



**CONFIRMED MINUTES**

**ORDINARY COUNCIL MEETING**

**THURSDAY, 20 April 2017**

**5.30<sup>PM</sup>**

**SHIRE COUNCIL CHAMBERS**



WESTERN AUSTRALIA'S  
**WILDFLOWER COUNTRY**

**CONFIRMED MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD  
IN THE COUNCIL CHAMBERS ON THURSDAY 20 APRIL 2017**

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## **1 Declaration of Opening**

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

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

Cr K J Chappel	President
Cr D S Carslake	Deputy President
Cr D B Collins	
Cr J M Coaker	
Cr M J Thornton	
Cr K P Stokes	
Mr J Roberts	Chief Executive Officer
Ms S Appleton	Executive Manager Development & Administration
Mrs W Gledhill	Manager of Accounting and Finance
Mr Anthony Hughes	QUBE Logistics

### **1.2 Apologies**

Cr D S Agar

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

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

The President welcomed Mr Hughes to the meeting.

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

## **2 Public Question Time**

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

### **2.2 Public question time**

## **3 Declaration of Interest**

Cr Thornton declared a proximity interest in item 7.2.3.3.  
Cr Stokes declared a proximity interest in item 7.2.3.3.

**4 Confirmation of Minutes of Previous Meetings**

- 4.1 Audit Committee Meeting - 23 March 2017
- 4.2 Ordinary Council Meeting - 23 March 2017
- 4.3 Special Council Meeting - 11 April 2017

**COUNCIL RESOLUTION**

**1704012**                      **Moved:        Cr Stokes**  
   **Seconded: Cr Thornton**

**That Council confirm the minutes of the following meetings:**

- 4.1 Audit Committee Meeting - 23 March 2017**
- 4.2 Ordinary Council Meeting - 23 March 2017**
- 4.3 Special Council Meeting - 11 April 2017**

**CARRIED 6/0**

**5 Public Statements, Petitions, Presentations and Approved Deputations**

Nil

**6 Method of Dealing with Agenda Business**

**7 Reports**

**7.1 Reports from Committees**

Nil

**7.2 Reports from the Chief Executive Officer**

**7.2.2 Manager Accounting and Finance**

**7.2.3 Executive Manager**

## 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>20 April 2017</b>
<i>Date &amp; Author:</i>	<b>17 February 2017 - John Roberts</b>
<i>Responsible Officer:</i>	<b>Chief Executive Officer - John Roberts</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>23 March 2017 (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**

7.2.1A -Shire of Morawa March 2017 Status Report.

### **BACKGROUND INFORMATION**

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

### **OFFICER'S COMMENT**

As per the Status Report

### **COMMUNITY CONSULTATION**

As per the Status Report

## **COUNCILLOR CONSULTATION**

As per the Status Report

## **STATUTORY ENVIRONMENT**

Shire of Morawa Meeting Procedures Local Law 2012 (Standing Orders).

## **POLICY IMPLICATIONS**

Not Applicable

## **FINANCIAL IMPLICATIONS**

Not Applicable

## **STRATEGIC IMPLICATIONS**

Not Applicable

## **RISK MANAGEMENT**

Not Applicable

## **VOTING REQUIREMENT**

Simple Majority

## **OFFICER'S RECOMMENDATION**

That Council:

Accepts the Shire of Morawa Status Report for March 2017 as tabled.

## **COUNCIL RESOLUTION**

**1704013**                      **Moved:        Cr Thornton**  
   **Seconded:   Cr Coaker**

**That Council:**

**Accepts the Shire of Morawa Status Report for March 2017 as tabled.**

**CARRIED 6/0**

## 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 February 2014.</li> </ul> </li> </ul>	CEO	Dec-13



			<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

	Chief Executive Officer				
June 2016	1606016	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 Old Morawa Hospital	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.		

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.		
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**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.



## **OFFICER'S COMMENT**

Nil

## **COMMUNITY CONSULTATION**

Nil

## **COUNCILLOR CONSULTATION**

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:

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

- Municipal EFT Payment Numbers EFT 9494 to EFT 9600 inclusive, amounting to \$137,873.73
- Municipal Cheque Payments Numbered 11676 to 11690 including Cheque Number 18 amounting to \$50,721.88

- Municipal Direct Debit Payments Numbers DD5468.1 to DD5506.3 amounting to \$21,171.16
- Payroll for March 2017
  - 08/03/2017 - \$48,836.96
  - 22/03/2017 - \$48,598.98

**COUNCIL RESOLUTION**

**Moved en bloc**

7.2.2.1A - List of accounts due and submitted to Council on 20 April 2016

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
18	01/03/2017	Shire of Morawa	Petty Cash Recoup Feb 2017	1		295.80
EFT9494	02/03/2017	Market Creations	Letter Head Paper	1		363.00
EFT9495	02/03/2017	S & K Electrical Contracting Pty Ltd	Remaining owing on invoice 00041176	1		27.00
EFT9496	02/03/2017	Courier Australia	Courier Library Books	1		30.28
EFT9497	02/03/2017	Sigma Companies Group Pty Ltd	Pool Chemicals S/Pool	1		154.00
EFT9498	02/03/2017	Leading Edge Computers Dongara & Geraldton	ADSL WIFI issues rectified	1		205.00
EFT9499	02/03/2017	Wren Oil	Oil and Waste disposal	1		16.50
EFT9500	02/03/2017	Abrolhos Steel	Patio Tubing	1		1,531.53
EFT9501	02/03/2017	Galvins Plumbing Supplies	Various Parts	1		409.55
EFT9502	10/03/2017	Australian Services Union	Payroll deductions	1		79.05
EFT9503	10/03/2017	Department of Human Services	Payroll deductions	1		322.67
EFT9522	14/03/2017	Star Track Express	Freight	1		193.47
EFT9523	14/03/2017	Morawa Drapery Store	Work Boots	1		210.00
EFT9524	14/03/2017	Canine Control	Ranger Services - 6/02/2017	1		962.50
EFT9525	14/03/2017	Claw Environmental	Drum Collection	1		995.39
EFT9526	14/03/2017	Staples	Office Supplies	1		25.18
EFT9527	14/03/2017	Galvins Plumbing Supplies	Supply solar hart tank	1		3,767.06
EFT9528	14/03/2017	Department of Environment Regulation	Morawa wastewater treatment plant - Annual Fee	1		792.11

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<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
EFT9529	14/03/2017	Department of Fire and Emergency Services	2016/17 ESL quarter 3 ESLB 3rd quarter Contribution	1		12,080.89
EFT9530	14/03/2017	J.R. & A. Hersey Pty Ltd	Safety equipment general	1		746.51
EFT9531	14/03/2017	Purcher International Pty Ltd	Windscreen and Wide Angle mirror	1		1,657.02
EFT9532	14/03/2017	WA Local Government Association	Training - Preparing Agendas and Minutes in Local Gov	1		567.00
EFT9533	14/03/2017	Leading Edge Computers Dongara & Geraldton	Computer software upgrade	1		14,212.80
EFT9534	14/03/2017	Neverfail Spring water Limited	Monthly Cooler Rental	1		14.30
EFT9535	14/03/2017	Philip Gey Otolaryngology	Specialist Appointment - Staff	1		600.00
EFT9536	14/03/2017	Staples	Printer Meter Charges December - February	1		1,475.00
EFT9537	14/03/2017	Incite Security	Monthly monitoring service	1		116.99
EFT9538	14/03/2017	colliers	Rent and Management Fees	1		423.85
EFT9539	14/03/2017	Morawa Drapery Store	1pair seal cap boots steel blue	1		369.95
EFT9540	14/03/2017	IGA Morawa	IGA account for February 2017	1		248.13
EFT9541	14/03/2017	Shire of Corrigin	LSL Reimbursement for Taryn Dayman	1		5,630.80
EFT9542	16/03/2017	BOC Limited	Balloon Gas E size	1		129.90
EFT9543	16/03/2017	Landmark Operations Limited	BGCC bulk bag cement	1		2,623.89
EFT9544	16/03/2017	Choices Flooring Geraldton	Supply and Install Carpet to existing underlay Evans ST	1		2,300.00
EFT9545	16/03/2017	Landgate	GRV Interim Valuations and FESA 0-12000	1		85.34
EFT9546	16/03/2017	S & K Electrical Contracting Pty Ltd	Lesser hall - Switchboard upgrade required Lesser Hall - Diffusers on kitchen lights x 2	1		3,319.59

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<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
EFT9547	16/03/2017	Canine Control	Ranger Services 22 Feb 17	1		1,925.00
EFT9548	16/03/2017	Courier Australia	Courier Costs Water Tests	1		40.96
EFT9549	16/03/2017	Greenfield Technical Services	Flood Damage Assessment - Flood 2017	1		385.00
EFT9550	16/03/2017	Alinta Sales Pty Ltd	Power Usage 1/2/17-28/2/17	1		354.15
EFT9551	16/03/2017	Wallis Computer Solutions	IT Work at Doctors Surgery	1		497.64
EFT9552	16/03/2017	Safeway Building & Renovations PTY LTD	Morawa Caravan Park Builders Registration Service and Site Attendance and Inspection Fee	1		6,156.29
EFT9553	16/03/2017	Globe Pest Solutions	Various chemicals	1		1,716.00
EFT9554	16/03/2017	Morawa News & Gifts	Stationery Feb 2017	1		294.40
EFT9555	16/03/2017	BL & MJ Thornton Waste Removal Services	Waste Removal 1/2/17-28/2/17	1		7,292.45
EFT9556	16/03/2017	Purcher International Pty Ltd	Washer and Service items	1		678.22
EFT9557	16/03/2017	Refuel Australia	Fuel Costs Feb 2017	1		15,564.73
EFT9558	16/03/2017	S & K Electrical Contracting Pty Ltd	Supply 2 new glass light covers - reconnection an testing	1		1,290.67
EFT9559	16/03/2017	Bobb Waddell & Associates Pty Ltd	Assistance Feb monthly statements 2017	1		33.00
EFT9560	16/03/2017	Morawa Rural Enterprises	Country Tyres	1		470.00
EFT9561	16/03/2017	Covs Parts Pty Ltd	Various supplies	1		684.35
EFT9562	16/03/2017	Morawa Rural Enterprises Two	Parts	1		189.00
EFT9563	16/03/2017	Coastal Trimming	Repairs to Skate Park Shade Sail	1		220.00
EFT9564	16/03/2017	Galvins Plumbing Supplies	Solar hart Hart Gard 4.5L	1		293.72
EFT9565	16/03/2017	Morawa District High School	Art Supplies Banners in Terrace 2017	1		71.15



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<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
EFT9566	16/03/2017	Purcher International Pty Ltd	Diesel primer pump and washer motor – P168	1		125.99
EFT9567	16/03/2017	S & K Electrical Contracting Pty Ltd	Pumps repairs at Swimming Pool	1		354.75
EFT9568	16/03/2017	GH Country Courier	Pallet delivery Galvins Geraldton to Shire Depot	1		253.78
EFT9569	16/03/2017	Morawa Rural Enterprises	Couplers for truck hoist	1		652.05
EFT9570	16/03/2017	Left of Centre Concepts & Events Pty Ltd	Reformatting of Corporate Business Plan	1		2,420.00
EFT9571	16/03/2017	Emerge Associates	Morawa - Play Ground Fee Proposal (MTC10 :)	1		825.00
EFT9572	16/03/2017	Protector Fire Services	Fire Extinguisher Service Checks	1		1,952.06
EFT9573	16/03/2017	Logic IT and Node1 Internet	Supply and Provision free WIFI network	1		10,060.68
EFT9574	22/03/2017	Griffin Valuation Advisory	Professional services for valuation Land and Building Assets	1		8,394.82
EFT9575	23/03/2017	Herbert Edward Kenyon	Taking water Evans Street - flood	1		440.00
EFT9576	23/03/2017	Kats Rural	Various goods refuse station	1		438.95
EFT9577	23/03/2017	Midwest Chemical & Paper Distributors	Garbage bags and Hyper cone Bags	1		51.00
EFT9578	23/03/2017	Purcher International Pty Ltd	Diesel Priming Pump – P135	1		78.68
EFT9579	23/03/2017	Reliance Petroleum	Fuel Card Usage February 2017	1		707.89
EFT9580	23/03/2017	Courier Australia	Courier costs Water testing	1		32.15
EFT9581	23/03/2017	Burgess Rawson (WA) Pty Ltd	Rent 1/4/17-30/6/17 PTA	1		137.50
EFT9582	23/03/2017	Sigma Companies Group Pty Ltd	Swimming Pool Chemicals	1		236.12
EFT9583	23/03/2017	Geraldton Lock and Key Specialists	Keys Cut	1		57.20

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<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
EFT9584	23/03/2017	CS Legal	Shire of Morawa Debt Recovery	1		463.00
EFT9585	23/03/2017	Covs Parts Pty Ltd	Various Parts	1		327.29
EFT9586	23/03/2017	IGA Morawa	IGA Account 1-18 March 17	1		253.08
EFT9587	23/03/2017	Sheryl Lightfoot Grant Parson	Refund for A193 second instalment	1		406.69
EFT9588	23/03/2017	Boya Equipment	Parts as per quote 59935 for Kubota	1		124.63
EFT9589	23/03/2017	DALLYWATER CONSULTING	Contract EHO work 7/03/2017 - 09/03/2017	1		3,212.00
EFT9590	24/03/2017	Australian Services Union	Payroll deductions	1		79.05
EFT9591	24/03/2017	Department of Human Services	Payroll deductions	1		322.67
EFT9592	27/03/2017	Greenfield Technical Services	Flood Damage Engineering Services 2015 Flood	1		4,020.50
EFT9593	31/03/2017	Canine Control	Ranger Services Monday 20 March 2017	1		962.50
EFT9594	31/03/2017	Courier Australia	Freight	1		54.48
EFT9595	31/03/2017	Bobb Waddell & Associates Pty Ltd	Fair Value Assistance	1		198.00
EFT9596	31/03/2017	Neverfail Spring water Limited	Monthly rental water cooler April 2017	1		14.30
EFT9597	31/03/2017	Barbara Browne	Reimbursement for car hire and fuel	1		308.09
EFT9598	31/03/2017	Strategic Teams	Acting CEO Week ending 31st March 2017	1		4,400.00
EFT9599	31/03/2017	Incite Security	Service visit to replace PTZ camera under warranty	1		242.00
EFT9600	31/03/2017	Colliers	Commercial Rent 01/4/2017 - 31/04/2017	1		423.85
11676	20/03/2017	Water Corporation	Water Usage Feb 17	1		22,222.08
11677	02/03/2017	Telstra Corporation Limited	Phone Usage FEB 17	1		2,630.56

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11678	14/03/2017	Water Corporation	Water Bill 14/12/2016 to 13/02/2017	1		354.19
11679	14/03/2017	Synergy	Power Bill - 17/01/2017 to 20/02/2017	1		302.10
11680	14/03/2017	Telstra Corporation Limited	Phone charges to 25 FEB 17	1		1.68
11681	14/03/2017	Morawa Licensed Post Office Emmlee's	Postage February 2017	1		150.79
11682	14/03/2017	Synergy	Power Usage 7/12/16-24/1/17	1		15,896.00
11683	16/03/2017	BT Ross	Shire Rates Incentive 1st Prize	1		500.00
11684	16/03/2017	Shire of Morawa	Registration renewal to 30/11/17 MO212	1		266.35
11685	16/03/2017	Synergy	Power Usage 7 Feb - 7 March 2017	1		3,561.05
11686	16/03/2017	Telstra Corporation Limited	Phone Usage 28 Feb- 27 March	1		830.39
11687	16/03/2017	Australian Communications and Media Authority	Licence Renewal	1		605.00
11688	16/03/2017	City of Greater Geraldton	Attendance Midwest Regional Meeting 2016/2017	1		76.00
11689	22/03/2017	Telstra Corporation Limited	Phone Usage March 2017	1		2,988.74
11690	23/03/2017	Synergy	Power Usage Dec 2016 - Feb 2017	1		41.15
DD5468.1	08/03/2017	WA Local Government Superannuation Plan	Payroll deductions	1		8,077.17
DD5468.2	08/03/2017	AMP LIFE LTD - SUPERANNUATION	Superannuation contributions	1		488.32
DD5468.3	08/03/2017	BT FINANCIAL GROUP	Superannuation contributions	1		300.94
DD5468.4	08/03/2017	MLC Nominees Pty Ltd	Superannuation contributions	1		222.87
DD5468.5	08/03/2017	HOSTPLUS	Superannuation contributions	1		156.84

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DD5468.6	08/03/2017	Concept One	Superannuation contributions	1		211.05
DD5468.7	08/03/2017	Australian Super	Superannuation contributions	1		214.53
DD5498.1	22/03/2017	WA Local Government Superannuation Plan	Payroll deductions	1		7,915.92
DD5498.2	22/03/2017	AMP LIFE LTD - SUPERANNUATION	Superannuation contributions	1		488.32
DD5498.3	22/03/2017	BT FINANCIAL GROUP	Superannuation contributions	1		300.94
DD5498.4	22/03/2017	MLC Nominees Pty Ltd	Superannuation contributions	1		222.87
DD5498.5	22/03/2017	Commonwealth Bank Group Super	Superannuation contributions	1		161.42
DD5498.6	22/03/2017	HOSTPLUS	Superannuation contributions	1		192.13
DD5498.7	22/03/2017	Concept One	Superannuation contributions	1		211.05
DD5498.8	22/03/2017	Australian Super	Superannuation contributions	1		214.53
DD5506.1	06/03/2017	Bankwest	Feb 2017 MasterCard	1		1,266.36
DD5506.2	01/03/2017	Westnet Pty Ltd	Westnet March 2017	1		224.74
DD5506.3	13/03/2017	BOQ Finance	Copier Lease March 2017	1		301.16



Date: 04/04/2017  
 Time: 4:33:20PM

**SHIRE OF MORAWA**  
**Accounts Due for Payment March 2017**

USER: Finance Officer  
 PAGE: 1

<b>Cheque /EFT</b>						
<b>No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>

**Business Credit Card - Sam Appleton**

Date	Description	Accounts	Account Description	Amount	GST
30/01/2017	Blower for Swimming Pool	B11205	Swimming Pool Maintenance	295.00	26.82
2/02/2017	Recharge for W/Supervisor IPAD	1146210.520	Misc/Other Office Expenses	180.00	16.36

	<b>Total Purchases for S.Appleton</b>	475.00	43.18
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	<b>Total Fees and Charges</b>	1266.36	115.12
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<i>Item No/Subject</i>	<b>7.2.2.2 Reconciliations - March 2017</b>
<i>Date of Meeting:</i>	<b>20 April 2017</b>
<i>Date &amp; Author:</i>	<b>4 April 2017 Senior Finance Officer – Candice Smith</b>
<i>Responsible Officer:</i>	<b>Manager Accounting &amp; Finance – Fred Gledhill</b>
<i>Applicant/Proponent:</i>	<b>Manager Accounting &amp; Finance – Fred Gledhill</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 March 2017**

<b>Account</b>	<b>2017</b>
Municipal Account #	\$741,439.79
Trust Account	\$13,746.29
Business Telenet Saver (Reserve) Account	\$3,347,817.37
WA Treasury O/night Facility (Super Towns) Account	\$733,535.59
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 March 2017 with a comparison for 31 March 2016 is as follows:

<b>Account</b>	<b>2016</b>	<b>2017</b>
Municipal Account #	\$553,884.33	\$719,868.66
Trust Account	\$10,232.23	\$13,746.29
Reserve Account	\$7,004,824.62	\$6,181,352.96



## **RESERVE ACCOUNT**

The Reserve Funds of \$6,178,597.42 as at 31 March 2017 were invested in:-

- Bank of Western Australia \$3,347,817.37 in the Business Telenet Saver Account and
- \$733,535.59 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 March 2017 with a comparison for March 2016 is as follows:

	<b>2016</b>	<b>2017</b>
Sports Complex Upgrade Reserve	\$0.00	\$0.00
Land & Building Reserve	\$5,224.07	\$79,758.72
Plant Reserve	\$943,873.03	\$1,027,333.11
Leave Reserve	\$280,510.70	\$289,239.30
Economic Development Reserve	\$107,596.97	\$109,009.86
Sewerage Reserve	\$123,565.56	\$145,906.82
Unspent Grants & Contributions Reserve	\$996,353.85	\$24,849.73
Community Development Reserve	\$1,390,956.42	\$1,185,685.65
Water Waste Management Reserve	\$0.00	\$0.00
Future Funds Reserve	\$2,185,371.06	\$2,152,305.15
Morawa Future Funds Interest Reserve	\$11,093.77	\$55,198.63
Aged Care Units Reserve Units 6-9	\$8,988.21	\$9,106.26
Aged Care Units Reserve Units 1-4	0	\$67,778.44
Aged Care Units Reserve Unit 5	0	\$54,409.15
Transfer Station Reserve	\$198,786.34	\$29,044.76
S/Towns Revitalisation Reserve	\$172,918.10	\$175,921.39
ST Solar Thermal Power Station Reserve	\$548,094.49	\$557,614.20
Business Units Reserve	\$41,073.15	\$61,792.99
Legal Reserve	\$0.00	\$15,135.38
Road Reserve	\$0.00	\$141,263.42
<b>TOTAL</b>	<b>\$7,014,405.72</b>	<b>\$6,016,881.56</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 August 2016*
- *\$12,606.63 from Unspent Grants to Municipal Fund being for Interest earned on S/Towns Interest 15/16. 10 August 2016*
- *\$106,179.00 from Transfer Station Funds to Municipal Fund less interest earned being for New Transfer Station. 31 October 2016*
- *\$200,000.00 from Community Development Fund to Municipal Fund being for contribution towards major works on Town Swimming Pool. 31 October 2016*
- *\$27,816.09 from Unspent Grant to Municipal Fund being for Cloud Chasing Grant Unspent EOY 15/16. 31 October 2016*
- *\$38,694.73 from Municipal Fund to Plant Reserve – 1<sup>st</sup> Quarter Asset Depreciation allocation as per Budget. 15 December, 2016.*
- *\$38,694.73 from Municipal Fund to Plant Reserve – 2<sup>nd</sup> Quarter Asset Depreciation allocation as per Budget. 30 March, 2017*
- *\$54,409.15 from Municipal Fund to Aged Care Unit 5 – Transfer of money from Aged Care Account. 30 March, 2017*
- *\$67,778.44 from Municipal Fund to Aged Care Units 1-4 – Transfer of money from Aged Care Account. 30 March, 2017*
- **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 March 2017.

## **COUNCIL RESOLUTION**

**Moved en bloc**

<i>Item No/Subject:</i>	<b>7.2.2.3 Monthly Financial Statements March 2017</b>
<i>Date of Meeting:</i>	<b>20 April 2017</b>
<i>Date &amp; Author:</i>	<b>5 April 2017 Candice Smith - Senior Finance Officer</b>
<i>Responsible Officer:</i>	<b>Manager Accounting &amp; Finance – Fred Gledhill</b>
<i>Applicant/Proponent:</i>	<b>Senior Finance Officer – Candice Smith Manager Accounting &amp; Finance – Fred Gledhill</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**

7.2.2.3A - The February 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**

That Council:

Receive the Statement of Financial Activity and the Variance Report for the period ending the 31 March 2017.

## **COUNCIL RESOLUTION**

**Moved en bloc**



**SHIRE OF MORAWA**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2016 TO 31 MARCH 2017**

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## SHIRE OF MORAWA

## STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 MARCH 2017

	NOTE	MARCH 2017 Actual \$	MARCH 2017 Y-T-D Budget \$	2016/17 Budget \$	Variations Actuals to Budget \$	Variations 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		1,219,143	1,341,045	1,786,445	(121,902)	(9.09%)
Law, Order, Public Safety		386,167	33,171	44,720	352,996	1064.17% ▲
Health		2,584	4,000	8,000	(1,416)	(35.40%)
Education and Welfare		32,742	31,944	45,500	798	2.50%
Housing		166,988	41,526	142,711	125,462	302.13% ▲
Community Amenities		433,992	454,669	611,431	(20,677)	(4.55%)
Recreation and Culture		253,148	80,569	346,031	172,579	214.20% ▲
Transport		4,443,270	3,557,958	3,591,841	885,312	24.88% ▲
Economic Services		120,913	149,278	192,699	(28,365)	(19.00%) ▼
Other Property and Services		66,006	59,881	123,722	6,125	10.23%
		<u>7,124,957</u>	<u>5,754,041</u>	<u>6,893,110</u>	<u>1,370,916</u>	<u>23.83%</u>
<b>(Expenses)/(Applications)</b>	1,2					
Governance		(306,155)	(335,473)	(485,349)	(306,155)	0.00%
General Purpose Funding		(140,234)	(136,530)	(198,855)	(3,704)	(2.71%)
Law, Order, Public Safety		(99,813)	(115,467)	(147,658)	15,654	13.56% ▼
Health		(106,893)	(116,752)	(154,150)	9,859	8.44%
Education and Welfare		(144,415)	(224,456)	(299,878)	80,041	35.66% ▼
Housing		(108,082)	(67,028)	(178,753)	(41,054)	(61.25%) ▲
Community Amenities		(376,666)	(479,583)	(616,434)	102,917	21.46% ▼
Recreation & Culture		(892,375)	(882,505)	(1,143,712)	(9,870)	(1.12%)
Transport		(4,742,040)	(1,343,290)	(1,769,563)	(3,398,750)	(253.02%) ▲
Economic Services		(321,776)	(494,666)	(628,406)	172,890	34.95% ▼
Other Property and Services		(15,662)	(43,030)	(29,715)	27,368	63.60% ▼
		<u>(7,254,111)</u>	<u>(4,238,780)</u>	<u>(5,652,470)</u>	<u>(3,350,804)</u>	<u>71.14%</u>
<b>Net Result Excluding Rates</b>		<b>(129,154)</b>	<b>1,515,261</b>	<b>1,240,640</b>	<b>(1,979,888)</b>	
<b>Adjustments for Non-Cash (Revenue) and Expenditure</b>						
(Profit)/Loss on Asset Disposals	4	0	13,720	18,259	(13,720)	100.00% ▼
Movement in Leave Reserve (Added Back)		2,587	0	0	2,587	0.00%
Movement in Deferred Pensioner Rates/ESL (non-c)		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		1,112,197	1,262,250	1,683,278	(150,053)	11.89% ▼
<b>Capital Revenue and (Expenditure)</b>						
Purchase Land Held for Resale	3	0	0	0	0	0.00%
Purchase Land and Buildings	3	(77,604)	(860,420)	(869,434)	782,816	90.98% ▼
Purchase Plant and Equipment	3	(472,861)	(372,000)	(387,000)	(100,861)	(27.11%) ▲
Purchase Furniture and Equipment	3	0	(2,870)	(2,870)	2,870	100.00%
Purchase Infrastructure Assets - Roads	3	(886,018)	(1,586,324)	(1,888,807)	700,306	44.15% ▼
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	0	0	0	0	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	(1,163,365)	(486,200)	(966,000)	(677,165)	(139.28%) ▲
Proceeds from Disposal of Assets	4	15,000	135,500	135,500	(120,500)	(88.93%) ▼
Repayment of Debentures	5	(44,414)	(46,164)	(68,175)	1,750	3.79%
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	(247,332)	(417,079)	(519,121)	169,747	40.70% ▼
Transfers from Restricted Asset (Reserves)	6	374,500	1,349,056	1,472,931	(974,556)	(72.24%) ▼
<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>1,220,520</b>	<b>850,262</b>	<b>0</b>	<b>570,258</b>	<b>(87.70%)</b>
<b>Amount Raised from Rates</b>	8	<b>(1,653,057)</b>	<b>(1,656,723)</b>	<b>(1,661,990)</b>	<b>3,666</b>	<b>(0.22%)</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 MARCH 2017

**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 MARCH 2017

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 MARCH 2017

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 MARCH 2017

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 MARCH 2017

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 MARCH 2017

**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 MARCH 2017

**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 MARCH 2017

#### 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 MARCH 2017

3. ACQUISITION OF ASSETS	2016/17 Budget \$	MARCH 2017 YTD Budget \$	MARCH 2017 Actual \$
The following assets have been acquired during the period under review:			
<b>By Program</b>			
<b>Governance</b>			
Upgrade to Old Council Chambers	539,434	539,420	0.00
<b>General Purpose Funding</b>			
<b>Law, Order, Public Safety</b>			
New fire truck	0	0	370,940.46
<b>Housing</b>			
Aged Person Units x 4 - water metres	30,000	21,000	0.00
<b>Community Amenities</b>			
Construction of Refuse Transfer Station	0	0	0.00
New Tip Site Construction	0	0	6,490.18
Closure/Rehabilitation Old Tip Site	0	0	0.00
Compactors/Transfer Bins for Transfer Station	0	0	43,820.00
Refuse Transfer Station - Storage Shed	0	0	73,651.18
Purchase Land For New Waste Site	300,000	300,000	0.00
<b>Recreation and Culture</b>			
Upgrade to Pool Pump House	0	0	0.00
Swimming Pool Bowls (Adults/Childrens Pools) - Contract	950,000	475,000	1,146,978.62
Swimming Pool Bowls (Adults/Childrens Pools) - Grant Expenses	0	0	0.00
Swimming Pool Bowls (Adults/Childrens Pools) - Shire Expenses	0	0	0.00
Sports Complex Water upgrade	0	0	3,951.87
<b>Transport</b>			
Road Construction			
- Rural Roads Construction	1,533,585	1,302,143	809,107.13
- Townsite Roads Construction	206,422	172,581	5,170.52
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 Camp Kitchen/Caretakers Cabin	50,000	35,000	58,100.22
WIFI System - Caravan Park/Main ST	16,000	11,200	9,146.07
Phase 1 - Civic Square/Pedestrian Crossing	0	0	750.00
Phase 2 - Road Freight Alignment	148,800	111,600	71,740.17
<b>Other Property &amp; Services</b>			
Purchase of Lot 9000, White Ave	0	0	1.00
Administration Furniture & Equipment	2,870	2,870	0.00
CEO/DCEO/MAF Vehicles	100,000	100,000	0.00
	<u>6,714,111</u>	<u>5,907,814</u>	<u>2,599,847.42</u>



SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 MARCH 2017

3. ACQUISITION OF ASSETS (Continued)	2016/17 Budget \$	MARCH 2017 YTD Budget \$	MARCH 2017 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	300,000	300,000	0.00
Buildings	569,434	560,420	77,604.05
Plant and Equipment	387,000	372,000	472,860.68
Furniture and Equipment	2,870	2,870	0.00
Infrastructure Assets - Roads	1,888,807	1,586,324	886,017.82
Infrastructure Assets - Footpaths	0	0	0.00
Infrastructure Assets - Drainage/Dams	0	0	0.00
Infrastructure Assets - Parks & Ovals	0	0	0.00
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	966,000	486,200	1,163,364.87
	<u>6,714,111</u>	<u>5,907,814</u>	<u>2,599,847.42</u>

**SHIRE OF MORAWA**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2016 TO 31 MARCH 2017**

**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 \$	MARCH 2017 Actual \$	2016/17 Budget \$	MARCH 2017 Actual \$	2016/17 Budget \$	MARCH 2017 Actual \$
<b>Law, Order &amp; Public Safety</b> (Asset 292) Canna Fire Truck Isuzu FSS550 MO337	0	0.00	0	15,000.00	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>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
	153,759	0.00	135,500	15,000.00	(18,259)	0.00

By class of asset	Written Down Value		Sale Proceeds		Profit(Loss)	
	2016/17 Budget \$	MARCH 2017 Actual \$	2016/17 Budget \$	MARCH 2017 Actual \$	2016/17 Budget \$	MARCH 2017 Actual \$
<b>Plant &amp; Equipment</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
(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
(Asset 292) Canna Fire Truck Isuzu FSS550 MO337	0	0.00	0	15,000.00	0	0.00
	153,759	0.00	135,500	15,000.00	(18,259)	0.00

	2016/17 Budget \$	MARCH 2017 Actual \$
<b>Summary</b>		
Profit on Asset Disposals	1,990	0.00
Loss on Asset Disposals	(20,249)	0.00
	(18,259)	0.00

**SHIRE OF MORAWA**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2016 TO 31 MARCH 2017**

**4. DISPOSALS OF ASSETS**

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

	Written Down Value		Sale Proceeds		Profit(Loss)	
	2016/17 Budget \$	MARCH 2017 Actual \$	2016/17 Budget \$	MARCH 2017 Actual \$	2016/17 Budget \$	MARCH 2017 Actual \$
<b>Law, Order &amp; Public Safety</b> (Asset 292) Canna Fire Truck Isuzu FSS550 MO337	0	0.00	0	15,000.00	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>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
	153,759	0.00	135,500	15,000.00	(18,259)	0.00

	Written Down Value		Sale Proceeds		Profit(Loss)	
	2016/17 Budget \$	MARCH 2017 Actual \$	2016/17 Budget \$	MARCH 2017 Actual \$	2016/17 Budget \$	MARCH 2017 Actual \$
<b>Plant &amp; Equipment</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
(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
(Asset 292) Canna Fire Truck Isuzu FSS550 MO337	0	0.00	0	15,000.00	0	0.00
	153,759	0.00	135,500	15,000.00	(18,259)	0.00

	2016/17 Budget \$	MARCH 2017 Actual \$
<b>Summary</b>		
Profit on Asset Disposals	1,990	0.00
Loss on Asset Disposals	(20,249)	0.00
	(18,259)	0.00

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 MARCH 2017

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 \$	2016/17 Budget \$	2016/17 Actual \$	2016/17 Budget \$	2016/17 Actual \$
<b>Housing</b>										
Loan 133 - GEHA House	102,614	0	0	0	31,993	15,735	70,621	86,879	6,206	3,361
Loan 134 - 2 Broad Street	72,564	0	0	0	24,158	22,726	48,406	49,838	3,090	4,499
Loan 136 - 24 Harley Street - Staff Housing	344,161	0	0	0	12,024	5,953	332,137	338,208	13,408	6,245
	519,339	0	0	0	68,175	44,414	451,164	474,925	22,704	14,105

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 MARCH 2017

	2016/17 Budget \$	MARCH 2017 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	2,587
Amount Used / Transfer from Reserve	<u>(39,000)</u>	<u>0</u>
	<u>261,740</u>	<u>289,239</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	<u>0</u>	<u>0</u>
	<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	85,989
Amount Used / Transfer from Reserve	<u>(201,500)</u>	<u>0</u>
	<u>938,842</u>	<u>1,027,333</u>
<b>(d) Building Reserve</b>		
Opening Balance	79,045	79,045
Amount Set Aside / Transfer to Reserve	22,506	713
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>101,551</u>	<u>79,759</u>
<b>(e) Economic Development Reserve</b>		
Opening Balance	108,035	108,035
Amount Set Aside / Transfer to Reserve	3,425	975
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>111,460</u>	<u>109,010</u>
<b>(f) Community Development Reserve</b>		
Opening Balance	1,376,593	1,376,593
Amount Set Aside / Transfer to Reserve	43,642	9,093
Amount Used / Transfer from Reserve	<u>(400,000)</u>	<u>(200,000)</u>
	<u>1,020,235</u>	<u>1,185,686</u>
<b>(g) Sewerage Reserve</b>		
Opening Balance	144,602	144,602
Amount Set Aside / Transfer to Reserve	74,584	1,305
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>219,186</u>	<u>145,907</u>
<b>(h) Unspent Grants and Contributions Reserve</b>		
Opening Balance	92,743	92,743
Amount Set Aside / Transfer to Reserve	2,940	429
Amount Used / Transfer from Reserve	<u>(55,505)</u>	<u>(68,321)</u>
	<u>40,178</u>	<u>24,850</u>

## SHIRE OF MORAWA

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

FOR THE PERIOD 1 JULY 2016 TO 31 MARCH 2017

	2016/17 Budget \$	MARCH 2017 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	553
Amount Used / Transfer from Reserve	0	0
	<u>83,182</u>	<u>61,793</u>
<b>(j) Morawa Future Funds Interest</b>		
Opening Balance	54,705	54,705
Amount Set Aside / Transfer to Reserve	31,701	494
Amount Used / Transfer from Reserve	0	0
	<u>86,406</u>	<u>55,199</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	11,706
Amount Used / Transfer from Reserve	(57,682)	0
	<u>2,150,779</u>	<u>2,152,305</u>
<b>(l) Refuse Transfer Station Reserve</b>		
Opening Balance	134,515	134,515
Amount Set Aside / Transfer to Reserve	4,265	709
Amount Used / Transfer from Reserve	-	(106,179)
	<u>138,780</u>	<u>29,045</u>
<b>(m) Aged Care Units Reserve - Units 6-9</b>		
Opening Balance	9,025	9,025
Amount Set Aside / Transfer to Reserve	286	81
Amount Used / Transfer from Reserve	-	0
	<u>9,311</u>	<u>9,106</u>
<b>(n) ST-N/Midlands Solar Thermal Power</b>		
Opening Balance	550,687	550,687
Amount Set Aside / Transfer to Reserve	17,459	6,927
Amount Used / Transfer from Reserve	(540,000)	0
	<u>28,146</u>	<u>557,614</u>
<b>(o) ST-Morawa Revitalisation Reserve</b>		
Opening Balance	173,736	173,736
Amount Set Aside / Transfer to Reserve	5,508	2,185
Amount Used / Transfer from Reserve	(179,244)	0
	<u>0</u>	<u>175,921</u>
<b>(p) Legal Fees Reserve</b>		
Opening Balance	15,000	15,000
Amount Set Aside / Transfer to Reserve	5,478	135
Amount Used / Transfer from Reserve	0	0
	<u>20,478</u>	<u>15,135</u>

**SHIRE OF MORAWA**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2016 TO 31 MARCH 2017**

	2016/17 Budget \$	MARCH 2017 Actual \$
<b>6. RESERVES (Continued)</b>		
<b>(q) Road Reserve</b>		
Opening Balance	140,000	140,000
Amount Set Aside / Transfer to Reserve	4,438	1,263
Amount Used / Transfer from Reserve	0	0
	<u>144,438</u>	<u>141,263</u>
<b>(r) Aged Care Units 1-4</b>		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	0	67,778
Amount Used / Transfer from Reserve	0	0
	<u>0</u>	<u>67,778</u>
<b>(s) Aged Care Unit 5</b>		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	0	54,409
Amount Used / Transfer from Reserve	0	0
	<u>0</u>	<u>54,409</u>
<b>Total Cash Backed Reserves</b>	<b>5,354,712</b>	<b>6,181,353</b>
<b>Summary of Transfers To Cash Backed Reserves</b>		
<b>Transfers to Reserves</b>		
Leave Reserve	14,088	2,587
Sports and Recreation Facilities Reserve	0	0
Plant Reserve	198,998	85,989
Building Reserve	22,506	713
Economic Development Reserve	3,425	975
Community Development Reserve	43,642	9,093
Sewerage Reserve	74,584	1,305
Unspent Grants and Contributions Reserve	2,940	429
Business Units Reserve	21,942	553
Morawa Community Future Funds Interest	31,701	494
Morawa Community Future Fund Reserve	67,861	11,706
Refuse Transfer Station Reserve	4,265	709
Aged Care Units Reserve - Units 6-9	286	81
Aged Care Units 1-4	0	67,778
Aged Care Unit 5	0	54,409
ST-N/Midlands Solar Thermal Power	17,459	6,927
ST-Morawa Revitalisation Reserve	5,508	2,185
Legal Fees Reserve	5,478	135
Road Reserve	4,438	1,263
	<u>519,121</u>	<u>247,332</u>

**Transfers from Reserves**

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 Future Funds Interest	0	0
Morawa Community Future Fund Reserve	(57,682)	0
Refuse Transfer Station Reserve	0	(106,179)
Aged Care Units Reserve - Units 6-9	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
Aged Care Units Reserve - Units 1-4	0	67,778
Aged Care Units Reserve - Unit 5	0	54,409
	<u>(1,472,931)</u>	<u>(374,500)</u>
<b>Total Transfer to/(from) Reserves</b>	<u>(953,810)</u>	<u>(127,169)</u>



SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 MARCH 2017

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 Future Funds Interest**

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 - R4R

**Aged Persons Units Reserve Units 6-9**

To be used for the maintenance of Aged Care Units 6-9 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.

**Aged Persons Units Reserve Units 1-4**

To be used for the maintenance of Aged Care Units 1-4 at the Morawa Perenjori Health Centre

**Aged Persons Units Reserve Unit 5**

To be used for the maintenance of Aged Care Unit 5 at the Morawa Perenjori Health Centre

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 MARCH 2017

	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)	320,419
Cash - Restricted Unspent Grants	0	317,600	400,000
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	6,308,522	6,308,522	6,181,353
Rates - Current	377,248	374,377	589,701
Sundry Debtors	998,442	998,442	43,406
GST Receivable	75,083	75,084	11,690
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>7,532,309</u>
<b>LESS: CURRENT LIABILITIES</b>			
Sundry Creditors	(136,955)	(250,489)	693
Income Received in Advance	0	0	(25,832)
GST Payable	(56,092)	(56,092)	(14,010)
Payroll Creditors	0	0	0
Accrued Expenditure	0	0	0
Other Payables	(6,025)	(6,025)	(7,918)
Withholding Tax Payable	0	0	0
Payg Payable	(48,960)	(48,960)	(28,414)
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)	(16,490)
	<u>(692,707)</u>	<u>(816,950)</u>	<u>(437,372)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>7,049,763</b>	<b>7,036,182</b>	<b>7,094,937</b>
Less: Cash - Reserves - Restricted	(6,308,522)	(6,308,522)	(6,181,353)
Less: Cash - Unspent Grants - Restricted	0	0	0
Adjustment for Trust Transactions Within Muni	12	0	1,207
Add Back : Component of Leave Liability not Required to be Funded	286,652	286,652	289,239
Add Back : Current Loan Liability	60,904	66,743	16,490
<b>SURPLUS/(DEFICIENCY) C/FWD</b>	<b><u>1,088,809</u></b>	<b><u>1,081,055</u></b>	<b><u>1,220,520</u></b>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 MARCH 2017

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>		<b>488</b>	<b>61,256,501</b>	<b>1,658,371</b>	<b>0</b>	<b>0</b>	<b>1,658,371</b>	<b>1,658,371</b>
<b>Minimum Rates</b>	<b>Minimum \$</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>		<b>66</b>	<b>105,394</b>	<b>22,561</b>	<b>0</b>	<b>0</b>	<b>22,561</b>	<b>22,561</b>
<b>Discounts</b>								
<b>Total amount raised from general rates</b>								
Ex-Gratia Rates							(27,879)	(30,000)
Rates Written Off							1,653,053	1,650,932
Specified Area Rates							5,792	5,792
Movement in Excess Rates							(89)	(2,500)
							0	0
							0	0
<b>Total Rates</b>							<b>1,658,756</b>	<b>1,654,224</b>

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 MARCH 2017**

**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	666	0	1,164
Bonds Hall/Rec Centre Hire	0	0	0	0
Aged Care - Bond Karl Strudwick Number 1	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	1,207	0	1,207
Morawa Oval Function Centre	1,762	0	0	1,762
	<b>10,853</b>	<b>2,893</b>	<b>0</b>	<b>13,747</b>

## SHIRE OF MORAWA

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

FOR THE PERIOD 1 JULY 2016 TO 31 MARCH 2017

## 10. OPERATING STATEMENT

	MARCH 2017 Actual \$	2016/17 Budget \$	2015/16 Actual \$
<b>OPERATING REVENUES</b>			
Governance	4	10	85,353
General Purpose Funding	2,872,196	3,437,377	2,375,239
Law, Order, Public Safety	401,167	44,720	47,691
Health	2,584	8,000	59,064
Education and Welfare	32,742	45,500	17,905
Housing	166,988	142,711	46,856
Community Amenities	433,992	611,431	538,402
Recreation and Culture	253,148	346,031	260,759
Transport	4,443,270	3,591,841	2,756,444
Economic Services	120,913	192,699	210,929
Other Property and Services	66,006	123,722	93,296
<b>TOTAL OPERATING REVENUE</b>	<b>8,793,010</b>	<b>8,544,042</b>	<b>6,491,937</b>
<b>OPERATING EXPENSES</b>			
Governance	306,155	485,349	453,942
General Purpose Funding	140,234	198,855	193,155
Law, Order, Public Safety	99,813	147,658	147,445
Health	106,893	154,150	274,928
Education and Welfare	144,415	299,878	285,792
Housing	108,082	178,753	121,158
Community Amenities	376,666	616,434	482,500
Recreation & Culture	892,375	1,143,712	1,155,380
Transport	4,742,040	1,769,563	3,228,997
Economic Services	321,776	628,406	538,733
Other Property and Services	15,662	29,715	39,141
<b>TOTAL OPERATING EXPENSE</b>	<b>7,254,111</b>	<b>5,652,470</b>	<b>6,921,171</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b><u>1,538,899</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 MARCH 2017

11. BALANCE SHEET

	<b>MARCH 2017 Actual \$</b>	<b>2015/16 Actual \$</b>
<b>CURRENT ASSETS</b>		
Cash Assets	6,901,772	6,412,607
Receivables	629,202	1,439,191
Inventories	1,335	1,335
<b>TOTAL CURRENT ASSETS</b>	<u>7,532,309</u>	<u>7,853,133</u>
<b>NON-CURRENT ASSETS</b>		
Receivables	11,064	13,935
Inventories	0	0
Property, Plant and Equipment	26,537,424	26,518,884
Infrastructure	44,566,447	43,097,335
<b>TOTAL NON-CURRENT ASSETS</b>	<u>71,114,935</u>	<u>69,630,154</u>
<b>TOTAL ASSETS</b>	<u>78,647,244</u>	<u>77,483,287</u>
<b>CURRENT LIABILITIES</b>		
Payables	75,482	404,807
Interest-bearing Liabilities	16,490	66,743
Provisions	345,401	345,401
<b>TOTAL CURRENT LIABILITIES</b>	<u>437,373</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>933,469</u>	<u>1,307,209</u>
<b>NET ASSETS</b>	<u>77,713,775</u>	<u>76,176,078</u>
<b>EQUITY</b>		
Retained Surplus	34,538,357	32,872,289
Reserves - Cash Backed	6,181,353	6,308,522
Reserves - Asset Revaluation	36,995,271	36,995,271
<b>TOTAL EQUITY</b>	<u>77,714,981</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 31 MARCH 2017

12. FINANCIAL RATIO

	2016 YTD	2015	2014	2013
Current Ratio	6.420	3.530	7.880	1.870

The above rates are calculated as follows:

Current Ratio equals

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

**SHIRE OF MORAWA**  
**FOR THE PERIOD 1 JULY 2016 TO 31 MARCH 2017**  
**Report on Significant variances Greater than 10% and \$10,000**

**Purpose**

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

**The Materiality variances adopted by Council are:**

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

**REPORTABLE OPERATING REVENUE VARIATIONS**

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

New Fire Truck obtained, not in budget - expense offset

***Housing - Variance above budget expectations***

Single units income above expectations - Now Occupied  
Aged Care units - received money from existing Aged Care Units transferred to reserves

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

Income relating to Public Halls and Civic Centres higher than budget  
Out of round grant for Swimming Pool retiling 85% received

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

Flood damage reimbursements not budgeted for - offset with expenditure  
WANDRRA Funding

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

Sale of water under budget expectations - Reduced Contractor Activity

**REPORTABLE OPERATING EXPENSE VARIATIONS**

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

Changes to SES to DFES = timing

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

Youth Centre employee and maintenance expenses under budget due to the  
loss of Community Development Officer and Youth Centre not open

***Housing - Variance above budget expectations.***

Expenditure to Staff Housing above expectations - fences x 2, hotwater system

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

General Community Amenities costs down on YTD budget - Public Convenience costs down against 15/16  
Financial Year

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

Flood damage costs not budgeted for offset by income WANDRRA funding

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

Caravan Park operation expenses under budget - Caretaker costs and General Maintenance

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

Fuel and Oils, Tyres and Tubes underspent - timing

**REPORTABLE NON-CASH VARIATIONS**

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



**REPORTABLE CAPITAL EXPENSE VARIATIONS**

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

Purchase of land for tip site - Timing

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

Backhoe/PWS Vehicle/Mtce Utility still to be traded - timing

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

Capital Road Works for roads under budget - timing

***Purchase Land and Buildings - Variance above budget expectations***

***Purchase Infrastructure Assets - Other- Variance below budget expectations.***

Upgrade to Aerodrome - awaiting grants

Morawa Gateway Project awaiting grants

Morawa Perenjori Trails Project awaiting grants

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

Transfers to Reserves - timing

**REPORTABLE CAPITAL INCOME VARIATIONS**

***Proceeds from Disposal of Assets - Variance within budget expectations.***

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

Transfers to Municipal Fund - timing on completion of projects

### 7.2.3 Executive Manager Development and Administration

<i>Item No/ Subject:</i>	<b>7.2.3.1 Town Square Play Equipment</b>
<i>Date of Meeting:</i>	<b>20 April 2017</b>
<i>Date &amp; Author:</i>	<b>3 April 2017 - Samantha Appleton</b>
<i>Applicant/Proponent:</i>	<b>Executive Manager Development and Administration – Samantha Appleton</b>
<i>File Number:</i>	<b>ADM0619</b>
<i>Previous minute/s &amp; Reference:</i>	<b>July 2016 Briefing Forum, November 2016 Briefing Forum</b>

#### **SUMMARY**

As part of a proposal to expend interest earned on Royalties to Regions grants it was proposed that play equipment be placed in the Morawa Town Square. This agenda item seeks to get a resolution from Council to purchase equipment to place in the precinct.

#### **DECLARATION OF INTEREST**

Nil

#### **ATTACHMENTS**

- 7.2.3.1A - Aerial view of location and examples of play equipment
- 7.2.3.1B – Alternate proposal for play equipment prepared by Forpark

#### **BACKGROUND INFORMATION**

Councillors have viewed two proposals for the equipment. One prepared by Mr Peter Trend of Emerge and one prepared by the author. These were presented at two briefing sessions of Council in 2016.

#### **OFFICER'S COMMENT**

Two proposals have been prepared and presented to briefing forums to locate play equipment in the precinct. One was a low key nature play installation with the information prepared by Mr Peter Trend of Emerge. The other proposal was for more traditional colourful play equipment. This proposal is a combination of both types of equipment and looks at placing the selected equipment in two locations.

A proposal is now presented using both types of equipment, with the equipment to be located in two separate areas within the town square precinct.

It is proposed to locate some of the Komplan equipment in the area near the amphitheatre and some of the colourful Forpark equipment at the other end of the precinct between the public toilets and the roadhouse. This gives the public two areas of activity, with the equipment near the roadhouse likely to be used by visitors stopping for shopping, fuel and food as well as accessing the public toilets.

A plan showing the proposed equipment and possible locations is attached.

Estimated cost of this option is as follows:

Kompan Log Steppers (x25)	\$10,000
Kompan Forrest Ant Springer	\$5,500
Forpark SS2-1004 Fort	\$11,249
Forpark Jitterbug	\$1,464
Forpark Sonic	\$1,773
Landscaping and Installation	\$10,014
<b>Total Cost</b>	<b>\$40,000</b>

The amount to be expended will be exactly the provision of funds from interest of Royalties For Regions funding set aside for this purpose.

### **COMMUNITY CONSULTATION**

Nil

### **COUNCILLOR CONSULTATION**

July and November 2016 Briefing Forums

### **STATUTORY ENVIRONMENT**

Nil

### **FINANCIAL IMPLICATIONS**

2016/17 Budget Provision GL REV01

### **STRATEGIC IMPLICATIONS**

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

### **RISK MANAGEMENT**

Equipment is compliant with Australian Standards for play equipment

## **VOTING REQUIREMENTS**

Simple majority

## **OFFICER'S RECOMMENDATION**

That Council:

1. Approve the recommendation to purchase the Log Steppers and the Forest Ant Springer at an estimated cost of \$15,500 ex GST for installation in the northern portion of the Town Square;
2. Approve the recommendation to purchase the SS2-1004 Fort, the Jitterbug and the Sonic at an estimated cost of \$14,486 ex GST for installation in the southern portion of the Town Square; and.
3. Approve installation and landscaping costs of \$10,014 ex GST for the installation of equipment in the north and south areas of the Town Square.

## **COUNCIL RESOLUTION**

**1704015**                      **Moved:        Cr Stokes**  
   **Seconded: Cr Collins**

**That Council:**

- 1. Approve the recommendation to purchase the SS2-1004 combination unit and the Jitterbug Rocker at an estimated cost of \$12,713 for installation in the southern portion of the Town Square;**
- 2. That a provision of \$7,000 be made for installation of the equipment; and**
- 3. That staff develop a proposal to install outdoor exercise equipment in the northern portion of the Town Square.**

Motion amended following the presentation of alternate plan for Town Square Play Equipment to Council

### Town Square Play Equipment Proposal



Log Steppers



Forest Ant Springer



Original proposed site for play equipment



Alternative Proposed Site for some of the play equipment



SS2-1004 Fort

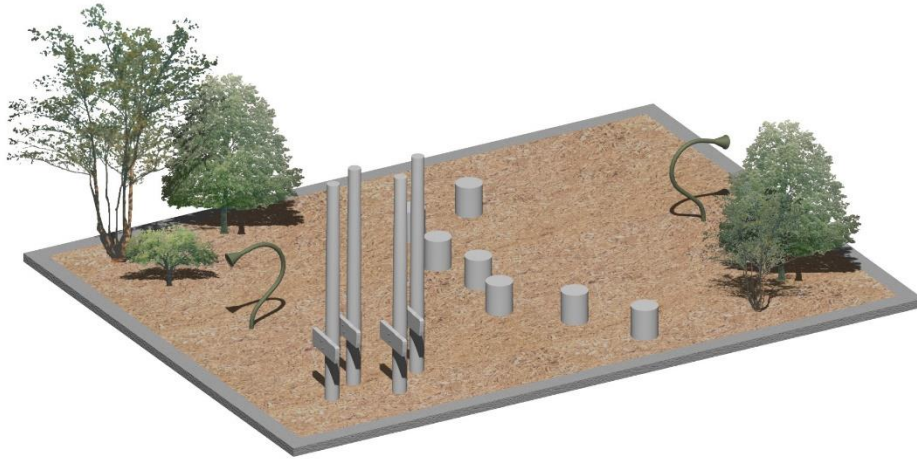


Jitterbug



Sonic

7.2.3.1B - Alternate proposal for play equipment prepared by Forpark



<i>Item No/ Subject:</i>	<b>7.2.3.2 Disability Access and Inclusion Plan Review</b>
<i>Date of Meeting:</i>	<b>20 April 2017</b>
<i>Date &amp; Author:</i>	<b>31 March 2017- Samantha Appleton</b>
<i>Responsible Officer:</i>	<b>Executive Manager Development and Administration - Samantha Appleton</b>
<i>Applicant/Proponent:</i>	<b>Disability Services Commission</b>
<i>File Number:</i>	<b>ADM 0246</b>
<i>Previous minute/s &amp; Reference:</i>	<b>16 June 2016</b>

### **SUMMARY**

This report recommends that Council endorses the Disability Access & Inclusion Plan review for 2016-17.

### **DECLARATION OF INTEREST**

Nil

### **ATTACHMENTS**

- 7.2.3.2A - Current Disability Access and Inclusion Plan.
- 7.2.3.2B - Review document for endorsement.

### **BACKGROUND INFORMATION**

Council has an obligation under the Disability Services Act 1993 to prepare and review the Disability Access & Inclusion Plan by 30 June each year.

The plan was last revised in 2014 and was lodged with the Disability Services Commission. Council adopted the revised plan in September 2015 following the Better Compliance Process Review it was discovered that the revised DAIP had not been submitted to council for approval.

The current DAIP is compliant and is designed to ensure that people with a disability have the same opportunities as other people to obtain and maintain employment with a public authority.

There has been a requirement previously under the Disability Services Act for Council to prepare and annually review a Disability Plan.

The Act was amended in December 2004 and now Local Governments are now required to develop and implement Disability Access and Inclusion Plans (DAIP's).

### **OFFICER'S COMMENT**

The requirements of the DAIP's build on the previous Disability Service Plans so that people with disabilities can access services provided by public authorities in a way that facilitates increased independence, opportunities, and inclusion within the community.

The review has identified areas where outcomes are not being addressed and actions will be taken to address this where feasible and within budgetary constraints.

### **COMMUNITY CONSULTATION**

Nil

### **COUNCILLOR CONSULTATION**

Nil

### **STATUTORY ENVIRONMENT**

Disability Services Act 1993  
Local Government Act 1995

### **FINANCIAL IMPLICATIONS**

Generally most actions are within budgetary provisions

### **STRATEGIC IMPLICATIONS**

Shire of Morawa Strategic Community Plan  
3.1 Services and facilities that meet the need of the community.

### **RISK MANAGEMENT**

There is an inherent risk that an additional administrative burden will be placed on staff time to manage the DAIP implementation and annual reporting thereof. There is also the risk that staff resources will become stretched as a direct result of fulfilling these requirements.

### **VOTING REQUIREMENTS**

Simple Majority



## **OFFICER'S RECOMMENDATION**

That Council:

1. Endorse the review of the Disability Access & Inclusion Plan review for 2016-17 as per attachment 7.2.3a; and
2. That actions be undertaken to address strategies identified as ineffective in the period prior to the next review taking place.

## **COUNCIL RESOLUTION**

**1704016**                      **Moved:      Cr Collins**  
   **Seconded: Cr Stokes**

**That standing orders be suspended.**

**CARRIED 6/0**

Standing orders were suspended at 5.32pm.

## **COUNCIL RESOLUTION**

**1704017**                      **Moved:      Cr Collins**  
   **Seconded: Cr Stokes**

**That standing orders be resumed.**

**CARRIED 6/0**

Standing orders were suspended at 5.35pm.

Motion left to lay on the table pending revision of the progress report.

## 7.2.3.2A - Current Disability Access and Inclusion Plan



## Disability Access and Inclusion Plan (DAIP) Progress Reporting 2016-2017

### Contact details

**Organisation:** Shire of Morawa  
**Contact person:** Samantha Appleton  
**Phone number:** 0899 711204  
**Email:** em@morawa.wa.gov.au

### Outcome 1: Services and events

Total number of strategies planned: 4  
Number that were highly effective: 4  
Number that were somewhat effective:  
Number that were ineffective:  
Number that were not evaluated:  
Number that were not implemented:

#### Achievements for Outcome 1:

All customers are given the opportunity to participate in providing feedback on services. The library has digital books available that can be delivered to customers remotely. When planning events access to all members of the community is a major consideration. Access and inclusion is always a consideration when policies and practices are developed that determine the operation of facilities, functions and events.

### Outcome 2: Buildings and other facilities

Total number of strategies planned: 5

Number that were highly effective: 3  
 Number that were somewhat effective: 1  
 Number that were ineffective: 1  
 Number that were not evaluated:  
 Number that were not implemented:

#### **Achievements for Outcome 2:**

Some older buildings that are used infrequently are not accessible and will need to be upgraded. Frequently used public buildings have good access. ACROD parking is available at major public buildings and shopping areas and these are clearly marked and signposted. Parks and reserves are accessible. Some older public toilets will require upgrading to meet access requirements.

### **Outcome 3: Information**

Total number of strategies planned: 3  
 Number that were highly effective:  
 Number that were somewhat effective: 1  
 Number that were ineffective: 2  
 Number that were not evaluated:  
 Number that were not implemented:

#### **Achievements for Outcome 3:**

The availability of documentation in alternative formats is detailed on some public documents. Staff can assist community members in accessing this information by requesting assistance from their managers. Staff are not versed in contemporary and universal design practices with relation to the website, as the website was developed by an external company in conjunction with WALGA the peak body for local government in Western Australia. It is expected that the format of the website would meet access requirements.

### **Outcome 4: Level and quality of service**

Total number of strategies planned: 3  
 Number that were highly effective:  
 Number that were somewhat effective: 1  
 Number that were ineffective: 2  
 Number that were not evaluated:

Number that were not implemented:

#### **Achievements for Outcome 4:**

There has been formal training of staff with relation to awareness and provision of good service to people with disability, however access is considered when planning of new developments and upgrades takes place and events are organised. Advice is sought from third parties including consultants when required to meet access requirements.

### **Outcome 5: Complaints**

Total number of strategies planned: 1

Number that were highly effective: 1

Number that were somewhat effective:

Number that were ineffective:

Number that were not evaluated:

Number that were not implemented:

#### **Achievements for Outcome 5:**

The public are able to lodge their grievances in person or in writing. Where this process is not accessible, staff will investigate the use of other ways of lodging grievances.

### **Outcome 6: Consultation**

Total number of strategies planned: 4

Number that were highly effective: 1

Number that were somewhat effective: 3

Number that were ineffective:

Number that were not evaluated:

Number that were not implemented:

#### **Achievements for Outcome 6:**

Council frequently seeks feedback from the public about strategic plans, development applications, budgets, adoption of revised disability action and inclusion plans and reporting. the public are encouraged to participate through informing strategies used, such as public notices, newspaper advertising, publication of the Shire snippets, mail outs,

posting to the Shire website and direct contact with interested parties.

## Outcome 7: Employment

Total number of strategies planned: 3  
 Number that were highly effective:  
 Number that were somewhat effective:  
 Number that were ineffective:  
 Number that were not evaluated: 3  
 Number that were not implemented:

### Achievements for Outcome 7:

The Shire did not recruit any new employees during 2016/17 and as such is not placed to comment on such actions during the period. The Shire does not have any employees with a disability, however where a person may develop a disability, the Shire has consultants in place who will be able to assist in making changes to enable valuable staff members to continue working where possible.

## Agents and Contractors

### How you informed Agents and Contractors about your DAIP:

Provided a link to the DAIP on your website

### How Agents and Contractors report progress of outcomes to you:

We have not requested agencies and contractors to report to us.

### Significant DAIP strategies undertaken by your organisation's Agents and Contractors:

## Challenges

### Challenges you experienced with strategies that were planned but

**not implemented:**

Difficulties coordinating strategies / initiatives  
Staff time constraints in a small organisation that carries out many roles and has many compliance requirements.

**Other information about the challenges your organisation faced:**

## SHIRE OF MORAWA



# DISABILITY ACCESS AND INCLUSION PLAN JUNE 2013-2018 Reviewed June 2014

This plan is available in alternative formats such as large print, electronic format (disk or emailed), on request.

# **Disability Access and Inclusion Plan for the Shire of Morawa**

## **1.0 Background**

### **1.1 The Shire of Morawa**

The Shire of Morawa is situated in the North Midlands area due North of Perth and East South East of Geraldton. It is joined by the Shires of Mullewa to the North, Perenjori to the South, Mingenew and Three Springs to the West and Yalgoo to the East.

Morawa townsite is approximately 370 km by road North of Perth (via Three Springs) and 180 km from Geraldton. The townsite is 114 kms east of the coastal town of Dongara.

The population of Morawa townsite is estimated at 600 people and 460 for the rest of the Shire. The population has been declining over recent years (up until 1991) but has remained stable since. About 3% of the population are Aboriginal.

The Shire has a total area of 352,800 ha, (3,528 km<sup>2</sup>) consisting of agricultural and pastoral land, mining leases, Crown land and reserves and the townsites of Morawa, Canna, Gutha, Pintharuka and Koolanooka. Agriculture in the region consists of mixed farming practises, wheat and other cereals, wool, sheep, cattle and pigs, lupins, course grains, sandalwood, emus, goats, flowers, eucalyptus oil mallees and tea trees.

Substantial mining exploration has occurred in the east of the Shire, including dolomite. There is the Koolanooka Minesite has become operational again as part of the Midwest Iron and Steel project.

**In 2011 Morawa town was announced as a Super town to provide support as a sub-regional centre to the region. Broad community consultation was carried out to provide input into producing the Morawa Super-town growth and Implementation Plan. The plan includes built form and public realm strategies to address all the communities' needs for the future.**

### **1.2 Functions, facilities and services provided by the Shire of Morawa**

The Shire of Morawa provides;

#### **Services to properties including-**

- Construction and maintenance of shire owned roads, buildings, footpaths, walk trails, rubbish collection and disposal, caring of trees, street lighting, and bushfire control.



**Services to community include-**

- Provision and maintenance of recreation grounds, playing areas, and reserves, management of community centre, library and information services.

**Regulatory services include-**

- Planning, building and ranger services. Planning of roads and subdivisions in accordance with the town planning scheme, building approvals for construction, additions and alterations. Ranger services, including enforcement of local laws, dog, litter and pools/spas inspections.

**General Administration including-**

- The provision of general information to the public, rates notices, vehicle licensing.

**Process of Government including-**

- Ordinary and special council meetings, committee meetings, electors meetings and election of councilors.

**1.3 People with a disability in the Shire of Morawa**

There is a small estimate of people with disability living within the Shire. The ABS figures were inconclusive of the number of people with disability in the Shire, however the officers, council and community are aware there are people with disability who live in the community,

**1.4 Planning for better access**

The Western Australian Disability Services Act (1993) requires all Local Governments to develop and implement a Disability Access and Inclusion Plan (DAIP) to ensure that people with disability have equal access to facilities and services.

Other legislation underpinning access and inclusion includes the Western Australia Equal Opportunity Act (1984) and the Commonwealth Disability Discrimination Act 1992 (DDA), both of which make discrimination on the basis of a persons disability illegal.

Since the adoption of the Disability Services Plan, the Shire has implemented many initiatives and made significant progress towards better access within the Shire of Morawa, these are as follows;

**Improvement of existing functions, facilities and services to meet the needs of people with a disability.**

- Talking books positioned in a clearly designated and easily accessible section of the library.

- Building surveyors and planners have assisted in increasing disability access awareness of developers, and the introduction of disabled access to all newly constructed or altered public buildings, including playground and recreational areas.

**Opportunities provided for people with a disability to participate in public consultations, grievance mechanisms and decision making processes are provided.**

- Council services, functions and facilities are available on request in large print, and computer disc alternative formats.
- Council ensured that voting for municipal elections takes place in accessible buildings and that alternative voting arrangement is available where required.

## **2.0 Access and Inclusion Policy Statement**

The Shire of Morawa is committed to ensuring that the community is an accessible community for people with disability, their families and carers, via the following;

- The Shire of Morawa believes that people with disability, their families and carers who live in country areas should be supported to remain in the community of their choice.
- The Shire of Morawa is committed to consulting with people with disability, their families and carers and, where required, disability organisations to ensure that barriers to access are addressed appropriately.
- The Shire of Morawa is committed to ensuring that its agents and contractors work towards the desired outcomes in the Disability Access and Inclusion Plan.

The Shire is also committed to achieving the seven standards of its disability access and inclusion plan which are as follows;

1. Provide a means of ensuring that people with disability have the same opportunities as others to access the services of, and any event organised by the Shire of Morawa.
2. Provide a means of ensuring that people with disability have the same opportunities as others to access buildings and other facilities of the Shire of Morawa.
3. Provide a means of ensuring that people with disability receive information from the Shire in a format that will enable them to access information as readily as others are able to.
4. Provide a means of ensuring that people with disability receive the same level and quality of service from the staff of the Shire of Morawa.
5. Provide a means of ensuring that people with disability have the same opportunities as others to make complaints to the Shire of Morawa.
6. Provide a means of ensuring that people with disability have the same opportunities as others to participate in any public consultation with the Shire of Morawa.

7. People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

### 3.0 Strategies to Improve Access and Inclusion

The Shire of Morawa is committed to achieving the following outcomes.

Timeliness of these outcomes is addressed in the implementation table in section five (5) of this DAIP document.

**The a number of the strategies listed in the listed outcomes in the plan have been reported as completed, but remain in the plan to provide a reminder of service delivery within the whole of the community**

#### Outcome 1

People with disability have the same opportunities as other people to access the services of, and any events organised by a public authority.

Strategies
Ensure people with disability are provided with an opportunity to comment on access to services.
Make library technology as accessible as possible.
Council will ensure that any events are organised so that they are accessible to people with disability.
Council will ensure that all policies and practices that govern the operation of Council facilities, functions, and services are consistent with Council Policy regarding access.

#### Outcome 2

People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.

Strategies
Ensure all buildings and facilities are physically accessible to people with disability.
Ensure that all new or redevelopment works provide access to people with disability, where practicable.
Ensure adequate ACROD parking to meet the demand of people with disability in terms of quantity, quality, and location.
Ensure that parks and reserves are accessible.
Ensure that public toilets meet the associated accessibility standards.

#### Outcome 3

People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.

<b>Strategies</b>
Improve community awareness that Council information can be made available in alternative formats upon request, such as large print..
Improve staff awareness of accessible information needs and how to obtain information in other formats.
Ensure that the Shires website meets contemporary and universal design practices.

#### **Outcome 4**

People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.

<b>Strategies</b>
Improve staff awareness of disability and access issues and improve skills to provide good service to people with disability.
Improve the awareness of new staff and new Councilors about disability and access issues.
When required, Council will seek expert advice from the disability field on how to meet the access needs of people with disability.

#### **Outcome 5**

People with disability have the same opportunities as other people to make complaints to a public authority.

<b>Strategies</b>
Council will ensure that current grievance mechanisms are accessible for people with disability and are acted upon.

#### **Outcome 6**

People with disability have the same opportunities as other people to participate in any public consultation by a public authority.

<b>Strategies</b>
Improve community awareness about the consultation process in place.
Improve access for people with disability to the established consultative process of Council.
Seek broad range of views on disability and access issues from the local community.
Commit to ongoing monitoring of the DAIP to ensure implementation and satisfactory outcomes.

#### **Outcome 7**

People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

<b>Strategies</b>
Use inclusive recruitment practices.
Improve methods of attracting, recruiting and retaining people with disability
Work with key disability employment support provider(s) to employ a person with a disability

## **4.0 Development of the Disability Access and Inclusion Plan**

### **4.1 Responsibility for the planning process**

Two (2) council officers were given responsibility to oversee the development and implementation, review and evaluation of the plan and efforts have been made to include the participation of a person with a disability.

### **4.2 Community consultation**

In 2006,2013 and in 2014 (to include outcome 7) the Shire of Morawa undertook to review its Disability Services Plan (1999), and consult with key stakeholders to draft a new Disability Access and Inclusion Plan to guide further improvements for access and inclusion.

The process included:

- Examination of the initial Disability Services Plan and review to see what has been achieved and what still needs work
- Examination of other council documents and strategies
- Investigation of current good practice in access and inclusion
- Consultation with key staff; and
- Consultation with the community
- Advertising in the Western Australian Newspaper and the local paper.

The community was advised that Council was developing a disability access and inclusion plan to address the barriers that people with disability and their families experience in accessing council functions, facilities and services, and invited to contact Council officers in June 2007,2011, 2013 and again in 2014 to discuss and submit comments on the DAIP (2007).

### **4.3 Findings of the consultation**

While the review and consultation noted a level of achievement in improving access it also identified a range of barriers that requires redress. These include:

- Processes of Council may not be as accessible as possible
- Events may not always be held in a manner and location that best facilitates the participation of people with disability.
- Staff may be uninformed or lacking in confidence to adequately provide the same level of service to people with disability

The identification of these barriers informed the development of strategies in the Disability Access and Inclusion Plan. The barriers have been prioritised in order of importance, which assists setting timeframes for the completion of strategies to overcome these access barriers.

### **4.4 Responsibility for implementing the DAIP**

Implementation of the DAIP is the responsibility of all areas of the Shire of Morawa. The Disability Services Act (1993) requires all public authorities to take all practical measures to ensure that the DAIP is implemented by its officers, employees, agents and contractors.

### **4.5 Communication of the plan to staff and people with disability**

The community has been advised through the Annual Electors report, the local media (newspaper) that copies of the plan are available to the community upon request and in alternative formats if required.

The Shire of Morawa website also provides a copy of the plan.

As plans are amended Shire employees and the community will be advised of the availability of updated plans, using the above methods.

### **4.6 Review and evaluation mechanisms**

The Disability Service Act requires that DAIP's be reviewed at least every five years. The DAIP Implementation Plan can be amended more frequently to reflect advancements of access and inclusion issues. Whenever the DAIP is amended, a copy of the amended plan must be lodged with the Disability Services Commission.

## **Monitoring and reviewing**

The DAIP will be reviewed annually for progress and implementation with all progress and recommended changes reported to council.

### **Evaluation**

An evaluation will occur as part of a five yearly review of the DAIP. Community, staff and elected members will be consulted as part of the evaluation and Implementation Plans will be amended based on the feedback received. Copies of the amended Implementation Plan, once endorsed by council, will be available to the community in alternative formats.

### **4.7 Reporting of DAIP**

The Disability Services Act requires the Shire to report on the implementation of its DAIP in its annual report outlining:

- Progress towards the desired outcomes of its DAIP.
- Progress of its agents and contractors towards meeting the seven desired outcomes.
- The strategies used to inform agents and contractors of its DAIP.

## **5.0 Implementation Plan**

The Implementation Plan details the task, timelines and responsibilities for each strategy to be implemented in 2012-2018 to progress the strategies of the DAIP.

It is intended that the Implementation Plan will be updated annually through Council's operations, to progress the achievements of all the strategies over the duration of the five year plan.

## Outcome 1

People with disability have the same opportunities as other people to access the services of, and any events organised by a public authority.

Strategy	Task	Timeline	Responsibility
Ensure people with disability are provided with an opportunity to comment on access to services.	<ul style="list-style-type: none"> <li>Shire's Disability Services Coordinator will liaise with contractors, who are developing and implementing the Shire evaluation activities, to increase their awareness of the importance of getting comments on services by people with disability.</li> <li>Develop feedback mechanism for use of all disability services provider to by the Shire.</li> </ul>	August 2012-2017  August 2012 and ongoing	CEO and EHO  CEO and EHO
Make library technology as accessible as possible.	<ul style="list-style-type: none"> <li>Make library technology as accessible as possible</li> </ul>	August 2012 and ongoing	Library Officer
Council will ensure that any events are organised so that they are accessible to people with disability.	<ul style="list-style-type: none"> <li>Ensure the needs of people with disability are planned for and provided by using the checklist provided through the access resource kit as provided by DSC.</li> </ul>	August 2012 ongoing	CEO and EHO
Council will ensure that all policies and practices that govern the operation of Council facilities, functions, and services are consistent with Council Policy regarding access.	<ul style="list-style-type: none"> <li>Ensure all buildings, facilities and services are accessible to people with disability through ongoing review and evaluation using devised checklists and annual audits. Through these audits a report will be generated that clearly identifies improvements to ensure the inclusion and accessibility for everyone. Again using the guide and checklist provided through the access resource kit developed by the DSC.</li> </ul>	September 2012 and ongoing	CEO and EHO



## Outcome 2

People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.

Strategies	Task	Timeline	Responsibility
Demonstrate a willingness to ensure all buildings and facilities are accessible where practicable, to meet the access standards and any additional need in consideration of people with disability.	<ul style="list-style-type: none"> <li>Audit and collate information on facilities.</li> <li>Generate an improvement report.</li> <li>Complete improvements from report where possible</li> </ul>	October 2007- complete Reviewed 2011 ongoing	CEO and EHO
Ensure that all new or redevelopment works provide access to people with disability, where practicable.	<ul style="list-style-type: none"> <li>All facilities allow for access for people with physical, cognitive, sensory and psychiatric disability through the application of specific building and planning codes. This includes ramped elevations, rails, and appropriate signage, line marking and raised footholds at intersections where practicable.</li> </ul>	Annually/ Ongoing	CEO and EHO
Ensure adequate ACROD parking to meet the demand of people with disability in terms of quantity, quality, and location.	<ul style="list-style-type: none"> <li>Undertake an audit of ACROD bays and implement a program to rectify non-compliance. (Checklist, from ART)</li> </ul>	2008 Review 2013 ongoing	CEO and EHO
Ensure that parks and reserves are accessible.	<ul style="list-style-type: none"> <li>All parks and reserves allow for access for people with physical, cognitive, sensory and psychiatric disability. This includes ramped elevations, rails, and appropriate signage, line marking and raised footholds at intersections where practicable.</li> </ul>	2008/2009 Reviewed 2013 ongoing	CEO and EHO
Ensure that public toilets meet the associated accessibility standards.	<ul style="list-style-type: none"> <li>Provision of Unisex disabled toilet/s for wheelchair persons visiting the Shires facilities are considered and</li> </ul>	August 2007 Reviewed 2013 ongoing	CEO and EHO

	planned for. The Shire currently has disabled toilet facilities at the Recreation Ground and Town Centre Public Toilets.		
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### Outcome 3

People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.

Strategies	Task	Timeline	Responsibility
Improve community awareness that Council information can be made available in alternative formats upon request, such as large print, and audio.	<ul style="list-style-type: none"> <li>Ensure all documents carry a notation regarding availability in alternative formats</li> <li>Advise the community via local newspaper, radio, newsletters that other formats are available via electronic and audible formats.</li> </ul>	August 2007 Reviewed 2013 ongoing  August 2007 Reviewed 2013 ongoing	CEO and EHO
Improve staff awareness of accessible information needs and how to obtain information in other formats.	<ul style="list-style-type: none"> <li>Make accessible information guidelines available on the internet</li> <li>Develop an accessible information policy</li> <li>Conduct accessible information training and include as part of the induction of new staff.</li> </ul>	August 2007 Reviewed 2013 ongoing  August 2007  Reviewed 2013 ongoing  August 2007 and ongoing	CEO and EHO
Ensure that the Shires website meets contemporary and universal design practices.	<ul style="list-style-type: none"> <li>Redevelop website according to the W3C guidelines as outlined by the state government access guidelines</li> </ul>	March 2008 Reviewed 2013 ongoing	CEO and EHO

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#### Outcome 4

People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.

Strategies	Task	Timeline	Responsibility
Improve staff awareness of disability and access issues and improve skills to provide good service to people with disability.	<ul style="list-style-type: none"> <li>Advise staff of minimum requirements</li> <li>Conduct a survey of all staff to determine training needs- completed</li> </ul>	August 2007 Reviewed 2013 ongoing	CEO and EHO
Improve the awareness of new staff and new Councilors about disability and access issues.	<ul style="list-style-type: none"> <li>Provide information and establish training in the induction for new staff and councillors</li> </ul>	October 2007 Reviewed 2013 ongoing	CEO and EHO
When required, Council will seek expert advice from the disability field on how to meet the access needs of people with disability.	<ul style="list-style-type: none"> <li>Keep an updated database on people who can be called upon to ask advice</li> </ul>	September 2007 and ongoing Reviewed 2013 ongoing	Administration Officers

#### Outcome 5

People with disability have the same opportunities as other people to make complaints to a public authority.

Strategies	Task	Timeline	Responsibility
Council will ensure that current grievance mechanisms are accessible for people with disability and are acted upon.	<ul style="list-style-type: none"> <li>Review current mechanisms for access. Consult with people with disability and expert advice.</li> <li>Develop other methods of making complaints, such as web based forms, access to interpreters, advocacy services, and alternative arrangements such as carers, parents, and guardians</li> </ul>	November 2007 Reviewed 2013 ongoing  November 2007 Reviewed 2013 ongoing	CEO and EHO

	acting as advocates. <ul style="list-style-type: none"> <li>Promote accessible complaints mechanisms to the community.</li> </ul>	November 2007 Reviewed 2013 ongoing	CEO and EHO
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## Outcome 6

People with disability have the same opportunities as other people to participate in any public consultation by a public authority.

Strategies	Task	Timeline	Responsibility
Improve community awareness about the consultation process in place.	<ul style="list-style-type: none"> <li>Promote the existence and role/purpose of the DAIP to the community.</li> <li>Shire representatives to meet regularly to discuss and review DAIP and processes used to develop DAI policies, and make improvements where possible.</li> </ul>	August 2007 Reviewed 2013 ongoing  August 2007 and ongoing Reviewed 2013 ongoing	CEO and EHO  CEO and EHO
Improve access for people with disability to the established consultative process of Council.	<ul style="list-style-type: none"> <li>Consult with people with disability using a range of mediums, including survey, focus groups, interviews, on a regular basis.</li> </ul>	September 2007 and ongoing Reviewed 2013 ongoing	CEO and EHO
Seek broad range of views on disability and access issues from the local community.	<ul style="list-style-type: none"> <li>Include appropriate questions about access and inclusion in general Shire surveys and consultative events.</li> <li>Actively pursue ideas and thoughts from people with disability.</li> </ul>	September 2007 and ongoing Reviewed 2013 ongoing August 2007 and ongoing Reviewed 2013	CEO and EHO  CEO and EHO

		ongoing	
Commit to ongoing monitoring of the DAIP to ensure implementation and satisfactory outcomes.	<ul style="list-style-type: none"> <li>The shire will regularly monitor the progress of the plan and be involved in the annual reviews.</li> </ul>	July 2008 Reviewed 2013 ongoing	CEO and EHO

## Outcome 7

People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

Strategies	Task	Timeline	Responsibility
1. Use inclusive recruitment practices.	1.1 Make sure job advertisements are in an accessible format(12 or 14pt, Arial	End June 2014	CEO and EHO
	1.2 Include Equal employment opportunity statement in the advert. For example ' promotes a workplace that actively seeks to include, welcome and value unique contributions from culturally diverse backgrounds to apply for the job.'	As above	CEO and EHO
	1.3 Make sure the interview is held in an accessible venue	As above	CEO and EHO
2. Improve methods of attracting, recruiting and retaining people with disability	2.1 Examine methods of Recruitment.	End June 2014	CEO and EHO
	2.2 Assess current percentage of employees disability	End June 2014	CEO and EHO
	2.3 Carryout survey to gain feedback to improve methods listed opposite	End July 2014	CEO and EHO
3. Work with key disability employment support provider(s) to employ a person with a disability	3.1 Check Disability Employment Service providers within 15 km radius	End Aug 2104	CEO and EHO
	3.2 Seek assistance to develop a flexible job description		
	3.3 Seek assistance with advertising,		CEO and EHO

	interview and employment requirements including reasonable adjustment		
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Cr Stokes and Cr Thornton both declared proximity interests in item 7.2.3.3 and left the chamber at 5.36pm.

<i>Item No/ Subject:</i>	<b>7.2.3.3 RAV Permit – QUBE Logistics</b>
<i>Date of Meeting:</i>	<b>20 April 2017</b>
<i>Date &amp; Author:</i>	<b>31 March 2017 - Samantha Appleton</b>
<i>Responsible Officer:</i>	<b>Executive Manager Development and Administration – Samantha Appleton</b>
<i>Applicant/Proponent:</i>	<b>Mr Anthony Hughes - QUBE Logistics</b>
<i>File Number:</i>	<b>ADM 0284</b>
<i>Previous minute/s &amp; Reference:</i>	<b>31 March 2017</b>

### **SUMMARY**

Mr Anthony Hughes of QUBE Logistics has approached the Shire of Morawa to seek a renewal of a permit to operate RAV 7 network vehicles on Shire of Morawa Roads.

### **DECLARATION OF INTEREST**

Cr Thornton and Cr Stokes - proximity interest

### **ATTACHMENTS**

7.2.3.3A - Works Supervisor Report – Review of Morawa Yalgoo Road

### **BACKGROUND INFORMATION**

A permit was granted at the ordinary meeting of Council held April 2016 for QUBE Logistics to operate RAV 7 network vehicles on the Morawa Yalgoo Road for the year ending 31 May 2017.

The previous permit allowed QUBE Logistics to operate a number of heavy vehicles on the Morawa Yalgoo road to the boundary with the Shire of Yalgoo, with there being one vehicle movement a day. The trucks cart goods between Deflector Goldmine and Perth.

The trucks operating are Prime movers, towing a semitrailer and B double between 27.5 and 36.5 metres in length, and B double towing a dog trailer between 27.5 and 36.5 metres in length.

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

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

### **OFFICER'S COMMENT**

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

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

- A current written approval from Local Government, permitting use of the road must be carried and produced on demand;
- Speed conditions – 10km below posted speed limit;
- Not to operate during school bus run times.

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

It should be noted that there have been 4 permits issued for Network 7 combinations to operate on the Morawa Yalgoo Road in the last year. A review of the condition of the Morawa Yalgoo Road has been by the Works Supervisor. This report is attached.

### **COMMUNITY CONSULTATION**

No complaints have been received during the period this operator has been using the Morawa Yalgoo Road.

### **COUNCILLOR CONSULTATION**

Nil

### **STATUTORY ENVIRONMENT**

Local Government Act 1995

Main Roads Act 1930

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

### **FINANCIAL IMPLICATIONS**

Nil

### **STRATEGIC IMPLICATIONS**

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



Shire of Morawa Strategic Community Plan:  
1.8 Well maintained local roads and ancillary infrastructure.

## **RISK MANAGEMENT**

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

The Shire of Morawa local road network has been audited and rated. The majority of Local roads are rated as a local volume RAV 2/3 roads. The requested use seeks to permit for up to RAV 7 combinations. This is within the restrictions permitted by Main Roads WA for this road.

## **VOTING REQUIREMENTS**

Simple Majority

## **OFFICER'S RECOMMENDATION**

That Council:

1. As per Main Roads Specifications, approve a Restricted Access Vehicle (RAV) 7 networks class 2/3 to QUBE Logistics to operate combinations up to 36.5 metres to operate in the Shire of Morawa on the Morawa Yalgoo Road from Wubin Mullewa Road to the Shire of Yalgoo Boundary.

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

- a) *Maximum speed unsealed roads 60kms/hr or 10kms/hr less than designated signage*
- b) *Maximum speed sealed roads 90kms/hr or 10kms/hr less than designated signage*
- c) *Maximum speed of 40kms/hr in built up areas including the Morawa Town site*
- d) *Only approved routes will be permitted in the Morawa Town site*
- e) *Reduce speed to 60kms/hr and moving over to give way to oncoming traffic*
- f) *Headlights on at all times*
- g) *Removing dust from tyres rims when entering sealed roads*
- h) *Compliance with maximum gross weight limits*
- i) *Vehicle length not to exceed 36.5 metres*
- j) *No operation after a heavy rain fall event*
- k) *No operation during school bus routes drop off and pick up times (7.00am to 8.30am and 3.00pm to 5.00pm school days)*
- l) *Signage warning of oversized vehicle be in operation are placed at entry and egress points unless already in place*
- m) *Vehicle to be operated as required by the Mains Roads Class 2/3 RAV permit*

n) *Entries to properties being serviced by the permit holder must be constructed for safety and to prevent damage to sealed edges and road verges. Approval may be withdrawn if damage occurs and is not repaired to the satisfaction of the Council's representative.*

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

2. The approval will be for the period 1 June 2017 to 31 May 2018, however may be withdrawn by the Shire of Morawa at any time;

3. The approval is to be for a period of one year, from 1 June 2017 to 31 May 2018, with Shire of Morawa staff reviewing operations six monthly. The applicant is to reapply for new approvals prior to the expiry of this permit should it wish to continue operations; and

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

### **COUNCIL RESOLUTION**

**1704018**                      **Moved:        Cr Carslake**  
   **Seconded: Cr Coaker**

**That Council:**

**1. As per Main Roads Specifications, approve a Restricted Access Vehicle (RAV) 7 networks class 2/3 to QUBE Logistics to operate combinations up to 36.5 metres to operate in the Shire of Morawa on the Morawa Yalgoo Road from Wubin Mullewa Road to the Shire of Yalgoo Boundary.**

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

- a) *Maximum speed unsealed roads 60kms/hr or 10kms/hr less than designated signage***
- b) *Maximum speed sealed roads 90kms/hr or 10kms/hr less than designated signage***
- c) *Maximum speed of 40kms/hr in built up areas including the Morawa Town site***
- d) *Only approved routes will be permitted in the Morawa Town site***
- e) *Reduce speed to 60kms/hr and moving over to give way to oncoming traffic***
- f) *Headlights on at all times***
- g) *Removing dust from tyres rims when entering sealed roads***
- h) *Compliance with maximum gross weight limits***
- i) *Vehicle length not to exceed 36.5 metres***
- j) *No operation after a heavy rain fall event***
- k) *No operation during school bus routes drop off and pick up times (7.00am to 8.30am and 3.00pm to 5.00pm school days)***
- l) *Signage warning of oversized vehicle be in operation are placed at entry and egress points unless already in place***

***m) Vehicle to be operated as required by the Mains Roads Class 2/3 RAV permit***

***n) Entries to properties being serviced by the permit holder must be constructed for safety and to prevent damage to sealed edges and road verges. Approval may be withdrawn if damage occurs and is not repaired to the satisfaction of the Council's representative.***

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

**2. The approval will be for the period 1 June 2017 to 31 May 2018, however may be withdrawn by the Shire of Morawa at any time;**

**3. The approval is to be for a period of one year, from 1 June 2017 to 31 May 2018, with Shire of Morawa staff reviewing operations six monthly. The applicant is to reapply for new approvals prior to the expiry of this permit should it wish to continue operations; and**

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

**CARRIED 4/0**

Cr Thornton and Cr Stokes returned to the chamber at 5.37pm.

## **Review of Morawa Yalgoo Road**

**12 April 2017**

**Carried out by Works Supervisor Paul Buist.**

### **SLK 0.0 to SLK 12.7**

Road surface and edge okay small amount of wear on the edge under 20mm.

### **SLK 12.7 to 18.0**

Bitumen Surface okay. Edge lip 40mm. Edges need grading. General wear and tear.

### **SLK 18.0 to 20.5**

Bitumen surface okay. Edge lip varies from 20 to 40mm. General wear and tear.

### **SLK 20.4 to 21.5 – Fitzgerald Corner**

Bitumen surface okay. Edge lip varies from 40 to 70mm. Being on bends it would be general wear and tear.

### **SLK 21.5 to 25.5**

Bitumen surface okay. Edge lip varies from 30 to 40mm. General wear and tear.

### **SLK 25.5 to 26.5 – Next set of bends**

Bitumen surface okay. Edge lip varies from 40 to 70mm. General wear and tear.

### **SLK 26.5 to 28.5 Gutha East Road**

Bitumen surfaces only. Edge lip varies 20 to 40mm. General wear and tear.

### **SLK 28.5 to 35.2 Madden Road**

Bitumen surface okay. Edge lip varies from 20 to 40 to 70mm. In area dye to heavy rain 1 February 2017. General wear and tear.

### **SLK 35.2 to Shire Boundary**

Bitumen surface okay, small section developing pot holes just before Speak Road. Edge drop varies from 0 to 15 to 20mm, where water has flowed over the road. Some up to 50mm.

### **General Condition of Road**

Road is due for edge grading.

Recommend that SLK 20.4 to 21.5 and SLK 25.5 to 26.5. These sections be submitted to Regional Road Group for 2018/2019 to be widened and resealed. Section SLK 35.2 to 37.8.

Truck could be causing minor edge wear, but also put our traffic count up for widening the road through the regional road group. It should be noted other network 7 users have and are permitted to use the Morawa Yalgoo Road these include Geraldton Fuel Distributors, Kleenheat Gas and Platinum Logistics. There is also general local traffic accessing the road including trucks carting grain during harvest periods.

<i>Item No/ Subject:</i>	<b>7.2.3.4 Joint Development Assessment Panel</b>
<i>Date of Meeting:</i>	<b>20 April 2017</b>
<i>Date &amp; Author:</i>	<b>31 March 2017 - Samantha Appleton</b>
<i>Responsible Officer:</i>	<b>Executive Manager Development and Administration – Samantha Appleton</b>
<i>Applicant/Proponent:</i>	<b>WA Department of Planning</b>
<i>File Number:</i>	<b>ADM 0584</b>
<i>Previous minute/s &amp; Reference:</i>	<b>18 December 2015</b>

### **SUMMARY**

The Western Australian Department of Planning have requested the Council nominate members to become members of the Mid West/Wheatbelt Joint Development Assessment Panel representing the Shire of Morawa.

### **DECLARATION OF INTEREST**

Nil

### **ATTACHMENTS**

7.2.3.4A - Email from WA Department of Planning

### **BACKGROUND INFORMATION**

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

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

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

Under the DAP regulations, each DAP will determine development applications that meet set type and value thresholds as if it were the responsible authority under the relevant planning instrument, such as the local planning scheme or region planning scheme. In the case of Morawa this is applies to applications valued over seven million dollars. Applications between three and seven million dollars can be determined by a DAP should the applicant choose. The DAP regulations state that DAP applications cannot be

determined by local government or the Western Australian Planning Commission (WAPC).

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

There are two different types of DAPs:

### **1. Local Development Assessment Panels (LDAPs)**

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

### **2. Joint Development Assessment Panels (JDAPs)**

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

### **The Role of Local Members**

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

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

### **OFFICER'S COMMENT**

The Shire of Morawa is a member of the Mid West/Wheatbelt JDAP. The current appointees (Cr Chappel, Cr Carslake, Cr Stokes and Cr Collins) terms expire on 26 April 2017. Once Council selects their appointees, the nominated appointees will then be considered by the Minister for Planning and then appointed for up to a three year term expiring 26 April 2020.

The Department has requested the submission of online member nominations by 28 April 2017. The Shire is required to appoint four members to the panel; two local members and two deputy local members for a three year period. Should appointed members resign or not be re-elected, alternate appointments will need to be made.

All appointed local members will be placed on a local government member register and advised of DAP training dates and times. It is a mandatory requirement, pursuant to the DAP regulations, that all DAP members attend training before they can sit on a DAP and determine applications. Local government representatives who have previously been appointed to a DAP and have received training are not required to attend further training,

### **COMMUNITY CONSULTATION**

Nil

### **COUNCILLOR CONSULTATION**

Nil

### **STATUTORY ENVIRONMENT**

Planning and Development (Development Assessment Panels) Regulations 2011 regulations 23 and 24.

### **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**

If Council fails to nominate any elected members, the Minister for Planning can appoint any representative of the local government who is an eligible voter and who the Minister considers has the relevant knowledge or experience. This would remove any decision making power from Council.

### **VOTING REQUIREMENTS**

Simple majority.

## **OFFICER'S RECOMMENDATION**

That Council in accordance with regulation 23 and 24 of the Planning and Development (Development Assessment Panels) Regulations 2011;

1. Advise the Minister for Planning that it nominates:

a) \_\_\_\_\_; and

b) \_\_\_\_\_ as the Shire of Morawa local government representatives on the Joint Mid West/Wheatbelt Development Assessment Panel; and

2. Advise the Minister for Planning that it nominates:

a) \_\_\_\_\_; and

b) \_\_\_\_\_ as the Shire of Morawa alternate local government representatives on the Joint Mid West/Wheatbelt Development Assessment Panel.

c)

## **COUNCIL RESOLUTION**

**1704019**

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

**That standing orders be suspended.**

**CARRIED 6/0**

Standing orders were suspended at 5.38pm

## **COUNCIL RESOLUTION**

**1704020**

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

**That standing orders be resumed.**

**CARRIED 6/0**

Standing orders resumed at 5.40pm.



## **COUNCIL RESOLUTION**

**1704021**                      **Moved:      Cr Carslake**  
   **Seconded: Cr Thornton**

**That Council in accordance with regulation 23 and 24 of the Planning and Development (Development Assessment Panels) Regulations 2011;**

- 1. Advise the Minister for Planning that it nominates:**
  - a) Cr Chappel; and**
  - b) Cr Carslake as the Shire of Morawa local government representatives on the Joint Mid West/Wheatbelt Development Assessment Panel; and**
- 2. Advise the Minister for Planning that it nominates:**
  - a) Cr Stokes; and**
  - b) Cr Collins as the Shire of Morawa alternate local government representatives on the Joint Mid West/Wheatbelt Development Assessment Panel.**

**CARRIED 6/0**

**Samantha Appleton**

---

**From:** Development Assessment Panels <daps@planning.wa.gov.au>  
**Sent:** Tuesday, 28 March 2017 1:14 PM  
**Subject:** Development Assessment Panels - Local Government Nominations

Good Afternoon,

As you may be aware, Development Assessment Panels (DAP) member appointments expire on 26 April 2017.

Members whose term has expired will be eligible for re-consideration at this time. Under regulation 26 of the Planning and Development (Development Assessment Panels) Regulations 2011 (DAP Regulations), your local council is requested to nominate four elected members of the Council, comprising two local members and two alternate local members to sit on your respective DAP as required. The local government nominations process require online submissions at the following link – <https://consultation.planning.wa.gov.au/office-of-the-director-general/7919981b>.

**Nominations are required to be received by 28 April 2017.**

Following receipt of all local government nominations, the Minister for Planning will consider and appoint nominees for up to a three-year term, expiring on 26 April 2020. All appointed local members will be placed on the local government member register and advised of DAP training dates and times. It is a mandatory requirement, pursuant to the DAP regulations, that all DAP members attend training before they can sit on a DAP and determine applications. Local government members who have previously undertaken training are not required to attend further training, but are encouraged to attend refresher training.

When selecting nominees, the Council should consider that local government elections may result in a change to DAP membership if current councillors, who are DAP members, are not re-elected. If members are not re-elected, the local government will need to re-nominate for the Minister's consideration. DAP members are entitled to be paid for their attendance at DAP meetings and training, unless they fall within a class of persons excluded from payment. Further details can be found in the *Premier's Circular – State Government Boards and Committees Circular (2010/02)*.

If you have any queries regarding this request for nominations, please contact the DAPs secretariat on (08) 6551 9919 or email [daps@planning.wa.gov.au](mailto:daps@planning.wa.gov.au). Further information is available [online](#).

Kind regards

**Development Assessment Panels**

T 6551 9919 | E [daps@planning.wa.gov.au](mailto:daps@planning.wa.gov.au) | W <http://daps.planning.wa.gov.au>



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<i>Item No/ Subject:</i>	<b>7.2.3.5 Merkanooka Phone Tower Planning Consent</b>
<i>Date of Meeting:</i>	<b>20 April 2017</b>
<i>Date &amp; Author:</i>	<b>5 April 2017 - Samantha Appleton</b>
<i>Responsible Officer:</i>	<b>Executive Manager Development and Administration – Samantha Appleton</b>
<i>Applicant/Proponent:</i>	<b>Mr Steve Bruce - Deighton Pty Ltd</b>
<i>File Number:</i>	<b>ADM 627</b>
<i>Previous minute/s &amp; Reference:</i>	<b>23 February 2017</b>

### **SUMMARY**

Council has received a request to provide planning consent for the proposed Merkanooka phone tower at the conclusion of the current consultation period if no relevant submissions are received.

### **DECLARATION OF INTEREST**

Nil

### **ATTACHMENTS**

Nil

### **BACKGROUND INFORMATION**

A request was received from Mr Steve Bruce of Deighton Pty Ltd to expedite the approval process for the proposed Merkanooka tower if no relevant submissions are received during the public consultation period which is currently underway. The resolution to conduct public consultation was made by Council at the February ordinary meeting of Council.

### **OFFICER'S COMMENT**

The Shire of Morawa Local Planning Scheme No. 2 section 6.5 requires Councillors to consider any relevant submissions received during the consultation period.

The consultant for Telstra Mr Bruce has requested that Council give planning consent if no relevant submissions are received, to enable the project to proceed quickly within the time frame set out by Telstra. The motion for this item has been worded accordingly. Should relevant submissions be received, these must be considered by Council prior to a decision being made as to planning consent.

## **COMMUNITY CONSULTATION**

Community consultation is currently underway

## **COUNCILLOR CONSULTATION**

Nil

## **STATUTORY ENVIRONMENT**

Shire of Morawa Local Planning Scheme No. 2 Sections 6.2 to 6.6

## **FINANCIAL IMPLICATIONS**

Nil

## **STRATEGIC IMPLICATIONS**

Shire of Morawa Strategic Community Plan

1.4 Provide essential services and infrastructure to support population growth

## **RISK MANAGEMENT**

Failure to comply with legislation

## **VOTING REQUIREMENTS**

Simple majority

## **OFFICER'S RECOMMENDATION**

That Council further to resolution 170214, in accordance with Local Planning Scheme No. 2 sections 6.5 and 6.6 grants planning consent for the development application to construct a phone tower at Lot 1547 Franco Road Merkanooka on the proviso that no relevant submissions are received during the public consultation period.

## **COUNCIL RESOLUTION**

**1704022**                      **Moved:        Cr Stokes**  
   **Seconded:   Cr Collins**

**That Council further to resolution 170214, in accordance with Local Planning Scheme No. 2 sections 6.5 and 6.6 grants planning consent for the development application to construct a phone tower at Lot 1547 Franco Road Merkanooka on the proviso that no relevant submissions are received during the public consultation period.**

**CARRIED 6/0**



*Item No/ Subject:* **8.1 Late Item – Economic Development Officer**

*Date of Meeting:* **20 April 2017**

*Date & Author:* **19 April 2017, John Roberts**

*Responsible Officer:* **Chief Executive Officer**

*Applicant/Proponent:* **Chief Executive Officer**

*File Number:*

*Previous minute/s &  
Reference:*

### **SUMMARY**

The purpose of this report is for Council to approve a new position on the staff establishment.

### **DECLARATION OF INTEREST**

Nil

### **ATTACHMENTS**

- Draft Advertisement
- Position Description.

### **BACKGROUND INFORMATION**

The Shire of Morawa previously employed an Economic Development Officer. The previous incumbent was a self-motivated individual who was also adept at identifying and securing grant funding. The role ended on 22 December 2010.

### **COMMENT**

The Shire of Morawa Council have expressed a desire to re-introduce the position to reinvigorate the local economy and to generate more grant income.

### **COMMUNITY CONSULTATION**

Nil

## **COUNCILLOR CONSULTATION**

March and April 2017 Briefing Sessions.

## **STATUTORY ENVIRONMENT**

Local Government Act 1995

## **FINANCIAL IMPLICATIONS**

The 2016/17 budget does not include a provision for this position.

## **STRATEGIC IMPLICATIONS**

Shire of Morawa Strategic Community Plan:

1.2 Maximise business, industry and investment opportunities.

## **RISK MANAGEMENT**

If an appropriate strategy is not immediately introduced to stimulate the local economy, there may be an adverse effect on the Shire's reputation.

## **VOTING REQUIREMENTS**

Simple Majority

## **OFFICER'S RECOMMENDATION**

That Council:

1. Support the reintroduction of the position of Economic Development Officer.
2. Authorise the CEO to advertise the position of Economic Development Officer as soon as possible.
3. Include a financial provision in the 2017/18 draft budget
4. Endorse funding for the position to be made available from municipal funds and/or the Economic Development Reserve.

## **COUNCIL RESOLUTION**

**1704024**                      **Moved:        Cr Collins**  
   **Seconded: Cr Stokes**

**That Council standing orders be suspended.**

**CARRIED 6/0**

Standing orders were suspended at 5.43pm.





*Item No/ Subject:* **8.2 Late Item - Appointment of Acting Chief Executive Officer**

*Date of Meeting:* **20 April 2017**

*Date & Author:* **20 April 2017 - John Roberts**

*Responsible Officer:* **Chief Executive Officer - John Roberts**

*Applicant/Proponent:* **Chief Executive Officer - John Roberts**

*File Number:*

*Previous minute/s & Reference:*

## **SUMMARY**

The purpose of this report is for Council to consider appointing Mr Sean Fletcher as Acting Chief Executive Officer for the Shire of Morawa for a period of up to six months commencing 11 May 2017.

## **DECLARATION OF INTEREST**

Nil

## **ATTACHMENTS**

Nil

## **BACKGROUND INFORMATION**

The Shire of Morawa Chief Executive Officer, Mr John Roberts has applied for annual and long service leave for the period 10 May 2017 to 7 July 2017, when his resignation takes effect.

## **OFFICER'S COMMENT**

Mr Sean Fletcher has previously been Acting CEO for the Shire of Morawa on a number of occasions and has knowledge of the organisation, staff are familiar working with him and he has a good understanding of community issues.

## **COMMUNITY CONSULTATION**

Nil

## **COUNCILLOR CONSULTATION**

Nil

## **STATUTORY ENVIRONMENT**

Local Government Act 1995

s5.36 Local Government Employees (1); (2) and (3)

s5.39 Contracts for CEO and senior employees

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

Nil

## **STRATEGIC IMPLICATIONS**

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

## **RISK MANAGEMENT**

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

## **VOTING REQUIREMENTS**

Simple Majority

## **OFFICER'S RECOMMENDATION**

That Council:

1. Approve Mr Sean Fletcher to be employed as Acting Chief Executive Officer for the Shire of Morawa effective from 11 May 2017 for a period of up to six months.
2. Negotiate an employment contract with Mr Sean Fletcher to be presented to a Special Meeting of Council to be held on 9 May 2017.



<i>Item No/ Subject:</i>	<b>8.3 Late Item – Recruitment of Chief Executive Officer</b>
<i>Date of Meeting:</i>	<b>20 April 2017</b>
<i>Date &amp; Author:</i>	<b>20 April 2017 - John Roberts</b>
<i>Responsible Officer:</i>	<b>Chief Executive Officer - John Roberts</b>
<i>Applicant/Proponent:</i>	<b>Chief Executive Officer - John Roberts</b>
<i>File Number:</i>	
<i>Previous minute/s &amp; Reference:</i>	

### **SUMMARY**

With the resignation of Mr John Roberts Chief Executive Officer, Council is required to commence the recruitment process for a Chief Executive Officer.

### **DECLARATION OF INTEREST**

Nil

### **ATTACHMENTS**

Nil

### **BACKGROUND INFORMATION**

The recruitment of a Chief Executive Officer is a function of the Council under Section 5.36 of the *Local Government Act 1995*. Section 5.36(2) and (3) of the Act specifies that:

*“(2) A person is not to be employed in the position of CEO unless the council —*

*(a) believes that the person is suitably qualified for the position; and*

*(b) is satisfied\* with the provisions of the proposed employment contract.*

*\* Absolute majority required.*

*(3) A person is not to be employed by a local government in any other position unless the CEO —*

*(a) believes that the person is suitably qualified for the position; and*

*(b) is satisfied with the proposed arrangements relating to the person’s employment.”*

## **OFFICER'S COMMENT**

Due to the specialised nature of recruiting a Local Government's principal employee, it is commonplace for a Council to engage the services of a suitably qualified independent recruitment consultant, licensed under the *Employment Agents Act 1976 (WA)*, to guide Council through the process and ensure there is legislative compliance. This engagement activity will be conducted in accordance with the Local Government's adopted Purchasing Policy.

To assist with the engagement of an independent recruitment consultant, the following Scope of Works has been developed to ensure respondents have a clear understanding of the Council's expectations.

### **Scope of Works**

- Review CEO position description and selection criteria
- Draft Job Advertisement and Information Package
- Conduct Executive Search
- Perform Preliminary Assessments and Background Checks
- Assist Council develop interview questions and prepare for conduct of interviews
- Guide Council in interview process and selection process
- Conduct referee checks
- Prepare a contract of Employment for the successful candidate.

### **Skills and Experience**

- Demonstrated knowledge of CEO employment provisions as defined in the *Local Government Act 1995 (WA)*
- Demonstrated knowledge of the *Salaries and Allowances Act 1975*
- Demonstrated sound understanding of contractual provisions and salary trends
- Holds a WA Employment Agent's licence under the *Employment Agents Act 1976 (WA)*

## **COMMUNITY CONSULTATION**

N/A

## **COUNCILLOR CONSULTATION**

N/A

## **STATUTORY ENVIRONMENT**

The recruitment of a Chief Executive Officer is a function of the Council under Section 5.36 of the *Local Government Act 1995*. Section 5.36(2) and (3) of the Act specifies that:

*“(2) A person is not to be employed in the position of CEO unless the council —*

*(a) believes that the person is suitably qualified for the position; and*

*(b) is satisfied\* with the provisions of the proposed employment contract.*

*(3) A person is not to be employed by a local government in any other position unless the CEO —*

*(a) believes that the person is suitably qualified for the position; and*

*(b) is satisfied with the proposed arrangements relating to the person’s employment.”*

*\* Absolute majority required.*

Nil

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Nil

### **STRATEGIC IMPLICATIONS**

It is essential that a permanent Chief Executive Officer is appointed to provide continued focus on the strategic priorities and to oversee the day to day operations of the Shire of Morawa.

### **RISK MANAGEMENT**

Appointing a permanent Chief Executive will alleviate the risk of the Shire of Morawa stalling on projects that require immediate attention and action, and failing to meet its legal and statutory obligations.

### **VOTING REQUIREMENTS**

Simple Majority

### **OFFICER’S RECOMMENDATION**

**That Council:**

Invite proposals from suitably qualified recruitment professionals to assist in the recruitment process of a Chief Executive Officer in line with the above scope of works.

**COUNCIL RESOLUTION**

**1704028**

**Moved: Cr Collins**

**Seconded: Cr Carslake**

**That Council:**

**Invite proposals from suitably qualified recruitment professionals to assist in the recruitment process of a Chief Executive Officer in line with the above scope of works.**

**CARRIED 6/0**

9. **Applications for Leave of Absence**
10. **Motions of Which Previous Notice Has Been Given**
11. **Questions from Members without Notice**
12. **Meeting Closed**
  - 12.1 Matters for which the meeting may be closed
  - 12.2 Public reading of resolutions that may be made public
13. **Closure**

The Shire President closed the meeting at 5.52pm.

.....Presiding Person

14. **Next Meeting**

Ordinary Meeting 18 May 2017