student numbers: 9% Annual growth of rate Coorow Shire: 0.1%**

### Leeman Primary School

Semester 1	2012	2013	2014	2015	2016
Primary (Excluding Kin)	48	52	46	43	32

**Decrease in student numbers: 33% Annual growth of rate of Coorow Shire: 0.1%**

### Eneabba Primary School

Semester 1	2012	2013	2014	2015	2016
Primary (Excluding Kin)	30	33	35	27	27

**Decrease in student numbers: 10% Annual growth of rate of Carnamah Shire: -0.1%**

### Carnamah District High School

Semester 1	2012	2013	2014	2015	2016
Primary (Excluding Kin)	51	53	61	52	53
Lower Secondary	37	36	24	33	31
Upper Secondary	11	10	9	3	3
Total	99	99	94	88	87

**Decrease of 29% (secondary); increase of 4% (primary) Annual growth of rate Carnamah Shire: -0.1%**

### Morawa District High School

Semester 1	2012	2013	2014	2015	2016
Primary (Excluding Kin)	127	117	116	103	106
Lower Secondary	61	71	73	93	72
Upper Secondary	27	29	29	30	32
Total	215	217	218	226	210

**Increase of 18% (secondary); decrease of 17% (primary) Annual growth of rate Morawa Shire: -0.9%**

#### Note

The table include only full-time students. From 2015, Year 7 students are designated as secondary students and Lower Secondary includes Year 7 to Year 10 students.

## **Meetings**

Schools Communities: Morawa, Perenjori, Mingenew, Three Springs, Yalgoo, Carnamah and Coorow

Shires and Communities: Morawa, Perenjori, Mingenew, Three Springs, Carnamah and Coorow. There was no meeting with the Yalgoo Shire although several attempts were made to set up a meeting

Regional Director of Education, Department of Education, Mr Greg Thorne

Statewide Director of Planning and Delivery, Department of Education, Mr Steven Baxter:

Mid West Development Commission Chief Executive Officer, Mr Gavin Treasure and Mr Trevor Price, Assistant Director-Communities and Learning

Polly Farmer Foundation, Mr Neil Jarvis

Mr Grant Woodhams, Chair of MEITA

North East Farming Futures (NEFF) Vice Chair, Jason Batten (DAFWA e-connect project and Yuna Farm Improvement Group

Precision Technology Solutions, Julian Coles

## **Interviews**

Principal of Eneabba

Principal of Leeman

Geraldton University Centre, Director, Ms Natalie Nelms

Country Biz Chick, Innovation Manager, Ms Jenny Thomas

North East Farming Futures (NEFF) Vice Chair, Jason Batten (DAFWA e-connect project and Yuna Farm Improvement Group

Central Regional TAFE: Mr Bill Swetman, Managing Director and Mr S Cooper, Director of Organisational Services

## **Useful Contacts and Resources for Future Reference**

Curriculum and Reengagement Schools (CARE)-AISWA

Community School-Fremantle

Sevenoaks Senior College

Sevenoaks Senior College, Client Services Manager for 'online program called YourTutor), Diane Guise

Midland Alternative Learning Centre

Sun City Church (Geraldton) and Father Ryan-Tardun

Batchelor College Northern Territory

Clontarf

Karalindi Aboriginal Education Centre, Meekatharra

Christian Aboriginal Parent Directed School (CAPS) Coolgardie

Wongutha Christian Aboriginal Parent Directed School (CAPS) Esperance

Wirrpanda Foundation

Fairbridge-Pinjarra

Brookfield

Central Regional TAFE (proposed Agricultural Course)

Geraldton Aviation, Wendy Mann

Geraldton Aero Club

Australian Grains Industry (AGI) Capacity Building Project, Jackie Jarvis

Grains Research Development Corporation (GRDC)-'In Grains-Investing in Young Scientists'

The Land Project: Maps grain sector's skill gap researched and written by Agknowledge)

Survey Dynamics, Chris Witt (drone contact with the Mingenew Irwin Group)

Western Aerial Mapping (drones contact), Jerome Leray

Carol Mc Manus: Apprenticeship Training Centre-Geraldton

Kate George-Lawyer and Aboriginal Activist

Maxine Simpson AEIO (MDHS)

## **References**

Australian Bureau of Statistics: Estimated Resident Population-March 2016

Business Plan MDHS 2016-2018

Business Plan WACOA-M 2016-2018

IPS Review MDHS 2015

IPS Review WACOA-M 2015

MEITA Strategic and Operational Plans 2013

Mid West Regional Training Plan (Phase One) 2009

Mid West Development Commission Blueprint 2050 (MWDC) 2015

Morawa Super Town Growth and Implementation Plan (MWDC) 2012

Morawa Industry Training Centre: Business Case (Carpe Diem Strategic Solutions) 2011

North Midlands Economic Development Strategy (MWDC) August 2013

Resilient Families: Strong Communities A road map for regional and remote aboriginal communities. WA Government July 2016

Western Australian Curriculum and Assessment Kindergarten to Year 10

## **Glossary of Acronyms**

Australian Early Developmental Index (AEDI)

Association of Independent Schools Western Australia (AISWA)

Australian Tertiary Admission Ranking (ATAR)

Christian Aboriginal Parent Directed School (CAPS)

Department of Education (DOE)

Department of Agricultural and Food Western Australia (DAFWA)

Centre for Excellence: Alternative Learning (CEAL)

Community Resource Centre (CRC)

District High School (DHS)

GUC (Geraldton University Centre)

Gifted and Talented (GATE)

Independent Public School (IPS)

Industry Training Centre (ITC)

Index of Community Socio-Educational Advantage (ICSEA)

Languages Other Than English (LOTE)

MDHS (Morawa District High School)

MWDC (Mid West Development Commission)

Mid West Childrens Services Plan (MWCSP)

WACOA-M (Western Australian College of Agriculture-Morawa)

NMCC/NMRC (North Midlands Community/Regional College)

North Midlands Education and Training Cluster (NMETC)

Morawa Education, Industry and Training Alliance (MEITA)

Mingenew Improvement Group (MIG)

North Midlands Education, Industry and Training Alliance (NMEITA)

North East Farming Futures (NEFF)

National Assessment Program: Literacy and Numeracy (NAPLAN)

Registered Training Organisation (RTO)

Royal Agricultural Society (RAS)

Senior High School (SHS)

Science, Technology, Engineering and Mathematics (STEM)

University of Western Australia (UWA)



## **MORAWA & WIDER NORTH MIDLANDS EDUCATION & TRAINING PLAN - OVERVIEW**

Students educated in rural and remote Western Australia enjoy many lifestyle benefits and opportunities that are not readily accessible to metropolitan students. However this does not extend to educational and training opportunities.

The Mid West has almost 30% more than the state average of the number of educationally vulnerable students, absenteeism is three times the state average and NAPLAN results confirm that Mid West Public School students are up to twice as likely not to meet National Minimum Standards (NMS) across the categories of numeracy, reading and writing. Secondary attainment rate is 15% below the rest of the State and only 12% of aboriginal students complete Year 12 (Mid West Development Commission Blueprint 2050). It needs to be noted that although these figures are somewhat skewed by the Murchison socio-economics, they remain significant.

Schools in rural and remote Western Australia are under increasing pressure to retain a sustainable number of students. Primary schools have been severely affected through the transfer of Year 7s to high schools. At the same time schools are being asked to do more with less and are receiving less support from Regional and Central Office. Further it is increasingly difficult to attract and retain quality teachers to country areas. The demand upon schools' resources has been further exacerbated by the change in the demographics of rural Western Australia because there has been a take up of cheaper housing by families of lower socio-economic status. The towns and schools of the North Midlands are no exception.

It is more apparent now than ever that the only way that smaller rural Primary Schools, and in turn their towns, are going to survive is through cooperation and collaboration with and between surrounding towns and schools. In the North Midlands it is equally important that an educationally viable regional secondary institution, be established at Morawa District High School (MDHS), with adequate facilities, resourcing, appropriate bus routes and residential accommodation such that Year 7s stay in the District and so do their families. This is consistent with the aspirations of the Mid West Development Commission (MWDC) as spelt out in its 2050 Mid West Regional Blueprint:-

*'To build strong viable schools with a hub and spoke model that combines boarding away from home and transport options to ensure sustainable student populations at all schools'.*

In mid 2016 the Shire of Morawa with additional funding support from the Mid West Development Commission sought to identify the opportunities and challenges for the Morawa and wider North Midlands communities through the engagement of well-respected educators Peter and Barbara Browne. Their report acknowledged the proactive efforts of North Midland's schools and the strong support for them within their respective communities.

In the course of the development of the report some 95 people were consulted. Included were school governing bodies, Principals and staff, Shire Councillors and Chief Executive Officers, community members, senior officers of the Department of Education, Agriculture and allied industry experts, members of the Morawa Education Industry and Training Alliance, Geraldton University Centre, Central Regional TAFE in Geraldton, the Mid West Development Commission and Aboriginal education experts.

The report identified that schools in the North Midlands are at a tipping point in their quest for sustainability. Without a concerted effort and affirmative action a number of schools may face the prospect of closure. Along with general economic conditions and the consolidation of farming land, the Government decision to move Year 7 students to high school has severely impacted school numbers and the viability of towns. Many parents believe their children are too young to board at that age and so move the whole family to either Perth or a large regional centre. The towns with secondary students have fared better but if the primary schools that surround them fall away, so in time will the District High Schools.

Although the Western Australian College of Agriculture-Morawa (WACOA-M), and Morawa and Carnamah District High Schools (DHS), are somewhat protected from the Year 7 transfer, by having secondary students, the other Primary Schools in the region are being significantly impacted. From 2012 to 2016 there has been a decline of over 20% in Primary numbers in the North Midlands (Schools on Line).

The purpose of this Ten Year Education and Training Plan for the Shire of Morawa and the wider North Midlands, that identifies realistic and achievable education and training initiatives. These, when implemented, will not only help students in the area have access to a wide range of educational and training opportunities but also help stabilise the populations in Morawa and other towns in the North Midlands. Further the Plan makes Recommendations for ways in which the MDHS-WACOA-M IPS cluster can expand in numbers and gain greater standing and status through specialisation and differentiation.

The work done by Peter and Barbara Browne emphasises schools will only survive if formalised education clusters are established with a school-of-choice District High School as a hub. To transform the current North Midlands District High Schools into schools that can compete with metropolitan or larger regional schools, is going to require major changes, including a quantum shift in resourcing and staffing, and a cultural shift in the thinking of many community members. The report provides realistic and achievable education and training actions for consideration.

## **MORAWA & WIDER NORTH MIDLANDS EDUCATION & TRAINING PLAN – CONTEXT & BACKGROUND**

There are several important initiatives that provided important background information when developing the Ten Year Education and Training Plan for Morawa Shire and the wider North Midlands. These are outlined as follows.

Morawa was identified as a Super Town in 2012 as part of the State Government's plans for Regional Development. This status afforded Morawa the opportunity, and indeed the responsibility, to collaborate with other education and training providers in the surrounding North Midlands. The following excerpt from the *Super Town Growth and Implementation Plan 2012* paints a useful background to this paper:

*‘As a Super Town, Morawa has the opportunity to increase its amenity and services that will not only benefit the Morawa community, but will also benefit surrounding towns in the region. Morawa will play a vital role in being part of a network of towns that benefits from not only strengthening Morawa, but sees mutually beneficial services across the towns of Perenjori, Three Springs, Mingenew, Mullewa, Carnamah, Coorow and Yalgoo. Morawa will continue to develop the range and quality of its education and training services and will develop into a Centre of Excellence associated with education, training and employment’*

In other sections of the document it states:

*‘Morawa will also develop into a recognised ‘Centre of Excellence’ for education, training and innovation, providing Trade Training courses associated with the WA College of Agriculture as well as establishing an Industry Training Centre to provide training opportunities for young people seeking a career in the mining industry. The Morawa District High School will continue to develop its curriculum, and will provide competitive schooling within the region, which will assist in attracting and retaining young families in town. The Morawa Education and Industry Training Alliance will continue to play an important role in governing education and training projects for the region. Morawa, having being selected as a SuperTown for the North Midlands sub region, will play an important role in leadership and service delivery for the region well into the future. The communities of the North Midlands sub region have the opportunity to partner together to develop and cohesive and integrated governance framework to build upon the clear vision offered by this Growth and Implementation Plan and to continue to progress key projects and capitalise on the significant opportunities that the region offers. The key message arising from this Growth and Implementation Plan is that the North Midlands region has a significant opportunity to increase the level of services, infrastructure and social amenity now, and it is only through a strong and committed partnership approach between the communities, government, industry and stakeholders, that this opportunity can be harnessed to deliver the level of services and amenity required of the region’*

In reference to Morawa becoming a Centre for Excellence for Education and Training for the North Midlands, *The Super Towns Growth and Implementation Plan* goes on to state: *Morawa will continue to develop into a 'Centre of Excellence' providing high quality education, training and research and development services to the North Midlands sub-region and beyond. In this role, Morawa's District High School will continue to be improved so that it is competitively placed alongside Perth and Geraldton schools. Morawa will also continue to develop and provide trade training and industry training courses as well as the potential to incorporate an electronic training hub providing 'real time' interactive tertiary courses at a facility based in Morawa. With this leadership already in place, Morawa seeks to become the recognised 'Centre of Excellence' for education, training and innovation of the North Midlands region'*

*The Morawa Super Town Growth and Implementation Plan* also proposes that an Industry Training Centre (ITC) be established at Morawa as it *'will play a critical role attracting business growth and will position Morawa as a prominent education and training hub in the Mid West region'* by enabling:

- *Facilitation of a sub-regional Workforce Development Hubs across the Mid West region.*
- *Access to information on career and training opportunities, well as opportunities to continue education and professional development within Morawa.*
- *Development of a variety of accommodation to meet needs of key groups such as service workers, Aboriginal and non-Aboriginal students.*
- *Development of a regional workforce to support the forecast growth in the mining infrastructure sectors.*
- *Further development and promotion of an integrated education and training services model for the region.*
- *Industry and government buy-in to the education sector within Morawa.*
- *Creation of employment opportunities in Morawa.*

Complementing the Morawa Super Town Growth and Implementation Plan is a Key Action from the *North Midlands Economic and Development Strategy (NMEDS)* released in 2013 which states: *'Explore how industry and training/ education sector partnership models, such as Morawa Education and Industry Training Alliance (MEITA), can best be utilised to satisfy future sub-regional training and employment needs. This will require ongoing consideration of opportunities for training local and non-local workers in skills relevant to local industry. This initiative should also explore the opportunities to strengthen links between training and local industry, focussing on providing direct pathways for graduates to be employed locally.'*

The Morawa Shire Council as a member of the Morawa Education Industry and Training Alliance (MEITA), and as a further demonstration of its commitment to ensuring quality education in the area, commissioned the Ten Year Education and Training Plan.

Initiatives over the past ten years at both MDHS and the WACOA-M also provide important background information. In 2005 WACOA-M and the MDHS decided to mesh timetables and become an integrated learning community for Years 10, 11 and 12. In 2011 MDHS and WACOA-M applied to form an Independent Public School Cluster (IPS) and in 2013 they became officially known as the Morawa IPS. Year 10, 11 and 12 students are now able to study an extensive range of subjects, both ATAR and VET across the two schools in a peaceful, farm and school setting.

The release of the MWDC Regional Blueprint 2050 in 2015 provided further important background information. The Executive Summary of the MWDC Regional Blueprint 2050 states the following Education and Training Challenges:-

1. *Challenge: Ongoing and expanded investment is needed to support facilities and programs that deliver successful early education and parenting outcomes across the region.*
2. *Challenge: Build strong viable schools with a hub and spoke model that combines boarding away from home and transport options to ensure sustainable student populations at all district high schools.*
3. *Challenge: To build strong, viable and seamless primary to secondary education opportunities that meet the needs of every Mid West student.*
4. *Challenge: The region's educational attainment rates are poor across most primary and secondary education cohorts.*
5. *Challenge: Continued planning and investment in priority education infrastructure is necessary to meet future regional education, training and workforce development needs throughout the Mid West.*
6. *Challenge: Despite having excellent higher education and training providers the region's tertiary attainment rates are well below the broader norms (there are opportunities to leverage off the region's state of the art higher learning providers to improve higher education and training outcomes).*
7. *Challenge: The potential of technology and virtual learning is not being fully utilised (or available!!) to optimise education delivery throughout the region. (there are opportunities to utilise technology and virtual learning platforms to link education and training delivery with a range of innovative Mid West projects in areas such things as radio-astronomy, renewable energy and remote services.*

8. *Challenge: Attendance, attainment and retention levels of Aboriginal students are low in comparison with non-Aboriginal students in the Mid West.*
9. *Challenge: Regional and remote schools face particular challenges with teacher recruitment and retention, which can significantly impede the standard of education received by students.*
10. *Challenge: To enhance Mid West student aspirations and awareness of educational pathways.*

The release of the Super Town Growth and Implementation Plan in 2012, the North Midlands Economic and Development Strategy (NMEDS) in 2013, the establishment of the forerunner of MEITA in 2006, the 2013 Morawa IPS Cluster initiative, and the release of the MWDC Regional Blueprint 2050 in 2015, all provided the context for developing the Ten Year Education and Training for Morawa Shire and the wider North Midlands.

## **MORAWA & WIDER NORTH MIDLANDS EDUCATION & TRAINING PLAN - SUMMARY**

**Priority areas** were identified in the Browne's consultancy, each representing a focal point for action by all levels of Government and local communities to ensure the viability of the schools and quality education for all children in the North Midlands.

Areas for consideration from the consultation across Morawa and the wider North Midlands schools were identified as:

1. Early Childhood Education
2. Declining School Populations
3. Limited Residential Accommodation
4. Student Welfare
5. Disengaged students
6. Aboriginal Education
7. Attraction and Retention of Staff
8. Breadth and Depth of Learning Opportunities
9. Infrastructure and Facilities
10. Career Pathways and Post School Options
11. Digital Infrastructure and IT
12. Reputational Management

**Key Recommendations** in the Report relate to:

- The Morawa Independent School Cluster of Morawa District High School and the Western Australian College of Agriculture-Morawa, positioning itself by all means possible to become the 'school-of-choice' for secondary education in the upper part of the North Midlands;
- That Morawa District High School be recognised as a K-12 Regional College for the North Midlands region with appropriate resourcing, bus routes and expanded residential facilities; that the governance of such a Regional College should in part be shared by contributing communities;
- That Carnamah be recognised for the capacity to cater for Years 7-10 in the lower North Midlands; and that Primary Schools throughout the North Midlands, where practicable, should form clusters with shared governance.

## **MORAWA & WIDER NORTH MIDLANDS EDUCATION & TRAINING PLAN – DETAILED RECOMMENDATIONS**

From the areas identified from the consultation process conducted across Morawa and the wider North Midlands schools, the following specific recommendations are provided:

### **1. Early Childhood Education**

- 1.1 That MDHS lobby and seek funding for a Child and Parent Centre (Family Centre) to be built on the school site as soon as possible
- 1.2 That MDHS be proactive in forming an Early Childhood Cluster/Hub with Perenjori, Mingenew and Three Springs
- 1.3 That MDHS continues implementing of early intervention initiatives to decrease the number of developmentally vulnerable children entering Kindergarten

### **2. Declining School Populations**

- 2.1 That MDHS be recognised as the North Midlands Community/Regional College (NMCC/NMRC)
- 2.2 That the proposed NMCC/NMRC be the hub of a North Midlands Education and Training Cluster (NMETC), with the WACOA-M being an Associate Campus
- 2.3 That a model of Governance for the North Midlands Community/Regional College (NMCC/NMRC) be established, such that the communities of the surrounding towns have a significant say in policy establishment and strategic direction

### **3. Limited Residential Accommodation**

- 3.1 That the residential campus at the WACOA-M be extended to cater for 100 WACOA-M students plus 20 beds for students attending MDHS
- 3.2 That current bus routes be reviewed with the intention of establishing 'express runs' to Morawa for Year 11-12 secondary students from towns in the wider North Midlands

### **4. Student Welfare**

- 4.1 That MDHS seek funding for a building to house the Middle School cohort of Years 7-9 or alternatively, for the refurbishment of current buildings
- 4.2 That MDHS continues to implement specialised Year 6/7 transition programs
- 4.3 That MDHS develop, in consultation with feeder primary schools, common pastoral care and behaviour management policies and practices

### **5. Disengaged students**

- 5.1 That MDHS continues to develop alternative learning pathways with specific engagement programs and practices, beginning in the early childhood years to the senior schooling years
- 5.2 That MDHS investigate implementation of a SHINE program for girls



## **6. Aboriginal Education**

- 6.1 That MDHS play a lead role in the establishment of a North Midlands component of a Mid West Centre of Excellence: Alternative Learning (CEAL) either on-site in Morawa or off-site such as a Residential College at Tardun or similar
- 6.2 That MDHS introduce specialist aboriginal engagement programs such as those offered through the Polly Farmer Foundation, Follow The Dream and other Clontarf programs, and other programs such as those offered at Sevenoaks Senior College
- 6.3 That MDHS continues to develop pathways to MEEDAC programs especially those based at the Karara Geoff Wedlock Innovation Park, and other work based training programs available through GUC and the Geraldton Campus of the Central Regional TAFE

## **7. Attraction and Retention of Staff**

- 7.1 That the WACOA-M and MDHS strengthens Teacher Training partnerships with the Geraldton University Centre and practicum teachers and the Geraldton Campus of the Central Regional TAFE and to host students doing their teacher training
- 7.2 That the proposed governing body of the North Midlands Education and Training Cluster (NMETC) develop a Career Incentive Package (CIP) for graduates considering teaching in the proposed cluster
- 7.3 That the Morawa Shire lobby for improved housing and rental subsidies that will help to attract teachers to Morawa

## **8. Breadth and Depth of Learning Opportunities**

- 8.1 That MDHS and WACOA-M continue to grow resources to deliver more face-to-face senior secondary courses, including a gifted and talented program and ATAR pathways,
- 8.2 That MDHS and the WACOA-M further develop GATE, ATAR and VET pathways offered through the tertiary system
- 8.3 That the WACOA-M purchase more arable land so as to offer relevant and innovative learning programs not offered at the other Agricultural Colleges
- 8.4 That the WACOA-M either purchase or lease sufficient pastoral property so as to deliver a full range of contemporary pastoral studies

## **9. Infrastructure and Facilities**

- 9.1 That MDHS and WACOA-M lobby for asset upgrades that provide purpose built, attractive and modern school buildings and are commensurate with the role that the NMCC/NMRC will play in the Mid West
- 9.2 That an audit be undertaken of buildings in Morawa, particularly the Brookfield mixed accommodation Village that could be used for additional accommodation

## **10. Career Pathways and Post School Options**

- 10.1 That staff from MDHS and WACOA-M continues to assist parents in the feeder schools surrounding Morawa, to plan school and career pathways for their child through to post school education and training options
- 10.2 That MDHS and the WACOA-M develop partnerships with and other Universities and tertiary institutions that offer courses relevant to rural communities
- 10.3 That MDHS and the WACOA-M develop a 'careers and courses' pathways package for the North Midlands showing pathways to courses of study that develop skills and knowledge identified as being most in demand by employers
- 10.4 That the WACOA-M Trade Training Centre and Trailer facilities be heavily promoted for training purposes particularly in feeder schools and the Murchison

## **11. Digital Infrastructure and IT**

- 11.1 That the Shires and schools in the North Midlands should lobby forcefully State and Federal government agencies and make representations to politicians, for reliable internet of sufficient broadband width to deliver online teaching and learning programs for primary, secondary and tertiary students
- 11.2 That the WACOA-M and MDHS continue to develop studies in the Application of IT in Agriculture and Agribusiness
- 11.3 That MDHS and WACOA-M strengthens strategies to ensure that socio-economically disadvantaged students have access to a range of electronic learning opportunities

## **12. Reputational Management**

- 12.1 That a professional advertising agency be engaged to promote the Morawa IPS Cluster of WACOA-M and MDHS as being a school-of-choice for secondary education in the North Midlands
- 12.2 That parents from the surrounding feeder primary schools be involved in setting policy and practices in the proposed NMETC, through a governance structure that sits separately to those decision making bodies such as the P and Cs, IPS Boards and School Councils already in place
- 12.3 That the educational and training opportunities available through the Morawa IPS Cluster, be promoted at all levels of the media including social media

## **CARNAMAH & COOROW OVERVIEW & RECOMMENDATIONS**

The main focus of this Ten Year Education and Training Plan is on the Morawa Shire and its surrounding communities, which is essentially the upper part of the North Midlands. Much of the discussion and subsequent recommendations relate therefore to Morawa and the Shires of Perenjori, Three Springs and Mingenew. At the request of the Mid West Development Commission focus has also been placed on planning for education and training in the lower section of the North Midlands with special reference to Carnamah Shire, with Carnamah DHS and Eneabba PS, and Coorow Shire with Coorow PS and Leeman PS.

The 'secondary hubs' for the lower North Midlands are Carnamah DHS and Jurien Bay DHS. They must be resourced appropriately and become the school-of-choice for parents, at least until their children complete Year 10, rather than sending them away to board at the end of Year 6. Without retention of a much larger number of Year 6 students going into Year 7-10 at their local 'secondary hub' the smaller North Midlands schools and hence towns, will be decimated. The Department of Education and the Regional Education Office should be proactive in brokering and formalising arrangements of cluster primary schools around their 'secondary hubs'. This will help communities to keep their local school and the social fabric of their towns.

Natural 'secondary hub clusters' in the lower North Midlands go outside the North Midlands boundary as defined by the MWDC. Jurien Bay DHS and Moora SHS tend to be options preferred by parents of Leeman and Coorow PSs. Carnamah parents who do send their children elsewhere for Years 7-10, tend to opt for Moora SHS or Perth rather than northwards to MDHS. These variations need to be accepted and fostered in the interests of students receiving the very best education that is possible. Cluster/hub arrangements will change shape over time due to many different circumstances.

It is an advantage in a 'hub and spokes' cluster model if, as far as possible, there is a comfortable meshing of policies, procedures and timetables. This will assist students in their transition to secondary and help avoid behaviour and achievement slippage that so often occurs at this point. Meshing of timetables is not easy but is well worthwhile in the long term. It provides greater opportunity to share teachers and resources as well as providing broader and deeper learning opportunities for students.

The change in the demography of towns has meant a considerable drop in the Index of Community Socio-educational Advantage (ICSEA). There has been an increase in the number of low socio-economic and dysfunctional families, often with limited parenting skills, being moved into rural towns throughout the North Midlands. This is presenting challenges for the schools in many ways, the main one being behaviour management and disengagement with the learning process. It is impacting on the school's reputation and requires careful management especially at a time when many families are not seeing their local school as a school-of-choice.

The following recommendations are provided in relation to Carnamah & Coorow:-

1. *That the magnitude of the declining school population crisis in the lower North Midlands should be recognised by all stakeholders as having the potential to close schools in the next ten years and severely damage the economic and social fabric of associated towns;*
2. *That the Regional Education Office should play a leadership role in establishing formal structures to maximise collaboration and cooperation between primary schools and establishing clusters based around the secondary hubs of Carnamah DHS and Jurien DHS. Further that formal cluster governance structures should be established;*
3. *That Carnamah DHS and Jurien Bay DHS be appropriately resourced and staffed as 'secondary hubs' so they become a school-of-choice for secondary schooling for students living in the lower North Midlands;*
4. *That Carnamah DHS establish a clearly identifiable Middle School with a strong emphasis on pastoral care, behaviour management and student outcomes;*
5. *That Carnamah DHS School Council and the Shire Council forcefully lobby their local members and the DOE to ensure that Carnamah DHS has appropriately qualified secondary specialist teachers;*
6. *That the non-IPS schools in the lower North Midlands strive for IPS status;*
7. *That the considerable capacity of Local Governments to improve teacher attraction and retention, teacher housing, school resourcing and school services, should be harnessed;*
8. *That all Shire and school stakeholders should work together to address the inadequacies of the current and proposed broadband provision that is and will, continue to limit education and training opportunities in the North Midlands;*
9. *That the value and use of electronic delivery should be embraced by schools in the lower North Midlands;*
10. *That Carnamah DHS collaborate with MDHS to share lessons through electronic delivery. Further that the two schools should share secondary specialist teachers where possible;*
11. *That the towns without Family Centres should endeavour to establish such a Centre or similar;*
12. *That all schools should maximise the implementation of early childhood programs that would lead to a decrease in the number of developmentally vulnerable children entering schools;*
13. *That all schools in a 'hub and spokes' cluster arrangement should share the same behaviour management and pastoral care policies;*
14. *That schools in the lower North Midlands should collectively form a Teacher Training Partnership with the Geraldton University Centre;*
15. *That relevant individuals and organisations should work to ensure that their communities improve participation in TAFE and Higher Education. Further that the Geraldton Campus of the Central Regional TAFE and GUC should be invited to community awareness raising forums;*
16. *That towns without Community Resource Centres, should establish community study centres with adequate broadband;*
16. *That schools with increased numbers of aboriginal students be staffed and resourced appropriately;*
17. *That facilities be made available for disengaged students. Further that towns of the lower North Midlands should work with other Mid West towns to establish a Regional re-engagement centre in an appropriate location such as at Tardun; and*
18. *That the Carnamah community embark on a professionally based marketing campaign to promote Carnamah DHS as a secondary school-of-choice*

## **MORAWA & WIDER NORTH MIDLANDS EDUCATION & TRAINING PLAN – NEXT STEPS**

The Report will be provided to the Morawa Education & Industry Training Alliance (MEITA) and Mid West Development Commission for their consideration and likely be the catalyst for MEITA's development of a rigorous implementation plan that identifies resourcing requirements which will underpin a submission to Government.

Further consultation will need to be initiated with the Shires of Carnamah and Coorow around the specific findings and recommendations relating to the lower North Midlands. Ideally any proposals that are accepted by these communities should align with the upper North Midlands in terms of a potential joint subregional resourcing submission to Government.

Through cooperation and collaboration with and between surrounding towns and schools the implementation planning seeks to have educationally viable educational facilities that will not only help students in the area have access to a wide range of educational and training opportunities but also help stabilise the populations in Morawa and other towns in the North Midlands – effectively delivering community revitalisation through education!

<i>Item No/Subject</i>	<b>7.2.5.3 Acceptance of Annual Report and Financial Statements</b>
<i>Date of Meeting:</i>	<b>19 December 2016</b>
<i>Date &amp; Author:</i>	<b>16 December 2016 John Roberts – Chief Executive Officer</b>
<i>Responsible Officer:</i>	<b>Chief Executive Officer</b>
<i>Applicant/Proponent:</i>	<b>N/A</b>
<i>File Number:</i>	<b>0533</b>
<i>Previous minute/s &amp; Reference:</i>	<b>Minutes December 2015 Ordinary Meeting of Council</b>

### **SUMMARY**

The 2015/2016 Annual Report and Financial Statements is presented to Council for adoption. A copy of the 2015/2016 Annual Report and Financial Statements has been provided separately to all Councillors.

### **DECLARATION OF INTEREST**

The author has no interest to declare in this report.

### **ATTACHMENTS**

Shire of Morawa 2015/2016 Annual Report and Financial Statements

### **BACKGROUND INFORMATION**

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

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

Council will advertise the meeting in the Geraldton Guardian for the Electors Meeting.

## **OFFICER'S COMMENT**

The Annual Report and Financial Statements includes:

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

The reports outline activities undertaken during 2015/16 together with the financial position of the Shire of Morawa as at 30 June 2016.

## **COMMUNITY CONSULTATION**

The community are invited to attend the Annual Electors meeting

## **COUNCILLOR CONSULTATION**

Nil

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*Local Government (Financial Management) Regulations 1996*

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

Nil

## **STRATEGIC IMPLICATIONS**

Shire of Morawa Strategic Community Plan

4.3 A local government that is respected professional and accountable.

## **RISK MANAGEMENT**

Nil

## **VOTING REQUIREMENT:**

Simple Majority





**COUNCIL RESOLUTION**

16120025            Moved:     Cr Collins  
                          Seconded: Cr Stokes

That Standing Orders be resumed at 6.26pm.

**CARRIED 7/0**

**COUNCIL RESOLUTION**

16120026            Moved:     Cr Thornton  
                          Seconded: Cr Stokes

That subject to receiving further legal advice rent on Units 6 to 9 at 48 Yewers Avenue Morawa be set at \$250 per week.

**CARRIED 7/0**

7.2.5.4 Correspondence

Nil

7.2.5.5 Information Bulletin

Nil

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

Nil

**9. Applications for Leave of Absence**

Nil

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

Nil

**11. Questions from Members without Notice**

Nil

**12. Meeting Closed**

12.1 Matters for which the meeting may be closed

12.2 Public reading of resolutions that may be made public

**13. Closure**

The Shire President closed the meeting at 6.27pm.

.....**Presiding Person**

**14. Next Meeting**

Ordinary Meeting 23 February 2017