



AGENDA

ORDINARY COUNCIL MEETING

TO BE HELD ON

THURSDAY, 19 October 2017

5.30^{PM}

SHIRE COUNCIL CHAMBERS

Note: At 5.00pm Tess Slot and Stuart McAlpine of JoynerSlot and FARM Symbiosis will give a presentation with Questions and Answers in respect of Regeneration Morawa



**WESTERN AUSTRALIA'S
WILDFLOWER COUNTRY**

DISCLAIMER

INFORMATION FOR PUBLIC ATTENDING COUNCIL MEETINGS

PLEASE NOTE:

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

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

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

**SEAN FLETCHER
A/CHIEF EXECUTIVE OFFICER**

COUNCIL MEETING INFORMATION NOTES

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

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

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

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

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

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

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

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

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

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

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

Local Government (Administration) Regulations 1996

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

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

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

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

Local Government (Administration) Regulations 1996

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

10. Public Inspection of Unconfirmed Minutes (Reg 13)

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

**DECLARATION OF
FINANCIAL INTEREST FORM**

TO: THE CHIEF EXECUTIVE OFFICER

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

I HEREBY DISCLOSE MY INTEREST IN THE FOLLOWING MATTERS OF

THE AGENDA PAPERS FOR THE COUNCIL MEETING DATED _____

AGENDA ITEM No.	SUBJECT	NATURE OF INTEREST	MINUTE No.

DISCLOSING PERSON'S NAME: _____

SIGNATURE: _____ DATE: _____

NOTES:

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

OFFICE USE ONLY:

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

CHIEF EXECUTIVE OFFICER _____ DATED _____

SHIRE OF MORAWA
REQUEST FOR WORKS AND SERVICES

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

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

On _____
Date

Chief Executive Officer

Received Date

Filed On: _____
Date

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

Councillors Name/Signature _____

Date: _____

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

Table of Contents

	Page
1. Declaration of Opening.....	1
1.1 Recording of those present	1
1.2 Apologies.....	1
1.3 Approved leave of absence	1
1.4 Welcoming of visitors to the meeting.....	1
1.5 Announcements by the presiding member without discussion	1
2 Public Question Time	1
2.1 Response to previous public questions taken on notice	1
2.2 Public question time	1
3 Declarations of Interest	1
4 Confirmation of Minutes of Previous Meetings	1
5 Public Statements, Petitions, Presentations and Approved Deputations.....	1
6 Method of Dealing with Agenda Business	2
7 Reports.....	2
7.1 Reports from committees	2
7.2.1 Chief Executive Officer	
7.2.1.1 ACEO Close Out Report – May to November 2017	3
7.2.1.2 Adoption of Policy 1.8 – Elected Members Correspondence	8
7.2.2 Executive Manager Corporate & Community Services	
7.2.2.1 Accounts Due for Payment (September 2017)	16
7.2.2.2 Reconciliation (September 2017)	28
7.2.2.3 Monthly Financial Statements (September 2017)	33
7.2.3 Executive Manager Development & Administration	
7.2.3.1 Delegation under amended Health (Asbestos) Regulations 1992.....	63
7.2.4 Economic Development Manager	
Nil	
7.2.5 Principal Works Supervisor	
Nil	
8 New Business of an Urgent Nature	66

9	Applications for Leave of Absence	66
10	Motions of Which Previous Notice Has Been Given.....	66
11	Questions from Members without Notice.....	66
12	Meeting Closed to Public.....	66
12.1	Matters for which meeting may be closed	66
12.2	Public reading of resolutions that may be made public	66
13	Closure	66
14	Next Meeting	66

1 Declaration of Opening

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

1.1 Recording of Those Present

Cr K J Chappel	President
Cr D S Carslake	Deputy President
Cr D B Collins	
Cr J M Coaker	
Cr D S Agar	
Cr M J Thornton	
Cr K Stokes	
Mr S Fletcher	Acting Chief Executive Officer
Mr G Houston	Acting Executive Manager Development & Administration
Mrs W Gledhill	Executive Manager Corporate & Community Services
Ms E Cuthbert	Economic Development Manager
Mr P Buist	Principal Works Manager
Mrs S Adams	Executive Assistant to CEO

1.2 Apologies

1.3 Approved Leave of Absence

1.4 Welcoming of Visitors to the Meeting

1.5 Announcements by the Presiding Member without Discussion

2 Public Question Time

2.1 Response to previous public questions taken on notice

2.2 Public question time

3 Declaration of Interest

Members are to declare financial, proximity and indirect interests.

4 Confirmation of Minutes of Previous Meetings

4.1 Ordinary Council Meeting – 20 September 2017

5 Public Statements, Petitions, Presentations and Approved Deputations

6 Method of Dealing with Agenda Business

7 Reports

7.1 Reports from Committees

Nil

7.2 Reports from the Chief Executive Officer

7.2.2 Executive Manager Corporate & Community Services

7.2.3 Executive Manager Development & Administration

7.2.4 Economic Development Manager

Nil

7.2.5 Principal Works Manager

Nil

7.2.1 Chief Executive Officer

<i>Item No/ Subject:</i>	7.2.1.1 ACEO Close Out Report - May to October 2017
<i>Date of Meeting:</i>	19 October 2017
<i>Date & Author:</i>	13 October 2017 – Sean Fletcher - Acting CEO
<i>Responsible Officer:</i>	Sean Fletcher - Acting CEO
<i>Applicant/Proponent:</i>	Sean Fletcher - Acting CEO
<i>File Number:</i>	
<i>Previous minute/s & Reference:</i>	

SUMMARY

The purpose of this report is to present a close out report from the Acting CEO Mr Sean Fletcher.

DECLARATION OF INTEREST

Impartial

ATTACHMENTS

7.2.1.1a Confidential - Close Out Report – ACEO. This report contains a number of items that are sensitive in nature.

BACKGROUND INFORMATION

The author was appointed to act as the CEO for the Shire of Morawa for approximately six months commencing with his tenure on 10 May 2017. With the commencement of the new CEO, Mr Chris Linnell on 6 November 2017, Mr Fletcher's tenure will cease on Friday 3 November 2017.

Accordingly, Mr Fletcher has provided an overview of the matters he has undertaken during his tenure.

OFFICER'S COMMENT

Firstly, I would like to thank the Council for once more entrusting me with the operations of the Shire for the last six months. I have enjoyed my time and valued very highly the work with both the elected members and the Shire's staff. Secondly, I would like to thank the Council for listening to the advice that I have provided along with that of the staff and embracing a team based approach that has seen us develop a range of policies and responses to a number of key matters and issues during my time here.

That being said, during my time, I have been able to undertake and progress a range of matters. This has included:

- Updating and improving the Shire's recovery plan and matters of governance and compliance and systems in general;
- Improvement of the Council briefing session and Council meeting process;
- Reviewing the duties and activities undertaken by staff and providing mentoring and guidance as appropriate. I have also implemented a team based approach to a range of activities;
- Overhauling the Shire's record keeping practices including the complete review of the Shire's archives;
- Employment of the Economic Development Manager that has included the alignment with key economic development initiatives regarding the Wildflower Way, Regeneration Morawa, support for the Morawa Business Community, developing a framework for community events going forward including Tom O'Toole and the Mid West Cutout;
- Undertaking the recruitment of the new Executive Manager Corporate and Community Services in preparation of Mrs Gledhill's retirement;
- Working more closely with the Morawa Business Community, the Visitor Information Centre, MEITA and MEEDAC;
- Inclusion of the Shire and the Morawa District into the Central Wheatbelt Biosecurity Association;
- Facilitating and progressing a range of key projects including Regeneration Morawa, the Regional Landfill Project, change in management at the Jones Street Landfill, the Mobile Tower – Black Spot Project and the Local Laws Review,
- A thorough review of the Shire's Integrated Planning and Reporting Requirements;
- The development of a number of policies including those regarding community engagement, community based funding and procurement;
- Overseeing of the 17/18 Budget process and the 16/17 Annual Financial Statements;
- Progression of the Shire's Local Laws review;
- Progression of the closing out of the remaining SuperTowns projects and the Country Local Government Fund projects;
- Participating in the setting up the joint arrangements for the new CESM program regarding Morawa, Perenjori, Yalgoo and Murchison;
- Performance as the Shire's Returning Officer for the 2017 ordinary elections;
- Submitting an appeal and appearing before the Appeals Convenor regarding the SMC Expansion project;
- A range of meetings and negotiations with key stakeholders including Arc Infrastructure, Main Roads, the Water Corporation, the Mid West Development Commission (and DPIRD) Karara and SMC;
- Addressing a range of matters raised by the community members.

In all I have dealt with in excess of 300 matters (of which some of these had multiple matters within them). The close out report attached to this agenda item contains information on the 60 key matters I have focussed on. As such, I have compiled a report regarding all matters I have been involved in and this is the basis of the hand over document for the new CEO, Mr Linnell. This document is 90 plus pages in length and addresses:

- Key projects;
- Discussions with staff, elected members regarding key items, contractors, stake holders, and community members;
- Matters undertaken by staff; and
- Meeting details for all stakeholders.

COMMUNITY CONSULTATION

Nil

COUNCILLOR CONSULTATION

Nil

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

The carrying out of duties and functions according to legislative responsibilities, Shire policy and the Strategic Community Plan and other key documents.

RISK MANAGEMENT

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council accepts the Acting Chief Executive Officer's report regarding the key activities and other matters that he has addressed during his time at the Shire of Morawa May 2017 – November 2017.

<i>Item No/ Subject:</i>	7.2.1.2 Adoption of Policy 1.8 – Elected Member Correspondence
<i>Date of Meeting:</i>	19 October 2017
<i>Date & Author:</i>	13 October 2017 – Sean Fletcher - ACEO
<i>Responsible Officer:</i>	Sean Fletcher - ACEO
<i>Applicant/Proponent:</i>	Council
<i>File Number:</i>	
<i>Previous minute/s & Reference:</i>	OCM June 2006

SUMMARY

Nil

DECLARATION OF INTEREST

Nil

ATTACHMENTS

7.2.1.2a Draft Policy 1.8 Elected Member Correspondence
7.2.1.2b State Record Office – Information Sheet Elected Members

BACKGROUND INFORMATION

At the briefing session on 10 October 2017, the elected members discussed with the author the possibility of developing a policy regarding the management of correspondence addressed to them directly. Some of the members indicated a level of concern that perhaps they are not receiving key correspondence including that from the community members.

OFFICER'S COMMENT

The author has taken on board the comments by the elected members at the briefing session and has accordingly reviewed the requirements regarding correspondence received and sent by elected members. This includes relevant legislation, State guidelines and Shire policies.

The proposed policy addresses a number of key principles based on a range of legislation and State policy regarding the keeping of records that have continuing value. These principles are explained as follows:

Continuing Value	Is a record that is created or received that contains information that is of: <ul style="list-style-type: none"> • Administrative value to the Shire; • Legal value to the Shire; • Fiscal value to the Shire; • Evidential value to the Shire; • Historical value to the Shire.
Correspondence	Includes documents in any format e.g. by post, fax, email, courier, hand delivered.
Local Government Record	Means a record created or received by, or for a local government organisation, or elected member, or employee of that organisation, or contractor in the course of work for that local government.

Accordingly, the proposed policy encapsulates the following protocol:

Shire Office

Correspondence that is addressed or marked to Elected Members at the Shire Office will be managed as follows:

Private and Confidential: The correspondence will not be opened. The elected member will be advised that the Shire has received such correspondence and that it can be retrieved from the office at the elected member's convenience.

If the correspondence is of continuing value, the elected member is required to submit this record to the Shire Office for inclusion in the Shire's record keeping system. This can be either in person, or electronically at ea@morawa.wa.gov.au

Personal/Directly Named: As per Private and Confidential.

Directly Named and CEO: Sometimes, correspondence is addressed jointly to the Shire President (or other elected member) and the CEO. The correspondence will be opened, recorded and issued electronically to the elected member concerned.

Note: Under the Electronic Transactions Act 2011, a document can only be issued to the receiver once they have given their permission for this type of transaction to occur.

Private Address

Correspondence addressed to Elected Members at their private address/post box/email inbox that is a local government record and is of continuing value, should be forwarded to the Shire Office for incorporation into the Shire's record keeping system. This includes any response that the Elected Member may have made.

COMMUNITY CONSULTATION

Nil

COUNCILLOR CONSULTATION

Council Briefing Session: 10 October 2017

STATUTORY ENVIRONMENT

Local Government Act 1995

s5.41(h) – The CEO is to ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law.

s6.5(a) – The CEO has a duty to ensure there are kept proper accounts and records of the transactions and affairs of the local government.

State Records Act 2000

Local government is a public authority and so the requirements of this Act including how records are managed and any policy issued as per this Act is binding on the Shire.

Electronic Transactions Act 2011

s9(2)(b) – *The person has given consent to receive the information electronically.*

POLICY IMPLICATIONS

Under the Shire's Record Keeping Plan, the following policy is in place regarding the management of records:

Policy Statement

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

Creation, Capture and Control of Records

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

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Be compliant with relevant legislation.

**Key
Partners**

4.5.1	Adhere to the Local Government Act 1995.	DLG, WALGA
4.5.2	Ensure compliance with local, town planning, building, health and all other legislation.	DLG, WALGA
4.5.3	Maintain, review and ensure relevance of Council policies and laws.	DLG, WALGA

RISK MANAGEMENT

The applicable risk consequences include reputation at a moderate level i.e. substantiated public embarrassment with moderate impact and perhaps a moderate news profile. The likelihood of this occurring is possible and so the overall risk is moderate in nature. By implementing the policy regarding the management of elected member correspondence, the risk will be reduced from moderate to low.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

Adopts draft policy 1.8 – Elected Member Correspondence as set out in attachment 7.2.1.2a

1.8 Elected Member Correspondence

Objective

To provide a clear protocol on the management of Elected Member correspondence.

Policy Statement

Some records created and received by elected members have continuing value to the Shire of Morawa. This includes correspondence (or mail) received and sent by Elected Members.

These records must be managed in accordance with the relevant legislation, the Shire's Record Keeping Plan and as per the following protocol:

Shire Office

Correspondence that is addressed or marked to Elected Members at the Shire Office will be managed as follows:

Private and Confidential: The correspondence will not be opened. The elected member will be advised that the Shire has received such correspondence and that it can be retrieved from the office at the elected member's convenience.

If the correspondence is of continuing value, the elected member is required to submit this record to the Shire Office for inclusion in the Shire's record keeping system. This can be either in person, or electronically at ea@morawa.wa.gov.au

Personal/Directly Named: As per Private and Confidential.

Directly Named and CEO: Sometimes, correspondence is addressed jointly to the Shire President (or other elected member) and the CEO. The correspondence will be opened, recorded and issued electronically to the elected member concerned.

Note: Under the Electronic Transactions Act 2011, a document can only be issued to the receiver once they have given their permission for this type of transaction to occur.

Private Address

Correspondence addressed to Elected Members at their private address/post box/email inbox that is a local government record and is of continuing value, should be forwarded to the Shire Office for incorporation into the Shire's record keeping system. This includes any response that the Elected Member may have made.

Scope

This policy applies to correspondence that is received, or sent by the Elected Members.

Definitions

Any definitions listed in the following table apply to this document:

Continuing Value	Is a record that is created or received that contains information that is of: <ul style="list-style-type: none">• Administrative value to the Shire;• Legal value to the Shire;• Fiscal value to the Shire;• Evidential value to the Shire;• Historical value to the Shire.
Correspondence	Includes documents in any format e.g. by post, fax, email, courier, hand delivered.
Local Government Record	Means a record created or received by, or for a local government organisation, or elected member, or employee of that organisation, or contractor in the course of work for that local government.

Legislative and Strategic Context

Act:

Local Government Act 1995

S5.41(h) – The CEO is to ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law.

s6.5(a) – The CEO has a duty to ensure there are kept proper accounts and records of the transactions and affairs of the local government.

State Records Act 2000

Electronic Transactions Act 2011

State Policy/Guideline/Standard:

Information Sheet (attached) Local Government Elected Members' Records. "...communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business." This policy applies regardless of a record's format or where it was received.

Link to Strategic Community Plan: Outcome 4.5 – Be Compliant With Relevant Legislation

Associated Documents

Policy: 3.7 Purchasing Policy
Other Guidelines: Shire's Record Keeping Plan

Version Control

Revision Date

This policy is to be reviewed every two (2) years.

Responsible Officer

Executive Assistant

Revision History

Version	Author	Version Description	Date Completed
1.0	CEO	Council adoption reference: OCM: 19 October 2017 Resolution: 2017XXXX	19/10/17

Attachment

State Records Office of Western Australia Local Government Elected Members' Records: Which records to capture?



State Records Office of Western Australia

Local Government Elected Members' Records: Which records to capture?

The State Records Commission policy regarding the records of local government elected members requires the creation and retention of records of the:

"...communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business."

This policy applies regardless of a record's format or where it was received.

Elected members **must** create and keep records of communications or transactions, which convey information relating to **local government business or functions**. These records should be forwarded to the local government administration for **capture into the official recordkeeping system**.

Which records should be captured?

YES – forward to your local government administration	NO – do not need to be forwarded to your local government
<p>Communications from ratepayers, such as:</p> <ul style="list-style-type: none"> • complaints & compliments; • correspondence concerning corporate matters; • submissions, petitions & lobbying; • information for Council's interest relating to local government business activity & functions. 	<p>Duplicate copies – of Council meeting agenda, minutes & papers.</p>
<p>Telephone, meetings & other verbal conversations – between an elected member and another party, regarding local government projects or business activities.</p>	<p>Draft documents or working papers – which are already captured at the local government.</p>
<p>Work diaries – containing information that may be significant to the conduct of the elected member on behalf of the local government.</p>	<p>Publications – such as newsletters, circulars and journals.</p>
<p>Presentations and speeches – delivered as part of an elected member's official duties.</p>	<p>Invitations – to community events where an elected member is not representing Council or the local government.</p>
	<p>Telephone, meetings & other verbal conversations which:</p> <ul style="list-style-type: none"> • convey routine information only; or • do not relate to local government business or functions.
	<p>Electioneering – or party political information.</p>
	<p>Personal records – not related to an elected member's official duties.</p>

Destruction of records: return all records to the local government for authorized and legal destruction.

More information: contact your local government administration or
State Records Office of Western Australia

Tel: 9427 3360 or Email: sro@sro.wa.gov.au

7.2.2 Executive Manager Corporate & Community Services

<i>Item No/Subject:</i>	7.2.2.1 Accounts Due For Payment – September 2017
<i>Date of Meeting:</i>	19 October 2017
<i>Date & Author:</i>	12 October 2017 Candice Smith - Senior Finance Officer
<i>Responsible Officer:</i>	Fred Gledhill - Executive Manager Corporate & Community Services
<i>Applicant/Proponent:</i>	Fred Gledhill - Executive Manager Corporate & Community Services
<i>File Number:</i>	FM.CRD.1
<i>Previous minute/s & Reference:</i>	

SUMMARY

A list of accounts is attached for all payments made for the month of September 2017

DECLARATION OF INTEREST

Nil

ATTACHMENTS

7.2.2.1a List of accounts due for payment - September 2017

BACKGROUND INFORMATION

Local Government (Financial Management) Regulations 1996 – Reg 13

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

OFFICER'S COMMENT

Nil

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 10015 to EFT 1001132 inclusive, amounting to \$302,946.43
- Municipal Cheque Payments Numbered 11738 to 11750 amounting to \$35,786.17 and Cheque Payment Numbered 23 amounting to \$545.05
- Municipal Direct Debit Payments Numbers DD5740.1 to DD5740.9 amounting to \$8,742.48; DD5777.1 and DD5777.3 amounting to \$8061.88; DD5792.1 to DD5792.9 amounting to \$9326.07; DD5798.1 \$38.51 and DD5817.1 to 5817.2 amounting to \$580.91
- Payroll for September 2017
 - 06/09/2017 - \$ 45,779.10
 - 20/09/2017 - \$ 47,734.85

7.2.2.1A Accounts due for payment - September 2017

Date: 12/10/2017
Time: 2:58:00PM

SHIRE OF MORAWA

USER: Accountant
PAGE: 1

Agenda Ordinary Council Meeting 16 October 2017

Check /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
23	15/09/2017	Shire of Morawa	Petty Cash recoup September 2017	1		545.05
EFT10015	01/09/2017	Bob Waddell & Associates Pty Ltd	Consulting services	1		3,476.00
EFT10016	01/09/2017	Snap Joondalup	Printing	1		1,877.50
EFT10017	01/09/2017	Leading Voice Pty Ltd	Community Evening	1		7,150.00
EFT10018	01/09/2017	Strategic Teams	Professional Services	1		4,400.00
EFT10019	04/09/2017	Morawa Medical Centre	consult	1		422.70
EFT10020	04/09/2017	J.R. & A. Hersey Pty Ltd	Purchases	1		942.94
EFT10021	04/09/2017	Kats Rural	Plants	1		3,747.92
EFT10022	04/09/2017	Metal Artwork Creations	Name badges	1		63.80
EFT10023	04/09/2017	Midwest Chemical & Paper Distributors	Purchases	1		635.67
EFT10024	04/09/2017	Landgate	Land Enquiry	1		75.90
EFT10025	04/09/2017	Purcher International Pty Ltd	Purchases	1		207.02
EFT10026	04/09/2017	S & K Electrical Contracting Pty Ltd	Smoke Alarm	1		318.12
EFT10027	04/09/2017	Canine Control	Ranger services	1		982.72
EFT10028	04/09/2017	WA Local Government Association	CEO recruitment services	1		10,584.78
EFT10029	04/09/2017	Geraldton Toyota	service to MO212	1		471.90
EFT10030	04/09/2017	Vidguard Security Systems	monitoring fees	1		115.50
EFT10031	04/09/2017	Bunnings Group Limited	Purchases	1		228.92

Date: 12/10/2017
Time: 2:58:00PM

SHIRE OF MORAWA

USER: Accountant
PAGE: 2

Agenda - Ordinary Council Meeting 19 October 2017

Check /EFT NB	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT10032	04/09/2017	Mitchell & Brown	upright oven	1		2,425.00
EFT10033	04/09/2017	Wallis Computer Solutions	Server corrections	1		1,302.75
EFT10034	04/09/2017	Esplanade Hotel Fremantle	Accommodation and meals Sandra Reardon	1		587.00
EFT10035	04/09/2017	Trisley's Hydraulic Services Pty. Ltd.	service work	1		754.60
EFT10036	04/09/2017	Abrolhos Steel	Galv Steel	1		92.21
EFT10037	04/09/2017	ASK Waste Management	Council Briefing	1		1,520.00
EFT10038	04/09/2017	Joyner Slot Consulting	Consultant	1		2,791.25
EFT10039	04/09/2017	Stratum Cutting Edges	Grader Blades	1		2,345.12
EFT10040	04/09/2017	Concept Media (WA) Pty Ltd	Have a go news	1		484.00
EFT10041	08/09/2017	Star Track Express	Freight	1		72.63
EFT10042	08/09/2017	Department of Fire and Emergency Services	2017/18 ESL Quarter 1	1		12,903.30
EFT10043	08/09/2017	Morawa Drapery Store	Purchases PO# 1439	1		129.95
EFT10044	08/09/2017	Choices Flooring Geraldton	Supply and Install	1		2,475.00
EFT10045	08/09/2017	Landgate	UV Valuations	1		80.90
EFT10046	08/09/2017	Think Water Geraldton	Parts purchase order #1476	1		400.15
EFT10047	08/09/2017	Bob Waddell & Associates Pty Ltd	onsite financial services	1		5,588.00
EFT10048	08/09/2017	Bunnings Group Limited	Purchases	1		690.10
EFT10049	08/09/2017	Leading Edge Computers Dongara & Geraldton	Purchases	1		59.00
EFT10050	08/09/2017	Hoist Hydraulics WA Pty Ltd	Hoist PO # 47	1		1,745.70

Date: 12/10/2017
Time: 2:58:00PM

SHIRE OF MORAWA

USER: Accountant
PAGE: 3

Agenda - Ordinary Council Meeting 19 October 2017

Beque /EFT NB	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT10051	08/09/2017	Neverfail Springwater Limited	MONTHLY COOLER RENTAL	1		14.30
EFT10052	08/09/2017	Covs Parts Pty Ltd	Purchases	1		533.89
EFT10053	08/09/2017	HOST Catering Supplies	Tablecloths	1		342.98
EFT10054	08/09/2017	Herrings Coastal Plumbing & Gas	Repairs	1		183.61
EFT10055	08/09/2017	WINC Australia	Service contract	1		3,048.11
EFT10056	08/09/2017	Galvins Plumbing Supplies	Purchases PO # 1449	1		112.04
EFT10057	08/09/2017	Griffin Valuation Advisory	VALUATIONS	1		12,187.92
EFT10058	08/09/2017	Strategic Teams	Professional Services Sean Fletcher	1		4,400.00
EFT10059	08/09/2017	Colliers	Management Fees	1		425.85
EFT10060	08/09/2017	Delta Floor Sanding	sand and seal	1		17,000.00
EFT10061	08/09/2017	Australian Services Union	Payroll deductions	1		82.35
EFT10062	08/09/2017	Department of Human Services	Payroll deductions	1		558.96
EFT10063	11/09/2017	Prestige Pty Ltd	Cleaning 21/8 to 3/9 2017	1		5,067.50
EFT10064	11/09/2017	DALLYWATER CONSULTING	Contract EHO Work on site	1		3,212.00
EFT10065	19/09/2017	Bob Waddell & Associates Pty Ltd	Consultancy service. EOY, Fair Value and assets. Onsite financial services provided Bev Webb	1		9,416.00
EFT10066	19/09/2017	DALLYWATER CONSULTING	Contract EHO work - onsite plus travel and mileage	1		4,444.00
EFT10067	19/09/2017	Strategic Teams	Acting CEO Week Ending 15th September 2017	1		4,400.00
EFT10068	22/09/2017	Star Track Express	Freight	1		245.11

Date: 12/10/2017
Time: 2:58:00PM

SHIRE OF MORAWA

USER: Accountant
PAGE: 4

Agenda - Ordinary Council Meeting 19 October 2017

Chèque /EFT NB	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT10069	22/09/2017	WA College of Agriculture - Morawa	End of Year awards donation	1		500.00
EFT10070	22/09/2017	Landmark Operations Limited	Purchases	1		83.27
EFT10071	22/09/2017	Refuel Australia	Bulk Fuel and oil Purchases	1		14,573.90
EFT10072	22/09/2017	Hitachi Construction Machinery (Australia) Pty Ltd	Parts	1		113.48
EFT10073	22/09/2017	S & K Electrical Contracting Pty Ltd	Repairs	1		1,952.93
EFT10074	22/09/2017	GH Country Courier	Freight	1		170.74
EFT10075	22/09/2017	WA Local Government Association	Recruitment of CEO	1		11,272.79
EFT10076	22/09/2017	Courier Australia	Freight	1		264.43
EFT10077	22/09/2017	Frank Gilmour	Termite Treatment	1		910.00
EFT10078	22/09/2017	Jason Signmakers	Street Signs	1		5,918.55
EFT10079	22/09/2017	Geraldton Mower & Repairs Specialists	Parts	1		406.60
EFT10080	22/09/2017	WA Country Health Service - Midwest	Water consumption	1		254.36
EFT10081	22/09/2017	Alinta Sales Pty Ltd	Useage	1		439.00
EFT10082	22/09/2017	Shire of Three Springs	Shared Services	1		1,659.66
EFT10083	22/09/2017	CleverPatch	Materials	1		229.68
EFT10084	22/09/2017	Total Eden	Purchases	1		792.00
EFT10085	22/09/2017	Great Southern Fuel Supplies	Fuel Purchases	1		785.53
EFT10086	22/09/2017	WINC Australia	Purchases	1		11.13
EFT10087	22/09/2017	Incite Security	Monitoring Fee	1		116.99

Date: 12/10/2017
Time: 2:58:00PM

SHIRE OF MORAWA

USER: Accountant
PAGE: 5

Check /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT10088	22/09/2017	Morawa News & Gifts	Purchases	1		159.73
EFT10089	22/09/2017	Landmark Operations Limited	Gas	1		38.50
EFT10090	22/09/2017	BL & MJ Thornton Waste Removal Services	Waste Remoal Aug 2017	1		8,546.23
EFT10091	22/09/2017	Chadson Engineering Pty Ltd	Purchases	1		92.14
EFT10092	22/09/2017	Mid West Auto Group	Service	1		310.15
EFT10093	22/09/2017	S & K Electrical Contracting Pty Ltd	Repairs	1		429.00
EFT10094	22/09/2017	Marketforce	Advertising	1		504.16
EFT10095	22/09/2017	WA Local Government Association	Short Course	1		566.50
EFT10096	22/09/2017	Nothern Country Zone of WALGA	Subscription	1		1,700.00
EFT10097	22/09/2017	AGPAL	Accreditation	1		3,786.75
EFT10098	22/09/2017	Northstar Asset Pty Ltd	Paper planes Screening	1		418.00
EFT10099	22/09/2017	IGA Morawa	Monthly Purchases	1		286.43
EFT10100	22/09/2017	Safe Roads WA	Road Works	1		19,577.25
EFT10101	22/09/2017	Boya Equipment	Purchases	1		1,093.16
EFT10102	22/09/2017	Joyner Slot Consulting	Consultancy Services	1		26,840.00
EFT10103	22/09/2017	Leading Voice Pty Ltd	Community Evening	1		1,086.00
EFT10104	22/09/2017	WINC Australia	Purchases	1		105.51
EFT10105	28/09/2017	Bob Waddell & Associates Pty Ltd	Assistance with balancing assets and fair value for annual financial report	1		9,042.00

Date: 12/10/2017
Time: 2:58:00PM

SHIRE OF MORAWA

USER: Accountant
PAGE: 6

Agenda - Ordinary Council Meeting 19 October 2017

Chèque /EFT NB	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
EFT10106	28/09/2017	Leading Edge Computers Dongara & Geraldton	Gigabit Poe Stackable Switches and Firewall Services - plus Labour and Travel	1		10,608.30
EFT10107	28/09/2017	Tarts & Co Catering	Catering for Tom O'Toole event	1		3,500.00
EFT10108	28/09/2017	DALLYWATER CONSULTING	Contract EHO work (Onsite) 26/09 - 29/09	1		4,136.00
EFT10109	28/09/2017	Strategic Teams	Acting CEO Week Ending 22nd September 2017	1		8,800.00
EFT10110	29/09/2017	Australian Services Union	Payroll deductions	1		82.35
EFT10111	29/09/2017	Department of Human Services	Payroll deductions	1		554.60
EFT10112	30/09/2017	Prestige Pty Ltd	Cleaning	1		6,230.00
EFT10113	30/09/2017	Arrow Bronze	Plaque	1		149.38
EFT10114	30/09/2017	Star Track Express	Freight	1		54.21
EFT10115	30/09/2017	Morawa Medical Centre	Consult	1		150.00
EFT10116	30/09/2017	BOC Limited	Oxygen	1		19.20
EFT10117	30/09/2017	Kats Rural	Purchases	1		676.13
EFT10118	30/09/2017	Purcher International Pty Ltd	Parts	1		561.85
EFT10119	30/09/2017	Hitachi Construction Machinery (Australia) Pty Ltd	Parts	1		778.34
EFT10120	30/09/2017	S & K Electrical Contracting Pty Ltd	Repairs	1		1,354.87
EFT10121	30/09/2017	Canine Control	Services	1		982.72
EFT10123	30/09/2017	Greenfield Technical Services	Consult	1		1,760.00
EFT10124	30/09/2017	Geraldton Mower & Repairs Specialists	Parts	1		250.00

Date: 12/10/2017
Time: 2:58:00PM

SHIRE OF MORAWA

USER: Accountant
PAGE: 7

Agenda - Ordinary Council Meeting 19 October 2017

Chq No	Req /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
	EFT10125	30/09/2017	Leading Edge Computers Dongara & Geraldton	Phone	1		1,208.00
	EFT10126	30/09/2017	Morawa Rural Enterprises	Purchases	1		250.00
	EFT10127	30/09/2017	Covs Parts Pty Ltd	Parts	1		165.62
	EFT10128	30/09/2017	ARC Infrastructure	Rent	1		119.80
	EFT10129	30/09/2017	Medelect Biomedical Services	Defib Battery	1		687.50
	EFT10130	30/09/2017	Safeway Building & Renovations PTY LTD	Install shallow block mountings	1		5,368.00
	EFT10131	30/09/2017	Incite Security	Maintenance	1		1,264.34
	EFT10132	30/09/2017	Midwest Windscreens	Repairs	1		376.00
	11738	01/09/2017	Building and Construction Industry Training Fund	BCITF 17/18	1		987.30
	11739	01/09/2017	Building Commission	17/18 Levies BSL	1		677.60
	11740	04/09/2017	Telstra Corporation Limited	Usage for August 17	1		2,822.87
	11741	08/09/2017	Water Corporation	Usage	1		212.36
	11742	08/09/2017	Synergy	Usage	1		87.00
	11743	08/09/2017	Telstra Corporation Limited	Usage	1		66.43
	11744	14/09/2017	Synergy	Useage period 19th June to 16th August 2017	1		10,571.95
	11745	14/09/2017	Synergy	Power Usage 19/6/2017 to 16/8/2017 Business Units	1		539.25
	11746	14/09/2017	Water Corporation	water charges April to June 2017	1		14,476.00
	11747	22/09/2017	Patricia Catherine Wells	50% fencing costs	1		94.08
	11748	22/09/2017	Synergy	Useage	1		3,671.05

SHIRE OF MORAWA

Agenda - Ordinary Council Meeting 19 December 2017

Chèque /EFT NB	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
1149	22/09/2017	Telstra Corporation Limited	Usage August 17	1		1,485.48
1150	22/09/2017	Morawa Licensed Post Office Emmlee's	Postage	1		94.80
DD5740.1	06/09/2017	WA Local Government Superannuation Plan	Payroll deductions	1		6,758.07
DD5740.2	06/09/2017	AMP LIFE LTD - SUPERANNUATION	Superannuation contributions	1		488.32
DD5740.3	06/09/2017	BT FINANCIAL GROUP	Superannuation contributions	1		300.94
DD5740.4	06/09/2017	MLC Super Fund	Superannuation contributions	1		222.87
DD5740.5	06/09/2017	Commonwealth Bank Group Super	Superannuation contributions	1		66.06
DD5740.6	06/09/2017	Concept One	Superannuation contributions	1		211.05
DD5740.7	06/09/2017	Australian Super	Superannuation contributions	1		214.53
DD5740.8	06/09/2017	BT Super for Life	Superannuation contributions	1		159.10
DD5740.9	06/09/2017	LGIA Super	Superannuation contributions	1		321.54
DD5777.1	13/09/2017	Synergy	Power Usage - Swimming Pool	1		6,479.85
DD5777.3	12/09/2017	Telstra Corporation Limited	Phone Usage September 2017	1		1,582.03
DD5792.1	20/09/2017	WA Local Government Superannuation Plan	Payroll deductions	1		7,379.97
DD5792.2	20/09/2017	AMP LIFE LTD - SUPERANNUATION	Superannuation contributions	1		488.32
DD5792.3	20/09/2017	BT FINANCIAL GROUP	Superannuation contributions	1		300.94
DD5792.4	20/09/2017	MLC Super Fund	Superannuation contributions	1		222.87
DD5792.5	20/09/2017	Commonwealth Bank Group Super	Superannuation contributions	1		35.78

Date: 12/10/2017
 Time: 2:58:00PM

SHIRE OF MORAWA

USER: Accountant
 PAGE: 9

Bank Name

Chq No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
DD5792.6	20/09/2017	Concept One	Superannuation contributions	1		211.05
DD5792.7	20/09/2017	Australian Super	Superannuation contributions	1		214.53
DD5792.8	20/09/2017	BT Super for Life	Superannuation contributions	1		151.07
DD5792.9	20/09/2017	LGIA Super	Superannuation contributions	1		321.54
DD5798.1	15/09/2017	Courier Australia	Freight	1		38.51
DD5817.1	01/09/2017	Westnet Pty Ltd	Westnet September 2017	1		279.75
DD5817.2	12/09/2017	BOC Finance	September 2017 - Photocopier Lease	1		301.16

Agenda - Ordinary Council Meeting 19 October 2017

REPORT TOTALS

EFT	\$ 302,946.43
Cheque	\$36,331.22
Direct Debits	\$ 26,749.85
Payroll	<u>\$ 93,513.95</u>
TOTAL	\$459,541.45

<i>Item No/Subject</i>	7.2.2.2 Reconciliations - September 2017
<i>Date of Meeting:</i>	19 October 2017
<i>Date & Author:</i>	12 October 2017 – Candice Smith - Senior Finance Officer
<i>Responsible Officer:</i>	Fred Gledhill – Executive Manager Corporate & Community Services
<i>Applicant/Proponent:</i>	Fred Gledhill – Executive Manager Corporate & Community Services
<i>File Number:</i>	FM.ACC.1
<i>Previous minute/s & Reference:</i>	

SUMMARY

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

DECLARATION OF INTEREST

Nil

ATTACHMENTS

Nil

BACKGROUND INFORMATION

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

OFFICER'S COMMENT

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

BANK BALANCES AS AT 30 September 2017

Account	2017
Municipal Account #	\$658,471.51
Trust Account	\$15,980.75
Business Telenet Saver (Reserve) Account	\$3,351,641.64
WA Treasury O/night Facility (Super Towns) Account	\$738,884.70
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
Municipal Funds to Term Deposit – 47 days	\$500,000.00

BANK RECONCILIATION BALANCES

The Bank Reconciliation Balances for 30 September 2017 with a comparison for 30 September 2016 is as follows:

Account	2016	2017
Municipal Account #	\$1,471,886.49	\$676,050.75
Trust Account	\$11,564.98	\$16,280.75
Reserve Account	\$6,290,128.38	\$6,190,526.34

RESERVE ACCOUNT

The Reserve Funds of \$6,190,526.34 as at 30 September 2017 were invested in:-

- Bank of Western Australia \$3,351,641.64 in the Business Telenet Saver Account and
- \$738,884.70 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 September 2017 with a comparison for September 2016 is as follows:

	2016	2017
Sports Complex Upgrade Reserve	\$0.00	\$0.00
Land & Building Reserve	\$79,218.93	\$100,254.38
Plant Reserve	\$943,410.63	\$908,034.05
Leave Reserve	\$287,281.82	\$281,918.75
Economic Development Reserve	\$108,272.11	\$109,611.36
Sewerage Reserve	\$144,919.36	\$216,906.37
Unspent Grants & Contributions Reserve	\$52,440.84	\$58,081.29
Community Development Reserve	\$1,379,615.66	\$1,189,469.0
Water Waste Management Reserve	\$0.00	\$0.00
Future Funds Reserve	\$2,145,299.96	\$2,122,575.23
Morawa Future Funds Interest Reserve	\$54,825.05	\$88,280.53
Aged Care Units Reserve Units 6-9	\$9,044.61	\$9,156.55
Aged Care Units Reserve Units 1-4	0	\$68,152.43
Aged Care Units Reserve Unit 5	0	\$54,709.37
Transfer Station Reserve	\$134,810.36	\$27.18
S/Towns Revitalisation Reserve	\$174,229.89	\$177,204.23
ST Solar Thermal Power Station Reserve	\$552,252.87	\$561,680.47
Business Units Reserve	\$61,374.79	\$82,189.50
Legal Reserve	\$15,032.94	\$20,232.78
Road Reserve	\$140,307.41	\$142,042.86
TOTAL	\$6,282,337.23	\$6,190,526.34

TRANSFER OF FUNDS

- *\$521,430.00 from Unspent Grants to Municipal Fund being for General FAGS paid in advance June 2017. 17 July 2017*
- *\$299,042.00 from Unspent Grants to Municipal Fund being for Roads FAGS paid in advance June 2017. 10 August 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 30 September 2017.

Item No/Subject: **7.2.2.3 Monthly Financial Statements – September 2017**

Date of Meeting: **19 October 2017**

Date & Author: **12 October 2017
Candice Smith - Senior Finance Officer**

Responsible Officer: **Fred Gledhill –
Executive Manager Corporate & Community Services**

Applicant/Proponent: **Fred Gledhill –
Executive Manager Corporate & Community Services**

File Number:

*Previous minute/s
& Reference:*

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 September Monthly Financial Activity Report pertaining to Councils operations. 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 30 September 2017.



SHIRE OF MORAWA
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 SEPTEMBER 2017 TO 30 SEPTEMBER 2017

TABLE OF CONTENTS

	Page
Statement of Financial Activity	2
Notes to and Forming Part of the Statement	
1 Significant Accounting Policies	3 to 9
2 Statement of Objective	10
3 Acquisition of Assets	11 to 12
4 Disposal of Assets	13
5 Information on Borrowings	14
6 Reserves	15 to 19
7 Net Current Assets	20
8 Rating Information	21
9 Trust Funds	22
10 Operating Statement	23
11 Balance Sheet	24
12 Financial Ratio	25
Variance Report	26 to 27

SHIRE OF MORAWA

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 SEPTEMBER 2017 TO 30 SEPTEMBER 2017

	NOTE	SEPTEMBER 2017 Actual \$	SEPTEMBER 2017 Y-T-D Budget \$	2017/18 Budget \$	Variations Actuals to Budget \$	Variations Actual Budget to Y-T-D %	
Operating							
Revenues/Sources	1,2						
Governance		545	0	20,010	545	0.00%	
General Purpose Funding		(22,617)	217,966	897,142	(240,583)	(110.38%)	▼
Law, Order, Public Safety		125	5,182	26,230	(5,057)	(97.59%)	
Health		0	0	5,350	0	0.00%	
Education and Welfare		2,279	22,057	133,899	(19,778)	(89.67%)	▼
Housing		25,869	15,108	147,761	10,761	71.23%	▲
Community Amenities		437,213	466,062	554,091	(28,849)	(6.19%)	
Recreation and Culture		63,605	4,050	69,214	59,555	1470.49%	▲
Transport		79,496	163,189	1,092,694	(83,693)	(51.29%)	▼
Economic Services		47,652	36,444	223,319	11,208	30.75%	▲
Other Property and Services		19,650	21,297	139,184	(1,647)	(7.73%)	
		653,817	951,355	3,308,894	(297,538)	(31.28%)	
(Expenses)/(Applications)	1,2						
Governance		(105,845)	(120,553)	(491,640)	(105,845)	0.00%	
General Purpose Funding		(50,521)	(40,743)	(174,282)	(9,778)	(24.00%)	
Law, Order, Public Safety		(15,968)	(19,560)	(84,223)	3,592	18.36%	
Health		(42,522)	(52,177)	(210,604)	9,655	18.50%	
Education and Welfare		(18,469)	(37,974)	(800,015)	19,505	51.36%	▼
Housing		(62,031)	(60,892)	(313,270)	(1,139)	(1.87%)	
Community Amenities		(108,917)	(190,428)	(741,202)	81,511	42.80%	▼
Recreation & Culture		(213,717)	(301,389)	(1,136,614)	87,672	29.09%	▼
Transport		(262,584)	(421,177)	(1,598,634)	158,593	37.65%	▼
Economic Services		(98,867)	(199,929)	(794,594)	101,062	50.55%	▼
Other Property and Services		(154,915)	(69,630)	(36,296)	(85,285)	(122.48%)	▲
		(1,134,356)	(1,514,452)	(6,381,374)	259,543	(25.10%)	
Net Result Excluding Rates		(480,539)	(563,097)	(3,072,480)	(37,995)		
Adjustments for Non-Cash (Revenue) and Expenditure							
(Profit)/Loss on Asset Disposals	4	0	(3,249)	(13,000)	3,249	100.00%	
Movement in Leave Reserve (Added Back)		511	0	0	511	0.00%	
Movement in Deferred Pensioner Rates/ESL (no		0	0	0	0	0.00%	
Movement in Employee Benefit Provisions (non-		0	0	0	0	0.00%	
Rounding Adjustment		0	0	0	0	0.00%	
Depreciation on Assets		0	365,817	1,463,496	(365,817)	100.00%	▼
Capital Revenue and (Expenditure)							
Purchase Land Held for Resale	3	0	(4,998)	(20,000)	4,998	100.00%	
Purchase Land and Buildings	3	(596)	(8,500)	(155,000)	7,904	92.99%	
Purchase Plant and Equipment	3	0	(20,000)	(155,000)	20,000	100.00%	▼
Purchase Furniture and Equipment	3	0	(2,870)	(22,870)	2,870	100.00%	
Purchase Infrastructure Assets - Roads	3	(147,641)	(363,910)	(1,631,978)	216,269	59.43%	▼
Purchase Infrastructure Assets - Footpaths	3	0	0	(27,937)	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	0	(10,000)	0	0.00%	
Purchase Infrastructure Assets - Play Equip	3	0	0	0	0	0.00%	
Purchase Infrastructure Assets - Sewerage	3	0	0	0	0	0.00%	
Purchase Infrastructure Assets - Dams	3	0	0	0	0	0.00%	
Purchase Infrastructure Assets - Other	3	(58,357)	(13,751)	(137,500)	(44,606)	(324.38%)	▲
Proceeds from Disposal of Assets	4	0	0	15,000	0	0.00%	
Repayment of Debentures	5	(24,158)	(24,157)	(70,815)	(1)	(0.00%)	
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	(8,894)	(41,898)	(278,751)	33,004	78.77%	▼
Transfers from Restricted Asset (Reserves)	6	820,472	952,767	1,892,170	(132,295)	(13.89%)	▼
ADD Net Current Assets July 1 B/Fwd	7	437,591	428,376	428,376	9,215	2.15%	
LESS Net Current Assets Year to Date	7	2,353,514	2,503,175	564	(149,661)	5.98%	
Amount Raised from Rates	8	(1,815,125)	(1,802,645)	(1,796,852)	(12,480)	0.69%	

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

Material Variances Symbol

Above Budget Expectations

▲

Greater than 10,000 and greater than 10%

Below Budget Expectations

▼

Less than 10,000 and less than 10%

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 SEPTEMBER 2017 TO 30 SEPTEMBER 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 SEPTEMBER 2017 TO 30 SEPTEMBER 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 SEPTEMBER 2017 TO 30 SEPTEMBER 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 construction/road base original surfacing and major re-surfacing	not depreciated 50 years
- bituminous seals	20 years
Gravel roads clearing and earthworks construction/road base gravel sheet	not depreciated 50 years 12 years
Formed roads (unsealed) clearing and earthworks construction/road base	not depreciated 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 SEPTEMBER 2017 TO 30 SEPTEMBER 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 SEPTEMBER 2017 TO 30 SEPTEMBER 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 SEPTEMBER 2017 TO 30 SEPTEMBER 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 SEPTEMBER 2017 TO 30 SEPTEMBER 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 SEPTEMBER 2017 TO 30 SEPTEMBER 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 SEPTEMBER 2017 TO 30 SEPTEMBER 2017

3. ACQUISITION OF ASSETS	2017/18 Budget \$	SEPTEMBER 2017 YTD Budget \$	SEPTEMBER 2017 Actual \$
The following assets have been acquired during the period under review:			
<u>By Program</u>			
Governance			
Upgrade to Old Council Chambers	50,000	0	396.56
Law, Order, Public Safety			
New fire truck	0	0	0.00
Housing			
Aged Person Units x 4 - water metres	60,000	6,000	0.00
Community Amenities			
Construction of Refuse Transfer Station	0	0	0.00
New Tip Site Construction	70,000	0	0.00
Closure/Rehabilitation Old Tip Site	0	0	940.10
Community Bus	135,000	0	0.00
Refuse Transfer Station - Storage Shed	0	0	0.00
Purchase Land For New Waste Site	0	0	0.00
Recreation and Culture			
Blowup Swing for Games	0	0	0.00
Diving Blocks	10,000	0	4,880.00
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	0.00
Transport			
Road Construction			
- Rural Roads Construction	1,483,543	329,225	95,958.30
- Townsite Roads Construction	148,435	34,685	51,683.16
Plant & Equipment - Road Plant Purchases	0	0	0.00
Airfield Lighting Upgrade	10,000	0	0.00
Economic Services			
Caravan Park Camp Kitchen/Caretakers Cabin	25,000	2,500	0.00
Caravan Park Concept Plan	12,500	6,250	0.00
Morawa Gateway Project	25,000	2,500	0.00
Industrial Land Development	20,000	4,998	0.00
Phase 1 - Civic Square/Pedestrian Crossing	0	0	19,713.00
Construction of Footpath - Jubilee Park	0	0	32,824.28
Phase 2 - Road Freight Alignment	0	0	0.00
Other Property & Services			
Purchase of Lot 9000, White Ave	0	0	0.00

Administration Furniture & Equipment	2,870	2,870	0.00
CEO/DCEO/MAF Vehicles	20,000	20,000	0.00
	<u>2,160,285</u>	<u>414,029</u>	<u>206,595.20</u>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 SEPTEMBER 2017 TO 30 SEPTEMBER 2017

3. ACQUISITION OF ASSETS (Continued)	2017/18 Budget \$	SEPTEMBER 2017 YTD Budget \$	SEPTEMBER 2017 Actual \$
The following assets have been acquired during the period under review:			
By Class			
Land Held for Resale	20,000	4,998	0.00
Investments	0	0	0.00
Land	0	0	0.00
Buildings	155,000	8,500	596.36
Plant and Equipment	155,000	20,000	0.00
Furniture and Equipment	22,870	2,870	0.00
Infrastructure Assets - Roads	1,631,978	363,910	147,641.46
Infrastructure Assets - Footpaths	27,937	0	0.00
Infrastructure Assets - Drainage/Dams	0	0	0.00
Infrastructure Assets - Parks & Ovals	0	0	0.00
Infrastructure Assets - Airfields	10,000	0	0.00
Infrastructure Assets - Playground Equipment	0	0	0.00
Infrastructure Assets - Sewerage	0	0	0.00
Infrastructure Assets - Dams	0	0	0.00
Infrastructure Assets - Other	137,500	13,751	58,357.38
	<u>2,160,285</u>	<u>414,029</u>	<u>206,595.20</u>

SHIRE OF MORAWA
 NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD 1 SEPTEMBER 2017 TO 30 SEPTEMBER 2017

4. **DISPOSALS OF ASSETS**

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

	Written Down Value		Sale Proceeds		Profit(Loss)	
	2017/18 Budget \$	SEPTEMBER 2017 Actual \$	2017/18 Budget \$	SEPTEMBER 2017 Actual \$	2017/18 Budget \$	SEPTEMBER 2017 Actual \$
By Program						
Law, Order & Public Safety						0.00
Transport						0.00
Other Property & Services						0.00
	2,000	0.00	15,000	0.00	13,000	0.00

	Written Down Value		Sale Proceeds		Profit(Loss)	
	2017/18 Budget \$	SEPTEMBER 2017 Actual \$	2017/18 Budget \$	SEPTEMBER 2017 Actual \$	2017/18 Budget \$	SEPTEMBER 2017 Actual \$
By class of asset						
Plant & Equipment	0	0	15,000	0	13,000	0
	0	0.00	0	0.00	0	0.00
	0	0.00	0	0.00	0	0.00
	0	0.00	0	0.00	0	0.00
	0	0.00	0	0.00	0	0.00
	0	0.00	0	0.00	0	0.00
	0	0.00	0	0.00	0	0.00
	0	0.00	0	0.00	0	0.00
	0	0.00	0	0.00	0	0.00
	0	0.00	0	0.00	0	0.00
	0	0.00	0	0.00	0	0.00
	2,000	0.00	15,000	0.00	13,000	0.00

Summary
Profit on Asset Disposals
Loss on Asset Disposals

Budget	Actual
\$ 13,000	\$ 0.00
0	0.00
<u>13,000</u>	<u>0.00</u>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 SEPTEMBER 2017 TO 30 SEPTEMBER 2017

5. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-16	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		2017/18 Budget \$	2017/18 Actual \$	2017/18 Budget \$	2017/18 Actual \$	2017/18 Budget \$	2017/18 Actual \$	2017/18 Budget \$	2017/18 Actual \$
Housing									
Loan 133 - GEHA House	70,621	0	0	34,156	0	36,465	70,621	4,076	
Loan 134 - 2 Broad Street	49,838	0	0	24,158	24,158	25,680	25,680	3,090	
Loan 135 - Staff Housing	0	0	0	0	0	0	0	0	
Loan 136 - 24 Harley Street - Staff Housing	332,137	0	0	12,501	0	319,636	332,137	12,931	
Transport									
Loan 138 - Plant Replacement	0	0	0	0	0	0	0	0	0
	452,596	0	0	70,814.62	24,158	381,781.38	428,438	20,097	0

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

(b) New Debentures - 2017/18

There are no new borrowings proposed for the 2016/17 financial year.

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 SEPTEMBER 2017 TO 30 SEPTEMBER 2017

	2017/18 Budget \$	SEPTEMBER 2017 Actual \$
6. RESERVES - CASH BACKED		
(a) Leave Reserve		
Opening Balance	281,137	281,138
Amount Set Aside / Transfer to Reserve	7,611	511
Amount Used / Transfer from Reserve	<u>(80,000)</u>	<u>0</u>
	<u>208,748</u>	<u>281,919</u>
(b) Sports and Recreation Facilities Reserve		
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>
(c) Plant Reserve		
Opening Balance	905,518	905,518
Amount Set Aside / Transfer to Reserve	108,411	1,646
Amount Used / Transfer from Reserve	<u>(60,000)</u>	<u>0</u>
	<u>953,929</u>	<u>908,034</u>
(d) Building Reserve		
Opening Balance	99,976	99,977
Amount Set Aside / Transfer to Reserve	20,929	182
Amount Used / Transfer from Reserve	<u>(50,000)</u>	<u>0</u>
	<u>70,905</u>	<u>100,254</u>
(e) Economic Development Reserve		
Opening Balance	109,308	109,308
Amount Set Aside / Transfer to Reserve	1,015	199
Amount Used / Transfer from Reserve	<u>(25,000)</u>	<u>0</u>
	<u>85,323</u>	<u>109,611</u>
(f) Community Development Reserve		
Opening Balance	1,187,559	1,187,559
Amount Set Aside / Transfer to Reserve	11,030	1,250
Amount Used / Transfer from Reserve	<u>(10,000)</u>	<u>0</u>
	<u>1,188,589</u>	<u>1,189,469</u>
(g) Sewerage Reserve		
Opening Balance	216,306	216,305
Amount Set Aside / Transfer to Reserve	34,528	393
Amount Used / Transfer from Reserve	<u>(70,000)</u>	<u>0</u>
	<u>180,834</u>	<u>216,906</u>
(h) Unspent Grants and Contributions Reserve		
Opening Balance	877,391	877,390
Amount Set Aside / Transfer to Reserve	8,149	1,108
Amount Used / Transfer from Reserve	<u>(832,972)</u>	<u>(820,472)</u>
	<u>52,568</u>	<u>58,081</u>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 SEPTEMBER 2017 TO 30 SEPTEMBER 2017

	2017/18 Budget \$	SEPTEMBER 2017 Actual \$
6. RESERVES (Continued)		
(i) Business Units Reserve		
Opening Balance	81,961	81,962
Amount Set Aside / Transfer to Reserve	20,761	149
Amount Used / Transfer from Reserve	0	0
	102,722	82,190
(j) Morawa Future Funds Interest		
Opening Balance	88,036	88,036
Amount Set Aside / Transfer to Reserve	12,050	160
Amount Used / Transfer from Reserve	0	0
	100,086	88,281
(k) Morawa Community Future Funds Reserve		
Opening Balance	2,121,127	2,121,127
Amount Set Aside / Transfer to Reserve	19,703	948
Amount Used / Transfer from Reserve	(36,000)	0
	2,104,830	2,122,575
(l) Refuse Transfer Station Reserve		
Opening Balance	27	27
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	27	27
(m) Aged Care Units Reserve - Units 6-9		
Opening Balance	9,131	9,131
Amount Set Aside / Transfer to Reserve	85	17
Amount Used / Transfer from Reserve	0	0
	9,216	9,157
(n) ST-N/Midlands Solar Thermal Power		
Opening Balance	559,632	558,966
Amount Set Aside / Transfer to Reserve	5,198	1,379
Amount Used / Transfer from Reserve	(550,000)	0
	14,830	561,680
(o) ST-Morawa Revitalisation Reserve		
Opening Balance	176,558	176,348
Amount Set Aside / Transfer to Reserve	1,640	435
Amount Used / Transfer from Reserve	(178,198)	0
	0	177,204
(p) Legal Fees Reserve		
Opening Balance	20,177	20,177
Amount Set Aside / Transfer to Reserve	5,187	37
Amount Used / Transfer from Reserve	0	0
	25,364	20,233

SHIRE OF MORAWA
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 SEPTEMBER 2017 TO 30 SEPTEMBER 2017

	2017/18 Budget \$	SEPTEMBER 2017 Actual \$
6. RESERVES (Continued)		
(q) Road Reserve		
Opening Balance	141,649	141,649
Amount Set Aside / Transfer to Reserve	1,316	258
Amount Used / Transfer from Reserve	0	0
	<u>142,965</u>	<u>142,043</u>
(r) Aged Care Units 1-4		
Opening Balance	67,964	67,964
Amount Set Aside / Transfer to Reserve	631	124
Amount Used / Transfer from Reserve	0	0
	<u>68,595</u>	<u>68,152</u>
(s) Aged Care Unit 5		
Opening Balance	54,558	54,558
Amount Set Aside / Transfer to Reserve	507	99
Amount Used / Transfer from Reserve	0	0
	<u>55,065</u>	<u>54,709</u>
(t) Swimming Pool Reserve		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	20,000	0
Amount Used / Transfer from Reserve	0	0
	<u>20,000</u>	<u>0</u>
 Total Cash Backed Reserves	 5,384,596	 6,190,526
 Summary of Transfers To Cash Backed Reserves		
Transfers to Reserves		
Leave Reserve	7,611	511
Sports and Recreation Facilities Reserve	0	0
Plant Reserve	108,411	1,646
Building Reserve	20,929	182
Economic Development Reserve	1,015	199
Community Development Reserve	11,030	1,250
Sewerage Reserve	34,528	393
Unspent Grants and Contributions Reserve	8,149	1,108
Business Units Reserve	20,761	149
Morawa Community Future Funds Interest	12,050	160
Morawa Community Future Fund Reserve	19,703	948
Refuse Transfer Station Reserve	0	0
Aged Care Units Reserve - Units 6-9	85	17
ST-N/Midlands Solar Thermal Power	5,198	1,379
ST-Morawa Revitalisation Reserve	1,640	435
Legal Fees Reserve	5,187	37
Road Reserve	1,316	258
Aged Care Units 1-4	631	124
Aged Care Unit 5	507	99
Swimming Pool Reserve	20,000	0
	278,751	8,894

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 SEPTEMBER 2017 TO 30 SEPTEMBER 2017

6. RESERVES (Continued)

Transfers from Reserves

Leave Reserve	(80,000)	0
Sports and Recreation Facilities Reserve	0	0
Plant Reserve	(60,000)	0
Building Reserve	(50,000)	0
Economic Development Reserve	(25,000)	0
Community Development Reserve	(10,000)	0
Sewerage Reserve	(70,000)	0
Unspent Grants and Contributions Reserve	(832,972)	(820,472)
Business Units Reserve	0	0
Morawa Community Future Funds Interest	0	0
Morawa Community Future Fund Reserve	(36,000)	0
Refuse Transfer Station Reserve	0	0
Aged Care Units Reserve - Units 6-9	0	0
ST-N/Midlands Solar Thermal Power	(550,000)	0
ST-Morawa Revitalisation Reserve	(178,198)	0
Legal Fees Reserve	0	0
Road Reserve	0	0
Aged Care Units 1-4	0	0
Aged Care Unit 5	0	0
Swimming Pool Reserve	0	0
	<u>(1,892,170)</u>	<u>(820,472)</u>
Total Transfer to/(from) Reserves	<u>(1,613,419)</u>	<u>(811,578)</u>

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

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 SEPTEMBER 2017 TO 30 SEPTEMBER 2017

6. RESERVES (Continued)

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

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

ST - N/Midlands Solar Thermal Power Reserves

Super Town funds to be used for the N/Midlands Solar Thermal Power feasibility Study Project

ST-Morawa Revitalisation Reserve

Super Town funds to be used for the Morawa Town Revitalisation Project

Legal Fees Reserve

to be utilised for unforeseen Legal Fees

Road Reserve

to be utilised for future Road Construction and Maintenance

Except for the Unspent Grants and Contributions Reserve, the Reserves are not expected to be used within a set period as further transfers to the reserve accounts are expected as funds are utilised.

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 SEPTEMBER 2017 TO 30 SEPTEMBER 2017

	2016/17 B/Fwd Per 2017/18 Budget \$	2016/17 B/Fwd Per Financial Report \$	2017/18 Actual \$
7. NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	48,420	(176,517)	176,601
Cash - Restricted Unspent Grants	0	317,600	0
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	6,998,015	6,997,139	6,185,561
Rates - Current	0	487,406	2,252,598
Sundry Debtors	542,642	48,351	79,703
GST Receivable	0	52,746	38,076
Accrued Income/Prepayments	0	877	0
Provision for Doubtful Debts	0	(722)	(722)
Other Current Debtors	0	0	0
Inventories	1,335	1,119	1,119
	<u>7,590,412</u>	<u>7,727,999</u>	<u>8,732,936</u>
LESS: CURRENT LIABILITIES			
Sundry Creditors	(60,497)	(92,665)	0
Income Received in Advance	0	0	(8,605)
GST Payable	0	(33,348)	(19,996)
Payroll Creditors	0	0	0
Accrued Expenditure	0	(1,634)	0
Other Payables	0	(5,953)	(35,376)
Withholding Tax Payable	0	0	0
Payg Payable	0	(43,671)	(29,358)
Accrued Interest on Debentures	0	(3,509)	0
Accrued Salaries and Wages	0	(8,965)	0
Current Employee Benefits Provision	(384,662)	(384,662)	(384,662)
Current Loan Liability	6,938	(70,815)	(46,657)
	<u>(438,221)</u>	<u>(645,222)</u>	<u>(524,654)</u>
NET CURRENT ASSET POSITION	7,152,191	7,082,777	8,208,282
Less: Cash - Reserves - Restricted	(6,998,015)	(6,997,139)	(6,185,561)
Less: Cash - Unspent Grants - Restricted	0	0	0
Less: Land Held for Resale	0	0	2,217
Add Back : Component of Leave Liability not Required to be Funded	281,138	281,138	281,919
Add Back : Current Loan Liability	(6,938)	70,815	46,657
SURPLUS/(DEFICIENCY) C/FWD	<u>428,376</u>	<u>437,591</u>	<u>2,353,514</u>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 SEPTEMBER 2017 TO 30 SEPTEMBER 2017

8. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2017/18 Rate Revenue \$	2017/18 Interim Rates \$	2017/18 Back Rates \$	2017/18 Total Revenue \$	2017/18 Budget \$
General Rate								
GRV Residential/Commercial	0.07571	269	2,912,592	212,543	0	0	212,543	214,220
UV Rural	0.02304	205	63,004,000	1,451,801	0	0	1,451,801	1,451,801
UV Mining	0.28968	15	472,333	136,826	0	0	136,826	136,826
Sub-Totals		489	66,388,925	1,801,170	0	0	1,801,170	1,802,847
Minimum Rates	Minimum \$							
GRV Residential/Commercial	290	45	26,778	13,340	0	0	13,340	13,050
UV Rural	290	6	53,200	1,740	0	0	1,740	1,740
UV Mining	656	11	11,311	7,216	0	0	7,216	7,216
Sub-Totals		62	91,289	22,296	0	0	22,296	22,006
Discounts							1,823,466	
Total amount raised from general rates							(8,611)	(28,000)
Ex-Gratia Rates							1,814,855	1,796,853
Rates Written Off							0	5,792
Specified Area Rates							(61)	(2,000)
Movement in Excess Rates							0	0
Total Rates							(36,284)	0
							1,778,510	1,800,645

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 2017/18 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 SEPTEMBER 2017 TO 30 SEPTEMBER 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:

Detail	Balance 01-Jul-17 \$	Amounts Received \$	Amounts Paid (\$)	Balance \$
Housing Bonds	2,000	0	0	2,000
Dreghorn Unit Bonds	1,164	0	0	1,164
Bonds Hall/Rec Centre Hire	100	300	0	400
Aged Care - Bond Karl Strudwick Number 5	1,266	0	0	1,266
Youth Centre	865	0	0	865
Council Nominations	0	320	0	320
Bill Johnson Unit 1 Bond	0	0	0	0
Haulmore Trailers Land Dep	4,641	0	0	4,641
Social Club Payments	0	0	0	0
Local Drug Action Group	660	0	0	660
BCITF/BRB Training Levy	1,818	0	(2,217)	(399)
Daphne Little - Excess Rent	1,704	0	0	1,704
Morawa Oval Function Centre	1,763	0	0	1,763
	<u>15,981</u>	<u>620</u>	<u>(2,217)</u>	<u>14,384</u>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 SEPTEMBER 2017 TO 30 SEPTEMBER 2017

10. OPERATING STATEMENT

	SEPTEMBER 2017 Actual \$	2017/18 Budget \$	2016/17 Actual \$
OPERATING REVENUES			
Governance	545	20,010	40
General Purpose Funding	1,792,238	2,693,995	4,156,663
Law, Order, Public Safety	125	26,230	396,038
Health	0	5,350	3,328
Education and Welfare	2,279	133,899	33,333
Housing	25,869	147,761	195,171
Community Amenities	437,213	554,091	439,329
Recreation and Culture	63,605	69,214	266,587
Transport	79,496	1,092,694	4,971,279
Economic Services	47,652	223,319	156,934
Other Property and Services	19,650	139,184	137,479
TOTAL OPERATING REVENUE	2,468,672	5,105,747	10,756,181
OPERATING EXPENSES			
Governance	105,845	491,640	449,851
General Purpose Funding	50,521	174,282	196,911
Law, Order, Public Safety	15,968	84,223	146,986
Health	42,522	210,604	155,117
Education and Welfare	18,469	800,015	176,028
Housing	62,031	313,270	152,845
Community Amenities	108,917	741,202	585,147
Recreation & Culture	213,717	1,136,614	1,164,884
Transport	262,584	1,598,634	5,175,238
Economic Services	98,867	794,594	415,210
Other Property and Services	154,915	36,296	62,476
TOTAL OPERATING EXPENSE	1,134,356	6,381,374	8,680,694
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	<u>1,334,316</u>	<u>(1,275,627)</u>	<u>2,075,487</u>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 SEPTEMBER 2017 TO 30 SEPTEMBER 2017

11. BALANCE SHEET

	SEPTEMBER 2017 Actual \$	2016/17 Actual \$
CURRENT ASSETS		
Cash Assets	6,362,162	7,138,222
Receivables	2,369,655	588,657
Inventories	1,119	1,119
TOTAL CURRENT ASSETS	<u>8,732,936</u>	<u>7,727,998</u>
NON-CURRENT ASSETS		
Receivables	16,559	16,559
Inventories	0	0
Property, Plant and Equipment	23,105,702	23,105,106
Infrastructure	44,279,503	44,073,505
TOTAL NON-CURRENT ASSETS	<u>67,401,764</u>	<u>67,195,170</u>
TOTAL ASSETS	<u>76,134,700</u>	<u>74,923,168</u>
CURRENT LIABILITIES		
Payables	93,335	189,746
Interest-bearing Liabilities	46,657	70,815
Provisions	384,662	384,662
Trust Imbalance	(2,217)	239,867
TOTAL CURRENT LIABILITIES	<u>522,437</u>	<u>645,223</u>
NON-CURRENT LIABILITIES		
Interest-bearing Liabilities	381,781	381,782
Provisions	26,386	26,386
TOTAL NON-CURRENT LIABILITIES	<u>408,167</u>	<u>408,168</u>
TOTAL LIABILITIES	<u>930,604</u>	<u>1,053,391</u>
NET ASSETS	<u>75,204,096</u>	<u>73,869,777</u>
EQUITY		
Retained Surplus	35,814,777	33,668,883
Reserves - Cash Backed	6,185,561	6,997,139
Reserves - Asset Revaluation	33,203,757	33,203,757
TOTAL EQUITY	<u>75,204,095</u>	<u>73,869,779</u>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 SEPTEMBER 2017 TO 30 SEPTEMBER 2017

12. FINANCIAL RATIO

	2017 YTD	2016	2015	2014
Current Ratio	10.590	4.220	3.530	7.880

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 SEPTEMBER 2017 TO 30 SEPTEMBER 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 variance.

The Materiality variances adopted by Council are:

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

REPORTABLE OPERATING REVENUE VARIATIONS

General Purpose Funding - Variance below budget expectations

Timing - Variance on Grant income

Education and Welfare - Variance below budget expectations

Youth Centre income decreased due to changes to operations of the Youth Centre -
Timing on grant income

Housing - Variance above budget expectations

18B Evans insurance claim received - unbudgeted for. Offset by expense. Aged Care
income above YTD budget expectations - timing

Recreation & Culture - Variance above budget expectations.

Payment for 20% remaining on Swimming Pool out of round funding received in this financial year

Transport - Variance below expectations.

Timing - Variance on Grant Income

Economic Services - Variance above budget expectations.

Tom O'Toole event non budget item - offset by expenditure

REPORTABLE OPERATING EXPENSE VARIATIONS

Note: Depreciation is not raised until after the audit is completed.
This affects variations across all programs

Education and Welfare - Variance below budget expectations

Tom O'Toole event non budget item - Offset by income
Youth Centre projects - timing on projects

Community Amenities - Variance below budget expectations.

Timing Variance on maintenance

Recreation and Culture - Variance below budget expectations.

Timing Variance on maintenance

Transport - Variance below budget expectations.

Timing Variance on Rural Road Maintenance

Economic Services - Variance below budget expectations

Timing Variance on Caravan Park operation expenses

SHIRE OF MORAWA
FOR THE PERIOD 1 SEPTEMBER 2017 TO 30 SEPTEMBER 2017
Report on Significant variances Greater than 10% and \$10,000

Other Property & Services - Variance above budget expectations.

Envisio Programme to be adjusted at the Budget Review
Consultancy Fees higher than anticipated budget due to leave - arrangements for Senior Officers will be adjusted and reallocated to correct accounts

REPORTABLE NON-CASH VARIATIONS

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

REPORTABLE CAPITAL EXPENSE VARIATIONS

Purchase of Plant & Equipment - Variance above budget expectations.

Purchases overall under budget expectations

Purchase of Infrastructure Assets Roads - Variance below budget expectations.

Capital Road Works for roads under budget - timing

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 & Administration

<i>Item No/ Subject:</i>	7.2.3.1 Delegation Under Health (Asbestos) Regulations 1992
<i>Date of Meeting:</i>	19 October 2017
<i>Date & Author:</i>	4 October 2017 – Gordon Houston – Acting Executive Manager Development & Administration
<i>Responsible Officer:</i>	Gordon Houston – Acting Executive Manager Development & Administration
<i>Applicant/Proponent:</i>	
<i>File Number:</i>	PH.LEG.1
<i>Previous minute/s & Reference:</i>	

SUMMARY

Council's consideration is requested for delegation of responsibility to the CEO in relation to a recent amendment of the Health (Asbestos) Regulations 1992, pertaining in particular to 15D(5) of those Regulations.

DECLARATION OF INTEREST

The author has no interest to declare in this report.

ATTACHMENTS

Nil

BACKGROUND INFORMATION

The Department of Health has flagged a revision which occurred on 20 September 2017 to an amendment to the *Health (Asbestos) Regulations 1992*. The revision (another Amendment) was prepared to address a couple of anomalies raised after the previous review and amendment of the principal Regulation on 24 January 2017.

In particular, and the issue of relevance to this Item, Regulation 15D(5) states that, "A local government may, in writing, appoint persons or classes of persons to be authorised officers for the purposes of the Criminal Procedure Act 2004 Part 2". As part of that appointment, an officer is authorised to either issue or extend or cancel an infringement notice.

An infringement notice is a notice that a person has committed an alleged specified offence under a regulation, and requires monetary payment of a specified monetary amount for the offence within a specified time.

The State Solicitor's Office advised that there were no powers under the overriding legislation or the amended Regulations to delegate this power and thus, all appointments (and thus any alterations to infringements) had to be made by Council.

To remedy this, the following Clause has now been inserted into Section 15D of the Regulations:

“(7) A local government may delegate a power or duty conferred or imposed on it by this regulation to the chief executive officer of the local government”.

This Item seeks to advise Council of the amendment and to recommend that the delegation duly occurs.

OFFICER'S COMMENT

The delegation allows the CEO to appoint persons or classes of persons as authorised officers for the purposes of the *Health (Asbestos) Regulations 1992*, on behalf of Council. Amongst other responsibilities, these appointments authorise officers to issue or extend or cancel an infringement notice and the delegation removes any requirement for this administrative function to be undertaken by Council.

COMMUNITY CONSULTATION

Nil

COUNCILLOR CONSULTATION

Nil

STATUTORY ENVIRONMENT

Health (Asbestos) Regulations 1992

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

RISK MANAGEMENT

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION

It is recommended that, under the provisions of Section 15D(7) of the *Health (Asbestos) Regulations 1992*, Council delegates authority to the CEO for the purposes of appointing persons or classes of persons to be authorised officers for the purposes of those Regulations.

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

Next Meeting - Special Meeting 23 October 2017