



**AGENDA FOR THE
ORDINARY COUNCIL MEETING
TO BE HELD ON
WEDNESDAY 22nd JULY 2015**



Table of Contents

1.0	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	2
4.1	Confirmation of Minutes 18th June 2015 – Ordinary Council Meeting.....	2
5.	Public Statements, Petitions, Presentations and Approved Deputations ...	2
6.	Method of Dealing with Agenda Business	2
7.	Reports	2
7.1	Reports from committees	2
7.2	Reports from the Chief Executive Officer	3
7.2.1	Status Report	3
7.2.1a	Status Report Attachment	6
7.2.2	Manager Finance and Accounting	11
7.2.2.1	Accounts Due for Payment (June)	11
7.2.2.2	Reconciliations June, 2015	22
7.2.2.3	Monthly Financial Statements (June)	27
7.2.3	Community Youth Development Officer	
	Nil	
7.2.4	Project Officer	59
7.2.4.1	Morawa Golf and Bowling Club – Floodlight Funding.....	59
7.2.5	Executive Manager	
	Nil	

7.2.6	Chief Executive Officer – Other	62
7.2.6.1	Strategic Plan.....	62
7.2.6.1a	Strategic Plan Attachment.....	70
7.2.6.2	Policy and Procedures Manual & Delegations Register Review 2015.....	94
7.2.6.2a	Delegations Register.....	97
7.2.6.2b	Policy Manual.....	117
7.2.6.3	Appointment of Acting Chief Executive Officer.....	216
7.2.6.4	Koolanooka Mine site Lease.....	218
7.2.6.4a	Koolanooka Mine site Lease Attachment.....	221
7.2.6.5	Renewal GP Services Contract (Confidential Item)	
7.2.6.6	Correspondence.....	222
	Nil	
7.2.6.7	Information Bulletin.....	222
	Nil	
8.	New Business of an Urgent Nature	222.
9.	Applications for Leave of Absence	222
10	Motions of Which Previous Notice Has Been Given	222
11	Questions from Members without Notice	222
12	Meeting Closed to Public	222
12.1	Matters for which the meeting may be closed.....	222
12.2	Public reading of resolutions that may be made public.....	222
13.	Closure	222

Next Meeting

Ordinary Meeting 20th August, 2015

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.

**JOHN ROBERTS
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 _____ meeting held

On _____ Council
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	

1 Declaration of Opening

The Shire President to declare that the meeting open at 5.30pm

1.1 Recording of Those Present

Cr K J Chappel	President
Cr D S Carslake	Deputy President
Cr D B Collins	
Cr D J Coaker	
Cr D S Agar	
Cr M J Thornton	
Cr K P Stokes	

Mr J Roberts	Chief Executive Officer
Ms S Smith	Executive Manager
Ms F Gledhill	Manager of Accounting and Finance
Mr P Buist	Principal Works Manager
Mr J Elliott	Project Officer
Ms J Draper	Community Development Officer

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 Meeting

4.1 18th June 2015 – Ordinary Council Meeting

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 **Manager Finance and Accounting**
- 7.2.3 **Community Youth Development Officer**
- 7.2.4 **Project Officer**
- 7.2.5 **Executive Manager**
- 7.2.6 **Chief Executive Officer – Other**
- 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 to Public**
- 13. **Closure**

<i>Date of Meeting:</i>	22 July 2015
<i>Item No:</i>	7.2.1
<i>Subject:</i>	Status Report – May 2015
<i>Date & Author:</i>	16 July 2015 John Roberts
<i>Responsible Officer:</i>	Chief Executive Officer
<i>Applicant/Proponent:</i>	Chief Executive Officer John Roberts
<i>File Number:</i>	Various
<i>Previous minute/s & Reference:</i>	17 February 2015 (Last Update to Council)

SUMMARY

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

DECLARATION OF INTEREST

The author has no interest to declare in this report.

ATTACHMENTS

Shire of Morawa June 2015 Status Report.

BACKGROUND INFORMATION

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

OFFICER'S COMMENT

As per the Status Report

COMMUNITY CONSULTATION

As per the Status Report

COUNCILLOR CONSULTATION

As per the Status Report

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Not Applicable

FINANCIAL IMPLICATIONS

Not Applicable

STRATEGIC IMPLICATIONS

Not Applicable

RISK MANAGEMENT

Not Applicable

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

Council accepts the Shire of Morawa Status Report for June 2015.

MEETING	ITEM	ACTION REQUIRED	RESPONSE	OFFICER	TIME FRAME
Mar-08	8.1.2	Sinosteel Midwest Corporation Ltd – Entry Statement Project (Gateway Project)	<ul style="list-style-type: none"> • DPI has offered assistance to ensure that Ministerial Directions in relation to the Rail Siding development are met. Council has agreed to undertake an internal design review to establish suitable on ground structures going forward. CYDO has been commissioned to manage this project with initial community meeting held. Review process will incorporate the main town entry statements and a new northern entry statement along the realigned Mingenew – Morawa Road. Preliminary designs were rejected by Council at September 2010 Meeting. Public tender process initiated to seek alternate design proposals has been suspended. Shire is seeking preliminary design proposals on an array of various concepts for further Council consideration. Visiting artists from Geraldton toured site on 15th March 2011. Preliminary concept designs rejected by Council. Council Working Group established and met to identify a way forward to further the concept design process. Landscape adviser identified and visitation to site occurred on 29th November 2011 with a following submission. TPG have provided a proposal to provide a scoping design role under the Morawa Super Town Project. • Council sub-committee and SMC representative met with principal consultants in Perth on 27th February 2012. Initial design proposal received and on site meeting held on 7th May 2012. Further design received for Council consideration. • Informal discussion held between ACEO and Scott Whitehead (SMC) – June 2013? Topics included: <ul style="list-style-type: none"> ○ Gateway project; ○ Future fund; ○ Radio tower • Options now required to address status of this project: <ul style="list-style-type: none"> ○ CEO (Sean Fletcher) met with Scott Whitehead on 20 December 2013 and had a further meeting with SMC Legal Advisor Stuart Griffiths on 22 January 2014; ○ Discussions highlighted that SMC is willing to allocate \$100,000 to the project or this level of funding to another town based project; ○ Council informed of status at the Briefing Forum on 11 February 2014. • The former CEO suggested to Council at the February Council 	CEO / CYDO	Dec-13

			<p>meeting that perhaps it was time to revisit the Gateway Project. Council suggested that this should be done at the Briefing Forum regarding the Old Morawa Hospital. Some preliminary discussion was had on 20 March 2014.</p> <ul style="list-style-type: none"> • SP, CEO & Stuart Griffiths (SMC) met on 17 July 2014 to discuss the Gateway Project and the Future Fund.. SMC stated that the \$100,000 allocation was not tied to the Gateway Project. It was suggested it could be used for community benefit infrastructure such as a childrens' playground. • CEO met with Stuart Griffiths on 19 May 2015. CEO was advised that \$40,000 is available for allocation. Discussions took place about purpose. The possibility of using the funding for adventure equipment in the Town Square was received favourably. 		
Oct-09	8.1.2	Morawa Sports Ground Amenities Upgrade	<p>Hand basin in Ladies Changeroom is affected by distance from the hot water system – pressure issue. A quote has been received to improve the pressure. The quote of \$44k is prohibitive. This not a problem during the winter months as watering of the grounds not required (watering reduces water pressure). An amount of \$44,000 has been included in the 2015/16 draft budget to resolve the problem.</p>	CEO	Oct-13
Feb-10	8.2.2	Morawa Perenjori Trail Master Plan	<ul style="list-style-type: none"> • Initiate action to source grant funds to assist with development of Morawa Perenjori Trail Master Plan. R4R grant application lodged with the MWDC has been unsuccessful. Further grant funding options are being pursued. Approval for part funding for the Bush trail project has been received (\$65,000). Further funding for other projects is being sought from Lotteries West. A report was prepared for the August 2013 meeting for Council's consideration. Outcome was to defer project until Council's contribution could be budgeted. • Second application seeking \$65,000 was submitted in February 2013. There has been a delay due to State Elections in assessment of the application. Notification on the outcome of this application is expected January 2014; • Notified 5 March 2014 that the above application was unsuccessful; • The DCEO suggested on 20 March 2014 that perhaps there was an opportunity to combine the approved funding to the Gateway project. See Gateway Project comments. • No further action at this time. 	CEO	Dec-12

Jul-10	8.1.3	Heavy Industrial Land 10781 Stage 2	<ul style="list-style-type: none"> • Commence with heavy industrial land subdivision stage 2 at Lot 10781 Morawa – Yalgoo Road in accordance with Council resolution. Awaiting resolution of future access to ‘Club Road’ which will impact on the final lots to be made available. LandCorp has confirmed its interest and intent to develop the site into a new Industrial Estate for Morawa. Joint stakeholder meeting scheduled for 7th February 2011. One landholder has indicated a preference to returning the block to the Shire and another landholder has expressed an interest in developing the site. The latter has received Council approval to a proposed land development plan, but has not met timeframe requirements as required under contractual agreement. LandCorp land development application also received and adopted as a preferred plan by Council. WAPC currently considering subdivision application. • Stage 1 – Clearing: <ul style="list-style-type: none"> ○ Landcorp Board met in October 2013 regarding the high cost of this project and has approved Stage 1 of a three stage program. (This will include Club Rd, clearing of the access roads and land to the subdivision). Work started 3 March 2014 and is completed; • Stage 2 – Headworks: <ul style="list-style-type: none"> ○ Will be funded by Landcorp. Approval to finalise funding will not occur until November 2014 • Stage 3 – Installation of Roadways: <ul style="list-style-type: none"> ○ Funded by Landcorp with work to be done by Shire. Discussions have been held to explore the possibility of utilising surplus funds from the Town Centre projects when projects are complete in January 2015. ○ Letters have been sent to MWDC and DRD requested that surplus funds can be reallocated to Club Rd. 	DCEO	Dec-12
Jul-10	Urgent Business	Club Road Access	<ul style="list-style-type: none"> • A cost estimate has been received to construct a new thoroughfare to the east of ‘Club Road’. WNR has also issued advice offering a 5 year lease to the Shire of Morawa for continued access to ‘Club Road’. During the lease term, it is proposed that both parties agree to work together as a means of jointly resolving future access or otherwise to Club Road at the completion of the 5 year term. Club road has now been included as part of the Industrial subdivision process. • Department of Environment and Regulation permits approved end of December 2013. • Landcorp has recommended local contractor to assist with the clearing. This work ties in with Stage 1 of Heavy Industrial Land 	CEO	Dec-13

			<p>Note: The progress on this project is now subject to the Industrial Sub-division outcomes. See previous item.</p> <p>An amount of \$174,000 has been included in the 2015/16 draft budget to undertake these works. This amount is to be taken from the under spend on the town centre revitalisation projects.</p>		
Jun-11	8.2.1	Climate Change Risk Assessment & Adaptation Action Plan	<ul style="list-style-type: none"> Implement adaptation action plan strategies rated 'extreme' and 'high' as budgetary and human resources permit. Consideration required to start funding actions in 2015/16 	CEO	Jun-13
Apr-13	8.2.2	Regional Mobile Tower Coverage	<ul style="list-style-type: none"> DRD confirmed on 26 February 2014 that the \$1M from the CLGF-R component was approved by Cabinet and issued the FAA at the same time. Minister Redman made this announcement on 7 March 2014. In the interim, the CEO advised DRD (Meegan Babe – Project Officer) on 6 March 2014 that the project commencement date and access to funding is subject to endorsement by the MWDC Board re MWIP funding, which in turn is still subject to final approval by Cabinet. The MWDC Board met on 28 February 2014 to discuss the project. CEO asked for feedback on 6 March 2014 regarding the outcome of the meeting. The CEO and Project Officer also made a submission to the Commonwealth Government's \$100M Mobile Coverage Programme and have listed Merkanooka and Morawa East High as areas requiring a base station. The President based on comments made by some councillors at the Council meeting on 20 February 2014 suggested they contact the CEO on other potential locations. The CEO also asked for this information in the Councillor update issued on 28 February 2014 including whether Merkanooka North and Canna/Gutha North East was suitable; In an email to councillors on 19 March 2014, the author advised that the MWDC Board did not support the project. In short, the letter from the MWDC stated that funding from the Mid West Investment Plan to the seven sites is not supported (worth about \$2.2M) as: <ul style="list-style-type: none"> The MWDC is continuing to work with the State Government regarding the implementation of RMCP Round 2 and that three of the seven sites have been included on the initial draft list of priority sites for the Mid West (Arrino, Latham and Yandanooka); Suggests the shires fund the other four towers themselves (for Morawa this means funding both towers – Merkanooka and Morawa East). The letter was also sent to the participating member shire 	CEO	Jun-30

			<p>presidents.</p> <ul style="list-style-type: none"> • As discussed at a session with councillors on 20 March 2014: <ul style="list-style-type: none"> ○ In Morawa's case, there is not the capacity to fund the two towers (the expected cost is in the order of \$2M). As a result, it is highly doubtful that this project will now proceed and leaves the recently awarded \$1M from the County Local Government Fund (CLGF) Regional component to this project at a loose end; ○ Reallocate the \$1M CLGF – Regional component funding to another Morawa project that is regional in nature. In essence, the Shire of Morawa is entitled to the total allocation of this funding to a regional project due to the other shires already benefitting from earlier allocations out of the CLGF – Regional component; ○ The Shire President advised that she has spoken to Shane Love MLA on 19 March 2014 to advocate further on this matter re the MWDC and funding from the MWIP. The author also then provided supporting information to Mr Love; ○ In response, councillors suggested that the \$1M CLGF – R was allocated to the Morawa Airport project. The Shire President indicated that the other shires will need to agree. • On 1 April 2014 Megan from DRD contacted the author regarding whether the funds will be spent this financial year or next financial year. The author commented that the funds will be spent next financial year. Accordingly, Megan advised that the funds will be available from 1 July 2014 once the Shire needs this funding. • The CEO has advised the other CEOs that they need to meet to discuss the possibility of reallocating the \$1M CLGF – R funds to a Morawa project that is of regional benefit. He has also had the opportunity to have preliminary discussions with the CEOs of Three Springs and Mingenew and mention that the upgrade of the Morawa Airport meets the funding requirements. • Letter of Support received from the Shire of Mingenew 29 April 2014. • Business Plan completed and was endorsed at the December Council meeting. • . 		
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Council Resolutions for Actioning or Attention Completed

Council Resolutions for Actioning or Attention Completed					
	Chief Executive Officer				
Feb 2014	7.2.6.2	Management of Morawa Community Care Units	This matter is now handled by the Morawa Community Aged Care Committee.	CEO	Completed
Mar 2014	12.1.1	Proposal to Reallocate Solar Thermal Feasibility Funding (\$500,000)	<ul style="list-style-type: none"> Letter requesting transfer of \$500,000 to the upgrade of the Morawa Airport issued 2 April 2014; This matter replaces the previous item on this matter (Western Power – September 2007) Business Plan completed and was endorsed at the December 2014 Council meeting. 	CEO	In Progress
	Manager Accounting & Finance				
	Nil			MAF	
	Project Officer				
Apr 2014	7.2.4.1	Proposed Amendment No. 3 to Local Planning Scheme No. 2 (Omnibus Scheme Amendment)	<ul style="list-style-type: none"> Matter was deferred at the April 2014 meeting pending further information; To be presented to the 19 June 2014 OCM Period of advertising seeking submissions closed 7 July 2014. No submissions received. 	PO	In Progress
	Community Development Officer				
	Nil			CYDO	

Legend

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

7.2.2 - Financials

<i>Date of Meeting:</i>	22nd July 2015
<i>Item No:</i>	7.2.2.1
<i>Subject:</i>	Accounts Due for Payment
<i>Date & Author:</i>	16/07/2015 Candice Smith
<i>Responsible Officer:</i>	Senior Finance Officer
<i>Applicant/Proponent:</i>	
<i>File Number:</i>	ADM 0135
<i>Previous minute/s & Reference:</i>	

SUMMARY

A list of accounts is attached for all payments made for the month of June 2015.

DECLARATION OF INTEREST

Nil

ATTACHMENTS

List of accounts Due & Submitted to council 22nd July 2015

BACKGROUND INFORMATION

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996 – REG 13
The local government has delegated to the CEO exercise of power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared.

OFFICER'S COMMENT

COMMUNITY CONSULTATION

COUNCILLOR CONSULTATION

STATUTORY ENVIRONMENT

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996 – REG 13

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

As per list of accounts

STRATEGIC IMPLICATIONS

RISK MANAGEMENT

VOTING REQUIREMENT:

Simple Majority

OFFICER'S RECOMMENDATION

It is recommended that the list of accounts paid by the Chief Executive Officer under delegated authority, represented by:

- **Municipal EFT Payment Numbers EFT 7555 to EFT 7686 inclusive, amounting to \$715,678.45**
- **Municipal Cheque Payments numbered 11414 to 11435 totalling \$52,345.89;**
- **Municipal Direct Debit Payments Numbers DD4465.1 to DD4582.2 amounting to \$26,805.76;**
- **Payroll for June 2015**
 - 03/06/2015 - \$52,405.63**
 - 17/06/2015 - \$52,282.67**

Be endorsed.

EFT7555	05/06/2015	Star Track Express	Freight	1	895.00
EFT7556	05/06/2015	Kats Rural	Sink Mixer Venecia - PO 16971	1	72.00
EFT7557	05/06/2015	Morawa Drapery Store	1 Pair of Work Boots - PO 16413	1	159.95
EFT7558	05/06/2015	Neverfail Springwater Limited	Monthly Cooler Rental 22/05/15-22/06/2015	1	14.30
EFT7559	05/06/2015	Novus Autoglass Repairs & Replacement	Repair Stone Chip - CEO car - PO 14183	1	120.00
EFT7560	05/06/2015	Institute of Public Works Engineering Australia Limited	NAMS Plus Subscription Fee- 01/07/2015-30/06/2016	1	715.00
EFT7561	05/06/2015	Staples	Printing Charges- Meter Read 29772 B/W 28378 Colour	1	960.54
EFT7562	05/06/2015	GNC Concreat & Precast	Supply Concrete Pipes - PO 16414	1	15,181.10
EFT7563	05/06/2015	Australian Services Union	Payroll deductions	1	100.40
EFT7564	15/06/2015	Safeway Building & Renovations Pty Ltd	Morawa aquatic facilities upgrade - Tender 02/2015	1	210,070.56
EFT7565	16/06/2015	Morawa News & Gifts	Various Invoices	1	442.35
EFT7566	16/06/2015	Star Track Express	Freight	1	31.01
EFT7567	16/06/2015	BL & MJ Thornton Waste Removal Services	Waste Removal May 2015	1	8,172.78
EFT7568	16/06/2015	Landgate	Land Enquiry and other DLI Invoices	1	24.00
EFT7569	16/06/2015	Purcher International Pty Ltd	Parts for P172 - 16989	1	10,321.42
EFT7570	16/06/2015	Geraldton Fuel Company Pty Ltd	Bulk Fuel, Oil and card purchases April 2015	1	16,166.91
EFT7571	16/06/2015	Canine Control	Ranger Services 25/05/2015	1	1,856.32
EFT7572	16/06/2015	GH Country Courier	Freight	1	325.23

EFT7573	16/06/2015	Courier Australia	Various Freight	1	245.34
EFT7574	16/06/2015	Greenfield Technical Services	Roads Pickup for Fair Value Roads Assessments	1	12,474.00
EFT7575	16/06/2015	Morawa Rural Enterprises	2 Tyres for P192 - PO 16990	1	3,303.20
EFT7576	16/06/2015	Local Government Appointments	Temp - Finance Officer 18/05 - 22/05	1	2,524.01
EFT7577	16/06/2015	Sal's Pharmacy	8 Hep shots for DEFES - PO 16460	1	720.00
EFT7578	16/06/2015	Seek	2 x adverts - Comm Development Officer and Senior Admin	1	660.00
EFT7579	18/06/2015	Morawa Masonic Lodge	Contribution from MCTR building repairs	1	8,000.00
EFT7580	18/06/2015	Karen Jeanette Chappel	Sitting fees April - June 2015 - Presidents Allowance April - June 2015	1	8,250.00
EFT7581	18/06/2015	BOC Limited	Acetylene	1	1,223.52
EFT7582	18/06/2015	UHY Haines Norton	Supply 14/15 LG rates Comparison report - PO 16462	1	203.50
EFT7583	18/06/2015	Morawa Drapery Store	Hi Vis jacket for Brad - PO 16397	1	54.95
EFT7584	18/06/2015	Morawa Traders	Various Purchases May 2015	1	282.10
EFT7585	18/06/2015	Landmark Operations Limited	45kg Gas - PO 16415	1	388.45
EFT7586	18/06/2015	WesTrac Equipment Pty Ltd	Various Parts - PO 16998	1	3,373.10
EFT7587	18/06/2015	Midwest Chemical & Paper Distributors	Various cleaning products - PO 16399	1	1,299.61
EFT7588	18/06/2015	Purcher International Pty Ltd	Parts for P135 - PO16986	1	699.16
EFT7589	18/06/2015	Reliance Petroleum	Fuel Purchases May 2015	1	1,296.37
EFT7590	18/06/2015	S & K Electrical Contracting Pty Ltd	2 Caulfield Street - PO 16285	1	960.73

EFT7591	18/06/2015	Royal Life Saving Australia	Training course - Pool operations - PO 16180	1	900.00
EFT7592	18/06/2015	WA Local Government Association	Advert for Gardener - PO 16390	1	2,107.22
EFT7593	18/06/2015	Courier Australia	Freight J&K Hopkins	1	192.19
EFT7594	18/06/2015	The West Australian	Advert for gardener position - PO16391	1	232.96
EFT7595	18/06/2015	Shire of Perenjori	Reimbursement - Club development Officer Contribution	1	11,000.00
EFT7596	18/06/2015	Downer EDI Works Pty Ltd	SSK emulsions - PO 16427	1	1,375.00
EFT7597	18/06/2015	BankWest	1 Anzac day wreath – Credit Card	1	100.00
EFT7598	18/06/2015	Alinta Sales Pty Ltd	01/05/2015 - 31/05/2015	1	196.46
EFT7599	18/06/2015	Covs Parts Pty Ltd	Various Parts - PO 16418	1	352.48
EFT7600	18/06/2015	Brookfield Rail	Compensation for excision of rail corridor	1	26,400.00
EFT7601	18/06/2015	Mark & Bronwyn Thornton	Sitting fees April - June 2015	1	2,000.00
EFT7602	18/06/2015	Morawa IGA	Various Purchases May 2015	1	749.17
EFT7603	18/06/2015	J & K Hopkins	Filing cabinet - PO 16453	1	478.00
EFT7604	18/06/2015	Miracle	Supply toddler seats - PO 16283	1	543.40
EFT7605	18/06/2015	Progressive Training (WA) Pty Ltd	Resource cost for Cert 111 - Molly Humble	1	193.60
EFT7606	18/06/2015	Allglove Industries	Gloves for fire brigade - PO 16456	1	466.35
EFT7607	18/06/2015	RSM Bird Cameron	Interim Audit 14/15	1	8,142.83
EFT7608	18/06/2015	DJ & JM Coaker	Sitting fees April - June 2015	1	2,000.00

EFT7609	18/06/2015	Dean Carslake	Sitting fees April - June 2015 - Deputy President Allowance - April - June 2015	1	3,062.50
EFT7610	18/06/2015	Debbie Collins	Sitting fees April - June 2015	1	2,000.00
EFT7611	18/06/2015	Darren S Agar	Sitting fees April - June 2015	1	2,000.00
EFT7612	18/06/2015	Staples	Service of photocopier	1	185.90
EFT7613	18/06/2015	Water Dynamics Perth	Various Parts - PO 16412	1	931.05
EFT7614	18/06/2015	Australian Services Union	Payroll deductions	1	100.40
EFT7615	25/06/2015	Fulton Hogan	Shire of Morawa - May reseal 2015 - Town Streets and Morawa/Three Springs Road	1	250,973.80
EFT7616	29/06/2015	Morawa Medical Centre	Medical for Candice Smith - PO 16473	1	95.00
EFT7617	29/06/2015	Midwest Chemical & Paper Distributors	Various Goods - PO 16399	1	369.50
EFT7618	29/06/2015	Hitachi Construction Machinery (Australia) Pty Ltd	LH Cab door window - PO 16434	1	979.67
EFT7619	29/06/2015	S & K Electrical Contracting Pty Ltd	Oval Works and Caravan Works - PO 16431	1	1,212.08
EFT7620	29/06/2015	Canine Control	extra visit and hours 14 May 2015	1	2,927.48
EFT7621	29/06/2015	WA Local Government Association	Replacement Banners in the Terrace travel Case - PO 16469	1	90.00
EFT7622	29/06/2015	Burgess Rawson (WA) Pty Ltd	Rent 01/07/2015 - 30/09/2015	1	137.50
EFT7623	29/06/2015	Greenfield Technical Services	March 2015 Flood damage submission - PO 16279	1	15,606.14
EFT7624	29/06/2015	Bob Waddell Consultant	Assist 2015/16 Budget and fair value valuation of infrastructure	1	3,048.76
EFT7625	29/06/2015	Bunnings Group Limited	Storage Shed - SES - PO 16458	1	3,016.93
EFT7626	29/06/2015	Local Government Appointments	Temp - Finance Officer	1	5,724.46

EFT7627	29/06/2015	Novus Autoglass Repairs & Replacement	Supply and fit Morawa - Toyota Hilux MO 3551 - PO 16467	1	488.87
EFT7628	29/06/2015	Snap Osborne Park	Entry forms for road safety bumper stickers	1	370.00
EFT7629	29/06/2015	Dawn Hamlett	Painting of Banner for Banners in the Terrace - PO 16474	1	1,500.00
EFT7630	29/06/2015	Auto One	Tred recovery mats - SES vehicle PO 16471	1	229.00
EFT7631	29/06/2015	Shire of Three Springs	cleaning equipment - Fire Brigade	1	240.59
EFT7632	29/06/2015	Covs Parts Pty Ltd	Various Parts - PO 16440	1	1,063.48
EFT7633	29/06/2015	Comfort Inn Geraldton	Accom and meals Brad McCarthy - PO 16380	1	652.70
EFT7634	29/06/2015	P.S. CHESTER & SON	Paint interior and patch ceilings - PO 16454	1	11,561.00
EFT7635	29/06/2015	Emerge Associates	Morawa Town Centre - Civic Square Tender & CA (MTC09:)	1	6,892.60
EFT7636	29/06/2015	Paul Fraser	refund housing bond - Paul Fraser	1	720.00
EFT7637	29/06/2015	Southern Suspension & 4x4 Centre	Hema HN7 Navigator - PO 16457	1	560.00
EFT7638	29/06/2015	OPUS Living Music	Pack of wind socks for microphone	1	27.00
EFT7639	29/06/2015	Staples	Stationery - PO 14186	1	86.69
EFT7659	30/06/2015	Morawa News & Gifts	Purchases	1	253.89
EFT7660	30/06/2015	Herbert Edward Kenyon	cleaning of tourist centre carpets - PO 16479	1	360.00
EFT7661	30/06/2015	Kats Rural	Various goods Swimming pool and oval and rec - PO 16408	1	797.47
EFT7662	30/06/2015	Morawa Drapery Store	Uniform - Greg Speedy - PO 16421	1	943.23
EFT7663	30/06/2015	Purcher International Pty Ltd	Parts - PO 16994	1	34.76
EFT7664	30/06/2015	Geraldton Fuel Company Pty Ltd	Bulk Fuel, oil and Purchases - PO 16436-16446-16430	1	15,149.30

EFT7665	30/06/2015	Canine Control	Ranger Services Friday 27th June	1	928.16
EFT7666	30/06/2015	Courier Australia	Freight - Depot	1	161.59
EFT7667	30/06/2015	Shire of Mingenew	EOFY training IT Vision Rates, Payroll and finance PO 16478	1	700.00
EFT7668	30/06/2015	Leading Edge Computers Dongara & Geraldton	Online backup for 1 year	1	1,299.00
EFT7669	30/06/2015	Morawa Rural Enterprises	Tyre- PO 16435	1	3,372.15
EFT7670	30/06/2015	Totally Confidential Records Management (Archivewise)	Archive Boxes - PO 16452	1	462.00
EFT7671	30/06/2015	CleverPatch	Craft School Hol Program - PO 15463	1	68.75
EFT7672	30/06/2015	BBQs R US	2 stainless steel lids for BBQ's - PO 16444	1	200.00
EFT7673	30/06/2015	Dean Carslake	reimbursement Canberra Convention June 2015	1	419.67
EFT7674	30/06/2015	Staples	Printing Usage	1	834.06
EFT7675	30/06/2015	Tourism Council Western Australia	Visitor Centre Association WA membership	1	180.00
EFT7676	30/06/2015	BOC Limited	Acetylene	1	15.98
EFT7677	30/06/2015	Kats Rural	Parts Purchases - PO 15467	1	109.80
EFT7678	30/06/2015	BL & MJ Thornton Waste Removal Services	Seat Covers - PO 15468	1	660.00
EFT7679	30/06/2015	Landgate	Mining Tenements M2015/6	1	51.10
EFT7680	30/06/2015	GH Country Courier	Freight - Midwest Chemicals - Morawa	1	93.63
EFT7681	30/06/2015	WA Local Government Association	Advertising - Notice of Intention to Levy differential rates- PO 16464	1	312.02

EFT7682	30/06/2015	Frank Gilmour Pest Control	Pest Control - PO 16450	1	500.00
EFT7683	30/06/2015	CS Legal	Act of Sale 1 Solomon professional fees	1	1,389.80
EFT7684	30/06/2015	Central Institute of Technology	Semester 1 Cert IV in work health and safety- PO 14185	1	279.00
EFT7685	30/06/2015	Click Super	Registration fees	1	22.00
EFT7686	30/06/2015	Chemicals Australia Operations	Chlorine Service Fee 70kg Cylinder	1	211.42
11414	03/06/2015	Synergy	Power Bill 16/04/2015-20/05/2015	1	1,753.90
11415	03/06/2015	Telstra Corporation Limited	Telephone Expense	1	34.95
11416	03/06/2015	The Workwear Group	Work Clothing - Graeme - PO 16378	1	204.60
11417	05/06/2015	Telstra Corporation Limited	Telephone Expense	1	959.88
11418	05/06/2015	Jason Signmakers	Various Road Signs - PO 16410	1	4,474.25
11419	18/06/2015	Shire of Morawa	Licence renewal up to Nov 2015 to bring in line with other licences MO0	1	261.20
11420	18/06/2015	Synergy	Street Lights 25/04/2015 - 24/05/2015	1	2,716.80
11421	18/06/2015	Telstra Corporation Limited	Telephone Expense	1	3,746.70
11422	18/06/2015	City of Greater Geraldton	Environmental Health Inspections	1	2,623.36
11423	18/06/2015	Morawa Licensed Post Office Emmlee's	Postage May 2015	1	374.40
11424	18/06/2015	The Workwear Group	Jacket for David Williams - June 2014	1	229.90
11425	29/06/2015	Water Corporation	10/04/2015 - 11/06/2015	1	23,313.97
11426	29/06/2015	Synergy	21 May - 17 June 15	1	10,387.80

11427	29/06/2015	Department of Health	Table clothes for Town Centre Opening	1	52.25
11431	30/06/2015	Telstra Corporation Limited	Telephone Expense	1	365.02
11432	30/06/2015	Morawa Licensed Post Office Emmlee's	Postage of daily Mail June 2015	1	214.50
11433	30/06/2015	Shire of Morawa	Petty Cash Recoup June 2015	1	261.30
11434	30/06/2015	Telstra Corporation Limited	Telephone Expense	1	4.81
11435	30/06/2015	The Workwear Group	Uniform - Molly Humble PO 16378	1	366.30
DD4465.1	03/06/2015	WA Local Government Superannuation Plan	Payroll deductions	1	7,980.77
DD4465.2	03/06/2015	AMP LIFE LTD - SUPERANNUATION	Superannuation contributions	1	347.33
DD4465.3	03/06/2015	BT FINANCIAL GROUP	Superannuation contributions	1	288.65
DD4465.4	03/06/2015	MLC Nominees Pty Ltd	Superannuation contributions	1	210.78
DD4465.5	03/06/2015	Asteron Client Services	Superannuation contributions	1	90.41
DD4465.6	03/06/2015	HOSTPLUS	Superannuation contributions	1	203.78
DD4465.7	03/06/2015	Concept One	Superannuation contributions	1	201.88
DD4465.8	03/06/2015	IOOF	Superannuation contributions	1	456.00
DD4487.1	17/06/2015	WA Local Government Superannuation Plan	Payroll deductions	1	7,721.33
DD4487.2	17/06/2015	AMP LIFE LTD - SUPERANNUATION	Superannuation contributions	1	420.38
DD4487.3	17/06/2015	BT FINANCIAL GROUP	Superannuation contributions	1	288.65
DD4487.4	17/06/2015	MLC Nominees Pty Ltd	Superannuation contributions	1	210.78
DD4487.5	17/06/2015	Asteron Client Services	Superannuation contributions	1	83.37

DD4487.6	17/06/2015	Australian Super	Superannuation contributions	1	68.40
DD4487.7	17/06/2015	HOSTPLUS	Superannuation contributions	1	228.00
DD4487.8	17/06/2015	Concept One	Superannuation contributions	1	201.88
DD4487.9	17/06/2015	IOOF	Superannuation contributions	1	456.00
DD4526.1	25/06/2015	Westnet Pty Ltd	3 months internet Doctors House	1	179.85
DD4526.2	04/06/2015	Westnet Pty Ltd	June Internet 2015	1	363.75
DD4526.3	12/06/2015	BOQ Finance	Lease Copier June 2015	1	301.16
DD4528.1	05/06/2015	BankWest	May CC 2015	1	5,751.00
DD4528.2	12/06/2015	BankWest	Clearing CC before interstate travel for CEO	1	751.61

REPORT TOTALS

Bank Code	Bank Name	TOTAL
1	Shire of Morawa 0108543	794,830.10
TOTAL		794,830.10

<i>Date of Meeting:</i>	22 July 2015
<i>Item No:</i>	7.2.2.2
<i>Subject:</i>	Reconciliations June, 2015
<i>Date & Author:</i>	16th July 2015, Candice Smith Senior Finance Officer
<i>Responsible Officer:</i>	Fred Gledhill / Candice Smith
<i>Applicant/Proponent:</i>	Manager Accounting & Finance Fred Gledhill
<i>File Number:</i>	ADM0189
<i>Previous minute/s & Reference:</i>	

SUMMARY

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

DECLARATION OF INTEREST

Nil

ATTACHMENTS

Nil

BACKGROUND INFORMATION

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

OFFICER'S COMMENT

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

BANK BALANCES AS AT 30th June, 2015

Account	2015
Municipal Account #	\$1,895,662.73
Trust Account	\$10,713.65
Business Telenet Saver (Reserve) Account	\$5,297,351.49
WA Treasury O/night Facility (Super Towns) Account	\$711,682.41

BANK RECONCILIATION BALANCES

The Bank Reconciliation Balances for 30th June, 2015 with a comparison for 30th June, 2014 is as follows:

Account	2014	2015
Municipal Account #	\$561,377.17	\$1,895,662.73
Trust Account	\$10,524.70	\$10,713.65
Reserve Account	\$9,120,258.53	\$6,801,810.13

RESERVE ACCOUNT

The Reserve Funds of \$6,801,810.13 as at 30th June, 2015 were invested in:-

- Bank of Western Australia \$5,297,351.49 in the Business Telenet Saver Account and
- \$711,682.41 in the WA Treasury O/Night Facility.

Breakdown for June, 2015 with a comparison for June, 2014 is as follows:-

	2014	2015
Sports Complex Upgrade Reserve	\$0.00	\$0.00
Land & Building Reserve	\$5,034.33	\$5,153.41
Plant Reserve	\$679,387.34	\$840,200.76
Leave Reserve	\$216,593.33	\$276,716.40
Economic Development Reserve	\$103,689.01	\$106,141.57
Sewerage Reserve	\$77,862.05	\$121,894.16
Unspent Grants & Contributions Reserve	\$2,001,458.78	\$955,643.29
Community Development Reserve	\$1461,097.51	\$1,372,141.82
Water Waste Management Reserve	\$0.00	\$0.00
Future Funds Reserve	\$2,113,350.89	\$2,155,810.91
Morawa Community Trust Reserve	\$18,481.96	\$10,943.69
Aged Care Units Reserve	\$8,661.78	\$8,866.65
Transfer Station Reserve	\$191,566.36	\$196,097.48
S/Towns Revitalisation Reserve	\$1,694,377.33	\$170,680.71
ST Solar Thermal Power Station Reserve	\$528,654.38	\$541,001.70
Business Units Reserve	\$20,043.48	\$40,517.58
TOTAL	\$9,120,258.53	\$6,801,810.13

TRANSFER OF FUNDS

- \$42,537.35 from Municipal Fund to Plant Reserve being for the 4th Quarter Plant Depreciation for 13/14 (accounted for in the 13/14 Financial Statements).
- \$64,145.37 from Unspent Grants to Municipal Fund for the S/T Road Realignment (these funds are also accounted for in the 13/14 Financial Statement).
- \$50,000 from Plant Reserve to Municipal Fund for purchase of CEO Vehicle as per 2014/15 Adopted Budget on the 20th August, 2014.
- \$348,248 from Unspent Grants Reserve to Municipal Fund for the S/T Road Realignment on the 20th August, 2014.
- \$820,000 from Unspent Grants Reserve to Municipal Fund for the S/T Road Realignment on the 5th September, 2014.
- \$48,781.29 from Municipal Fund to Plant Reserve being for the 1st Quarter Plant Depreciation transfer as per Budget on the 11th December, 2014.
- \$48,781.29 from Municipal Fund to Plant Reserve being for the 2nd Quarter Depreciation transfer as per Budget on the 14th January, 2015.
- \$855,000.00 from S/towns Revitalization Reserve to Municipal Fund for Town Street Upgrade on the 10th February, 2015.
- \$47,720.84 from Municipal Fund to Plant Reserve being for the 3rd Quarter Depreciation transfer as per Budget on the 2nd April, 2015.
- \$700,000.00 from S/Towns Revitalization Reserve to Municipal Account being for the Town Street Upgrade on the 27th May 2015
- \$123,514.86 from Community Development Reserve to Municipal Fund being for Old Council Chambers Upgrade –Expenditure 14/15 30/06/2015
- \$100,000.00 from Municipal Fund to Unspent Grants being for MWIP Grant – final disbursement for Revitalisation Centre 30/06/2015
- \$787,492.00 from Municipal Fund to Unspent Grants Reserve being for 15/16 FAGS grants received in June 2015 - \$497,293.00 15/16 General and \$290,199.00 15/16 Local Roads. 30/06/2015
- \$8799.09 from Municipal Fund to Unspent Grants being for DFES 15/16 1st Quarter received in June 2015. 30/06/2015
- \$800,000.00 from Unspent Grants Reserve to Municipal Fund being for MWIP – Super Towns Revitalisation Project 30/06/2015
- \$7,562.81 from Future Funds Reserves to Municipal Fund being for Future Fund Agreement as prepared be McLeods for Drafting Future 30/06/2015
- \$42,190.45 from Municipal Fund to Sewerage Reserve being for 25% of revenue over Exp for Sewerage scheme 14/15. 30/06/2015

- \$55,000.00 from Municipal Fund to Leave Reserve being for Leave Liability transfer as per budget 14/15. 30/06/2015
- \$49,284.60 from Municipal Fund too Plant & Equipment Reserve being for 4th quarter depreciation on P&E as per budget 14/15. 30/06/2015
- \$20,000.00 from Municipal Account to Business Units Reserve being for 14/15. 30/06/2015
- \$8,000.00 from Morawa Community Trust to Municipal Account being for MCTR Masonic Lodge. 17/06/2015

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Section 3 – Finance 3.4.7 Risk Management Controls – Monthly bank reconciliations to be prepared for each account and reported to Council Monthly

FINANCIAL IMPLICATIONS

As presented

STRATEGIC IMPLICATIONS

Nil

RISK MANAGEMENT

As per Policy Section 3 – Finance 3.4.7 Risk Management Controls

OFFICER'S RECOMMENDATION

It is recommended that the bank reconciliation report for 30th June, 2015 be received.

<i>Date of Meeting:</i>	22 July 2015
<i>Item No:</i>	7.2.2.3
<i>Subject:</i>	Monthly Financial Statements
<i>Date & Author:</i>	17 July 2015; Fred Gledhill Manager Accounting & Finance
<i>Responsible Officer:</i>	Manager Accounting & Finance
<i>Applicant/Proponent:</i>	Manager Accounting & Finance Fred Gledhill
<i>File Number:</i>	
<i>Previous minute/s & Reference:</i>	

INTRODUCTION

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

COMMENT

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

STATUTORY ENVIRONMENT

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

FINANCIAL IMPLICATIONS

As presented

STRATEGIC IMPLICATIONS

Nil

OFFICER'S RECOMMENDATION

It is recommended that Council receive the Statement of Financial Activity and Variance Report for the period ending the 30th June, 2015.



SHIRE OF MORAWA
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2014 TO 30 JUNE 2015

TABLE OF CONTENTS

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

SHIRE OF MORAWA

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 30 JUNE 2015

	NOTE	June 2015 Actual \$	June 2015 Y-T-D Budget \$	2014/15 Budget \$	Variations Actuals to Budget \$	Variations Actual Budget to Y-T-D %
Operating						
Revenues/Sources						
Governance	1,2	9,899	99,469	99,469	(89,570)	(90.05%)
General Purpose Funding		2,565,285	1,771,830	1,771,830	793,455	44.78%
Law, Order, Public Safety		44,687	56,425	56,425	(11,738)	(20.80%)
Health		4,759	13,910	13,910	(9,151)	(65.79%)
Education and Welfare		62,813	451,500	451,500	(388,687)	(86.09%)
Housing		48,270	101,470	101,470	(53,200)	(52.43%)
Community Amenities		429,974	1,875,532	1,875,532	(1,445,558)	(77.07%)
Recreation and Culture		524,881	741,147	741,147	(216,266)	(29.18%)
Transport		1,498,031	3,034,974	3,034,974	(1,536,943)	(50.64%)
Economic Services		259,069	949,685	949,685	(690,616)	(72.72%)
Other Property and Services		150,927	101,566	101,566	49,361	48.60%
		<u>5,598,595</u>	<u>9,197,508</u>	<u>9,197,507</u>	<u>(3,598,913)</u>	<u>(39.13%)</u>
(Expenses)/(Applications)						
Governance	1,2	(399,809)	(487,308)	(487,308)	87,499	17.96%
General Purpose Funding		(167,260)	(186,774)	(186,774)	19,514	10.45%
Law, Order, Public Safety		(123,546)	(160,132)	(160,132)	36,586	22.85%
Health		(204,936)	(301,800)	(301,800)	96,864	32.10%
Education and Welfare		(229,650)	(725,601)	(725,601)	495,951	68.35%
Housing		(112,955)	(79,222)	(174,422)	(33,733)	(42.58%)
Community Amenities		(428,208)	(526,191)	(526,191)	97,983	18.62%
Recreation & Culture		(1,135,462)	(905,233)	(905,233)	(230,229)	(25.43%)
Transport		(1,912,583)	(1,722,847)	(1,722,847)	(189,736)	(11.01%)
Economic Services		(518,639)	(593,829)	(593,829)	75,190	12.66%
Other Property and Services		(91,984)	(29,037)	(29,037)	(62,947)	(216.78%)
		<u>(5,325,032)</u>	<u>(5,717,976)</u>	<u>(5,813,176)</u>	<u>392,945</u>	<u>(6.87%)</u>
Net Result Excluding Rates		273,563	3,479,531	3,384,331	(3,205,968)	
Adjustments for Non-Cash (Revenue) and Expenditure						
(Profit)/Loss on Asset Disposals	4	(3,636)	14,036	14,036	(17,672)	125.90%
Movement in Leave Reserve (Added Back)		60,123	0	0	60,123	0.00%
Movement in Deferred Pensioner Rates/ESL (no Rounding Adjustment)		0	0	0	0	0.00%
Movement in Employee Benefit Provisions (non-Rounding Adjustment)		0	0	0	0	0.00%
Depreciation on Assets		1,406,099	1,093,212	1,093,212	312,887	(28.62%)
Capital Revenue and (Expenditure)						
Purchase of Investments		0	0	0	0	0.00%
Purchase Land Held for Resale	3	0	0	0	0	0.00%
Purchase Land and Buildings	3	(185,627)	(925,865)	(925,865)	740,238	79.95%
Purchase Plant and Equipment	3	(246,380)	(1,090,078)	(1,090,078)	843,698	77.40%
Purchase Furniture and Equipment	3	(16,107)	(25,000)	(25,000)	8,893	35.57%
Purchase Infrastructure Assets - Roads	3	(2,093,972)	(2,561,561)	(2,561,561)	467,589	18.25%
Purchase Infrastructure Assets - Footpaths	3	(4)	(36,650)	(36,650)	36,646	99.99%
Purchase Infrastructure Assets - Drainage	3	0	0	0	0	0.00%
Purchase Infrastructure Assets - Parks & Ovals	3	(4,993)	(49,641)	(49,641)	44,648	89.94%
Purchase Infrastructure Assets - Airfields	3	0	(2,600,000)	(2,600,000)	2,600,000	100.00%
Purchase Infrastructure Assets - Playground Et	3	0	0	0	0	0.00%
Purchase Infrastructure Assets - Sewerage	3	(3,460)	0	0	(3,460)	0.00%
Purchase Infrastructure Assets - Dams	3	0	0	0	0	0.00%
Purchase Infrastructure Assets - Other	3	(2,002,494)	(4,124,517)	(4,124,517)	2,122,023	51.45%
Proceeds from Disposal of Assets	4	16,364	69,091	69,091	(52,727)	(76.32%)
Repayment of Debentures	5	(66,467)	(66,467)	(66,467)	(0)	(0.00%)
Proceeds from New Debentures	5	0	110,000	110,000	(110,000)	(100.00%)
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	(1,393,842)	(444,153)	(444,153)	(949,689)	(213.82%)
Transfers from Restricted Asset (Reserves)	6	3,712,290	5,184,561	5,184,561	(1,472,271)	(28.40%)
ADD Net Current Assets July 1 B/Fwd	7	606,653	602,176	602,176	4,477	0.74%
LESS Net Current Assets Year to Date	7	<u>1,488,775</u>	<u>95,199</u>	<u>0</u>	<u>1,393,576</u>	<u>(1463.85%)</u>
Amount Raised from Rates	8	<u>(1,430,667)</u>	<u>(1,466,524)</u>	<u>(1,466,525)</u>	<u>35,857</u>	<u>(2.45%)</u>

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

Material Variances Symbol

Above Budget Expectations ▲

Below Budget Expectations ▼

Greater than 10,000 and greater than 10%

Less than 10,000 and less than 10%

Shire of Morawa
SCHEDULE 02 - GENERAL FUND SUMMARY
Financial Statement for Period Ended
30 June 2015

MUNICIPAL FUND		Budget		YTD Budget		YTD Actual	
		Revenue \$	Expenditure \$	Revenue \$	Expenditure \$	Revenue \$	Expenditure \$
OPERATING							
General Purpose Funding	03	3,238,353.82	186,774.00	3,238,353.82	186,774.00	3,995,948.89	167,259.53
Governance	04	99,469.00	487,307.69	99,469.00	487,307.69	9,898.63	399,808.96
Law, Order, Public Safety	05	56,425.00	160,132.08	56,425.00	160,132.08	44,686.97	123,545.85
Health	07	13,910.00	301,800.08	13,910.00	301,800.08	4,758.98	204,936.42
Education & Welfare	08	451,500.00	725,601.49	451,500.00	725,601.49	62,813.24	229,649.54
Housing	09	101,470.00	174,422.31	101,470.00	79,222.31	48,270.08	112,954.86
Community Amenities	10	1,875,531.57	526,191.40	1,875,531.57	526,191.40	429,974.15	428,207.64
Recreation & Culture	11	741,147.00	905,233.18	741,147.00	905,233.18	524,880.68	1,135,461.55
Transport	12	3,034,974.00	1,722,847.05	3,034,974.00	1,722,847.05	1,498,030.56	1,912,583.44
Economic Services	13	949,685.00	593,829.46	949,685.00	593,829.46	259,068.92	518,638.76
Other Property & Services	14	101,566.00	29,037.46	101,566.00	29,037.46	150,926.70	91,984.30
TOTAL - OPERATING		10,664,031.39	5,813,176.20	10,664,031.39	5,717,976.20	7,029,257.80	5,325,030.85
CAPITAL							
General Purpose Funding	03	0.00	0.00	0.00	0.00	0.00	787,492.00
Governance	04	139,041.00	230,000.00	139,041.00	230,000.00	123,514.86	123,514.86
Law, Order, Public Safety	05	0.00	0.00	0.00	0.00	0.00	8,799.09
Health	07	68,409.00	32,500.00	68,409.00	32,500.00	0.00	0.00
Education & Welfare	08	0.00	0.00	0.00	0.00	0.00	0.00
Housing	09	0.00	108,266.88	0.00	108,266.88	0.00	116,909.83
Community Amenities	10	144,682.00	1,674,951.00	144,682.00	1,674,951.00	0.00	54,403.23
Recreation & Culture	11	110,000.00	975,419.00	110,000.00	975,419.00	0.00	216,590.91
Transport	12	992,000.00	4,206,517.00	992,000.00	4,206,517.00	0.00	1,131,757.86
Economic Services	13	3,731,428.80	4,551,532.40	3,731,428.80	4,551,532.40	3,538,774.81	3,453,026.41
Other Property & Services	14	109,000.00	144,746.00	109,000.00	144,746.00	50,000.00	120,850.54
TOTAL - CAPITAL		5,294,560.80	11,923,932.28	5,294,560.80	11,923,932.28	3,712,289.67	6,013,344.73
		15,958,592.19	17,737,108.48	15,958,592.19	17,641,908.48	10,741,547.47	11,338,375.58
Less Depreciation Written Back			(1,093,212.00)		(1,093,212.00)		(1,406,098.98)
Less Profit/Loss Written Back		(12,273.00)	(26,309.00)	(12,273.00)	(26,309.00)	(3,636.37)	0.00
Less Movement in Leave Reserve (Added Back)	30110		0.00		0.00		(60,123.07)
Less Movement in Non Current Annual Leave/LSL Provision	61100		0.00		0.00		0.00
Less Movement in Deferred Pensioners Rates/ESL	30304		0.00		0.00		0.00
Less Movement in Deferred Pensioners Rates/ESL	30306		0.00		0.00		0.00
Less Movement in Deferred Pensioners Rates/ESL	50100		0.00		0.00		0.00
Plus Proceeds from Sale of Assets		69,091.00		69,091.00		16,363.64	
TOTAL REVENUE & EXPENDITURE		16,015,410.19	16,617,587.48	16,015,410.19	16,522,387.48	10,754,274.74	9,872,153.53
Surplus/Deficit July 1st B/Fwd		602,176.00		602,176.00		606,654.12	
		16,617,586.19	16,617,587.48	16,617,586.19	16,522,387.48	11,360,928.86	9,872,153.53
Surplus/Deficit C/Fwd			(1.29)		95,198.71		1,488,775.33
		16,617,586.19	16,617,586.19	16,617,586.19	16,617,586.19	11,360,928.86	11,360,928.86

Shire of Morawa
SCHEDULE 02 - GENERAL FUND SUMMARY
Financial Statement for Period Ended
30 June 2015

SURPLUS/DEFICIT SUMMARY C/FWD REPRESENTED BY:

		<i>30/06/2015</i> <i>YTD Actuals</i>		<i>30/06/2014</i> <i>Prior Year Actuals</i>	
Cash at Bank & On Hand					
Municipal Cash At Bank	30100	1,113,429.71		595,769.65	
Cash On Hand	30101	550.00		550.00	
Municipal Investment Account/S	30102	0.00		0.00	
Grant Bank Account	30103	0.00	1,113,979.71	0.00	596,319.65
Restricted Assets - Reserves					
Cab -Leave Reserve Account	30110	276,716.40		216,593.33	
Cab -Sportsground Complex Upgrades Reserve	30111	0.00		0.00	
Cab-Plant Reserve	30112	840,201.03		679,387.34	
Cab-Building Reserve	30113	5,153.41		5,034.33	
Cab-Economic Development Reserve	30114	106,141.57		103,689.01	
Cab-Sewerage Reserve	30115	121,894.16		77,862.05	
Cab-Unspent Grants, Loans & Contributions Reserve	30116	955,643.29		2,001,458.78	
Cab-Future Funds Reserve	30119	2,155,810.91		2,113,350.89	
Cab - Community Development Reserve	30117	1,372,141.82		1,461,097.51	
Cab - St N/Midlands Solar Thermal Power Reserve	30105	541,001.70		528,654.38	
Cab - St Morawa Revitalisation Reserve	30106	170,680.71		1,694,377.33	
Cab - Aged Care Units Reserv	30107	8,866.65		8,661.78	
Cab - Refuse Transfer Station Reserve	30108	196,097.48		191,566.36	
Cab -Morawa Community Trust Reserve	30109	10,943.69		18,481.96	
Cab - Business Units Reserve	30120	40,517.58			
Water Waste Management Reserve (Rural Towns Project)	30118	0.00	6,801,810.40	0.00	9,100,215.05
Receivables					
Rates Debtors	30200	161,494.22		103,695.88	
Rates Refunds Suspense A/C	30201	0.00		0.00	
Rubbish Debtors	30202	26,411.66		18,529.71	
Rates Pensioner Rebate Allowed	30203	53,223.40		24,708.06	
Esl Rates Debtors	30204	7,660.88		5,615.62	
Sewerage Rates Debtor	30205	51,225.37		38,865.33	
Rates Pensioner Rebate Received	30206	(53,223.40)		(24,161.93)	
Sundry Debtors	30301	375,943.38		158,849.88	
Bond For Edo Housing	30303	0.00		0.00	
Staff Fuel Purchases / Payments	30305	27.27		0.00	
Gst Input (Asset)	30400	74,884.55		117,194.16	
Diesel Rebate - Bas	30401	3,297.00		3,298.00	
Prepayments	30600	0.00		0.00	
Accrued Income	30601	16,327.67		16,327.67	
Morawa Trust Liability	30901	0.00		0.00	
Provision For Doubtful Debts	30302	(2,631.85)	714,540.15	(2,631.85)	460,290.53
Stock on Hand					
Stock On Hand Materials	31100	12,904.59		12,904.59	
Stock Received Control	31101	0.00	12,904.59	0.00	12,904.59
TOTAL CURRENT ASSETS			8,643,234.85		10,169,729.82
Payables					
Sundry Creditors Control	40100	(119,308.12)		(106,044.01)	
Fesa Esl Liability	40101	(950.53)		57.00	
Esl Payments To Fesa	40102	0.00		0.00	
Accrued Rdos	40301	(8,561.31)		(13,751.65)	
Income Rec'D In Advance	40400	0.00		0.00	
Excess Rates	40701	(111,330.55)		0.00	
Fbt - Bas Statement	40401	(8,566.00)		(8,566.00)	
Gst Output (Liability)	40500	(41,225.66)		(155,705.35)	
Withholding Tax Liability	40501	0.00		0.00	
Payg Payable	40601	(32,109.80)		(30,104.00)	
Ato Taxation Liability	40605	(1.61)		0.00	
Payroll Suspense Account	40600	0.00		0.00	
Superannuation Liability	40602	0.00		0.00	
Apprentice Wages	40603	0.00		0.00	
Fbt Liability From Prior Years	40606	0.00		0.00	
Accrued Expenses	40700	0.00		0.00	
Accrued Interest On Loans	40200	0.00		(7,030.39)	
Accrued Salaries & Wages	40300	0.00		(50,997.64)	
Transport Liability	40801	0.00		0.00	
Staff Social Club	40802	0.00		0.00	
Provision For Annual Leave	42100	(143,683.04)		(143,683.04)	
Provision For Long Service Leave Current	42200	(163,628.90)		(163,628.90)	
Loan Liability (Current)	411	0.00	(629,365.52)	(66,466.88)	(745,920.86)

Shire of Morawa
SCHEDULE 02 - GENERAL FUND SUMMARY
Financial Statement for Period Ended
30 June 2015

SURPLUS/DEFICIT SUMMARY C/FWD REPRESENTED BY: (Continued)

	<i>30/06/2015</i> <i>YTD Actuals</i>	<i>30/06/2014</i> <i>Prior Year Actuals</i>
Reserves		
Leave Reserve Account Equity 72100	(276,716.40)	(216,593.33)
Sportsground Complex Upgrade Reserve Equity 72200	0.00	0.00
Plant Reserve Equity 72300	(840,201.03)	(679,387.34)
Building Reserve Equity 72400	(5,153.41)	(5,034.33)
Economic Development Reserve Equity 72500	(106,141.57)	(103,689.01)
Sewerage Reserve Equity 72600	(121,894.16)	(77,862.05)
Unspent Grants & Contributions Equity 72700	(955,643.29)	(2,001,458.78)
Community Development Reserve Equity 72800	(1,372,141.82)	(1,461,097.51)
Future Funds Reserve Equity 72010	(2,155,810.91)	(2,113,350.89)
Morawa Community Trust Reserve Equity 72020	(10,943.69)	(18,461.96)
Refuse Transfer Station Reserve Equity 72030	(196,097.48)	(191,566.36)
Aged Care Units Reserve Equity 72040	(8,866.65)	(8,651.78)
St - N/Midlands Solar Thermal Power Reserve Equity 72050	(541,001.70)	(528,654.38)
St - Morawa Revitalisation Reserve 72060	(170,680.71)	(1,694,377.33)
Business Unit Reserve Equity 72070	(40,517.58)	
Water Waste Management (Rural Towns Project) Reserve 72900	0.00 (6,801,810.40)	0.00 (9,100,215.05)
TOTAL CURRENT LIABILITIES	(7,431,175.92)	(9,846,135.91)
Trust Transactions Within Muni (Liabilities - Assets)	0.00	0.00
Add Back : Liabilities Supported by Reserves		
- Lesser of Leave Provision and Leave Reserve	276,716.40	216,593.33
Add Back : Current Loan Liability	0.00	66,466.88
NET CURRENT ASSETS	1,488,775.33	606,654.12

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 30 JUNE 2015

1. SIGNIFICANT ACCOUNTING POLICIES

The significant accounting policies which have been adopted in the preparation of this statement of financial activity are:

(a) Basis of Accounting

The budget has been prepared in accordance with applicable Australian Accounting Standards (as they apply to local government and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations.

The budget has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 9.

(c) Rounding Off Figures

All figures shown in this statement, other than a rate in the dollar, are rounded to the nearest dollar.

(d) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) Goods and Services Tax

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables are stated inclusive of applicable GST.

(f) Superannuation

The Council contributes to a number of superannuation funds on behalf of employees.

(g) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits held at call with banks, other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are shown as short term borrowings in current liabilities on the statement of financial position.

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 30 JUNE 2015

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(h) Trade and Other Receivables

Collectibility of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(i) Inventories

General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land Held for Resale

Land purchased for development and/or resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is complete are expensed.

Revenue arising from the sale of property is recognised in the statement of comprehensive income as at the time of signing an unconditional contract of sale.

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

(j) Fixed Assets

Each class of fixed assets is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation or impairment losses.

Initial Recognition

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

Revaluation

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. For infrastructure and other asset classes where no active market exists, fair value is determined to be the current replacement cost of an asset less, where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset.

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases in the same asset are charged against fair value reserves directly in equity; all other decreases are charged to the statement of comprehensive income.

Any accumulated depreciation at the date of revaluation is eliminated against the gross carrying amount of the asset and the net amount is restated to the revalued amount of the asset.

Those assets carried at a revalued amount, being their fair value at the date of revaluation less any subsequent accumulated depreciation and accumulated impairment losses, are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2014 TO 30 JUNE 2015

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Fixed Assets (Continued)

Land Under Roads

In Western Australia, all land under roads is Crown Land, the responsibility for managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB 1051 Land Under Roads and the fact Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

Whilst this treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4(2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Council.

Depreciation of Non-Current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time the asset is completed and held ready for use.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation periods are:

Buildings	50 to 100 years
Furniture and Equipment	10 years
Plant and Equipment	5 to 15 years
Sealed roads and streets	
clearing and earthworks	not depreciated
construction/road base	50 years
original surfacing and	
major re-surfacing	
- bituminous seals	20 years
Gravel roads	
clearing and earthworks	not depreciated
construction/road base	50 years
gravel sheet	12 years
Formed roads (unsealed)	
clearing and earthworks	not depreciated
construction/road base	50 years
Footpaths - slab	40 years

Depreciation of Non-Current Assets (Continued)

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income. When revalued assets are sold, amounts included in the revaluation surplus relating to that asset are transferred to retained earnings.

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 30 JUNE 2015

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Fixed Assets (Continued)

Capitalisation Threshold

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

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

Capitalisation Threshold

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

(k) Financial Instruments

Initial Recognition and Measurement

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

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

Classification and Subsequent Measurement

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

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

Amortised cost is calculated as:

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

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

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 30 JUNE 2015

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(k) Financial Instruments (Continued)

Classification and Subsequent Measurement (Continued)

(i) Financial assets at fair value through profit and loss

Financial assets at fair value through profit or loss are financial assets held for trading. A financial asset is classified in this category if acquired principally for the purpose of selling in the short term. Derivatives are classified as held for trading unless they are designated as hedges. Assets in this category are classified as current assets.

(ii) Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost.

Loans and receivables are included in current assets, except for those which are not expected to mature within 12 months after the end of the reporting period (classified as non-current assets).

(iii) Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets with fixed maturities and fixed or determinable payments that the Council's management has the positive intention and ability to hold to maturity.

Held-to-maturity financial assets are included in non-current assets, except for those which are expected to mature within 12 months after the end of the reporting period, which are classified as current assets.

If the Council were to sell other than an insignificant amount of held-to-maturity financial assets, the whole category would be tainted and reclassified as available-for-sale.

(iv) Available-for-sale financial assets

Available-for-sale financial assets are non-derivative financial assets that are either not suitable to be classified into other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.

Available-for-sale financial assets are included in non-current assets, except for those which are expected to mature within 12 months of the end of the reporting period (classified as current assets).

(v) Financial liabilities

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost.

Impairment

At the end of each reporting period, the Council assesses whether there is objective evidence that a financial instrument has been impaired. In the case of available-for-sale financial instruments, a prolonged decline in the value of the instrument is considered to determine whether impairment has arisen. Impairment losses are recognised in the statement of comprehensive income.

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 30 JUNE 2015

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(l) Estimation of Fair Value

The fair value of financial assets and financial liabilities must be estimated for recognition and measurement or for disclosure purposes.

The fair value of financial instruments traded in active markets is based on quoted market prices at the reporting date.

The fair value of financial instruments that are not traded in an active market is determined using valuation techniques. Council uses a variety of methods and makes assumptions that are based on market conditions existing at each balance date. These include the use of recent arm's length transactions, reference to other instruments that are substantially the same, discounted cash flow analysis, and option pricing models making maximum use of market inputs and relying as little as possible on entity-specific inputs.

Quoted market prices or dealer quotes for similar instruments are used for long-term debt instruments held. Other techniques, such as estimated discounted cash flows, are used to determine fair value for the remaining financial instruments.

The nominal value less estimated credit adjustments of trade receivables and payables are assumed to approximate their fair values. The fair value of financial liabilities for disclosure purposes is estimated by discounting the future contractual cash flows at the current market interest rate that is available to the Council for similar financial instruments.

(m) Impairment

In accordance with Australian Accounting Standards the Council's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an estimate of the recoverable amount of the asset is made in accordance with AASB 136 "Impairment of Assets" and appropriate adjustments made.

An impairment loss is recognised whenever the carrying amount of an asset or its cash-generating unit exceeds its recoverable amount. Impairment losses are recognised in the statement of comprehensive income.

For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

At the time of adopting the budget, it is not possible to estimate the amount of impairment losses (if any) as at 30 June 2013.

In any event, an impairment loss is a non-cash transaction and consequently, has no impact on this budget document.

(n) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually paid within 30 days of recognition.

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 30 JUNE 2015

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(o) Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Council has a present obligation to pay resulting from employees' services provided to reporting date. The provision has been calculated at nominal amounts based on remuneration rates the Council expects to pay and includes related on-costs.

(ii) Annual Leave and Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where Council does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

(p) Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

(q) Provisions

Provisions are recognised when:

- a) the Council has a present legal or constructive obligation as a result of past events;
- b) for which it is probable that an outflow of economic benefits will result to settle the obligation; and
- c) that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Provisions are not recognised for future operating losses.

(r) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non-current based on Council's intentions to release for sale.

(s) Comparative Figures

Where required, comparative figures have been adjusted to conform with changes in presentation of the current budget year.

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 30 JUNE 2015

2. STATEMENT OF OBJECTIVE

The Shire of Morawa is dedicated to providing high quality services to the community through the various service orientated programs which it has established.

GOVERNANCE

Includes members of Council, Civic Functions & Public Relations, Council Elections, Training/Education. Objective is to provide a management & administrative structure to service Council & the community.

GENERAL PURPOSE FUNDING

Includes Rates, Loans, Investments & Grants. Objective is to manage Council's finances.

LAW, ORDER, PUBLIC SAFETY

Includes Emergency Services & Animal Control. Objective is to provide, develop & manage services in response to community needs.

HEALTH

Includes Environmental Health, Medical & Health facilities. Objective is to provide, develop & manage services in response to community needs.

EDUCATION AND WELFARE

Includes Education, Welfare & Children's Services. Objective is to provide, develop & manage services in response to community needs.

HOUSING

Includes Staff & Other Housing. Objective is to ensure quality housing and appropriate infrastructure is maintained.

COMMUNITY AMENITIES

Includes Refuse Collection, Sewerage, Cemetery, Building Control, Town Planning & Townscape. Objective is to provide, develop & manage services in response to community needs.

RECREATION AND CULTURE

Includes Pools, Halls, Library, Oval, Parks & Gardens & Recreational Facilities. Objective is to ensure the recreational & cultural needs of the community are met.

TRANSPORT

Includes Roads, Footpaths, Private Works, Machine Operating Costs, Outside Wages & Airstrip. Objective is to effectively manage transport infrastructure.

ECONOMIC SERVICES

Includes Tourism, Rural Services, Economic Development & Caravan Park. Objective is to foster economic development, tourism & rural services in the district.

OTHER PROPERTY & SERVICES

Includes Private Works, Public Works Overheads, Plant Operating Costs, Administration Overheads and Unclassified Items. Objective is to provide control accounts and reporting facilities for all other operations.

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 30 JUNE 2015

3. ACQUISITION OF ASSETS	2014/15 Budget \$	June 2015 YTD Budget \$	June 2015 Actual \$
The following assets have been acquired during the period under review:			
<u>By Program</u>			
Governance			
Upgrade to Old Council Chambers	230,000	230,000	123,514.86
General Purpose Funding			
Health			
Ford Sedan (Doctor Vehicle)	32,500	32,500	0.00
Housing			
Staff Housing - Lot 375 Barnes- Benschtops/patio	14,000	14,000	49,489.00
Staff Housing - Lot 377 Barnes - Repaint bathroom/lift ceiling roc	6,000	6,000	0.00
Staff Housing - Lot 347 Broad Avenue- bathroom renovations	12,500	12,500	0.00
Staff Housing - Lot 372 (7) White Ave - Replace Lino	3,000	3,000	0.00
Staff Housing - Lot 372 (7) White Ave - Replace Lino	0	0	630.00
Aged Person Units x 4 -fence	6,000	6,000	0.00
Community Amenities			
Cemetery Upgrade	4,365	4,365	2,155.00
Sewerage Upgrade	49,682	49,682	0.00
Sewerage Upgrade	0	0	3,460.00
Construction of Transfer Station	1,220,000	1,220,000	225.00
Compactors/Transfer Bins for Transfer Station	40,000	40,000	0.00
Storage Shed/Land for Transfer Station	355,000	355,000	0.00
Recreation and Culture			
Morawa Town Hall Kitchen Rendering	110,000	110,000	0.00
Swimming Pool Lane Ropes	15,000	15,000	10,786.76
Upgrade to Pool Pump House	170,000	170,000	0.00
Pool Pump and Filtration System	587,578	587,578	190,973.24
Sports Complex - Ramps	15,000	15,000	9,838.00
Recreation Centre Floor Restoration	0	0	0.00
Skate Park	49,641	49,641	4,992.91
Skate Park	28,200	28,200	0.00
Transport			
Road Construction			
- Rural Roads Construction	854,000	854,000	771,113.93
- Townsite Roads Construction	187,965	187,965	123,685.32
Drainage Construction	0	0	0.00
Footpath Construction	36,650	36,650	3.50
Plant & Equipment - Road Plant Purchases	315,000	315,000	0.00
Airfield Infrastructure	2,600,000	2,600,000	0.00
Economic Services			
Morawa Gateway Project	100,000	100,000	0.00
Morawa Perenjori Trails Project	467,000	467,000	0.00
Caravan Park RV Waste dumpsite	4,000	4,000	0.00
Investment in North Midlands Solar Thermal Power	40,000	40,000	0.00
Phase 2 - Road Freight Alignment	1,519,596	1,519,596	1,199,172.56
Phase 1 - Civic Square/Pedestrian Crossing	0	0	1,951,825.31
Phase 2 - Road Freight Alignment	2,255,635	2,255,635	50,443.45
Other Property & Services			
Administration Furniture & Equipment	10,000	10,000	5,320.65
CEO Vehicle	75,000	75,000	55,406.82
	<u>11,413,312</u>	<u>11,413,312</u>	<u>4,553,036.31</u>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 30 JUNE 2015

3. ACQUISITION OF ASSETS (Continued)	2014/15 Budget \$	June 2015 YTD Budget \$	June 2015 Actual \$
The following assets have been acquired during the period under review:			
By Class			
Land Held for Resale	0	0	0.00
Investments	0	0	0.00
Land	0	0	0.00
Buildings	925,865	925,865	185,626.86
Plant and Equipment	1,090,078	1,090,078	246,380.06
Furniture and Equipment	25,000	25,000	16,107.41
Infrastructure Assets - Roads	2,561,561	2,561,561	2,093,971.81
Infrastructure Assets - Footpaths	36,650	36,650	3.50
Infrastructure Assets - Drainage	0	0	0.00
Infrastructure Assets - Parks & Ovals	49,641	49,641	4,992.91
Infrastructure Assets - Airfields	2,600,000	2,600,000	0.00
Infrastructure Assets - Playground Equipment	0	0	0.00
Infrastructure Assets - Sewerage	0	0	3,460.00
Infrastructure Assets - Dams	0	0	0.00
Infrastructure Assets - Other	4,124,517	4,124,517	2,002,493.76
	<u>11,413,312</u>	<u>11,413,312</u>	<u>4,553,036</u>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 30 JUNE 2015

4. DISPOSALS OF ASSETS

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

By Program	Written Down Value		Sale Proceeds		Profit(Loss)	
	2014/15 Budget \$	June 2015 Actual \$	2014/15 Budget \$	June 2015 Actual \$	2014/15 Budget \$	June 2015 Actual \$
Health Asset 364 - Ford FG G6 Sedan(Drs)	24,100	0.00	9,091	0.00	(15,009)	0.00
Transport Asset 272 - Case Backhoe - P192	46,300	0.00	35,000	0.00	(11,300)	0.00
Other Property & Services Asset 340 Trade Kluger 4WD Grande 7 seat	12,727	12,727.27	25,000	16,363.64	12,273	3,636.37
	83,127	12,727.27	69,091	16,363.64	(14,036)	3,636.37

By class of asset	Written Down Value		Sale Proceeds		Profit(Loss)	
	2014/15 Budget \$	June 2015 Actual \$	2014/15 Budget \$	June 2015 Actual \$	2014/15 Budget \$	June 2015 Actual \$
Plant & Equipment Asset 364 - Ford FG G6 Sedan(Drs)	24,100	0.00	9,091	0.00	(15,009)	0.00
Asset 340 Trade Kluger 4WD Grande 7 seat	12,727	12,727.27	25,000	16,363.64	12,273	3,636.37
Asset 272 - Case Backhoe - P192	46,300	0.00	35,000	0.00	(11,300)	0.00
	83,127	12,727.27	69,091	16,363.64	(14,036)	3,636.37

Summary

Profit on Asset Disposals	2014/15 Budget \$	12,273	June 2015 Actual \$	3,636.37
Loss on Asset Disposals		(26,309)		0.00
		(14,036)		3,636.37

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 30 JUNE 2015

5. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-14	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		2014/15 Budget	2014/15 Actual	2014/15 Budget	2014/15 Actual	2014/15 Budget	2014/15 Actual	2014/15 Budget	2014/15 Actual
		\$	\$	\$	\$	\$	\$	\$	\$
Housing									
Loan 133 - GEHA House	160,651	0	0	28,070	28,070	132,581	132,581	10,234	9,056
Loan 134 - 2 Broad Street	114,055	0	0	20,112	20,112	93,943	93,943	7,185	1,516
Loan 135 - Staff Housing	37,722	0	0	18,285	18,285	19,437	19,437	2,156	1,954
Recreation & Culture									
Loan 139 - Hall Kitchen Rendering	0	110,000	0	0	0	110,000	0	0	0
	312,428	110,000	0	66,467	66,467	355,961	245,961	19,575	12,526

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

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 30 JUNE 2015

5. INFORMATION ON BORROWINGS (Continued)

(b) New Debentures - 2014/15

Particulars/Purpose	Amount Borrowed		Loan Type	Total Interest & Charges \$	Amount Used		Balance Unspent \$
	Actual \$	Budget \$			Actual \$		
Loan 139 - Hall Kitchen Rendering	0	110,000	Debenture	Unknown	0		0

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 30 JUNE 2015

	2014/15 Budget \$	June 2015 Actual \$
6. RESERVES - CASH BACKED		
(a) Leave Reserve		
Opening Balance	216,594	216,593
Amount Set Aside / Transfer to Reserve	59,746	60,123
Amount Used / Transfer from Reserve	(59,000)	0
	<u>217,340</u>	<u>276,716</u>
(b) Sports and Recreation Facilities Reserve		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>0</u>	<u>0</u>
(c) Plant Reserve		
Opening Balance	679,388	679,387
Amount Set Aside / Transfer to Reserve	184,042	210,814
Amount Used / Transfer from Reserve	(388,409)	(50,000)
	<u>475,021</u>	<u>840,201</u>
(d) Building Reserve		
Opening Balance	5,034	5,034
Amount Set Aside / Transfer to Reserve	110	119
Amount Used / Transfer from Reserve	0	0
	<u>5,144</u>	<u>5,153</u>
(e) Economic Development Reserve		
Opening Balance	103,689	103,689
Amount Set Aside / Transfer to Reserve	2,272	2,453
Amount Used / Transfer from Reserve	0	0
	<u>105,961</u>	<u>106,142</u>
(f) Community Development Reserve		
Opening Balance	1,461,097	1,461,098
Amount Set Aside / Transfer to Reserve	47,020	34,559
Amount Used / Transfer from Reserve	(389,041)	(123,515)
	<u>1,119,076</u>	<u>1,372,142</u>
(g) Sewerage Reserve		
Opening Balance	77,862	77,862
Amount Set Aside / Transfer to Reserve	1,706	44,032
Amount Used / Transfer from Reserve	(49,682)	0
	<u>29,886</u>	<u>121,894</u>
(h) Unspent Grants and Contributions Reserve		
Opening Balance	2,001,459	2,001,459
Amount Set Aside / Transfer to Reserve	28,860	922,433
Amount Used / Transfer from Reserve	(1,992,855)	(1,968,248)
	<u>37,464</u>	<u>955,644</u>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 30 JUNE 2015

	2014/15 Budget \$	June 2015 Actual \$
6. RESERVES (Continued)		
(i) Business Units Reserve		
Opening Balance	20,043	20,043
Amount Set Aside / Transfer to Reserve	20,439	20,474
Amount Used / Transfer from Reserve	0	0
	<u>40,482</u>	<u>40,517</u>
(j) Morawa Community Trust Reserve		
Opening Balance	24,730	18,482
Amount Set Aside / Transfer to Reserve	542	462
Amount Used / Transfer from Reserve	(16,196)	(8,000)
	<u>9,076</u>	<u>10,944</u>
(k) Morawa Community Future Funds Reserve		
Opening Balance	2,113,351	2,113,351
Amount Set Aside / Transfer to Reserve	66,312	49,987
Amount Used / Transfer from Reserve	0	(7,527)
	<u>2,179,663</u>	<u>2,155,811</u>
(l) Refuse Transfer Station Reserve		
Opening Balance	191,567	191,566
Amount Set Aside / Transfer to Reserve	4,198	4,531
Amount Used / Transfer from Reserve	(95,000)	0
	<u>100,765</u>	<u>196,097</u>
(m) Aged Care Units Reserve		
Opening Balance	8,662	8,662
Amount Set Aside / Transfer to Reserve	190	205
Amount Used / Transfer from Reserve	-	0
	<u>8,852</u>	<u>8,867</u>
(n) ST-N/Midlands Solar Thermal Power		
Opening Balance	528,654	528,654
Amount Set Aside / Transfer to Reserve	11,585	12,347
Amount Used / Transfer from Reserve	(500,000)	0
	<u>40,239</u>	<u>541,001</u>
(o) ST-Morawa Revitalisation Reserve		
Opening Balance	1,694,377	1,694,377
Amount Set Aside / Transfer to Reserve	17,131	31,304
Amount Used / Transfer from Reserve	(1,694,378)	(1,555,000)
	<u>17,130</u>	<u>170,681</u>
Total Cash Backed Reserves	4,386,099	6,801,810

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 30 JUNE 2015

	2014/15 Budget \$	June 2015 Actual \$
6. RESERVES (Continued)		
Summary of Transfers		
To Cash Backed Reserves		
Transfers to Reserves		
Leave Reserve	59,746	60,123
Sports and Recreation Facilities Reserve	0	0
Plant Reserve	184,042	210,814
Building Reserve	110	119
Economic Development Reserve	2,272	2,453
Community Development Reserve	47,020	34,559
Sewerage Reserve	1,706	44,032
Unspent Grants and Contributions Reserve	28,860	922,433
Business Units Reserve	20,439	20,474
Morawa Community Trust Reserve	542	462
Morawa Community Future Fund Reserve	66,312	49,987
Refuse Transfer Station Reserve	4,198	4,531
Aged Care Units Reserve	190	205
ST-N/Midlands Solar Thermal Power	11,585	12,347
ST-Morawa Revitalisation Reserve	17,131	31,304
	<u>444,153</u>	<u>1,393,842</u>
Transfers from Reserves		
Leave Reserve	(59,000)	0
Sports and Recreation Facilities Reserve	0	0
Plant Reserve	(388,409)	(50,000)
Building Reserve	0	0
Economic Development Reserve	0	0
Community Development Reserve	(389,041)	(123,515)
Sewerage Reserve	(49,682)	0
Unspent Grants and Contributions Reserve	(1,992,855)	(1,968,248)
Business Units Reserve	0	0
Morawa Community Trust Reserve	(16,196)	(8,000)
Morawa Community Future Fund Reserve	0	(7,527)
Refuse Transfer Station Reserve	(95,000)	0
Aged Care Units Reserve	0	0
ST-N/Midlands Solar Thermal Power	(500,000)	0
ST-Morawa Revitalisation Reserve	(1,694,378)	(1,555,000)
	<u>(5,184,561)</u>	<u>(3,712,290)</u>
Total Transfer to/(from) Reserves	<u>(4,740,408)</u>	<u>(2,318,447)</u>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2014 TO 30 JUNE 2015

6. RESERVES (Continued)

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Leave Reserve

To be used to fund leave requirements.

Sportsground Complex Upgrade Reserve

To be used to upgrade the Sporting Complex Facilities.

Plant Reserve

To be used to upgrade, replace or purchase new plant and equipment.

Building Reserve

To be used to refurbish, replace, extend or establish Council owned buildings.

Economic Development Reserve

To be used to create economic development initiatives in the local community.

Community Development Reserve

To be used for Community Projects within the Shire of Morawa

Sewerage Reserve

To be used to repair, replace or extend the sewerage facility.

Unspent Grants and Contributions Reserve

To be used as a quarantine for unspent committed funds.

Business Units Reserve

To be used to upgrade, refurbish or purchase new Business Units

Morawa Community Trust Reserve

To be used for Morawa Community Projects

Refuse Transfer Station Reserve

To be used for Morawa Landfill closure and Refuse Transfer Station implementation project -

Aged Persons Units Reserve

To be used for the construction 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

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

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 30 JUNE 2015

	2013/14 B/Fwd Per 2014/15 Budget \$	2013/14 B/Fwd Per Financial Report \$	2014/15 Actual \$
7. NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	589,985	278,718	1,113,980
Cash - Restricted Unspent Grants	0	317,600	0
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	9,126,507	9,120,259	6,801,810
Rates - Current	166,160	166,707	246,692
Sundry Debtors	159,396	159,396	375,943
GST Receivable	120,492	120,492	78,182
Accrued Income/Prepayments	16,328	16,328	16,328
Provision for Doubtful Debts	(2,301)	(2,632)	(2,632)
Other Current Debtors	0	0	27
Inventories	12,905	12,905	12,905
	<u>10,189,472</u>	<u>10,189,773</u>	<u>8,643,235</u>
LESS: CURRENT LIABILITIES			
Sundry Creditors	(105,954)	(106,044)	(119,308)
Income Received in Advance	(26,953)	0	(111,331)
GST Payable	(164,271)	(164,271)	(49,793)
Payroll Creditors	0	0	0
Accrued Expenditure	0	0	0
Other Payables	7,885	(13,695)	(9,512)
Withholding Tax Payable	0	0	0
Payg Payable	(30,104)	(30,104)	(32,110)
Accrued Interest on Debentures	0	(7,030)	0
Accrued Salaries and Wages	0	(50,998)	0
Current Employee Benefits Provision	(50,998)	(307,312)	(307,312)
Current Loan Liability	(306,988)	(66,467)	0
	<u>(677,383)</u>	<u>(745,921)</u>	<u>(629,366)</u>
NET CURRENT ASSET POSITION	9,512,089	9,443,852	8,013,869
Less: Cash - Reserves - Restricted	(9,126,507)	(9,120,259)	(6,801,810)
Less: Cash - Unspent Grants - Restricted	0	0	0
Adjustment for Trust Transactions Within Muni	0	0	0
Add Back : Component of Leave Liability not Required to be Funded	216,594	216,593	276,716
Add Back : Current Loan Liability	0	66,467	0
SURPLUS/(DEFICIENCY) C/FWD	<u>602,176</u>	<u>606,653</u>	<u>1,488,775</u>

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 30 JUNE 2015

8. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2014/15 Rate Revenue \$	2014/15 Interim Rates \$	2014/15 Back Rates \$	2014/15 Total Revenue \$	2014/15 Budget \$
General Rate								
GRV Residential/Commercial	6.82360	263	2,792,472	190,547	4,672	0	195,219	190,547
UV Rural	2.07750	218	56,206,000	1,167,680	0	0	1,167,680	1,167,680
UV Mining	27.45800	19	471,650	129,506	0	0	129,506	129,506
Sub-Totals		500	59,470,122	1,487,733	4,672	0	1,492,405	1,487,733
Minimum Rates								
GRV Residential/Commercial	257	54	42,985	13,878		0	13,878	13,878
UV Rural	257	7	49,800	1,799		0	1,799	1,799
UV Mining	622	12	10,301	7,464		0	7,464	7,464
Sub-Totals		73	103,086	23,141		0	23,141	23,141
Ex-Gratia Rates							1,515,546	1,510,874
Discounts							5,331	5,950
Rates Written Off							1,520,877	1,516,824
Movement in Excess Rates							(56,937)	(49,000)
							(6,323)	(1,300)
							(26,953)	0
Totals							1,430,664	1,466,524

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

The general rates detailed above for the 2013/14 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

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

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 30 JUNE 2015

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-14 \$	Amounts Received \$	Amounts Paid (\$)	Balance \$
Housing Bonds Lisa Porter	520	0	(520)	0
Housing Bonds Paul Fraser	0	720	0	720
Child Care Bonds	155	0	(155)	0
Bonds Hall/Rec Centre Hire	0	0	0	0
Extractive Industries Licence	0	0	0	0
Youth Centre	865	0	0	865
Council Nominations	0	0	0	0
Bill Johnson Unit 1 Bond	520	0	(520)	0
Haulmore Trailers Land Dep	4,641	0	0	4,641
Social Club Payments	1,570	0	(1,570)	0
Local Drug Action Group	384	200	(24)	560
BCITF/BRB Training Levy	107	3,858	(1,079)	2,886
DPI Licensing	0	0	0	0
Morawa Oval Function Centre	1,762	0	0	1,762
	<u>10,525</u>	<u>4,778</u>	<u>(3,868)</u>	<u>11,435</u>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 30 JUNE 2015

10. OPERATING STATEMENT

	June 2015 Actual \$	2014/15 Budget \$	2013/14 Actual \$
OPERATING REVENUES			
Governance	9,899	99,469	15,946
General Purpose Funding	3,995,949	3,238,354	2,318,384
Law, Order, Public Safety	44,687	56,425	45,722
Health	4,759	13,910	9,533
Education and Welfare	62,813	451,500	18,710
Housing	48,270	101,470	50,675
Community Amenities	429,974	1,875,532	479,151
Recreation and Culture	524,881	741,147	929,733
Transport	1,498,031	3,034,974	1,532,340
Economic Services	259,069	949,685	2,753,230
Other Property and Services	150,927	101,566	134,705
TOTAL OPERATING REVENUE	7,029,259	10,664,031	8,288,128
OPERATING EXPENSES			
Governance	399,809	487,308	445,701
General Purpose Funding	167,260	186,774	216,542
Law, Order, Public Safety	123,546	160,132	214,281
Health	204,936	301,800	211,764
Education and Welfare	229,650	725,601	248,473
Housing	112,955	174,422	115,909
Community Amenities	428,208	526,191	616,295
Recreation & Culture	1,135,462	905,233	968,776
Transport	1,912,583	1,722,847	1,979,877
Economic Services	518,639	593,829	594,151
Other Property and Services	91,984	29,037	(17,347)
TOTAL OPERATING EXPENSE	5,325,032	5,813,176	5,594,421
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	1,704,227	4,850,855	2,693,707

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 30 JUNE 2015

11. BALANCE SHEET

	June 2015 Actual \$	2013/14 Actual \$
CURRENT ASSETS		
Cash Assets	7,915,790	9,716,577
Receivables	714,540	460,291
Inventories	12,905	12,905
TOTAL CURRENT ASSETS	8,643,235	10,189,773
NON-CURRENT ASSETS		
Receivables	5,302	5,302
Inventories	0	0
Property, Plant and Equipment	26,866,163	27,180,582
Infrastructure	24,431,929	20,983,302
TOTAL NON-CURRENT ASSETS	51,303,394	48,169,186
TOTAL ASSETS	59,946,629	58,358,959
CURRENT LIABILITIES		
Payables	322,054	372,142
Interest-bearing Liabilities	0	66,467
Provisions	307,312	307,312
TOTAL CURRENT LIABILITIES	629,366	745,921
NON-CURRENT LIABILITIES		
Interest-bearing Liabilities	245,961	245,962
Provisions	41,323	41,323
TOTAL NON-CURRENT LIABILITIES	287,284	287,285
TOTAL LIABILITIES	916,650	1,033,206
NET ASSETS	59,029,979	57,325,753
EQUITY		
Retained Surplus	35,645,659	31,622,984
Reserves - Cash Backed	6,801,810	9,120,259
Reserves - Asset Revaluation	16,582,510	16,582,510
TOTAL EQUITY	59,029,979	57,325,753

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 30 JUNE 2015

12. FINANCIAL RATIO

	2015 YTD	2014	2013	2012
Current Ratio	5.220	7.880	1.870	2.230

The above rates are calculated as follows:

Current Ratio equals

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

SHIRE OF MORAWA
FOR THE PERIOD 1 JULY 2014 TO 30 JUNE 2015
Report on Significant variances Greater than 10% and \$10,000

Purpose

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

The Materiality variances adopted by Council are:

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

REPORTABLE OPERATING REVENUE VARIATIONS

General Purpose Funding - Variance above budget expectations.

FAG's Grants in advance payment received.

Governance - Variance below budget expectations.

Grant income associated with the upgrade to the old Council Chambers will not be received until project completed -project to be budgetted in 15/16.

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

FESA/ESL grant allocation income not received

Education and Welfare - Variance below budget expectations

Industry Training Centre Project reallocated to 15/16 budget

Community Amenities - Variance below budget expectations.

Grants for Super Towns Planning yet to be received - timing - Project to be acquitted

Recreation & Culture - Variance below budget expectations.

Music/Arts Festival income received that was not budgeted for - Permanent
Swimming Pool Grant to be invoiced when project completed - early 15/16

Transport - Variance below expectations.

MRWA Direct Grant received - \$108,500
Aerodrome Project to be carried forward to 15/16
Income from Main Roads RRG invoiced / fundsstill to be received

Economic Services - Variance below budget expectations.

Walk Trails Project not commenced - project carried forward to 15/16
Income from Caravan Park and Chalets below budget

SHIRE OF MORAWA
FOR THE PERIOD 1 JULY 2014 TO 30 JUNE 2015
Report on Significant variances Greater than 10% and \$10,000

REPORTABLE OPERATING EXPENSE VARIATIONS

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

Expense relating Fire Services Manager is less than budget.

SES expenses below budget

Health - Variance below budget expectations.

Contribution to Mobile Dental Clinic did not go ahead

Education and Welfare - Variance below budget expectations

Industry training centre expenditure yet to commence.

Child Care Mtce below budget

Community Amenities - Variance below budget expectations.

Town Planning Expenses below budget expectations

Other Sport & Recreation - Variance above budget expectations.

Maintenance to Sports & Rec Ovals & Buildings

Maintenance to Parks and Gardens

Transport - Variance within budget expectations.

Maintenance of Rural Roads within budget, Town Streets and the Depot is below budget

Department of Transport licensing reflected in budget - off set by income

Aerodrome Master Plan - over budget

Economic Services - Variance below budget expectations

Caravan Park operations under budget

Tourist Bureau operations under budget

Super Town expenditure is currently under expended

Other Property & Services - Variance above budget expectations.

Allocations to works - timing

Private Works expenditure over budget

SHIRE OF MORAWA
FOR THE PERIOD 1 JULY 2014 TO 30 JUNE 2015
Report on Significant variances Greater than 10% and \$10,000

REPORTABLE NON-CASH VARIATIONS

Depreciation on Assets - Variance above budget expectations.

Depreciation on buildings now based on fair value valuations - Permanent

REPORTABLE CAPITAL EXPENSE VARIATIONS

Purchase of Land & Buildings - Variance above budget expectations.

Upgrade to Old Council Chambers to be completed carry over to 15/16

Swimming Pool Upgrade - to be completed - carry over to 15/16

Purchase of Plant & Equipment - Variance below budget expectations.

Swimming Pool Plant & Equipment after pool season

Purchase of CEO Vehicle - under budget

Purchase of Infrastructure Assets Roads - Variance below budget expectations.

Road Assets to be brought to account

Purchase Infrastructure Assets - Parks & Ovals - Variance above budget expectations.

Expenditure on Skate Park under budget

Purchase Infrastructure Assets - Airfields- Variance below budget expectations.

Expenditure on new airfield under budget

Purchase Infrastructure Assets - Other- Variance below budget expectations.

Construction of the Transfer Station in progress

Morawa Gateway Project awaiting grants

Morawa Perenjori Trails Project awaiting grants

Transfer to Reserves - Variance below budget expectations.

Transfers to reserves over budget - FAGS early payment transferred to reserves

REPORTABLE CAPITAL INCOME VARIATIONS

Proceeds from Disposal of Assets - Variance below budget expectations.

All Plant Items were not purchased

Proceeds from New Borrowings- Variance below budget expectations.

Loan borrowings relating to the rendering of the hall kitchen

Transfer from Reserves - Variance below budget expectations.

Transfers from reserves below budget expectations due to Projects not being completed by eoy.

7.2.4 Project Officer

<i>Date of Meeting:</i>	22 July 2015
<i>Item No:</i>	7.2.4.1
<i>Subject:</i>	Morawa Golf and Bowling Club – Floodlight Funding
<i>Date & Author:</i>	15 July 2015, John Elliot (Project Officer)
<i>Responsible Officer:</i>	Chief Executive Officer
<i>Applicant/Proponent:</i>	Shire of Morawa
<i>File Number:</i>	
<i>Previous minute/s & Reference:</i>	December 2014

SUMMARY

The purpose of this report is for Council to consider the Shire of Morawa providing a revised funding amount of \$12,492 towards installation of floodlights at the Morawa Bowling Greens.

DECLARATION OF INTEREST

Author of report has no declaration of interest.

ATTACHMENTS

BACKGROUND INFORMATION

The Morawa Golf and Bowling Club (Club) was incorporated in October 1965. This was to reflect the dual use of the club house premises by the two sporting groups.

The Club wishes to install floodlights to the bowling greens. The Club advises that with lighting the greens could be used in the cooler part of the day. This would encourage more participants to take part in the sport in the safer and more conducive conditions.

OFFICER'S COMMENT

The proposed Floodlighting would improve the facility and:-

- Encourage current members to use the greens on a more regular basis;
- Promote junior bowls in the community;
- Promote the use of the course to Visitors and Tourists; and
- Allow for further corporate, sport and social bowling events.

The total floodlight project cost is estimated at \$25,992 (ex GST).

The proposed Shire of Morawa funding towards the project would be \$12,992 representing a contribution of approximately 50% towards the total project cost of \$25,992 (ex GST).

COMMUNITY CONSULTATION

No community consultation has been completed.

COUNCILLOR CONSULTATION

The proposal has been discussed at Council Briefing Sessions and general support was provided for the proposal, associated with a Department of Sporting and Recreation (CSRFF) grant submission, at the December 2014 Council meeting.

STATUTORY ENVIRONMENT

Nil.

POLICY IMPLICATIONS

No known policy implications.

FINANCIAL IMPLICATIONS

The whole of project cost is estimated at \$25,992 (ex GST) and is broken down into two components-

Shire of Morawa (included in 15/16 budget)	\$12,992
Bowling Club cash	<u>\$13,000</u>
TOTAL	\$25,992

It is proposed for Council to fund the \$12,992 by transferring the closing balance from the Morawa Community Trust Reserve of \$10,994 and providing \$2,048 from Municipal Funds in the 2015/16 budget.

STRATEGIC IMPLICATIONS

No known strategic implications.

RISK MANAGEMENT

There is the risk that by not supporting the facility upgrade and financial commitment to the project that the use of the greens may decline. The risk to player exposure to sun and heat is reduced if they are able to play in the cooler parts of the day.

VOTING REQUIREMENT

Simple Majority.

OFFICER'S RECOMMENDATION

It is recommended that Council:

- 1. approve the Morawa Golf and Bowling Club Floodlight funding proposal.**
- 2. contribute \$10,944 towards the project from the Morawa Community Trust Reserve.**
- 3. close the Morawa Community Trust Reserve**
- 4. contribute \$2,048 towards the project from the 2015/16 Municipal Budget**

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7.2.6 Chief Executive Officer - Other

<i>Date of Meeting:</i>	22 July 2015
<i>Item No:</i>	7.2.6.1
<i>Subject:</i>	Strategic Plan Update and Progress Report
<i>Date & Author:</i>	14 July 2015 John Roberts
<i>Responsible Officer:</i>	Chief Executive Officer
<i>Applicant/Proponent:</i>	Chief Executive Officer John Roberts
<i>File Number:</i>	Various
<i>Previous minute/s & Reference:</i>	17 February 2015

SUMMARY

The Strategic Plan Update and Progress Report provides an update on the progress of matters under the Integrated Planning and Reporting Process including the:

- Shire of Morawa Strategic Community Plan 2012, and
- Corporate Business Plan.

Other updates are also provided regarding the informing strategies including:

- The Long Term Financial Plan;
- The Asset Management Plan; and
- The Workforce Plan.

DECLARATION OF INTEREST

The author has no interest to declare in this report.

ATTACHMENTS

- 2014/15 Project Summary Report;
- Shire of Morawa June 2015 *Strategic Plan Update and Progress Report*.

BACKGROUND INFORMATION

The Strategic Plan Update and Progress Report is provided to Council each month for information. The Strategic Community Plan was adopted 21 June 2012 and a desktop review was undertaken on 12 September 2014 and adopted by Council on 18 September 2014.

Currently, the Strategic Community Plan has 106 actions listed:

Objective	Actions	Projects 2014/15	Programs 2014/15	Comment
1. A diverse, resilient and innovative economy	44	9	3	This objective is divided into 2 sub-objectives with 9 key projects and 3 programs covering 27 of the 44 actions which are due for completion in 2014/15
2. Protect and enhance the natural environment	13	5	0	5 key projects covering 13 strategic actions are required to be completed for 2014/15
3. A community that is friendly, healthy and inclusive	26	5	0	5 key projects covering 17 of the 26 actions are due for completion for 2014/15
4. A connected community with strong leadership	23	3	1	3 key projects and one program area covering 18 actions are due for completion for 2014/15

Table One: Summary of Strategic Actions

Accordingly, the progress of the projects and program areas covering the strategic actions for 2014/15 are tracked within the Corporate Business Plan. This is because:

- This plan has the projects or actions the Shire is required to achieve over a four year period to meet the objectives listed in the Strategic Community Plan;

- This approach will also ensure there is a cross link with the Status Report where Council has made a decision regarding the projects listed in the Corporate Business Plan from time to time; and
- The Corporate Business Plan also acknowledges the key operating costs for each program area and the external stakeholders.

Informing Strategies

Other reports that need consideration in terms of their impact on the Strategic Community Plan include the following informing strategies:

Long Term Financial Plan

The long term financial plan will be reviewed early in 2016. A budget allocation has been included in the 2014/15 budget.

Status

No change - The Long Term Financial Plan (LTFP) requires updating. UHY Haines Norton have provided a quote which has been included in the 2014/15 Budget. The LTFP will be updated in early 2016 after the update of the Asset Management Plans – see below.

Asset Management Plan

To date the review of the Asset Management Plan (AMP) has seen three of the four key areas completed. The final area for completion is that regarding plant and equipment for inclusion.

Status

A meeting with Greenfields took place on 9 September 2014 discussing road infrastructure fair values for 2013/14. Approval has been given to Greenfields to undertake the assessment.

Roman II has been updated with local road data.

A consultant has provided a quotation to update the Shire's Asset Management Plans in late 2015.

Workforce Plan

The Workforce Plan is monitored by the Department of Local Government and Communities. This will require assessment by staff.

Status

The Acting CEO, DCEO and MFA commenced this review on 4 April 2014. A final review is now required. This has not yet been completed.

Information Communication and Technology (ICT) Plan

Although the ICT is not a formal requirement, the Department of Local Government and Communities highly recommends that such a plan is developed and implemented and provides the appropriate framework for such a plan on its website.

It should be noted that the Shire of Morawa does not have such a plan.

Status

Development of such a plan is required in line with the Local Government Audit Regulations - Regulation 17. The CEO will discuss with the Shire's IT contractor.

Other Key Informing Strategies

Other key plans that impact on the Strategic Community Plan and the Corporate Business Plan include the Local Planning Scheme and Strategy, the Growth Plan, the Mid West Investment Plan and the North Midlands Economic Plan (proposed Mid West Blueprint). Generally, links are made back from the Corporate Business Plan to the applicable project within this plan.

Risk Management Framework and Compliance Plan

The Shire CEO was required to have in place by the 31 December 2014 the following:

- A risk management policy;
- A risk management framework including processes, procedures and reporting; and
- A compliance plan

Status

The project commenced on 26 August 2014 with a regional meeting to receive and discuss an LGIS prepared Risk Management Governance Framework which will be the subject of a report to Council at the October OCM. The following day a workshop took place, facilitated by LGIS, involving Shire staff. At this workshop risk profiles for 16 themes were developed. This project enabled the CEO to prepare a report to the audit committee on the appropriateness and effectiveness of the Shire's Risk Management systems and procedures. The project was concluded in December 2014.

OFFICER'S COMMENT

Strategic Community Plan

Further to the above, the success of the Strategic Community Plan (SCP) is based on the outcomes of the Corporate Business Plan and the key performance measures (KPIs) that will form part of the SCP from March 2014. The key performance measures show the desired trend to be achieved for each objective (Economic, Environment, Social and Governance). The key performance measures were inserted into the SCP at the Council meeting on 20 March 2014.

Corporate Business Plan

The Corporate Business Plan Report is provided to Council each month. Accordingly, a summary report and full copy of the Corporate Business Plan report for March 2015 is attached.

In short, the progress of the Corporate Business Plan is summarised as follows:

Projects

Under the Corporate Business Plan, there are 35 projects that are monitored:

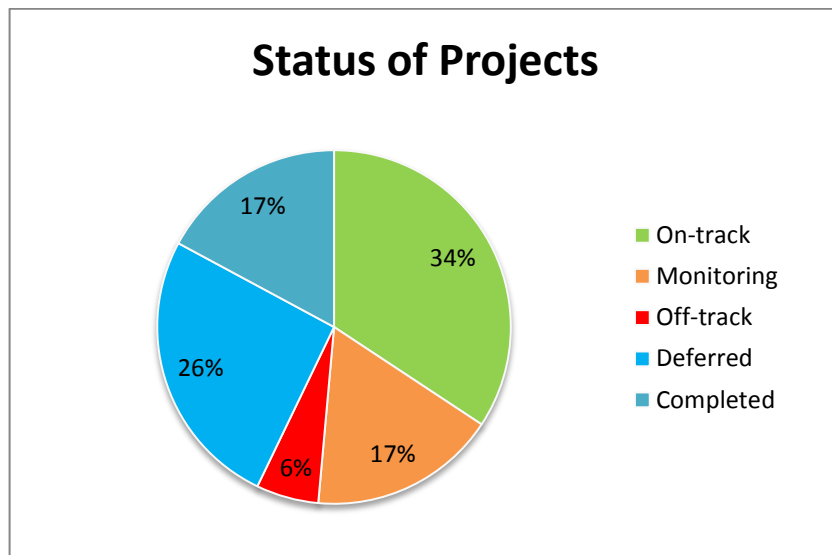


Chart 1: Breakdown on Status of Projects for 2014/15

The key things to note regarding Chart 1 - Breakdown on Status of Projects are:

Status Type	Status	Comment
Overall Completion	In terms of overall completion (i.e. the percentage of each project completed divided by the number of projects underway), this is 72.58%.	
On-track	There are 12 (34%) projects on track (3, 5, 7, 12,, 14,, 20, 29, 31, 32, 33, 34, & 35).	
Monitoring	6 (17%) projects are at the monitoring level (4, 8, 10, 15, 18, and 31)	
Off-track	In total there are 2 (5%) projects off track (9, and 30).	<p>The impacts on these projects include:</p> <ul style="list-style-type: none"> • Staff resourcing in terms of key roles has been a constant issue regarding consistency and progressing of goals i.e. the long term vacancy of the CEO position (Project 9 lacked a project owner and Project 30 – Gateway Project is subject to further discussions with the key funding stakeholder) Discussions took place with Sinosteel on 17 July 2014. • The second key issue has been waiting on the approval of funding or resources for key projects: <ul style="list-style-type: none"> - Scrapping of Commonwealth funding programs e.g. RADF5 (Project 5 - Town Hall project). The tender specification has been developed. - MWDC requirement to continually review business cases (Project 15) ; • Thirdly competing re-allocation of resources undermining the strategic focus e.g. ongoing maintenance of key assets not provided for. However, the Asset Management Plan should improve this over time.
Completed	6 (17%) projects have been completed. (1, 2, 13, 19, 21, and 26)	
Deferred	There are nine projects (26%) deferred due to fiscal constraints and other resourcing issues or because the priority has changed (6, 11, 16, 17, 22, 23, 24, 25 & 28);	There is no change to the status of these projects following the desktop review of the Strategic Community Plan in August 2014.

Programs

Under the Corporate Business Plan, there are four key program areas that are monitored:

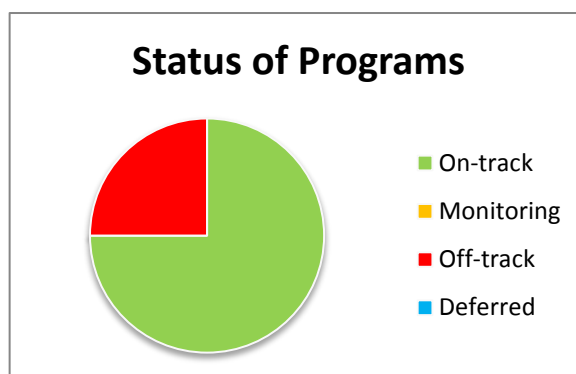


Chart 2: Breakdown on Status of Programs for 2014/15

Chart 2 indicates that three program areas on track i.e. the Roads (42%), Ongoing Health Care Provision (62%) and Governance (69%). One program area, Sports Facilities and Programs (116%), is off track as expenditure is higher than budget, the reason for which is currently being investigated. The programs on track are subject to key operational or day to day activities and are impacted by seasonal issues. The latter programs generally take time for the costs to come through.

COMMUNITY CONSULTATION

As per the Strategic Plan Update and Progress Report

COUNCILLOR CONSULTATION

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

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Not Applicable

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

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

RISK MANAGEMENT

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

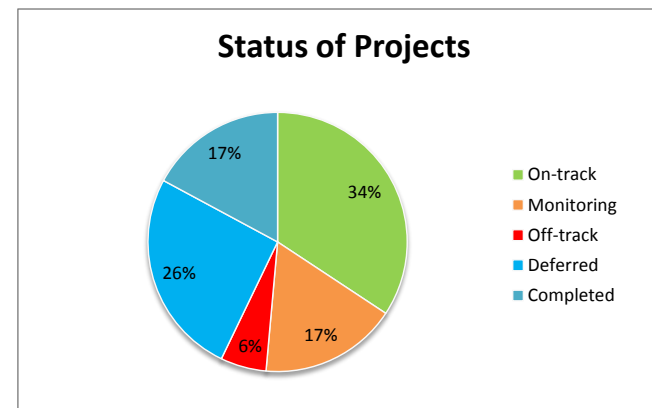
That Council accepts the Shire of Morawa Strategic Plan Update and Progress Report for June 2015.

SUMMARY OF CORPORATE BUSINESS PLAN STATUS 2014/2015

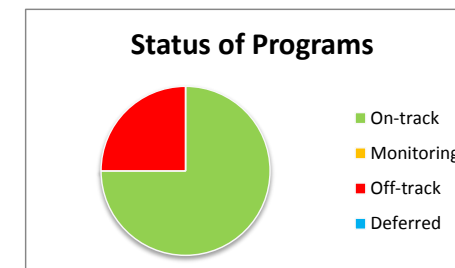
No.	Project	Who	Start	Cost	Cost Remaining	% Completed	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Greater Sports Ground Development	PO				100												
2	Sports Club Development Officer	CEO				100												
3	Recreational Facility Development	PO				85												
4	Morawa Community Care	CEO				95												
5	Refurbish Old Chambers	CEO				80												
6	Childcare Centre Development	CEO				0												
7	Community Group Support	CDO				80												
8	Community Engagement & Communication	CEO				0												
9	Trails Strategy	CEO				0												
10	Waste Management Project	CEO				25												
11	Water Supply Development	CEO				0												
12	Solar Thermal Power Station - Feasibility Study	CEO				95												
13	Waste Water Plant Upgrade	EM				100												
14	Sustainability Program	EM				83												
15	Develop Industry Training Centre	PO				25												
16	Migration Settlement Scheme (Research)	CEO				0												
17	Develop Additional Business Incubator Units	CEO				0												
18	Industry Attraction & Retention Project	CEO				83												
19	Local Tourism Industry Development	CDO				100												
20	Upgrade Morawa Airport	EM				50												
21	Upgrade Major Roads and Annual Road Program	PWS				100												
22	Key Worker Housing	CEO				0												
23	Staff Housing	EM				0												
24	Expansion Van Park	EM				0												
25	Lifestyle Village for the Aged	CEO				0												
26	Main Street Project	PO				100												
27	Wireless and Mobile Blackspot Coverage	CEO				50												
28	Powerline Upgrade	CEO				0												
29	Land Development	EM				100												
30	Gateway Project Plans	CEO				10												
31	Omnibus Scheme Development	PO				80												
32	Old Morawa Hospital	CEO				80												
33	Leadership and Mentoring Young People	CDO				100												
34	Leadership and Advocacy Role	CEO				83												
35	Invest in Council's Capacity	CEO				83												
	Total					72.58												

Program Areas	Who	Start	Cost	Cost Remaining	% Completed	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Sports Facilities and Programs	EM				116											
2	Ongoing Healthcare Provision	CEO				62											
3	Roads	PWS				42											
4	Governance	CEO				69											
	Total					72.25											

Status	Projects
On-track	12
Monitoring	6
Off-track	2
Deferred	9
Completed	6



Status	Programs
On-track	3
Monitoring	0
Off-track	1
Deferred	0



Overview

The Shire of Morawa Corporate Business Plan Report sets out the key objectives to be achieved for the reporting year in question based on the Shire's Strategic Community Plan. In this case it is 2014/15. The report is presented to Council each month with an update on the status of each project and relevant program area and an assessment of the Corporate Business Plan (CBP) overall.

Objective: A friendly community that is healthy, passionate, caring and inclusive

Program Area: Recreation & Leisure

Goal: Provide and promote sport, recreation and leisure facilities and programs

Project	Priority	SCP Link	Who	12/13 \$	13/14 \$	14/15 \$	15/16 \$	Stakeholders	Progress (Including Performance Indicators)
<ul style="list-style-type: none"> Greater Sports Ground Project <p>Project management 0.0 FTE 2014/15</p> <p>Percentage Completed: 100%</p>	High	3.5.2	CEO	0	2,800,000	0	0	Department of Sport and Recreation	<ul style="list-style-type: none"> Remaining paths to be done. Hot water in female showers a problem. Item in 15/16 budget to resolve <hr/> <p>Increased Sporting Participation</p> <ul style="list-style-type: none"> Club membership numbers reported by clubs <p>Increased Usage</p> <ul style="list-style-type: none"> Additional events reported by Sporting Committee. To date: two events held
<ul style="list-style-type: none"> Sports Club Development Officer – Regional Project <p>Project management 0 FTE</p> <p>Percentage Completed: 100%</p>	Medium	3.1.7	CEO, Shire of Three Springs	0	12,500	12,500	12,500	<ul style="list-style-type: none"> Department of Sport and Recreation Shire of Three Springs Shire of Perenjori Shire of Mingenew 	<ul style="list-style-type: none"> Lara Stanley has commenced employment in the role and had discussions with the CEO and CDO regarding required outcomes for Morawa. <hr/> <p>Increased Support for Members & Volunteers</p> <ul style="list-style-type: none"> Membership numbers <p>Club Officials trained in financial and corporate governance</p> <ul style="list-style-type: none"> Clubs report improvement
<ul style="list-style-type: none"> Recreational Facility Development: 3.1 Swimming Pool Upgrade 3.2 Construction of the Skate Park <p>Project management 0.1 FTE</p>	Medium	3.5.3	CEO	0	800,000 300,000	400,000	0 0	Department of Sport and Recreation	<p>Swimming Pool (Works 2014/15 - \$757,578)</p> <ul style="list-style-type: none"> Steps: <ul style="list-style-type: none"> Tender has been awarded to Safeway Building & Renovations The new shed has been erected. The filtration equipment will be installed on 27 July 2015 New tanks will also be installed

Percentage Completed: 70% 3.1: 70% 3.2 100%										early in 2015/16. Skate Park. <ul style="list-style-type: none"> A grant has been received from Lotterywest. Installation will occur in spring 2015. Reduction of Vandalism <ul style="list-style-type: none"> Maintenance costs (reduced) Improved School Attendance <ul style="list-style-type: none"> School attendance records
Program Area Operating Cost: <ul style="list-style-type: none"> Undertake ongoing maintenance and management of the Sports facilities and programs Percentage Completed: 82%	Ongoing			775,000	790,000	805,000	821,000			Recurrent Cost post 2017: \$905,233 Staff Required: 3 FTE Cost YTD: \$824,788 Note: Expenditure for 2014/15 set at: \$712,501 (Swimming Pools & Other Recreation)

Program Area: Health Provision

Goal: Support ongoing health care provision through existing arrangements

Project	Priority	SCP Link	Who	12/13 \$	13/14 \$	14/15 \$	15/16 \$	Stakeholders	Progress (Including Performance Indicators)
Program Area Operating Cost: <ul style="list-style-type: none"> Support the implementation of the North Midlands Primary Care Project Support the provision of adequate GP services Support the Three Springs Dental Service Percentage Completed: 80%	Ongoing	3.1.1, 3.1.2, 3.1.3, 3.1.4		251,884	256,900	262,000	267,000		Note: <ul style="list-style-type: none"> Expenditure for 2014/15: \$254,120; Includes one off contribution to Mobile Dental Clinic of \$50,000: Recurrent Cost post 2017: \$272,000 Staff Required: 0.02 FTE Cost YTD: \$187,209

Program Area: Community Amenities

Goal: Provide and promote sport, recreation and leisure facilities and programs

Project	Priority	SCP Link	Who	12/13 \$	13/14 \$	14/15 \$	15/16 \$	Stakeholders	Progress (Including Performance Indicators)
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<ul style="list-style-type: none"> Morawa Community Care <p>Project management 0.6 FTE</p> <p>Percentage Completed: 95% 4 Units: 100% Management: 90%</p>	High	1.9.1	CEO	528,800	420,718	40,000	40,000	Morawa Community Care	<p>Construction 2013:</p> <ul style="list-style-type: none"> Construction of the 4 units completed Cost post 2013/14 are recurrent costs. Will need revaluation <p>Management:</p> <ul style="list-style-type: none"> Committee commenced 18 March 2014 and identified action matrix; Draft service delivery plan and policies developed and considered 13/05/14; Handover of units underway 30 April 2014; Sean Fletcher has been engaged to finalise the transfer of the Morawa Aged Care Units to the Shire. Transfer of land management order underway. Draft agreement being prepared by Department of Housing <hr/> <p>Elderly people age in their home community</p> <ul style="list-style-type: none"> Census figures <p>Older people able to live independently</p> <ul style="list-style-type: none"> Increase in number aged people staying in community
<ul style="list-style-type: none"> Refurbish Old Council Chambers <p>Percentage Completed: 80%</p>	High	1.7.3	CEO	0	220,000			LotteryWest	<ul style="list-style-type: none"> Capital Works for 2014/15 set at \$230,000. Funded: <ul style="list-style-type: none"> Lotterywest: 90,595 Reserve: 139,041 Change to roof material and other specification items approved by the Heritage Council; Tender specification for remaining works i.e chambers & admin area: <ul style="list-style-type: none"> Tender for roof restoration has been awarded to Safeway Building & Renovations. Work to commence on 20 April 2015 and completed by 30 June 2015. Roof work now complete. Quotes have now been obtained for the remaining works. <p>Increased level volunteer activity</p> <ul style="list-style-type: none"> Annual survey Volunteering statistics available every census <p>Older people able to live independently</p> <ul style="list-style-type: none"> Number community activities per year monitored

										Note: regular use is occurring.
<ul style="list-style-type: none"> Childcare Centre development <p>Project management 0.2 FTE</p> <p>Percentage Completed: N/A</p>	Medium	3.1.8	CEO	0	0	0	0	<ul style="list-style-type: none"> Department of Communities Mid West Development Commission LotteryWest 	<ul style="list-style-type: none"> Deferred post 2015/16 Expected cost \$750,000 Expected completion date 2018 <p>Additional childcare places available to the community</p> <ul style="list-style-type: none"> Uptake of service <p>Employment opportunities in the caring industry</p> <ul style="list-style-type: none"> Number of people employed <p>Respite care available to parents</p> <ul style="list-style-type: none"> Respite visits number per annum 	
<ul style="list-style-type: none"> Community Group Support: <ul style="list-style-type: none"> Billaranga Arts Studio Morawa Historical Society Community events Morawa CRC Biennial Arts Festival Morawa Future Fund Community connectedness forum Morawa Chamber of Commerce <p>Project management 0.1 FTE</p> <p>Percentage Completed: 80%</p>	Medium	3.2.2, 3.2.4, 3.2.5, 3.4.1	CEO	35,000	35,000	35,000	35,000		<ul style="list-style-type: none"> Future Fund agreement has been completed. The fund will be accessible in 2015/16 based on 2014/15 interest earnings. CEO engaged with CCI Power supply has been connected to the new Historical Society shed. <p>Costs 2014/15</p> <ul style="list-style-type: none"> YTD: <ul style="list-style-type: none"> Arts Festival \$1,102 Museum: \$0 Depreciation: \$0 Recurrent costs post 2016 are \$35,000 per annum <hr/> <p>Community events enhance liveability of community</p> <ul style="list-style-type: none"> Reports to Council community groups <p>Community feedback on events</p> <ul style="list-style-type: none"> Annual community survey 	
<ul style="list-style-type: none"> Community Engagement and Communication <p>Project management 0.05 FTE</p> <p>Percentage Completed: 0%</p>	Medium	4.1.1, 4.1.2	CEO	1,020	1,020	1,020	1,020		<p>Costs 2014/15</p> <ul style="list-style-type: none"> Met through Public Relations Budget (\$6,000) Recurrent costs post 2016 are \$1,020 per annum July 2015. CEO has requested quotes for communication strategy. <hr/> <p>Good relationship between community and Council</p> <ul style="list-style-type: none"> Annual community survey 	
<ul style="list-style-type: none"> Trails Strategy 	Medium	1.7.2	CEO	0	0	260,000	0	<ul style="list-style-type: none"> LotteryWest Department of 	<p>Morawa Perenjori Wildflower Drive Trail</p> <ul style="list-style-type: none"> R4R Grant required listed in 2013/14 	

Project management 0.1 FTE Percentage Completed: 0%								Regional Development	Budget: \$467,000 - Pending Town Heritage Walk Trails 2014/15 <ul style="list-style-type: none"> \$65,000 Lotterywest application unsuccessful (7 March 2014) \$65,000 Shire contribution not budgeted Bush Trails 2014/15? <ul style="list-style-type: none"> \$65,000 application "parked" with Lotterywest subject to Council contribution ; \$65,000 Shire contribution required Recurrent cost post 2016: \$5,000 PA Increased level of community activity and activation trails <ul style="list-style-type: none"> Annual community survey
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Objective: Protect and enhance the natural environment and sense of place

Program Area: Environment

Goal: Protect and enhance the natural environment

Project	Priority	SCP Link	Who	12/13 \$	13/14 \$	14/15 \$	15/16 \$	Stakeholders	Progress (Including Performance Indicators)
<ul style="list-style-type: none"> Waste Management – Regional Project Project management 0.15 FTE Percentage Completed: 25%	High	2.4	CEO, MWRC	0	360,000	0	0	Shires of Carnamah, Coorow, Mullewa, Perenjori, Three Springs and Mingenev	<ul style="list-style-type: none"> Capital works for tip set at \$265,000. Funded by Refuse Station Reserve Recurrent costs post 2016: \$60,000; Joint project identified between Shire of Morawa and Shire of Perenjori: <ul style="list-style-type: none"> DCEO successfully applied for \$5,000 in planning funding; Joint approach discussed on 9 December 2013 at meeting between Presidents, Deputy President and CEO's - Agreed this is a key project. Dallywater Consulting have developed strategic plan which was presented to Council on 17 July 2014 Application for funding in the Waste Authority Regional Funding Program was lodged on 27 June 2014. The assessment has been concluded and unfortunately the application was not successful. The application was highly regarded but lack of site and proximity to Geraldton went against the proposal. The CEO has met with CEOs from Morawa, Perenjori, Three Springs and

									<p>Mingenew to discuss a regional solution. The meeting took place on 14 April 2015.</p> <ul style="list-style-type: none"> • CEO has received data from neighbouring Shires and is in the process of collating it. • CEO discussed with Sinosteel the possibility of purchasing or leasing a portion of Dingle Dell as a possible site for location of a landfill site. <hr/> <p>Coordinated waste management by Shires</p> <ul style="list-style-type: none"> • Removal of waste to sub-regional station
<ul style="list-style-type: none"> • Water Supply Development <p>Project management 0.05 FTE</p> <p>Percentage Completed: N/A</p>	Medium	1.4.1	CEO	0	0	0	Unknown	<ul style="list-style-type: none"> • Water Corporation • Department of Water 	<ul style="list-style-type: none"> • Recurrent costs post 2016: Unknown • Drainage re greening of the Town. Not until 2015/16 Stage Three SuperTowns. • Subject to be raised with the Minister at the WALGA Convention in August 2014. <hr/> <p>Future water needs secured</p> <ul style="list-style-type: none"> • Water storage constructed
<ul style="list-style-type: none"> • Solar Thermal Power Station Feasibility Study <p>Project management 0.1 FTE</p> <p>Percentage Completed: 95%</p>	Medium	1.3.1	Project Officer	0	500,000	0	0	<ul style="list-style-type: none"> • Western Power • Public utilities Office 	<ul style="list-style-type: none"> • Legal advice received re reallocation of \$500,000 to another project; • Shire President and CEO met with Paul Rosair 17 February 2014 to discuss; • Project suspended indefinitely; • Letter issued to DRD 2 April 2014 seeking reallocation of funding to Airport Project. • Business Plan has now been completed and was endorsed at the December 2015 OCM • Adjusted the SCP at September 2014 Review • Recurrent costs post 2016: \$60,000 <hr/> <p>Feasibility study completed</p> <ul style="list-style-type: none"> • Completion. (Note: The feasibility study will not proceed) <p>Endorsement key agencies Satisfaction Western Power, Public utilities Office</p>

<ul style="list-style-type: none"> Water Supply Development and Waste Water Plant Upgrade <p>Project management 0.05 FTE</p> <p>Percentage Completed: 100%</p>	Medium	1.4.4, 2.1.1, 2.1.3	CEO	0	140,000	0	0	<ul style="list-style-type: none"> Watercorp 	<p>Works for 2013/14:</p> <ul style="list-style-type: none"> Set at \$70,000 for sewerage pond desludging; Scope of Works reduced to reflect budget; Works commenced 11 March 2014 and finished 31 March 2014 for \$32,000 (Leaving \$38,000). This means Stage 1 and 2 are now completed. <p>Works for 2014/15</p> <ul style="list-style-type: none"> One pond remaining (\$49,681). This will be completed in 2015/16.; Funding from Reserve. <p>Recurrent costs post 2016: Unknown</p> <hr/> <p>Overflow managed in winter</p> <ul style="list-style-type: none"> Nil events <p>Improved use of waste water for irrigation</p> <ul style="list-style-type: none"> Reduced potable water usage
<ul style="list-style-type: none"> Sustainability Program: Identify policies to manage carbon sequestration Implement the Climate Change and Adaption Plan Continue to manage feral flora and fauna Rehabilitate, protect and conserve Shire controlled land Support and promote environmental management practices <p>Project management 0.1 FTE</p> <p>Percentage Completed: 83%</p>	Medium	2.1.5, 2.1.6, 2.2.1, 2.2.2, 2.2.3	DCEO	0	0	0	0	<ul style="list-style-type: none"> 	<p>2013/14</p> <ul style="list-style-type: none"> Costs are as per in accordance with the EHO role; Sequestration policies to be included in LPS and Strategy; The Climate Change Risk Assessment & Adaption Action Plan needs resources for this to happen in 2014/15; Flora & Fauna pests in conjunction with Department of Agriculture Bio-Security Officer in Morawa; Shire has rehabilitation policy in place; Environmental management practices are supported through implementation of relevant infrastructure; Continuing monitoring and upgrading of key facilities <hr/> <p>Sustainability initiatives achieved</p> <ul style="list-style-type: none"> Set of nominated activities achieved

Objective: A diverse, resilient and innovative economy

Program Area: Economic Services

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

Project	Priority	SCP Link	Who	12/13 \$	13/14 \$	14/15 \$	15/16 \$	Stakeholders	Progress (Including Performance Indicators)
<ul style="list-style-type: none"> Develop Industry Training 	High	1.2.8,	MEITA	0	508,404	0	0	<ul style="list-style-type: none"> MWDC, Durack 	<ul style="list-style-type: none"> Training Centre expenditure:

<p>Centre</p> <p>Project management 0.1 FTE</p> <p>Percentage Completed: 25%</p>		3.1.5	& Shire					<p>Institute, Department of Training & Workforce Development, Karara Mining Limited</p>	<ul style="list-style-type: none"> ○ 2013/14 set at \$433,908; ○ Funded through Mid West Investment Plan; ○ Business case reviewed and submitted to MWRC Board 28 November 2013. Further changes completed: <ul style="list-style-type: none"> ▪ Improve in-kind contribution re project management; ▪ Develop job description form for training coordinator. • 13 December 2013 the MWDC Board approved funding for this project; • Equipment costs queried before it can progress further; • First part of funding should be received 2013/14, but works cannot commence at the Industrial units until the Ag School move out in August 2014; • Final estimate received Business Case reviewed and submitted to MWDC. The business case needs to be re-drafted following discussions with the MWDC. • Design and specifications to be prepared prior to tender process in October. Initial drawings have been prepared by EPS. • CEO has received updated letters of support from Doray, Karara and Marrak. • Recurrent cost post 2016: \$80,000 <p>Students demand training and gain jobs in the mining industry as a result</p> <ul style="list-style-type: none"> • Annual student numbers, conversion to employment <p>Specialist training provided through facility</p> <ul style="list-style-type: none"> • Educational staff numbers (increase)
<ul style="list-style-type: none"> • Migration Settlement Scheme (Research) <p>Project management 0.3 FTE</p> <p>Percentage Completed: N/A</p>	Medium	Super Town Growth Implementation Plan	CEO	0	0	0	0	<ul style="list-style-type: none"> • Department of Immigration, • Department of Training and Workforce Development 	<ul style="list-style-type: none"> • Deferred post 2015/16 • Expected cost \$45,000 <p>Sustainable increase in population</p> <ul style="list-style-type: none"> • Population trends
<ul style="list-style-type: none"> • Develop Additional Business Incubator Units 	Medium	1.9.7	CEO	0	0	0	0	<ul style="list-style-type: none"> • MWDC, MEITS 	<ul style="list-style-type: none"> • Deferred post 2015/16 • Costs not identified

<p>Project management 0.2 FTE</p> <p>Percentage Completed: N/A</p>									<p>New business established</p> <ul style="list-style-type: none"> New business establishment
<ul style="list-style-type: none"> Industry Attraction and Retention Project <p>Regional Resource – Investment Coordinator: 1.25 FTE (Funded MWIP)</p> <p>Project management 0.08 FTE</p> <p>Percentage Completed: 83%</p>	High	1.2.5, 1.5.2	Super Towns Project Manager	85,800	100,000	100,000	100,000	<ul style="list-style-type: none"> MWDC, MWCCI, Other Shires 	<p>2011/12</p> <ul style="list-style-type: none"> PRACYS developed Growth & Implementation Plan <p>2012/13</p> <ul style="list-style-type: none"> PRACYS commenced North Midlands Economic Development Strategy (\$85,800 inc GST); Prospectus reviewed January 2013 <p>2013/14</p> <ul style="list-style-type: none"> PRACYS developing North Midlands Economic Development Strategy: <ul style="list-style-type: none"> Framework finalised December 2013 Working Group established Feb 2014 (CEOs meeting 13 April 2014 for briefing); Investment plan required (attraction process defined)? Funding of \$100,000 pa from CLGF/Mid West Investment Plan not requested?; Project requires revaluation <p>2014</p> <ul style="list-style-type: none"> Regional Resource Coordinator employed and prospectus issued? <p>Service gaps filled</p> <ul style="list-style-type: none"> Reported by community <p>Increased business activity</p> <ul style="list-style-type: none"> Applications recorded Reported by CCI
<ul style="list-style-type: none"> Local Tourism Industry Development <p>Support Visitor Information Centre 0.02 FTE</p> <p>Project management 0.02 FTE</p> <p>Percentage Completed: 100%</p>	Medium	1.2.7, 1.2.10, 1.2.11	CEO	0	50,000	0	0	<ul style="list-style-type: none"> Wildflower Way Committee, Local Tourism Group 	<p>2013/14</p> <ul style="list-style-type: none"> CEO & CDO is attending Wildflower Country Committee meetings 13/14 \$40,000 allocated for the Caravan park Caretaker transportable accommodation to be cfdw to 14/15. The need for this is under review. A temporary caretaker has been appointed for the period July to September. <p>Increase in visitor numbers</p>

- Visitor numbers Caravan park
- **Wildflower Way project**
- Completion of project

Objective: Morawa is a comfortable and welcoming place to live, work and visit

Program Area: Transport Infrastructure and Services

Goal: Provide transport linkages and infrastructure which enables industry and community to grow and develop

Project	Priority	SCP Link	Who	12/13 \$	13/14 \$	14/15 \$	15/16 \$	Stakeholders	Progress (Including Performance Indicators)
<ul style="list-style-type: none"> • Upgrade Morawa Airport <p>Project development support 0.02 FTE 13/14</p> <p>Project management: 0.2 FTE – External 14/15</p> <p>Asset management: 0.2 FTE - ongoing</p> <p>Percentage Completed: 50%</p>	High	1.10.1, 1.10.2	Project Officer	0	40,000	1,000,000	1,500,000	RDAF	<p>2013/14</p> <ul style="list-style-type: none"> • New airport road sealed Feb 2014; • An EOI has been requested by MDC for \$900k funding. This was submitted by 11 July 2014. • Business Plans have been requested by DRD for the reallocation of \$500k Solar Thermal funds and \$1m Blackspot funds. These are now complete and were endorsed by Council at the December 2014 OCM. <p>•</p> <ul style="list-style-type: none"> • 2014/15 • Seal and upgrade runways and apron • CEO has received letters of support from Doray, Karara., RFDS and Marrak. • CEO has received letter from DRD informing the Shire that the reallocation of mobile blackspot funding has not been approved. • CEO is looking at alternative grant sources. <p>2015/16</p> <ul style="list-style-type: none"> • Provide Terminal Building <hr/> <p>Commencement commercial facility</p> <ul style="list-style-type: none"> • Commencement <p>Improved transport hub to the region</p> <ul style="list-style-type: none"> • Volume traffic flow <p>Service hub RFDS</p> <ul style="list-style-type: none"> • Usage
<ul style="list-style-type: none"> • Upgrade Major Roads and Annual Road Program 	Medium	1.8	Works Manager	1,580,000	1,580,000	1,580,000	1,580,000	Department of Main Roads	<p>2014/15 (\$1,107,475) YTD: \$468,848</p> <p>Completed</p>

Project management: 0.9 Percentage Completed: 100%									<ul style="list-style-type: none"> Recurrent cost post 2016: \$1.6M <hr/> Road safety <ul style="list-style-type: none"> Survey Asset maintenance <ul style="list-style-type: none"> Improvement in asset ratios

Program Area Operating Cost: Percentage Completed: 69%	Ongoing		Works Manager	2,059,403	2,100,000	2,142,000	2,185,000		2014/15 (\$1,722,847) Staff Required: 11 FTE Cost YTD: \$1,193,200 Recurrent Cost post 2017: \$2.23M
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Program Area: Housing									
Goal: Provide housing for all needs (staff, aged, tourism) to facilitate growth and development									
Project	Priority	SCP Link	Who	12/13 \$	13/14 \$	14/15 \$	15/16 \$	Stakeholders	Progress (Including Performance Indicators)
<ul style="list-style-type: none"> Key Worker Housing Percentage Completed: N/A 	Medium	1.9.3	CEO	0	0	0	0	Department of Housing	Project deferred until development of next corporate business plan
<ul style="list-style-type: none"> Staff Housing Project management 0.1 FTE Percentage Completed: N/A 	High	1.9.5	CEO	0	0	350,000	350,000	Royalties for Regions - CLGF	2014/15 <ul style="list-style-type: none"> \$139,316 has been allocated for maintenance Recurrent cost post 2016: \$14,000 <hr/> Houses constructed <ul style="list-style-type: none"> Houses in place Staff satisfaction with housing <ul style="list-style-type: none"> Staff satisfaction (annual survey)
<ul style="list-style-type: none"> Expansion Caravan Park Project management 0.2 FTE Percentage Completed: N/A 	Medium	1.2.9, 1.9.6	CEO	0	0	0	0		Project deferred until development of next corporate business plan: <ul style="list-style-type: none"> 4 dwellings constructed; Budget \$500,000 from Shire funds <hr/> Additional people stay in town <ul style="list-style-type: none"> Accommodation statistics

									Additional expenditure
									<ul style="list-style-type: none"> Increased estimated expenditure
<ul style="list-style-type: none"> Lifestyle Village for Aged Care Project management 0.3 FTE Percentage Completed: N/A 	Medium	1.9.1	CEO EDO	0	0	0	0	MWDC, RFR – CLGF, Morawa Community Care	Project deferred until development of next corporate business plan: <ul style="list-style-type: none"> Plan and feasibility study for additional aged care housing; Budget \$10M from various sources.

Note:

No key activity is occurring for this goal in 2014/15

Program Area: ?

Goal: ?

Project	Priority	SCP Link	Who	12/13 \$	13/14 \$	14/15 \$	15/16 \$	Stakeholders	Progress (Including Performance Indicators)
<ul style="list-style-type: none"> Main Street Project Landcorp Project Management 1 FTE funded Project support: 0.5 FTE – External 13/14 Percentage Completed: 80% Stage 1: 100% Stage 2: 100% 	High	1.7.1, 1.7.5, 1.6.1	Project Officer	0	3,536,000	2,200,000	0	SuperTownns Project – R4R	<ul style="list-style-type: none"> The main street of Morawa will be revitalised to provide new opportunities for community interaction and an increased level of retail and commercial services: <ul style="list-style-type: none"> Freight Realignment (Stage 1) - 2013/14/15 Civic Square (Stage 2) - 2013/14/15 Recurrent costs of \$50,000 Stage 3 deferred beyond 2015/16 Stage 4 deferred beyond 2015/15 Stage 5 commenced pending funding <p>2013/14</p> <ul style="list-style-type: none"> Additional funding of \$2.536M announced 12 February 2014. ; <ul style="list-style-type: none"> Preferred tenderer (BCL Group) selected by Emerge and endorsed by Council on 31 July 2014. Work has commenced on project. BCL proposed a redesign due to ground levels. New design not acceptable to Council. Emerge have been requested to keep amended design close to the original. Amended design went to OCM in October. Projects completed. Now in defects period. Outstanding are amphitheatre arbors, gravel works and clock <p>Civic Square constructed</p> <ul style="list-style-type: none"> Project opened 30 April 2015. Plaque has been installed under the clock tower.
<ul style="list-style-type: none"> Wireless and Mobile 	High	1.3.2, 1.3.4	Project Officer	0	375,000	0	0	CLGF	Shire of Morawa coordinating update to project business case. Funding required is

<p>Blackspot Coverage</p> <p>Project involves Shires of Morawa, Mingenew, Perenjori and Three Springs and MWDC</p> <p>Project management: 0.1</p> <p>Percentage Completed: 50%</p>									<p>as follows:</p> <ul style="list-style-type: none"> ○ Merkanooka (\$680,000) <ul style="list-style-type: none"> ▪ CLGF – R: \$ 83,333 ▪ MWIP: \$534,167 ▪ Shire Funds: \$ 62,500 ○ Morawa East High (\$942,000): <ul style="list-style-type: none"> ▪ CLGF – R: \$500,000 ▪ MWIP: \$379,500 ▪ Shire Funds: \$ 62,500 <ul style="list-style-type: none"> • Business went to the MWDC Board on 28 February 2014; • Minister Redman announced 7 March 2014 \$1M approved from CLGF – R; • FAA for project received by CEO. Advised DRD awaiting outcome of MWIP decision before project milestones developed; • MWDC Board advised 19/03/14 it does not support EOI. Advice issued to participating shire presidents; • Issue also referred to Shane Love MLA to discuss with Minister Redman; • Council briefed on current position 20 March 2014. Indicated that funding should now go to the upgrading of the Morawa Airport; • CEOs have had preliminary discussions on allocation of funding to the Airport project; • Item will be required by Council to seek reallocation of funding (May OCM 2014); • Letter of support received from Shire of Mingenew 29 April 2014. • See comments under item 20. <p>Note: The 2013/14 Budget contained an additional \$250,000 from the Community Development Reserve for electrical works</p> <hr/> <p>Meets community standards</p> <ul style="list-style-type: none"> • Monitoring data speed <p>Increase coverage and reliability</p> <ul style="list-style-type: none"> • Telstra
<ul style="list-style-type: none"> • Power Line Upgrade 	Medium	1.4.2	MWDC	0	0	0	0	Wester Power	Project deferred until development of next

<p>Project management: 0.1</p> <p>Percentage Completed: N/A</p>									<p>corporate business plan:</p> <ul style="list-style-type: none"> o Must be externally funded; o Budget \$7M
<ul style="list-style-type: none"> • Land Development – Residential and Industrial <p>Project management: Landcorp?</p> <p>Percentage Completed: 100%</p> <ul style="list-style-type: none"> • Residential: 100% • Industrial: 50% 	High	1.1.2	CEO	800,000 Landcorp	900,000 Landcorp			Landcorp	<p>Costs for 2012/13, 13/14 met by Landcorp:</p> <ul style="list-style-type: none"> • 38 residential lots • 50 industrial lots <p>2013/14 Residential Sub-division</p> <ul style="list-style-type: none"> • First stage of residential sub-division completed – 8 blocks. Non yet sold. <p>Industrial Sub-division</p> <ul style="list-style-type: none"> • First stage of industrial sub-division – 6 blocks. Clearing re Club Road completed 8 March 2014. It is intended to use the surplus from the Town Centre projects to fund the sealing of Club Road. An amount of \$174,000 has been included in the 15/16 draft budget • Stage two head works • Stage three – finalisation of roads <hr/> <p>Lots successfully developed</p> <ul style="list-style-type: none"> • Sale of lots
<ul style="list-style-type: none"> • Gateway Project Plans <p>Project management: 0.1</p> <p>Percentage Completed: 10%</p>	High	1.2.3, 1.6.1	CEO	0	250,000	0	0	Sinosteel	<ul style="list-style-type: none"> • Designs received previously. Matters to be determined: level of funding, Munckton Road, the design (tower) • Funding sources : <ul style="list-style-type: none"> o Sinosteel: \$200,000. Stated in CBP confirmed. However, only \$30,000 put aside; o Shire: \$50,000 to be budgeted. Has not happened. o 13/14 Budget \$250,000 Sinosteel? o SMC are now offering \$100,000 o The CEO and SP have met with SMC on 17 July 2014 to discuss. SMC contribution to the gateway project. SMC agreed the contribution was not tied. o CEO has requested Emerge to develop a nature playground concept for the town square. • Recurrent costs post 2016 \$2,500

									Formal entry will provide sense of place <ul style="list-style-type: none"> Annual community survey Visitor survey conducted visitor centre
<ul style="list-style-type: none"> Omnibus Scheme Development <p>Project management: 0.2</p> <p>Percentage Completed: 80%</p> <ul style="list-style-type: none"> Omnibus: 80% Urban Design: 80% LP Strategy: 80% 	Medium	1.5.1	Planning Officer CEO	0	350,000	300,000	0	WAPC, EPA	2013/14 \$232,844 in Budget <ul style="list-style-type: none"> Urban Design Guidelines developed: <ul style="list-style-type: none"> Individual meetings held with business owners; Staff briefed 25 February 2014; Community meeting to be rescheduled; Mike Davis briefed Council 17 April 2014 – matter deferred pending corrections submitted to May meeting Omnibus amendments due 30/06/14, presented to Council 19 June 2014. Public comment period closed 7 July 2014. No submissions received at present. Scheme strategy changes due 30/09/14 <hr/> LP Strategy and Scheme <ul style="list-style-type: none"> Completed report WAPC Omnibus <ul style="list-style-type: none"> Completed report WAPC Urban design guidelines <ul style="list-style-type: none"> Endorsement by Shire of Morawa as policy
<ul style="list-style-type: none"> Old Morawa Hospital <p>Project management: 0.05</p> <p>Percentage Completed: 80%</p>	Medium	1.9.4	CEO	0	50,000	0	0	MWDC, R4R	2013/14 <ul style="list-style-type: none"> \$50,000 not budgeted; Technical report received 16/11/13. Cost of report: \$3,900 funded from Consultancy Services Admin; Scope of report discussed with Council 11 February 2014; Separate site visit and briefing completed 20 March 2014; Extension for management order (Intention to Take): <ul style="list-style-type: none"> Sort by CEO/DCEO/PO 3 April 2014 as current order expires in May 2014; Order approved until further notice Further resolution on use of site required. CEO has obtained a legal opinion on

the transfer of the building. This opinion is currently under review

Hospital is renewed as community asset

- Project completion and new community use

Objective: A collaborative and connected community with strong and vibrant leadership

Program Area: Governance and Leadership

Goal: Provide high levels of governance to lead and successfully manage the Shire and program of services for the community

Project	Priority	SCP Link	Who	12/13 \$	13/14 \$	14/15 \$	15/16 \$	Stakeholders	Progress (Including Performance Indicators)
<ul style="list-style-type: none"> • Leadership and Mentoring – Young people <p>Project management 0.01 FTE</p> <p>Percentage Completed: 100%</p>	High	3.1.9	CYDO	0	120,000	120,000	120,000	<ul style="list-style-type: none"> • Morawa Youth Centre 	<p>2013/14</p> <ul style="list-style-type: none"> • Operating \$112,634; • Projects \$24,200 (Grants): <ul style="list-style-type: none"> ○ Crime Prevention Grant application to be submitted for CCTV and Skate Park lighting (\$24,000); ○ LDAG Event: 160 people attended; ○ National Youth Event (Music Festival) 4 April 2014 <p>2014/15</p> <ul style="list-style-type: none"> • Operating \$158,892 • YTD \$15,396; <hr/> <p>Young people move into leadership role</p> <ul style="list-style-type: none"> • Number in community organisations and Council
<ul style="list-style-type: none"> • Leadership and Advocacy Role: <ul style="list-style-type: none"> • CBH to upgrade and extend facilities • Lobby for access to education system • Advocate with State Government to deliver NBN • Advocate with Western Power for an upgrade of the Morawa Three Springs Feeder • Lobby State Government to retain grain on rail • Lobby for Roads Funding • Engage with State Government re Kadji Kadji 	High	1.2.1, 1.3.4	CEO	0	0	0	0	<ul style="list-style-type: none"> • All major service providers, • State and Australian Government Agencies 	<p>Met through normal operating costs</p> <p>2013/14</p> <ul style="list-style-type: none"> • CBH: Has changed focus? No further action • Education System: MEITA project – Interim Business Case completed; • NBN: Satellite to Mt Campbell; Optic to Town; • Western Power – Townsite has been upgraded, but feeder line under review see Status Report; • Grain on Rail: Watching Brief; • Kadji Kadji: Conservation watching brief; • Specialist & Allied Health: <ul style="list-style-type: none"> ○ GP expanding practice, ○ RFDS Dental Van in place;

<p>Station</p> <ul style="list-style-type: none"> Advocate for visiting specialist and allied health Advocate for adequate police and emergency services <p>Project management 0.1 FTE</p> <p>Percentage Completed: 83%</p>									<ul style="list-style-type: none"> Police & Emergency Services: LEMC and CESM Program in place; Participated in Northern Zone Conference; <hr/> <p>Agencies and Service Providers meet community needs</p> <ul style="list-style-type: none"> Annual community survey
<ul style="list-style-type: none"> Invest in Council's Capacity <p>Oversee Management of Shire 0.1 FTE</p> <p>Integrated Strategic Planning Support: 0.2 FTE</p> <p>Annual Customer Survey: 0.1 FTE</p> <p>Percentage Completed: 83%</p>	High	4.3.1, 4.3.2, 4.3.3, 4.4.1, 4.4.2, 4.5.1, 4.5.2, 4.5.3, 4.6.1, 4.6.2, 4.7.1, 4.7.2, 4.8.1, 4.8.3	CEO	0	0	0	0		<p>Met through normal operating costs:</p> <p>Staff Training and Development</p> <ul style="list-style-type: none"> PWOH: \$26,578 Other Property & Services: \$8,438 <p>Professional Development Councillors</p> <ul style="list-style-type: none"> \$8,000. Zone Conference 28/29 March - completed <p>Traineeships</p> <ul style="list-style-type: none"> \$0. CII Student 1 day a week engaged <p>Whole of Life Costings</p> <ul style="list-style-type: none"> 12/13 Plant & Equipment not finished 13/14 Land & Buildings 14/15 Road Infrastructure 15/16 Furniture & Equipment <p>Implemented IPR Framework</p> <ul style="list-style-type: none"> SCP 21/06/12; CBP 20/06/13; Department requested modifications to SCP by 31 March 2014 – completed 25/03/14; SCP reviewed in September 2014. Risk Management policy, compliance plan and strategy now complete. Endorsed by Council November 2014. (Reg. 17). Commenced and completed in August 2014 by LGIS. Endorsed by Council in December 2014 <p>Review Council Policies and Local Laws</p> <ul style="list-style-type: none"> The review of policies has been completed and will be presented to Council July 2015. Local Laws review will be undertaken in 2015/16.

									Compliance with all Legislation and LG Act <ul style="list-style-type: none"> Annual Compliance Return 2014 completed and submitted in March 2015. PID annual survey completed, 30 June 2014 FOI annual return completed 30 June 2014 Delivery of Services as Sub-Regional Hub <ul style="list-style-type: none"> Ongoing Shared Services, further discussions to take place. Annual Customer Surveys <ul style="list-style-type: none"> Process to be revisited during 2015/16 Excellence in governance, management and leadership <ul style="list-style-type: none"> Annual community survey
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Program Area Operating Cost: Percentage Completed: 34%	Ongoing		CEO	836,083	852,000	869,000	886,000		2014/15 (\$508,806) Staff Required: 1 FTE Members of Council Cost YTD: \$300,251 Governance - General Cost YTD: \$48,763 Recurrent Cost post 2017: \$903,000
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Assessment

The following matrix is a summary assessment on the status of the Corporate Business Plan:

Criterion	Key Requirements	Progress/Comment	Tracking
Assessment of Projects	Projects (35): Projects on-track: 12	Projects <ul style="list-style-type: none"> Staff resourcing in terms of key roles has been a constant issue regarding consistency and progressing of goals i.e. the long term 	

	<p>Projects monitored: 8 Projects off-track: 2 Projects deferred: 9 Projects completed: 6 Percentage Completed: 72.58%</p> <p>Program Areas-Operating (4):</p> <p>Monitor 0 On-track 3 Off-track 1</p>	<p>vacancy of the CEO position;</p> <ul style="list-style-type: none"> The second key issue has been the constant waiting on the approval of funding or resources for key projects: <ul style="list-style-type: none"> State Cabinet – continual delays whilst it makes a decision (Town Centre Revitalisation and Freight Road Re-alignment); Scrapping of Commonwealth funding programs e.g. RADF5 (Town Hall project); Changes to Royalties for Regions (CLGF) funding or not meeting acquittal requirements (Includes key funding regarding the Morawa Swimming Pool); MWDC requirement to continually review business cases; Competition regarding the availability of bitumen for major road projects (has been secured for Feb 2014, so will be on track) The majority of projects with monitoring status, although they have a low completion status, are on track in terms of where they are regarding the timeline of the project. <p>Program Areas-Operating Each program area – operating although they have a monitoring status and off-track status, are on track in terms of normal operations for this time of year.</p>	
<p>Resource Capability (Staff)</p>	<ul style="list-style-type: none"> CBP: 2.08 FTE Programs: 24.07 FTE Project Officer funded externally MWRC setting up support re: <ul style="list-style-type: none"> Human Resource Management Higher Level Financial Management Engineering Health and Building Succession planning/mentoring 	<p>The key issue here is that the MWRC has dissolved and so is no longer in a position to provide additional support. In particular:</p> <ul style="list-style-type: none"> HRM appears to be lacking; Higher level financial management appears to be lacking; Engineering support has fallen over; Health and building support has fallen over. Now using City of Greater Geraldton CEO is currently assessing these issues. <p>The balance between SuperTowns and local government operations is impacting on staff. Key impacts include:</p> <ul style="list-style-type: none"> The struggle to provide consistent governance support; Records management constantly suffers; Front line services constantly interrupt administration support. <p>Resource sharing with Shire of Perenjori is now being explored to help</p>	

		address the above. CEO has made contact with Perenjori CEO to discuss further.	
Assets of the Shire	Whole of Life costs for the next 10 years are put at \$2,426,700 per annum	No change. However, this may change once the review of the asset management plans are completed at the end of 2015.	
Financial Estimates of the SCP	<p>Funding:</p> <ul style="list-style-type: none"> Shire Contribution \$3,041,238 CLGF – Regional: \$ 250,000 CLGF – Local: \$ 718,000 Mid West DC: \$3,049,980 Other: \$5,147,500 <p>Financial Ratios</p> <ul style="list-style-type: none"> It is not believed that the CBP will negatively impact on the ratios Will need recalculation in line with the long term financial plan 	<p>Funding:</p> <p>As per Assessment of Projects:</p> <ul style="list-style-type: none"> CLGF – R for Mobile Blackspot Tower Project of \$583,333 (out of \$1M approved 7 March 2014); CLGF – L 358,000 for 2012/13 is subject to reinstatement as part of the State Budget process for 2014/15 <p>Financial Ratios</p> <p>The 2013/14 auditor’s report puts three ratios within acceptable limits and three that are borderline</p>	
Operational Risk Assessment	<p>Consists of three key elements:</p> <ul style="list-style-type: none"> Systems Processes Resources 	<p>A Corporate Risk Management Plan and Matrix has been prepared for the Shire</p> <p>Document Management</p> <ul style="list-style-type: none"> Staff is in the process of setting up electronic records management. <p>Project Management</p> <ul style="list-style-type: none"> A project management policy has been prepared and was endorsed by Council at the October 2014 Council Meeting <p>Stakeholder Management System</p> <ul style="list-style-type: none"> Not in place. CEO is currently developing this. <p>ICT System</p> <ul style="list-style-type: none"> Current system is adequate for needs. Requires optimisation of its use. An ICT Strategic Plan is required. <p>HR Processes</p> <ul style="list-style-type: none"> Training and development is budgeted for; Flexible work arrangements are in place; Recruitment processes have been improved since November 2013 (recruitment start up sheet and interview assessment sheet introduced); Performance review process has been developed and will be completed by August 2015. <p>Workforce Planning and Cost Modelling</p> <ul style="list-style-type: none"> Performance management system required; 	

		<ul style="list-style-type: none"> • A review of JDFs (PDs) required. <p>Skills Development See HR processes and Workforce Planning and Cost Modelling</p> <p>Workforce</p> <ul style="list-style-type: none"> • Corporate Business Plan monthly report developed and implemented December 2013; • Also see workforce planning and cost modelling. <p>Council</p> <ul style="list-style-type: none"> • Engagement of community regarding the role of the Shire and Council's responsibilities is required; • Review of the community engagement policy required; <p>Asset Base</p> <ul style="list-style-type: none"> • Rationalisation of assets will occur with the adoption of the asset management plans; • Collaborative regional processes that optimise the revenue base is occurring 	
<p>Internal Analysis (Required Improvements)</p>	<p>There are 10 key improvements required:</p> <ol style="list-style-type: none"> 1. Invest in electronic data management 2. Implement electronic project management. Microsoft Project software purchased. 3. Stakeholder relationships managed electronically. A stakeholder schedule will be developed early 2015/16. 4. Communication systems between staff and councillors 5. Formal HR mentoring for senior staff 6. Implement excellent HR systems 7. Effective job planning, detailed JDFs 8. Implement work output monitoring systems 9. Rationalise asset base at every opportunity 10. Continue to invest in regional processes that optimise Shire revenue base 	<p>See Operational Risk Assessment</p>	
<p>Measuring Our Success</p>	<p>The Key Performance Measures are:</p> <ul style="list-style-type: none"> • Community satisfaction 	<p>Annual Survey (AS) Outcomes:</p> <ul style="list-style-type: none"> • Survey process is in place. Satisfaction levels developed based on 	

	<p>telecommunication services (AS);</p> <ul style="list-style-type: none"> • Community satisfaction town amenity (AS); • Community satisfaction housing supply (AS); • Community satisfaction other services (AS) • Number houses built per year; • Land availability for projects; • Nil waste targets achieved; • All residents able to access primary health care service within 24 hour target; • Number cultural events held; • Annual community satisfaction with cultural, heritage and recreation services (AS); • Volunteering rate each census period; • Community satisfaction with engagement with Council (AS); • Improvement in financial ratios • Low employee turnover • Successful fundraising for key projects 50% target 	<p>Shire of Morawa Community Engagement Report 2012.</p> <p>House Built Statistics:</p> <ul style="list-style-type: none"> • To be determined (possibly 2 per annum) <p>Waste Targets</p> <ul style="list-style-type: none"> • Closure of Landfill by 2015; Subregional centre in place 2015 <p>Primary Health Care Access (24 hour)</p> <ul style="list-style-type: none"> • Increase satisfaction rating from 2.23 – 2.93. <p>Cultural Events</p> <ul style="list-style-type: none"> • There are 12 – 15 events in place a year. • Arts festival in place <p>Volunteering Rate (ABS Census)</p> <ul style="list-style-type: none"> • To be ascertained <p>Financial Ratios</p> <ul style="list-style-type: none"> • These are now compiled and form part of the 2013/14 annual financial statements. <p>Employee Turnover</p> <ul style="list-style-type: none"> • Currently 7%. The benchmark for local government is 12%-16% <p>Successful Fundraising for key Projects = 50%</p> <ul style="list-style-type: none"> • Grants approved to date include: <ul style="list-style-type: none"> ○ RADS funding \$20,000 to develop Airport Masterplan. Shire contribution will be \$20,000; ○ DER - Waste Management Strategic Plan: \$5,000. Shire's contribution \$5,000. • It would be appropriate to develop a grants plan and matrix to Identify, track and summarise all grants received 	
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Legend

Off-track (0-49% completed)	
Monitor (50-69% completed)	
On-track (70–100% completed)	
Projects deferred until a later date	
Project completed	

<i>Date of Meeting:</i>	22 July 2015
<i>Item No:</i>	7.2.6.2
<i>Subject:</i>	Policy and Procedures Manual & Delegations Register Review 2015
<i>Date & Author:</i>	10 June 2015 John Roberts
<i>Responsible Officer:</i>	Chief Executive Officer
<i>Applicant/Proponent:</i>	Chief Executive Officer
<i>File Number:</i>	ADM 0159
<i>Previous minute/s & Reference:</i>	

SUMMARY

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

DECLARATION OF INTEREST

Nil

ATTACHMENTS

Shire of Morawa Policy Manual and Delegation Register

BACKGROUND INFORMATION

It is current Council policy to carry out a review of the Policies and Procedures of the Shire annually. It is a statutory requirement that Shire delegations are also reviewed annually. The Shire of Morawa Policy Manual & Delegations Register was last reviewed at the Council Meeting held on 20th March 2014.

OFFICER'S COMMENT

The Shire of Morawa maintains a Policy Manual and Delegations Register with an up-to-date recording of the various policies and delegations of the Council. The Shire Delegations Register reflects those delegations made to senior staff to improve operational efficiencies and organizational effectiveness.

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

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

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

The Shire of Morawa Policy Manual and Delegations Register have been reviewed and updated accordingly.

COMMUNITY CONSULTATION

Nil

COUNCILLOR CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 2.7, 5.42.and 5.44

POLICY IMPLICATIONS

The Policy Manual and Delegations Register are to be reviewed at least once annually

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

RISK MANAGEMENT

Nil

VOTING REQUIREMENT:

Absolute Majority

OFFICER'S RECOMMENDATION

It is recommended that Council adopt:

1. the reviewed and updated Shire of Morawa Policy Manual
2. the reviewed and updated Delegations Register.

SHIRE OF MORAWA

DELEGATIONS REGISTER



Reviewed 22 July 2015



CONTENTS

	Page
1.0 Introduction	3
2.0 Head of Power	3
3.0 Process	4
4.0 New delegations	4
5.0 Definitions	4
6.0 Certification	5
7.0 Delegations	6
7.1. Delegations from Council to Committees	6
7.2. Delegations from Council to Chief Executive Officer	7
7.2.1 Investment of surplus funds	7
7.2.2 Creditor Payments	8
7.2.3 Creditor Payments	10
7.2.4 Building licences	11
7.2.5 Septic tank licences	13
7.2.6 Applications for planning consent	15
7.2.7 Fire Fighting Emergency Plant Hire	16
7.2.8 Council Reserve Accounts	17
7.2.9 Authority to Waive Fees	17
7.2.10 Authority to Write Off Monies	18
7.2.11 Incurring Liability and Making payments	18
7.2.12 Power to issue Notices	19
8.0 Other statutory matters not being delegations	20
8.1 Media releases	20

1.0 INTRODUCTION

This Delegations Register has been prepared in accordance with the Local Government Act 1995 sections 5.16 to 5.18 and 5.42 to 5.46, and the Administration Regulations r19.

All delegations require approval by an absolute majority of Council.

It is a requirement that the use of all delegated authority is recorded, but it is not a requirement to report the use of delegated authority to Council.

However, given the limited number of delegations, and their importance, it is recommended that Council be advised of use of delegations, for their information. It is open to Council to make a policy direction that this is the case.

The Local Government Act 1995 Section 5.16 places limitations and conditions upon the delegations that may be made to various types of Committee. A Committee with delegated authority is not permitted to further delegate that authority.

The Local Government Act 1995 Section 5.42 places a limitation upon the delegations that may be made to the CEO. The CEO is not permitted to further delegate that authority.

The Local Government Act 1995 Section 5.44 permits the CEO to delegate the exercise of, or the carrying out of, a function delegated to the CEO.

2.0 HEAD OF POWER

Unless stated otherwise, the Local Government Act 1995 Sections 5.16 and 5.42 constitute the head of power for Council to make the delegations.

The Council is responsible for functions and activities under numerous Acts and other legislation, many of which permit Council to delegate responsibilities and authority to various officers. In order to maintain consistency with the concepts of the Local Government Act 1995, all delegations to officers are made to the CEO, who is then responsible for the implementation of the delegated function, either personally or through management of officers and staff.

It is Council's expectation, that the CEO will assign delegations relevant to a specialist or specific position, to that person.

3.0 PROCESS

It is a requirement of the Local Government Act 1995 Section 5.18 and Section 5.46(1) that all delegations be reviewed at least once in each financial year.

In order to ensure that there is clear authority, Council and the appropriate officers will formally review this Delegations Register at a convenient meeting date each year, (commencing in May 2003) and their application confirmed.

In this way, the delegations will be reviewed at a time when there is less time pressure, and after a year of operation, with the formal motion of application made for continuation into the following period.

4.0 NEW DELEGATIONS

Council may make new delegations at any time. However, unless specifically stated that the authority is to be included in the Delegations Register, it will be assumed that the authority to act is for a specific matter and is not a general or ongoing delegation. For 2014 a new delegation has been added **Local Government Act 1995 3.25 Power to issue Notices**

5.0 DEFINITIONS

The Local Government Act 1995 has not defined the term “delegation” or “delegated power”, however:

- Section 5.16 refers to “... the exercise of any of its powers and duties...”
- Section 5.42 refers to “... the exercise of any of its powers or the discharge of any of its duties...”

The term “policy” is not defined anywhere in the Local Government Act. Accordingly, throughout this document, the following terms apply, insofar as they are consistent with all enabling legislation referred to within each of the specific delegations.

“Authority” means the permission or requirement for a Committee or the CEO to act in accordance with:

- The Local Government Act or other legislation or regulation;
- A delegation made by Council;
- A policy made by Council, or
- A specific decision made by Council.

“Delegation” means the authority for a Committee or the CEO to act on behalf of Council, where the power is either specifically or by implication, intended to be exercised by the elected members, rather than an organisational responsibility.

“Policy” as the context requires, means either:

- A procedural direction to officers to implement Council’s wishes or instructions in a particular way; or

- The authority for officers to act, where that authority is not considered to be a delegation, but more procedural in nature.

6.0 CERTIFICATIONS

The Delegations contained in parts 1 and 2, and the Direction in Part 3, of this Register were formally reviewed by Council on 16th April, 2015 and a resolution confirming their continued application.

K S Chappel
President

Date

The Delegations contained in Part 2 of this Register from CEO to other officers have been formally reviewed, and their continued application is confirmed.

John Roberts
Chief Executive Officer

Date

7.0 DELEGATIONS

7.1 DELEGATIONS FROM COUNCIL TO COMMITTEES

Nil.

To:

Delegation: Nil. Council does not operate any committees.

Objectives:

Guidelines:

Conditions:

Formal
Record:

Head of
Power: Local Government Act Section 5.16

History:

7.2.0 DELEGATIONS FROM COUNCIL TO CHIEF EXECUTIVE OFFICER

7.2.1 Investment of surplus funds

Delegation: The **CEO** is authorised to invest money held in any Council fund that is not required for immediate use, in an approved investment as defined by the Trustees Act Sections 17, 18 and 19, provided that sufficient working funds are retained at all times.

Objectives: To maximise the interest earnings of funds not otherwise in use.

Guidelines: All else being equal, preference is to be given to placing the funds on deposit with or through branches of local banks.

Conditions: Authority to Chief Executive Officer is unlimited
Authority which may be delegated by the Chief Executive Officer to employees is subject to the following maximum individual amounts:

Executive Manager Development & Administration	\$100,000
Manager Accounting & Finance	\$100,000

Delegation By CEO:

Executive Manager Governance & Administration
Manager Accounting & Finance

**Formal
Record:** Investment Register

**Head of
Power:** Local Government Act 1995 Sections 5.42 and 5.44

Reference: Local Government Act 1995, Section 6.14

History: Council Policy: "*Finance – 3. Investment of Funds*"

Adopted:	25 May	1998
Amended:	20 December	2007
Reviewed:	22 July	2015

7.2.2 Creditor payments

Delegation: The **Chief Executive Officer** is delegated authority to make payments from the Municipal Fund, Trust Fund, and Reserve

Funds. Each payment from the Municipal Fund, Trust Fund, or Reserve Fund is to be noted on a list compiled for each month showing:

- a) The payee's name
- b) The amount of the payment
- c) The date of the payment
- d) Sufficient information to identify the transaction.

The list referred to above is to be presented to Council at the next Ordinary Meeting of Council following the preparation of the list and is to be recorded in the minutes of the meeting at which it is presented.

Cheques/EFT's up to a value of \$100,000 (one hundred thousand dollars) are to be signed by any two of the; Chief Executive Officer, Executive Manager Development & Administration, Manager Accounting & Finance, or Councillor or Councillors.

Cheques/EFT's in excess of \$100,000 (one hundred thousand dollars) are to be signed by any two of the; Chief Executive Officer, Executive Manager Development & Administration Governance, and a Councillor.

- Objectives: To streamline payment of creditor's accounts, and to ensure timely payment.
- Guidelines: All payments are to be reported to the following Council meeting as having been paid during the month.
- Conditions: Subject to Financial Management Regulations 13.
- Delegation**
By CEO: Executive Manager Development & Administration
Manager Accounting & Finance
- Formal
Record: Officer's report to Council – Schedule of accounts paid and for payment.
- Heads of
Power: Local Government Act 1995 Sections 5.42 and 5.44
Financial Management Regulations 13.
- History: Council Policy: "*Finance – 5 Cheque Signing & Account Limit*

Adopted: 16th March 2000
Amended: 20 December 2007
Reviewed: 22 July 2015

7.2.3 Creditor payments

Delegation: The **CEO**, in conjunction with the Executive Manager Development & Administration or Manager Accounting & Finance, is authorised to make payments from the Municipal and Trust Fund for the following purposes:

Municipal Fund
Payroll
Creditors

Trust Fund
Payroll deductions
BCITF
Deposit Refunds

Objectives: To streamline payment of creditor's accounts, and to ensure timely payment.

Guidelines: All payments are to be reported to the following Council meeting as having been paid during the month.

Conditions: Subject to Financial Management Regulations r13.

**Delegation
By CEO:**

Executive Manager Development & Administration
Manager Accounting & Finance

**Formal
Record:**

Officer's report to Council – Schedule of accounts paid and for payment.

**Heads of
Power:**

Local Government Act 1995 Sections 5.44.
Financial Management Regulations' 13.

History:

Adopted: 21 February 2002
Amended: 20 December 2007
Reviewed: 22 July 2015

7.2.4

Building Permit and Demolition Permit**Delegation:**

DELEGATION OF AUTHORITY BUILDING PERMIT	
Function to be performed:	To approve or refuse to approve plans and specifications submitted under section 20 of the <i>Building Act 2011</i> .
Delegator:	Council of the Shire of Morawa
Delegate:	Chief Executive Officer or Building Services Practitioner
Sub-delegation to:	Building Services Practitioner
Legislative Powers:	Sections 20, 22 and 127 of the <i>Building Act 2011</i> .
Conditions and Exceptions:	<p>In undertaking the functions of this delegation, Building Surveyors must:</p> <p style="padding-left: 40px;">be employed by the Shire of Morawa in accordance with section 5.36 of the <i>Local Government Act 1995</i>, and</p> <p>In addition to the above, for an uncertified application, qualified Building Services Practitioner (Building Surveyors) must hold the appropriate qualification as set out under Regulation 6 of the <i>Local Government (Building Surveyors) Regulations 2008</i>.</p>
Duration of delegation:	Until next annual review
Origin of Delegation:	20 October 2011
Delegation last reviewed:	Reviewed 22 July 2015

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DELEGATION OF AUTHORITY DEMOLITION PERMIT

Function to be performed:	To approve or refuse to approve plans and specifications submitted under section 21 of the <i>Building Act 2011</i> .
Delegator:	Council of the Shire of Morawa
Delegate:	Chief Executive Officer or Building Services Practitioner
Sub-delegation to:	Building Services Practitioner
Legislative Powers:	Sections 21, 22 and 127 of the <i>Building Act 2011</i> .
Conditions and Exceptions:	In undertaking the functions of this delegation, Building surveyors must: 1) be employed by the Shire of Morawa in accordance with section 5.36 of the <i>Local Government Act 1995</i>
Duration of delegation:	Until next annual review
Origin of Delegation:	20 October 2011
Delegation last reviewed:	Reviewed 22 July 2015

Objectives: To permit early approval of building and demolition applications submitted.

Guidelines: Compliance with the Building Code of Australia and Town Planning Scheme is mandatory. Any application not complying is to be refused, unless there is a discretion, in which case it is to be referred to Council for decision.

Conditions: Buildings in Class 3 to Class 9 to be referred to Council for decision.

**Delegation
By Council:** Building Services Practitioner

Formal
Record: **Officer's report to Council September 2011**

Heads of
Power: Sections 20, 22 and 127 of the *Building Act 2011*
Local Government Act 1995 Sections 5.42 and 5.44
Local Government (Miscellaneous Provisions) Act Section 374
(1b)

History: Council Policy: "*Buildings – 1. Building Permits (BLD 06)*"

Adopted: 16 March 2000
Reviewed: 22 July 2015

7.2.5 Septic Tank Licences

Delegation: The **Environmental Health Officer (either employed by or sub-contracted to the Shire)** is authorised to exercise and discharge the powers and functions of the Council in relation to the Health (Treatment of Sewage and Disposal of Liquid Waste) Regulations 1974:

- a) Regulation 4 (3)(a) – grant approval subject to form and conditions set by Council.
- b) Regulation 4 (3)(b) – refuse to grant approval.
- c) Regulation 10 (2) – (relating to approvals).
- d) Regulation 10 (4)(b) – (relating to approvals).
- e) Regulation 22 (2)(a) – (relating to appeals).
- f) Regulation 22 (2)(b) – (relating to appeals).

Objectives: To permit early approval of septic tank applications submitted.

Guidelines: Compliance with the Health Act and Regulations, the Building Code of Australia and the Town Planning Scheme is mandatory. Any application not complying is to be refused, unless there is a

discretion, in which case it is to be referred to Council for decision.

Conditions: Effluent systems are to be sized in accordance with Schedule B.

Formal Record: Officer's report to Council.

Heads of Power: Health Act Section 26, and Regulations.

History: Council Policy: *"Health - 1. Delegation of Council Authority – Health Act (HLT 01)"*

Adopted:	16	March	2000
Amended:	16	December	2004
Reviewed	22	July	2015

7.2.6 Planning Consent

Delegation: The **CEO** is authorised to issue planning consent for development applications that fully comply with all requirements.

Objectives: To permit early approval of development applications submitted.

Guidelines: Compliance with the Local Planning Scheme, Regulations and Codes, and Council's Planning Policies, is mandatory. Any application not complying is to be referred to Council for decision.

Conditions: Local Government Act Section 5.71(a)
The Chief Executive Officer must disclose to the Shire President the nature of any interest in relation to a matter under consideration relating to this delegated function.

Delegation By CEO:

Executive Manager Development & Administration.

**Formal
Record:** Officer's report to Council

**Heads of
Power:** Planning and Development Act 2005.
Local Planning Scheme No 2 Section 8.7

History: Council Policy: *"Buildings – 1. Building Permits (BLD 06)"*

Adopted: 16 March 2000
Amended: 16 December 2004
Reviewed: 22 July 2015

7.2.7 **Fire Fighting – Emergency Plant Hire**

Delegation: The **CEO** is authorised to commit expenditure for the private hire of plant and equipment necessary for the efficient fighting and control of fires.

Objectives: To ensure that maximum effort can be made for the control of wildfire's, for the protection of life and property.

Guidelines: Where possible, the CEO is to seek advice from the Chief Bush Fire Control Officer, Deputy CBFCO or an FCO, and approval from the President or Deputy President. However, since this delegation will only be used in emergency situations, it is acknowledged that this may not be possible.

Conditions: Adequate resources to fight a fire, for the safety of fire fighters and for the protection of life and property have the higher priority, and are not to be unnecessarily jeopardised by delay.

Formal Record: Officer's report to Council

Heads of Power: Bush Fires Act Section 38 (3)(4)(5) and 48

History: New Policy

Amended: 16 December 2004
Reviewed: 22 July 2015

7.2.8 Council Reserve Accounts

Delegation: The **CEO** is authorised to transfer any additional or surplus funds not budgeted for into approved Reserve Accounts for the current budget year

Objectives: To ensure that surplus funds not budgeted for receipt can be placed into a reserve account rather than be part of general municipal funds.

Guidelines: Nil.

Conditions: Nil.

Delegation By CEO: Nil.

Formal Record: Officer's report to Council.

Heads of Power: Local Government Act 1995 Section 6.14

History: New Policy.

Amended: 16 December 2004
Reviewed: 22 July 2015

7.2.9 Authority to Waive Fees

Delegation: The **Chief Executive Officer** is delegated authority to waive or grant a concession in relation to any amount of money which is owed to the Shire other than rates and services charges

Objectives: To streamline approval for requests to waive or grant concessions on fees.

Guidelines: All waivers or concessions granted are to be reported to Council

Conditions: Section 6.12 of the Local Government Act 1995

Delegation By CEO: No further delegation

Formal Record: Officer's report to Council – Schedule of waivers or concessions

Heads of

Power: Local Government Act 1995 Section 6.14

History: Council Policy: “*Authority to Waive Fees*
Adopted

Adopted 21 March 2013
Reviewed 22 July 2015

7.2.10 **Authority to Write Off Monies**

Delegation: The **Chief Executive Officer** is delegated authority to write off monies owing to council – individual amounts up to the value of \$500

Objectives: To streamline approval for write offs

Guidelines: All write offs are to be reported to Council

Conditions: Section 6.12 of the Local Government Act 1995

Delegation

By CEO: No further delegation

Formal

Record: Officer’s report to Council – Schedule of write offs

Heads of

Power: Local Government Act 1995 Section 6.14

History: Council Policy: “*Authority to Write Off Monies*
Adopted

Adopted 21 March 2013
Reviewed 22 July 2015

7.2.11 **Incurring Liability and Making Payments**

Delegation: The **Chief Executive Officer** is to ensure efficient systems and procedures are established to ensure proper authorisation for the incurring of liabilities and the making of payments

The authority to approve requisitions and purchases orders and for the supply of goods and service and subsequent certification of services for which funds have been provided for in the Annual Budget

Objectives: To provide efficient systems and procedures when approving requisitions and purchases

Guidelines:/policy Council policy for purchases

Conditions: Authority to Chief Executive Officer is unlimited subject to annual budget limitations.
Authority which may be delegated by the Chief Executive Officer to employees is subject to the following maximum individual amounts

Delegation

By CEO:	Executive Manager Development & Administration	\$50,000
	Manager Accounting & Finance	\$10,000
	Principal Works Supervisor	\$50,000

Formal

Record: Record to be maintained in hard copy on file

Heads of

Power: Local Government Act 1995 Section 6.14

History: Council Policy: *"Incurring Liability and Making Payments Adopted*

Adopted	21 March	2013
Reviewed	22 July	2015

**7.2.12 Power to issue Notices Section 3.25
Local Government Act 1995**

Delegation: The **CEO** is authorised to issue notices under section 3.25 of the Local Government Act 1995.Schedule 3.1

Objectives: To permit action for cleaning up of property ensuring that overgrown vegetation, rubbish, or disused material, as specified, is removed from land that the local government considers to be untidy.

Guidelines: Compliance with the Local Government Act 1995

Conditions: Local Government Act Section 3.25 and schedule 3.1

Delegation

By CEO: Executive Manager Development & Administration

Formal

Record: Officer's report to Council

Heads of
Power: Local Government Act 1995 Section 5.42 and 5.44

History: Adopted: 20 March 2014
Reviewed 22 July 2015

8.0 OTHER STATUTORY MATTERS NOT BEING DELEGATIONS

8.1 Media Releases

Delegation: The **Shire President authorises the Chief Executive Officer** to make media releases and to speak on behalf of the Shire of Morawa.

Objectives: To ensure that the public receives full, appropriate and timely information.

Guidelines: The President, or the Deputy President if President unavailable, should be consulted prior to matters of delicacy being discussed in public, however it is recognised that this may not always be possible. In this case, the CEO is to use discretion whether comment is to be made or not. Regardless, the CEO is not under any obligation to make any comment on any matter.

Conditions: Local Government Act 1995 Section 5.95.

Head of
Power: Local Government Act 1995 Section 5.41 (f).

History: Council Policy: *“Administration – 6. Media Relations (ADM 08)”*

Adopted: 16 March 2000
Amended: 16 December 2004
Reviewed: 22 July 2015

SHIRE OF MORAWA

POLICY MANUAL



Contents

SECTION 1 - ADMINISTRATION

1.1	POLICY MANUAL	4
1.2	USE OF COUNCIL CHAMBERS	4
1.3	COUNCIL PHOTOGRAPHS.....	4
1.4	NOMINATION OF SENIOR EMPLOYEES	5
1.5	SMOKE FREE BUILDINGS & VEHICLES	5
1.6	COUNCIL MEETINGS.....	5
1.7	CLOSURE OF SHIRE OFFICE & DEPOT – CHRISTMAS/NEW YEAR	6
1.8	SECRETARIAL WORK FOR COMMUNITY & OTHER GROUPS	6
1.9	CONFERENCE & TRAINING EXPENSES	6
1.10	CONFERENCE – STUDY TOURS	7
1.11	COUNCIL CONTRIBUTION TO STAFF FUNCTIONS.....	8
1.12	REGIONAL PRICE PREFERENCE	9
1.13	PERSONAL PROFESSIONAL DEVELOPMENT	10
1.14	RECORDKEEPING	11

SECTION 2 - BUILDINGS

2.1	COUNCIL HOUSING INTERIOR COLOUR SCHEME.....	15
2.2	HERITAGE COLOURS – SOLOMON AND WINFIELD STREETS	15

SECTION 3 - FINANCE

3.1	BUDGET MEETING	17
3.2	SUPERANNUATION	17
	(SEPARATE TO POLICY 5.9 HOUSING INCENTIVES PAYMENTS).....	17
3.3	CHEQUE SIGNING & ACCOUNT LIMIT (FIN 05)	17
3.4	INVESTMENT POLICY	17

SECTION 4 - HEALTH

4.1	OCCUPATIONAL HEALTH & SAFETY POLICY	40
-----	---	----

SECTION 5 - INDUSTRIAL

5.1	CODE OF CONDUCT	51
5.2	STAFF – NEW POSITIONS.....	56
5.3	TEMPORARY / CASUAL STAFF	56
5.4	STAFF HOUSING	57
5.5	SEXUAL HARASSMENT.....	58
5.6	REMOVAL EXPENSES FOR NEW EMPLOYEES	61
5.7	INSIDE STAFF UNIFORMS	62
5.8	PAYMENTS TO EMPLOYEES IN ADDITION TO CONTRACT OR AWARD.....	62
5.9	HOUSING INCENTIVES PAYMENTS	63
5.10	ROSTERED DAYS OFF (RDO) POLICY FOR THE SHIRE OF MORAWA	63

SECTION 6 - LAW, ORDER & PUBLIC

6.1	FIRE BURNING PERIODS.....	64
6.2	SUSPENSION OF PROHIBITED BURNING TIMES	65

6.3	HARVEST BANS.....	65
6.4	BRIGADE MEMBERSHIP	65

SECTION 7 - PLANT & EQUIPMENT

7.1	TENDERING & PURCHASE OF PLANT & EQUIPMENT	66
7.2	RUNNING HOURS ON OIL – GRADERS.....	66
7.3	PRIVATE USE COMPONENT OF PLANT & EQUIPMENT	66
7.4	PREVENTATIVE MAINTENANCE – PLANT & EQUIPMENT	66

SECTION 8 - ROADS

8.1	BUILDING ACTIVITY ENCROACHING ON ROAD RESERVE.....	67
8.2	CULVERT COST – RURAL LANDHOLDERS	67
8.3	ROAD CROSSINGS FOR DEEP DRAINAGE	68
8.4	FENCING – RURAL ROAD RESERVES.....	69
8.5	SCHOOL BUS ROUTES	70
8.6	STREET SIGNAGE	70
8.7	BUSINESS DIRECTIONAL SIGNAGE	70
8.8	ROAD WIDTHS.....	71
8.9	PRIVATE WORKS	72
8.10	GRAVEL PIT USE & REHABILITATION.....	72
8.11	CROSSOVERS	72
	Urban Areas and Rural Estates.....	72
	Crossover Maintenance	73
	Bonds.....	73

SECTION 9 - RECREATION & COMMUNITY

9.1	LIQUOR PERMITS.....	74
	Town Hall.....	74
	Sporting Complex.....	74
	Oval & Function Room	74
9.2	HIRING & USE OF COUNCIL RECREATION FACILITIES	74
	Morawa Shire Hall.....	75
	Sporting Complex.....	75
	Oval & Function Room	76
	Swimming Pool	76
9.3	MORAWA CARAVAN PARK – OCCUPANCY CONDITIONS.....	78
	1. General	78
	2. Rules.....	78
	3. Termination of Occupancy.....	79
9.4	SWIMMING POOL – YEARLY OPENING & CLOSING	79
9.5	HIRERS CLEANING POLICIES	79
9.6	MORAWA MARKETS POLICY.....	81
9.9	USE OF SOCIAL MEDIA FOR PUBLICITY	84

SECTION 10 - TOWN PLANNING

10.1	RURAL SUBDIVISION	87
------	-------------------------	----

SECTION 11 - ECONOMIC DEVELOPMENT/ASSESSMENT MANAGEMENT POLICY

11.1	INCENTIVES FOR INVESTMENT	89
11.2	CHARTER OF CORPORATE RESPONSIBILITY – ‘PARTNERS IN PROSPERIT...93	
11.3	COMMUNITY CONSULTATION PLAN	93

1.1 POLICY MANUAL

The Shire Council shall maintain a manual and up to date recording of the various policies of the Council.

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

The objectives of the Council's Policy Manual are:

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

Council is to carry out a review of the policies each year.

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

Changes to Council Policy shall be made only on:

- i) Notice of motion.
- ii) An agenda item clearly setting out details of the amended policy.
- iii) By Absolute Majority Vote.

Adopted Council Meeting 16/04/2003
Reviewed Council Meeting 22/07/2015

1.2 USE OF COUNCIL CHAMBERS

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

Adopted Council Meeting 21/05/1998
Reviewed Council Meeting 22/07/2015

1.3 COUNCIL PHOTOGRAPHS

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

Adopted Council Meeting 16/03/2000
Amended Council Meeting 16/04/2003
Reviewed Council Meeting 22/07/2015

1.4 NOMINATION OF SENIOR EMPLOYEES

For the purposes of Section 5.37 of the Local Government Act 1995, the Council shall designate the following employees to be “senior employees”:

- Chief Executive Officer

Adopted Council Meeting 21/08/1996
Amended Council Meeting 17/02/2011
Reviewed/Amended Council Meeting 22/07/2015

1.5 SMOKE FREE BUILDINGS & VEHICLES

Smoking is prohibited under all circumstances in all Council buildings and vehicles. The Health (Smoking in Public Places) Regulations 1998 dictate the principles that apply to smoking.

Adopted Council Meeting 16/03/2000
Amended Council Meeting 20/12/2007
Reviewed Council Meeting 22/07/2015

1.6 COUNCIL MEETINGS

Council meetings are held on the third Thursday of each month, with the exception of January, May and November when a meeting is not held.

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.

The Shire President and Deputy Shire President shall be elected by Council per Local Government Act requirements every second year at the first meeting in November.

Adopted Council Meeting 16/10/1997
Amended Council Meeting 20/12/2007
Reviewed Council Meeting 22/07/2015

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

The Shire Office and Depot is to be closed in the period between Christmas and New Year. Staff will be offered the option of working, taking time off in lieu, unpaid or annual leave.

Adopted Council Meeting 17/12/1997
Reviewed Council Meeting 22/07/2015

1.8 SECRETARIAL WORK FOR COMMUNITY & OTHER GROUPS

Requests for secretarial work will be entertained only if Council's secretarial staffs are not busy with Council work. Encouragement to be given to individuals or groups to utilize the Morawa Community Resource Centre who offers a similar service. Discretion can be exercised by the Chief Executive Officer if a group is a charitable or community organisation.

Fees & Charges for such services are to be determined as part of the annual budget process.

Adopted Council Meeting 19/02/1998
Amended Council Meeting 20/12/2007
Reviewed Council Meeting 22/07/2015

1.9 CONFERENCE & TRAINING EXPENSES

WALGA Annual Conference expenses will be met by Council encompassing registration fees, accommodation, breakfast and evening meals including partners. The cost of partners programs is not covered by Council.

The Shire President, Chief Executive Officer and a maximum of three (3) other Councillors may attend annually. Attendance by Councillors is to be rotated.

Other Conference and Training expenses by Council members and/or staff is to be within normal approved budget allocation, and encompassing registration, accommodation and meals for authorised Council attendees and their partners.

Adopted Council Meeting 20/05/1999
Amended Council Meeting 16/04/2003
Reviewed Council Meeting 22/07/2015

1.10 CONFERENCE – STUDY TOURS

State and Federal Professional Conferences

- (i) Senior Management Team members are encouraged to attend the Annual State Conference relating to their profession.
- (ii) Senior Management Team members are encouraged to attend biennially, the Federal Conference relating to their profession. (Note: where the officer's professional organisation does not convene a State Conference the officer is encouraged to attend the organisations Federal Conference, annually).
- (iii) Funds for attendance at State and Federal Professional Conferences shall be provided on each Annual Budget under the provision for staff training.
- (iv) The Chief Executive Officer is authorised to approve the attendance of staff at State and Federal Professional Conferences in accordance with the following guidelines:
 - Budget authority and funding arrangements are to be considered.
 - The Chief Executive Officer is to ensure that attendance at the conference will be beneficial to the officer and/or the Council.
 - The officer is to provide a report on the issues, outcomes, etc. of the conference with recommendations as appropriate and the report is to be submitted to Council.
 - Senior Management Team members will not be precluded from attending a Federal Conference only because the conference happens to be held overseas.
- (v) If it is considered beneficial for the President and/or Councillor/s to accompany Senior Management Team members to any State or Federal Conference, such attendance shall be at the discretion of the Council and will only occur if adequate funds are available in the Budget.

Other Conferences

Provision is to be made in each year's Budget of an appropriate sum to cover Council representation (President, Councillors and staff) at other conferences (i.e. in addition to State & Federal Professional Conferences). The Chief Executive Officer may approve or decline to approve staff attendance at other conferences and if attendance involves a Councillor or Councillors, this to be at the discretion of Council.

Annual Study Tours

- i) Details of study tours are to be arranged in advance so that suitable provision can be made on each year's Budget. When no details of study tours have been arranged or arrangements are incomplete, an appropriate amount shall be included in the Budget to cover the cost of an annual study tour.
- ii) The Chief Executive Officer in consultation with Council may approve attendance at study tours but shall apply the following guidelines:

- The maximum attendance at any study tour is to be two elected members and two staff;
- Attendance at a study tour shall only take place where there are appropriate funds provided for in the Annual Budget;
- A detailed report including recommendations on each study tour shall be submitted to Council.
- Budget authority and funding arrangements shall be considered.

Adopted Council Meeting 16/04/2003
Reviewed/Amended Council Meeting 22/07/2015

1.11 COUNCIL CONTRIBUTION TO STAFF FUNCTIONS

- i) Council's Contribution to a function in honour of Staff Leaving its Employment shall be the following, or at the discretion of the Chief Executive Officer:
- a) Up to 2 years' service: Nil
 - b) 2 years plus service: Council sponsored sundowner (elected members, staff & partners) with nibbles, beer, wine & soft drink. \$100 gift.
 - c) After 5 years' service: Council plaque, sundowner (elected members, staff & partners) and \$100 plus \$15 (per years of service) gift.
 - d) After 10 years' service: Council plaque, Council Reception (elected staff & partners) and \$100 plus \$15 service gift.
- ii) Council's Staff Christmas Party:
- In December prior to Christmas
 - Involve staff, councillors and immediate family (partners & children)
 - Include buffet, beer, wine and soft drinks
 - Be a combined outside/inside staff event
 - Provision of bus transport
- iii) Staff Attaining 10 Years Service – presentation of a certificate.
- iv) Council will acknowledge the contribution of employees who have completed 20 years of service with Council by presenting a suitably engraved plaque at a function to be held at the employee's workplace, and that recognition be made through the local media by inviting them to attend the function.

1.12 REGIONAL PRICE PREFERENCE

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

- 1) Price preference will be given to all suppliers submitting conforming tenders for the supply of goods and services (including construction (building) services) to the Shire of Morawa, unless Council resolves that this policy not apply to a particular tender.
- 2)
- 3) The following price preference will be given to suppliers submitting tenders assessed in relation to this policy:
 - 2.1 Goods and Services – up to a maximum price reduction of \$50,000 unless a lesser amount is stipulated in the tender document.

Stipulated Area
10% to all suppliers located within the Shire of Morawa.
 - 2.2 Construction (Building) Services – up to a maximum price reduction of \$50,000 unless a lesser amount is stipulated in the tender document.

Stipulated Area
5% to all suppliers located within the Shire of Morawa.
- 4) Regional Price Preference will only be given to suppliers located within the stipulated areas for more than 6 months prior to the advertising date of the tender.

Located within the area stipulated is defined as having a supplier having a physical presence in the way of a shop, depot, outlet, headquarters or other premises where goods and services specifically being provided are supplied from. This does not exclude suppliers whose registered business is located outside the stipulated area but undertake the business from premises within the stipulated area. An example is a franchisee of a multinational company.

- 5) Only those goods and services identified in the tender, as being from a source located within the stipulated area will have the price preference applied when assessing the tender.

- 6) Price is only one factor that Council considers when evaluating a tender. There is nothing contained within this policy that compels Council to accept the lowest tender or any tender based on the price offered.

Adopted Council Meeting 15/11/2001
Reviewed Council Meeting 22/07/2015

1.13 PERSONAL PROFESSIONAL DEVELOPMENT

Council is committed to the personal development of its employees and encourages staff to undertake formal study.

Council recognises that employees who undergo formal study will be of benefit to council's development as well as increasing the employee's knowledge and expanding their career prospects.

As part of Council's pledge to support their employees, this policy has been put in place, to provide a fair system suitable to both employees and council's needs.

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

The review process will include the CEO requesting an expression of interest from staff, held in March, as part of the budget preparation. Employees will be required to show their intention of commencing or continuing study, providing an estimate on the cost involved.

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

The allocation of the adopted budget to employees is based on a first in first served basis, with each employee initially allowed 1 unit at a time. However should the budget allow, employees may be able to claim in excess of this. Approval will be at the discretion of the CEO.

Employees can claim 50% of the cost associated with their studies upon enrolment of the required unit. The remaining 50% can be claimed upon successful completion of the Unit.

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

Employees, who fail the unit that council has paid the first 50%, will be required to reimburse council, unless they re-enrol within 6 months; any costs associated with the re-enrolment will be at the expense of the employee. Employees who have re-enrolled and successfully pass the unit are still able to claim the remaining 50%. The amount will not include any costs associated with the re-enrolment.

If the employee fails the 2nd time when attempting the unit, the employee is required to reimburse all of council's expense for that unit.

Applicants must be employed by the Shire of Morawa for a minimum of 3 months. The CEO may use his/her discretion and approve employees less than this tenure under exceptional circumstances.

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

Adopted Council Meeting 16/12/2004
Amended Council Meeting 22/12/2005
Reviewed Council Meeting 22/07/2015

1.14 RECORDKEEPING

Objective

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

Scope

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

Policy Statement

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.

Access to Records

Access to the Council's records by staff and contractors will be regulated according to security classifications. Access to the Council's records by the general public will be in accordance with the *Freedom of Information Act 1992*. Access to the council's records by

Elected Members will be via the Chief Executive Officer in the accordance with the *Local Government Act 1995*.

Appraisal, Retention and Disposal of Records

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

Objective

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

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

Importance

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

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

Definitions of a Record

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

- Anything on which there is writing or Braille
- A map, plan, diagram or graph
- A drawing, pictorial or graphic work or photograph
- Anything on which there are figures, marks, perforations, or symbols, having a meaning for persons qualified to interpret them
- Anything from which images, sounds or writings can be reproduced with or without the aid of anything else
- Anything on which information has been stored or recorded, either mechanically, magnetically or electronically

Inward Correspondence

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

Outward Correspondence

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

Website Management

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

Ephemeral Records

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

Significant Records

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

Vital Records

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

Records Disposal

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

Policy

1. The organisation must ensure efficiency in the creation, dissemination, storage and disposal of all Shire records.

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

Roles and Responsibilities

Chief Executive Officer

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

Managers and Staff

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

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

Records Officer duties

Staff with Records Officer duties are to maintain and manage:

- A professional information management system that meets legislative requirement and conforms to Council policy.
- Correspondence control programs
- Indexing activities
- Disposal and retention schedules
- Inactive records
- All forms associated with the records office

- The development of policy and procedures associated with the records system which will allow for retrieval and dissemination of accurate, accessible information to all staff, councillors and members of the public.
- Conduct record keeping induction and awareness training for staff

Elected Members

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

Related Acts and Policies

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

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

Adopted Council Meeting 18/5/2006
Reviewed Council Meeting 22/07/2015

Section 2 - Buildings

2.1 COUNCIL HOUSING INTERIOR COLOUR SCHEME

Council housing interior colour scheme including walls, skirting boards, architraves, doors and frames to be of a neutral colour at the Chief Executive Officers discretion.

Adopted Council Meeting 22/12/2005
Reviewed Council Meeting 22/07/2015

2.2 HERITAGE COLOURS – SOLOMON AND WINFIELD STREETS

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

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

Adopted Council Meeting 22/12/2005
Amended Council Meeting 20/7/2006
Reviewed Council Meeting 22/07/2015

3.1 BUDGET MEETING

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

Adopted Council Meeting 21/08/1996
Amended Council Meeting 20/12/2007
Reviewed Council Meeting 22/07/2015

3.2 SUPERANNUATION

(separate to policy 5.9 HOUSING INCENTIVES PAYMENTS)

Superannuation is based on the compulsory Federal Government requirement of 9.5%. If employees contribute an additional 5%, Council will match that 5% with an additional 5%.

Council	Employee
9.5%	0%
5%	5%

Adopted Council Meeting 16/07/1998
Amended Council Meeting 22/12/2005
Reviewed Council Meeting 22/07/2015

3.3 CHEQUE SIGNING & ACCOUNT LIMIT (FIN 05)

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

Adopted Council Meeting 16/03/2000
Amended Council Meeting 20/12/2007
Reviewed Council Meeting 22/07/2015

3.4 INVESTMENT POLICY

3.4.1 OVERVIEW

The purpose of this document is to ensure:

- Council conforms with its responsibilities under: -
 - *Local Government Act 1995* – Section 6.14;
 - The *Trustees Act 1962* – Part III Investments;
 - *Local Government (Financial Management) Regulations 1996* – Regulations 19, 28 and 49
 - Australian Accounting Standards
- That Council has in place a current set of policies and delegations for its Officer's responsible for the investment of Council held funds.
- Adherence to the guidelines and procedures outlined in this document by all officers with delegated authority to invest/control Council funds.

3.4.2 OBJECTIVE

- Preservation of Capital.
- To take a conservative approach to investments, but with a focus to add value through a prudent investment of funds.
- To achieve an adequate level of diversification to spread risk.
- To achieve a high level of security.
- To have ready access to funds for day-to-day requirements.

3.4.3 DELEGATED AUTHORITY

- Officers authorised to make investment decisions and sign investment lodgements, withdrawals etc., are outlined below and must be named in Council's Delegated Authority Register.
- In case of annual leave or absence, the Chief Executive Officer may approve delegations for relieving persons, under advice to Council.
- Any investments made under delegated authority are to comply with the Authorised Investments List.

- Decisions in excess of \$800,000, unauthorized investments or for terms < 12 months should be referred to Council.

Limit	Activity	Delegated Authority To Open and Operate Account
Investment decision (within Limit) <\$800,000	Investment Decision	Chief Executive Officer (Investment Advisor may be consulted)
	Place Investments	Chief Executive Officer Joint with Manager Accounting & Finance
	Transfer Investments to the Municipal Account	Chief Executive Officer Joint with Manager Accounting & Finance
Investment decision (exceeding Limit) > \$800,000	Investment Decision	Council Resolution by Absolute Majority (Investment Advisor may be consulted)
	Place Investments	Shire President, one other Councillor and Chief Executive Officer
	Transfer Investments to the Municipal Account	Shire President, one other Councillor and Chief Executive Officer

3.4.4 PRUDENT PERSON STANDARD

The Council and delegated investment officer have fiduciary responsibilities under Section 6.14 of the Local Government Act and therefore risks must be kept to a minimum and the investment managed with the care, diligence and skill that a prudent person would exercise. In this respect, the schedule of Authorised Investments and limits applying are to be adhered to. Officers shall disclose any conflict of interest to the CEO.

3.4.5 AUTHORISED INVESTMENTS

Without approval from Council, investments are limited to: -

- (a) State/Commonwealth Government Bonds;
- (b) Interest Bearing Deposits;
- (c) Bank accepted/endorsed bank bills;
- (d) Commercial paper;
- (e) Bank negotiable Certificate of Deposits; and
- (f) Managed Funds with a minimum long term. Standards & Poor (S&P) (or equivalent to if another agency rating used) of "A" and a short term rating of "A2".
- (g) Investments fixed for greater than 12 months are to be approved by Council, reviewed on a regular basis and invested for no longer than 5 years.

3.4.6 PROHIBITED INVESTMENTS

- (a) Derivative based instruments;
- (b) Principal only investments or securities that provide potentially nil or negative cash flow;
- (c) Standalone securities issued that have underlying futures, options, forwards contracts and swaps of any kind; and
- (d) Investments into listed Australian shares, listed Property Trusts and Unlisted property without Council's specific approval.
- (e) This policy also prohibits the use of leveraging (borrowing to invest).

3.4.7 RISK MANAGEMENT CONTROLS

Risk Management Controls include:-

- Delegated Authority to invest;
- Documented investment procedures;
- Investment Register to be maintained;
- Maturity of investments to be monitored at least monthly;
- Monthly statements to be received from counterparties;

- Monthly bank reconciliations to be prepared for each account;
- Monthly report to Council; and
- Investments obtained are to comply with the following three key criteria: -
 - a) **Portfolio Credit Framework** - limits overall credit exposure of the portfolio.

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

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum %	Managed Funds Maximum %
AAA	A-1+	100%	100%
AA	A-1	100%	100%
A	A-2	60%	80%

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

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum %	Managed Funds Maximum %
AAA	A-1+	45%	50%
AA	A-1	35%	45%
A	A-2	20%	40%

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

Overall Portfolio Term to Maturity Limits	
Portfolio % < 1 year	100% Max. And 40% Min.
Portfolio % > 1 year	60%
Portfolio % > 3 years	35%
Portfolio % > 5 years	25%

3.4.8 INVESTMENT ADVISOR

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

- An independent person who has no conflict of interest in relation to investment products recommended,
- Approved by Council, and
- Licensed by the Australian Securities and Investment Commission.

3.4.9 REPORTING AND REVIEW

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

3.4.10 LIQUIDITY

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

3.4.10.1 SEPARATE AND COMMON ACCOUNTS

- (a) Separate accounts must be established for the following purposes:-
 - Money required to be held in the Municipal fund;
 - Money required to be held in the Trust fund; and
 - Money required to be held in Reserve accounts.
- (b) Money from different accounts may be placed in a common account for investment purposes.

Amended 17/04/2008
Reviewed Council Meeting 22/07/2015

3.5 PURCHASING POLICY

1.1 OBJECTIVES

- To provide compliance with the Local Government Act, 1995 and the Local Government Act (Functions and General) Regulations, 1996 (as amended in March 2007).
- To deliver a best practice approach and procedures to internal purchasing for the Shire of Morawa.

- To ensure consistency for all purchasing activities that integrates within all the Shire of Morawa operational areas.

1.2 WHY DO WE NEED A PURCHASING POLICY?

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

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

1.3 ETHICS & INTEGRITY

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

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

- Full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money.
- All purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire of Morawa policies and code of conduct.
- Purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently.
- All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements.
- Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed.
- Any information provided to the Shire of Morawa by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

1.4 VALUE FOR MONEY

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

An assessment of the best value for money outcome for any purchasing should consider:

- All relevant whole-of-life costs and benefits whole-of-life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal.
- The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality.
- Financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history).
- A strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

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

1.5 SUSTAINABLE PROCUREMENT

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

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

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

- Have been determined as necessary.
- Demonstrate environmental best practice in energy efficiency and/or consumption which can be demonstrated through suitable rating systems and eco-labelling.
- Demonstrate environmental best practice in water efficiency.
- Are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw

- materials from a sustainable resource, that are free of toxic or polluting materials and that consume minimal energy during the production stage.
- Products that can be refurbished, reused, recycled or reclaimed shall be given priority, and those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste.
 - For motor vehicles – select vehicles featuring the highest fuel efficiency available, based on vehicle type and within the designated price range.
 - For new buildings and refurbishments – where available use renewable energy and technologies.

1.6 PURCHASE ORDERING AUTHORITY & LIMITS

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

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

PURCHASE OF GOODS AND SERVICES - \$100,000 or more

All contracts for the purchase of goods and services with a value of \$100,000 or more shall be by public tender and made in accordance with the Local Government Act 1995 s3.57 and the Local Government (Functions and General) Regulations 1996 Part 4.

Council will also enforce the following additional requirements:

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

Any decision not to call tenders for Goods or Services valued at more than \$100,000 because of one of the exceptions listed in Regulation 11(2) shall be by Council resolution.

Before calling for tenders, the CEO shall investigate whether the goods or services requested:

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

1.7 PURCHASE OF GOODS AND SERVICES – Less than \$100,000

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

- Are available under a common use contract from the State Supply Commission
- Are available under a joint purchasing arrangement through WALGA or the Mid West Regional Council

Goods valued at over \$50,000 but less than \$100,000

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

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

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

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

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

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

Staff will obtain verbal quotes from 3 alternative suppliers.

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

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

Goods and services valued up to \$3,000

May be purchased with a single satisfactory quotation. Staff should ensure that local suppliers are considered first and that value for money is being

obtained. If there is any doubt about whether value for money is being obtained, additional quotes should be sought.

1.8 RECORD KEEPING - PURCHASING

Goods valued at \$100,000 or over

Whenever goods or services are purchased by public tender, a separate file for that tender will be raised. This file will contain:

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

Goods valued at over \$50,000 bet less than \$100,000

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

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

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

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

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

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

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

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

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

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

- 

Adopted Council Meeting 15/12/2007
Reviewed Council Meeting 22/07/2015

3.6 USE OF CORPORATE CREDIT CARDS POLICY

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

Policy

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

Use of Corporate Credit Cards

Purchasing

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

Approval of Corporate Credit Card Applications by Chief Executive Officer.

The CEO can approve an application by a local government employee for a corporate credit card. In the case of the CEO, the council should approve the application.

USE OF CORPORATE CREDIT CARDS AUTHORITY & LIMITS

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

POSITION	LIMIT OF CARD VALUE \$
Chief Executive Officer	\$15,000

Executive Manager Development & Administration	\$5,000
Manager of Accounting and Finance	\$2,000

Adopted Council Meeting 18/06/2009
Reviewed Council Meeting 20/03/2014
Reviewed Council Meeting 22/07/2015

3.7 RATES COLLECTION

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

1 Rate Notices

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

2 Discount

- 5% discount shall apply to rates paid in full by 35 days after date of issue of rate notice
- No discount to be offered on minimum assessments
- Discount does not apply to rates from previous years
- Discount does not apply to interim rates after the billing date

3 Instalments

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

4 Special Payment Arrangements

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

5 31st January – Issue Final Notice

A Final Notice is to be issued for all rates/charges outstanding 14 days after the due date (apart from those ratepayers who have opted to pay by instalment or special arrangement).

6 14 Days After Final Notice – Refer to Debt Collectors

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

7 Overdue Instalments

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

8 Other Courses of Action

Section 6.60 notice – divert rental payments due to the Lessor to the Shire

Lodge a caveat on the property so the property cannot be settled until the debt is paid in full

Take possession of the land under Section 6.64 of the Local Government Act 1995. In this instance, the Shire may rent or dispose of the property if rates remain unpaid for at least three years.

Query with Mortgager details of the loan where applicable, to determine if it is a condition of the loan for the rates and taxes to be kept current with a view to having the debt paid by the financial institution.

9 Sale of Land for Non Payment of Rates

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

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

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

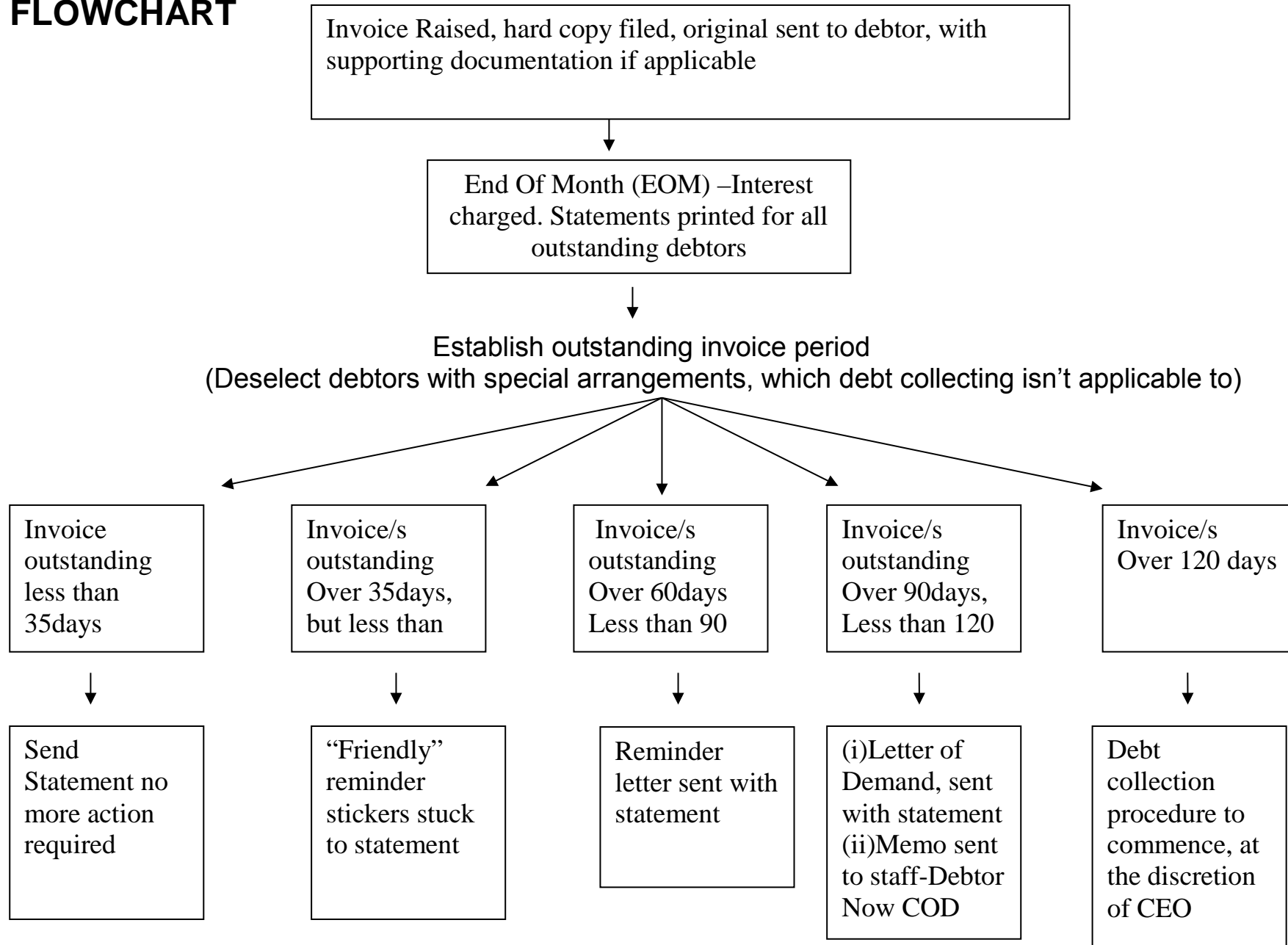
- Whether the cost to recover the rates or transfer the land outweighs the amount outstanding
- Whether it would be more cost effective to caveat the land rather than take possession

3.8 SUNDRY DEBTOR COLLECTION

Objective

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

FLOWCHART

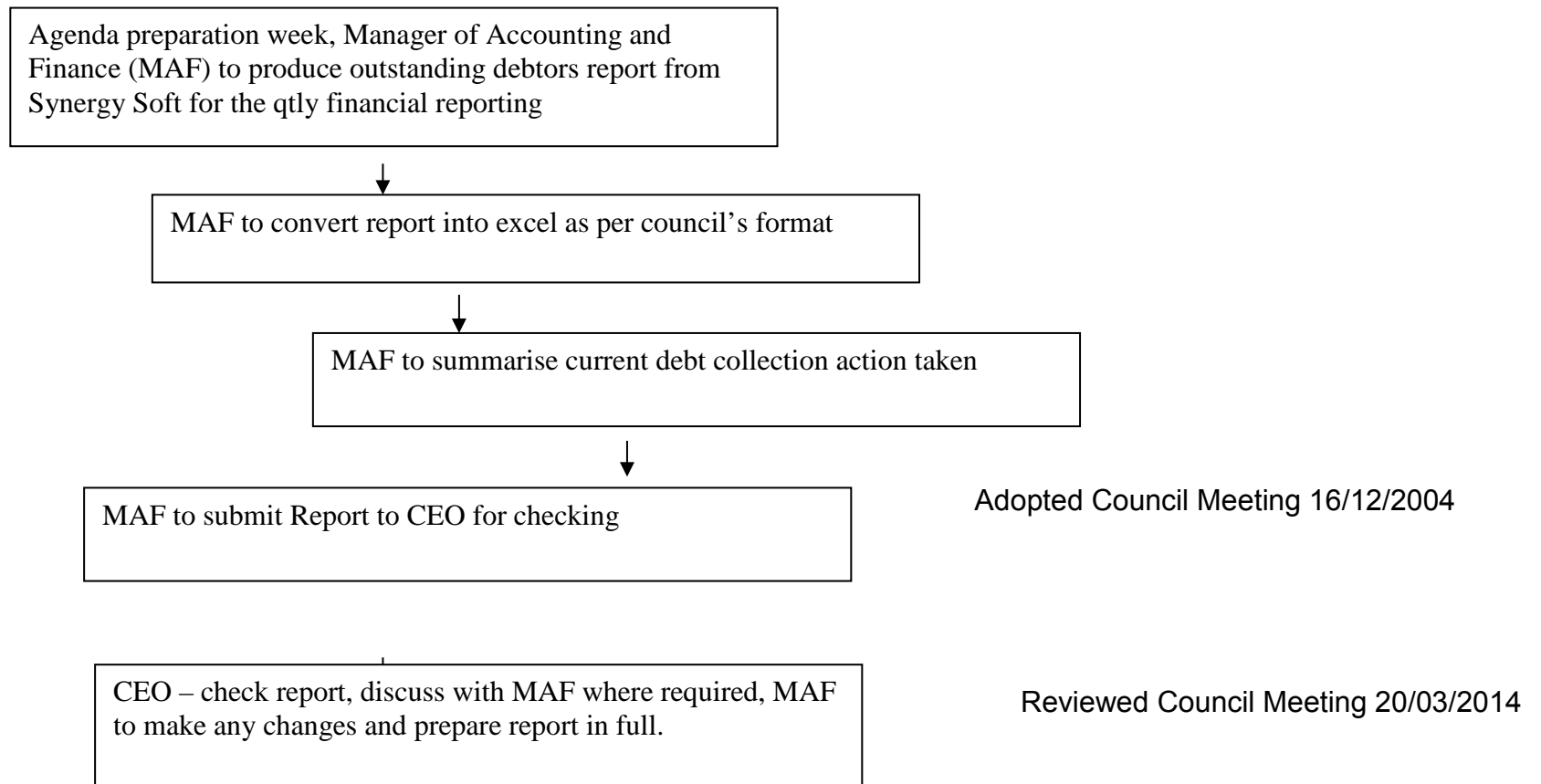


Amounts less than \$100.00 can be written off on the approval from the CEO

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

Reporting Outstanding Debtors to Council

FLOWCHART



Shire of Morawa
Financial Hardship Policy 3.9
for Water Services

February 2014

1 Purpose

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

Our policy applies only to the **water services portion and the rateable sections** of your rate notice.¹ Residential tenants who have agreed with the land owner to receive a rate notice are also covered by this policy.

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

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

What is financial hardship?

You will be considered to be in financial hardship if paying the water services portion of your rate notice will affect your ability to meet your basic living needs² – in short, if you have the intention but not the financial capacity to pay.

Financial hardship may, for example, be caused by:

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

Identifying customers in financial hardship

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

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

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

¹ This is because the *Water Services Code of Conduct (Customer Service Standards) 2013* and our water licence only require us to have a hardship policy for any water services we provide to residential customers.

² Clause 19 of the *Water Services Code of Conduct (Customer Service Standards) 2013* defines financial hardship as "being in an ongoing state of financial disadvantage in which the customer's ability to meet the basic living needs of the customer or a dependant of the customer would be adversely affected if the customer were to pay an unpaid bill for a water service supplied in respect of the place used solely or primarily as the customer's dwelling".

Payment plans

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

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

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

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

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

Debt reduction and collection

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

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

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

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

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

Useful information

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

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

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

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

To receive a concession you must:

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

Seniors Cards (SC)

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

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

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

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

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

- (b) as at 1st July of the current financial year
- be the owner or co-owner of the property or have a right to reside at the property under the terms of a will (documentation required).
 - reside at the property under the terms of a will (documentation required).
 - occupy the property as your 'ordinary place of residence'.
- (c) have registered with the Council or Water Corporation.

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

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

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

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

The FCAWA's contact details are:

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

Fees and charges/

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

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

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

Complaints handling

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

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

The Energy & Water Ombudsman's contact details are:

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

Approval and review

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

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

Our contact details

You can contact us at:

Shire of Morawa
In Person 66 Winfield Street Morawa WA 6623
Postal Address PO Box 14, Morawa WA 6623
Phone: (08) 9971 1204
TTY 1800 555 727
TIS 131450
Fax: (08) 9971 1284
Email: admin@morawa.wa.gov.au

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

Adopted Council Meeting 20/02/2014
Reviewed Council Meeting 22/07/2015

4.1 OCCUPATIONAL HEALTH & SAFETY POLICY

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

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

The objectives of this policy are to achieve;

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

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

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

Safety Committee – Terms of Reference

Composition:

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

Employee Representatives:

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

Safety Adviser Local Government Insurance Services
(LGIS) Regional Risk Co-ordinator

Meetings:

The Safety Committee shall meet quarterly.

Functions:

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

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

These functions will be reviewed annually.

Policy on Employee Hearing Testing

The Morawa Shire Council will provide all employees considered to be at risk of hearing loss through exposure to noise at work with Baseline Audiometric testing within 12 months of being employed.

Those who are considered to be at risk are those who by the nature of their work are exposed to noise levels above the "action level" as defined in the Occupational Safety and Health Regulations 1988.

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

All audiograms shall be conducted in accordance with WorkSafe requirements, as per the Workers Compensation and Rehabilitation Act and Regulations.

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

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

Exit audiograms: if an employee has had a baseline audiogram for any reason while in Council's employ, then Council may require that employee to submit to an exit audiogram.

Responsibilities for Safety

We all have a responsibility for safety in the workplace:

Senior Management will:

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

Employees will:

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

Safety and Health Representatives will:

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

Council will:

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

Hazardous Materials Purchasing

1. Hazardous Materials are defined as being:

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

They include:

Petrol, Herbicides/Pesticides, Diesel, Oils, Polishes, Hydrochloric Acid, Paints, Solvents and Cleaning Agents.

2. Hazardous materials are to be purchased only with the approval of the Principal Works Supervisor or the Chief Executive Officer.
3. Material Safety Data Sheets (MSDS's) are to be provided **by the Supplier** in all consignments of hazardous materials.
4. In the event that the MSDS is not received with the hazardous material (and its MSDS is **not** in the file), the material is **not** to be used until such time as the MSDS is provided.
5. At least one copy of the MSDS for the hazardous material is to be kept in the HAZARDOUS MATERIALS MSDS file.

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

Staff Occupational Safety Training

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

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

2. In fulfilling its obligation to train its employees, Council may use various methods including external training courses, internal training courses, on the job side by side training or an appropriate mix of these methods.
3. In relation to on the job side by side training, the officer responsible for the coordination of training shall ensure that training of this nature is structured and regularly monitored to ensure:-

- The employee undergoing training is aware of the skills necessary for the job and other related jobs;
- The methods/practices demonstrated are correct and most effective necessary for the job;
- The person undergoing training is aware of the relationship of the skills obtained to the attainment of external qualifications/accreditation.

Induction Procedure

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

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

To facilitate this procedure – the attached induction checklist shall be used. This form shall be signed by the Supervisor and the new employee at the completion of the session.

1. Personal Protective Equipment/Clothing

1.1 General

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

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

1.2 Clothing Policy

1.2.1 Regular Outdoor Employees

A regular outdoor employee for the purpose of this document is defined as a person whose regular daily duties require them to be in the direct sunlight on a daily and continuous basis which exceeds periods of more than one (1) hour.

The following outdoor employees, because of the nature of their activities will be subject to the dress requirements detailed as follows in clauses (i) to (v):-

- Works outdoor staff
- Parks and Gardens outdoor staff
- Maintenance staff
- Field Supervisory staff

(i) Standard of Dress

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

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

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

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

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

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

(ii) Long Shorts Provisions

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

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

Work procedures where long trousers must be worn:-

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

Where staff are working in shallow trenches, long shorts may be worn where excavation and drainage are in excess of one (1) metre depth, it is required that staff working within the trench area wear long trousers or overalls or other PPE as instructed by their supervisor.

(iii) Use of Sunscreen Cream

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

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

(iv) High Visibility Clothing

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

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

(v) Supply and Use of Safety Sun Glasses

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

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

(vi) Safety Footwear

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

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

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

1.3 Supply of Protective Clothing/Equipment

1.3.1 General

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

Once employees are issued their PPE/C and instructed in its use, they are bound under Section 20.2(b) of the Occupational Safety and Health Act, to correctly and properly use this equipment as instructed. Failure to comply with this directive would invoke normal disciplinary action.

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

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

Personal protection clothing/equipment will be issued by the Shire of Morawa annually, however replacement of the item may be authorised at the discretion of the supervisor for fair wear and tear reasons. Any staff member that alters issued personal protective

clothing/equipment without prior authorisation of the supervisor will be responsible for the replacement of the clothing/equipment to the standards set within this policy.

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

1.3.2 Regular Outdoor Employees

(a) Clothing

All regular outside employees shall be issued with the following Personal /Protection Clothing by the Shire of Morawa.

The initial issue of clothing to permanent staff shall be:-

- 1 x Safety boots
- 5 x Shirts – Long Sleeve
- 1 x Wide brimmed hat
- 1 x Vest – High Visibility
- 5 x Trousers long – where long shorts not requested OR
- 2 x Trousers long plus 3 x long shorts – where long shorts requested
- 1 x Safety glasses

(b) Equipment

All staff shall be issued with the following protective equipment by the Shire of Morawa on a needs basis as determined by the Supervisor, and this equipment is to be classed as a personal issue, and must be kept in good order, and maintained by the staff.

- 1 x ear muffs
- 1 x drink container
- 1 x respirator
- 1 x chaps
- 1 x gloves
- 1 x sun screen (SPF 30+)
- 1 x hard hat

Any other safety equipment deemed appropriate by the Supervisor.

(c) Non Permanent Staff

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

1.3.3 Replacement and Return of Protective Equipment/Clothing

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

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

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

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

1.4 Consultation

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

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

1.5 Education

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

1.6 Immunisations – Council Staff

Council to provide and arrange full immunisations for those staff expected to be exposed to conditions that could lead to disease. Example is Hepatitis B injection for any worker required to handle recycled Sewerage (waste) water.

Adopted Council Meeting 21/08/1996
Amended Council Meeting 22/12/2005
Reviewed/Amended Council Meeting 22/07/2015

5.1 CODE OF CONDUCT

Council observes the following Code of Conduct for elected members and staff at all times.

Preamble

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

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

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

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

Role of Elected Members

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

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

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

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

Code of Conduct for Elected Members & Staff

1. Conflict and Disclosure of Interest

Conflict of Interest

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

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

Interest

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

Disclosure of Interest

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

2. Personal Benefit

Use of Confidential Information

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

Intellectual Property

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

Improper or Undue Influence

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

Gifts or Bribery

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

3. Conduct of Members and Staff

Personal Behaviour

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

Honesty and Integrity

Members and staff will:

- (i) observe the highest standards of honesty and integrity; and avoid conduct which may suggest any departure from the standards;
- (ii) bring to the notice of the President any dishonesty or possible dishonesty on the part of any other member, and in the case of an employee to the Chief Executive Officer;
- (iii) be frank and honest in their official dealing with each other.

Performance of Duties

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

Compliance with Lawful Orders

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

Administrative and Management Practices

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

Corporate Obligations

- (a) Standard of Dress

Staff are expected to comply with neat and responsible dress standards at all times. Management reserves the right to raise the issue of dress with individual staff.

- (b) Communication and Public Relations

- (i) All aspects of communication by staff (including verbal, written or personal), involving Local Government's activities should reflect the

- status and objectives of that Local Government. Communications should be accurate, polite and professional.
- (ii) As a representative of the community members need to be not only responsive to community views, but to adequately communicate the

attitudes and decisions of Council. In doing so members should acknowledge that:

- as a member of the Council there is respect for the decision making processes of the Council which are based on a decision of the majority of the Council;
- information of a confidential nature ought not be communicated until it is no longer treated as confidential;
- information relating to decisions of the Council on approvals, permits and so on ought only be communicated in an official capacity by a designated officer of the Council;
- information concerning adopted policies, procedures and decisions of the Council is conveyed accurately.

Relationships between Members and Staff

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

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

Appointment to Committees

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

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

4. Dealing with Council Property

4.1 Use of Local Government Resources

Members and staff will:

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

4.2 Travelling and Sustenance Expenses

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

4.3 Access to Information

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

Adopted Council Meeting 19/12/1996
Amended Council Meeting 16/12/2004
Reviewed Council Meeting 22/07/2015

5.2 STAFF – NEW POSITIONS

The establishment of any new positions or the discontinuation of an existing position shall be approved by Council.

Adopted Council Meeting 16/3/2000
Amended Council Meeting 20/12/2007
Reviewed Council Meeting 22/07/2015

5.3 TEMPORARY / CASUAL STAFF

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

Adopted Council Meeting 16/3/2000
Amended Council Meeting 20/12/2007
Reviewed Council Meeting 22/07/2015

5.4 STAFF HOUSING

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

Any employee utilising Shire provided housing is required to establish a \$1,000 Bond to be used in the event of additional cleaning or maintenance (outside normal wear and tear) required to a Shire owned or leased property at that employee's departure from the organisation. The preference to the Bond structure, either cash and/or accrued leave entitlements is to remain at the discretion of the new employee.

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

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

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

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

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

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

Morawa Shire Housing Rental Policy

- Water Charges – all water charges are met by Council in consideration of occupiers undertaking reasonable garden maintenance.
- Equipment use – use of minor gardening equipment such as lawn mowers and whipper snippers is permitted by liaising with the Principal Works Supervisor. Normal mechanical checks to be undertaken prior to use (fuels & oils).
- Maintenance – minor maintenance items should be initially assessed by the tenant. Contact to be made with the Shire Office if a tradesman or major works are apparent.
- Gardens – Morawa Shire will be responsible for replacement of native and existing plants. Direct purchased manure, fertilizer, seedlings and any annual or exotic plants remains the responsibility of the tenant. Approved reticulation systems are to be installed at Council's expenses. Provision of top-dress soil, mulch (if available) can be arranged through the Principal Works Supervisor at no cost.

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

Adopted Council Meeting 16/3/2000
 Amended Council Meeting 20/12/2007
 Reviewed Council Meeting 22/07/2015

5.5 SEXUAL HARASSMENT

Council observes the following policy in relation to sexual harassment:

Sexual Harassment Policy

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

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

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

- Deliberate and unnecessary physical contact such as patting, pinching, fondling, kissing, brushing against, touching.
- Subtle or explicit demands for sexual activities or molestation.
- Intrusive enquiries into a person's private life.
- Uninvited and unwelcome jokes that have a sexual and/or sexist undertone.
- Unsolicited leers and gestures of a sexual nature and the display within the workplace of sexually offensive material.

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

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

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

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

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

Complaints / Grievance Procedure

Introduction

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

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

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

Procedure

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

2. A person receiving a complaint of sexual harassment will:-
 - Decide, in consultation with the complainant, whether the matter can be resolved at this level, or whether it should be referred to a more senior level of management.
 - Assure the complainant that all details of the complaint will be treated confidentially and allow the person to decide on procedure.
 - Prepare a confidential report for the Chief Executive Officer on the nature of the complaint and ensure follow-up reports are provided until the matter is resolved.
 - Ensure no information regarding the complaint is discussed outside this procedure.
 - In a case where a union representative receives the complaint, Chief Executive Officer is to be advised of the details of the complaint.

3. The person handling the complaint, whether it is the person who received the complaint or a more senior person, will, with the approval of the complainant:-
 - As soon as possible, advise the alleged harasser of the nature of the complaint and provide an opportunity for that person to comment. Where appropriate the alleged harasser should be invited to discontinue any perceived unwelcome behaviour.
 - Advise the alleged harasser of the right to contact their Union for advice and representation.
 - Advise the alleged harasser that no disciplinary action will be taken without the person being given the opportunity to be heard.
 - Keep simple, brief notes of the facts of the interviews held with both the complainant and alleged harasser.

4. If it is not possible to resolve the complaint simply by discussion with the complainant and the alleged harasser:-
 - The matter will be investigated and where the complainant or the alleged harasser is a member of a Union, the Union will be party to the investigation.
 - All documentation relating to the complaint will remain confidential and will not be produced or made available for inspection, except on the order of a Court or a request from the Commissioner of Equal Opportunity.
5. During the period of the investigation of a case of serious sexual harassment:-
 - If requested by either party or by management, alternative working arrangements may be made.
6. If, following investigation and resolution, a complaint is judged to have foundation:-
 - Appropriate remedial action will be taken including where appropriate disciplinary / counselling action appropriate to the circumstances and/or seriousness of the matter.
 - A record of the detail of the disciplinary action will remain on the employee's personal file for a period of 12 months, whereupon the record will be destroyed unless otherwise decided by the Chief Executive Officer.
7. If, following investigation, a complaint is judged to have no foundation:-
 - The complainant will be counselled, and if it is considered that the complaint was made frivolously or maliciously, disciplinary action may be taken against the complainant.
 - Continued reference to a complaint and its aftermath could be considered as either a continuing or a new incident of harassment.

Adopted Council Meeting 17/08/1995
Amended Council Meeting 20/12/2007
Reviewed Council Meeting 22/07/2015

5.6 REMOVAL EXPENSES FOR NEW EMPLOYEES

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

Adopted Council Meeting 22/04/1999
Amended Council Meeting 16/04/2003
Reviewed Council Meeting 22/07/2015

5.7 INSIDE STAFF UNIFORMS

- Council supports the wearing of a Corporate Uniform for Councils Administrative Staff. In line with this, Council will purchase clothing to the value of the annual allocation as outlined below. Any purchase over the annual allocation amount is to be reimbursed by staff. It is permitted that this be done by way of salary deduction arrangements.
- Chief Executive Officer per contract
- Executive Manager Development & Administration Per contract
- Manager Accounting and Finance \$500
- Other Office Staff \$300
- Principal Works Supervisor \$500
- Swimming Pool Manager \$300

Adopted Council Meeting 21/4/1994
Amended Council Meeting 20/12/2007
Reviewed Council Meeting 20/03/2014

5.8 PAYMENTS TO EMPLOYEES IN ADDITION TO CONTRACT OR AWARD

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

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

- (1) The employee's history and length of employment with the Council,
- (2) The employee's sick leave records; and
- (3) The employee's personal contribution to the progress of Council's objectives and Community well-being.

Council, after taking into account the aforementioned criteria, may agree to the awarding of the following gratuity:

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

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

Adopted Council Meeting 17/12/1997

5.9 HOUSING INCENTIVES PAYMENTS

A Staff housing incentive payment is applicable to all employees of Council not residing in Shire provided housing effective as of 1st July 2003 and to be reviewed annually as part of the normal budget process.

Housing Incentives Payments

Note: Additional Housing Incentive Payments (only relates to persons in their own premises).

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

Adopted Council Meeting 16/04/2003
Amended Council Meeting 20/12/2007
Reviewed/Amended Council Meeting 22/07/2015

5.10 ROSTERED DAYS OFF (RDO) POLICY FOR THE SHIRE OF MORAWA

It is the policy of the Shire of Morawa to provide employees and staff with Rostered Days Off (RDO).

The exception to this policy relates to the Chief Executive Officer of the Shire of Morawa.

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

Employees and staff are able to accrue one day's RDO for every nineteen days worked.

Employees and staff are unable to accrue in excess of three days RDO. Once this three day accumulation is reached, employees and staff are unable to accrue any additional RDO's until the accrued balance falls below three days.

The Chief Executive Officer retains the authority to instruct employees and staff to clear RDO's if the three day accumulation is reached.

Adopted Council Meeting 17/02/2005
Amended Council Meeting 20/12/2007
Reviewed Council Meeting 22/07/2015

6.1 FIRE BURNING PERIODS

The following fire burning periods are to be observed in the District of the Shire of Morawa. Appending information regarding camping or cooking fires, burning of garden refuse and rubbish to be adhered to and enforced by the appropriate Fire Control Officers.

Restricted & Prohibited Burning Times

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

Restricted Burning Period 15 October to 15 March

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

Prohibited Burning Period 1 November to 31 January

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

Camping or Cooking Fires (excluding gas BBQ's)

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

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

Bushfire Control Officers positions:

Chief Fire Control Officer
Deputy Chief Fire Control Officer
Morawa Town Fire Control Officer
West Pintharuka Fire Control Officer
Canna/Gutha Fire Control Officer
West Morawa Fire Control Officer
Koolanooka Fire Control Officer
East Pintharuka Fire Control Officer

Community Emergency Service Manager

Adopted Council Meeting 16/3/2000
Amended Council Meeting 20/12/2007
Reviewed Council Meeting 22/07/2015

6.2 SUSPENSION OF PROHIBITED BURNING TIMES

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

Adopted Council Meeting 16/3/2000
Amended Council Meeting 16/04/2003
Reviewed Council Meeting 22/07/2015

6.3 HARVEST BANS

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

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

Adopted Council Meeting 16/3/2000
Amended Council Meeting 16/04/2003
Reviewed Council Meeting 22/07/2015

6.4 BRIGADE MEMBERSHIP

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

Adopted Council Meeting 16/3/2000
Reviewed Council Meeting 22/07/2015

7.1 TENDERING & PURCHASE OF PLANT & EQUIPMENT

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

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

Adopted Council Meeting 16/03/2000
Amended Council Meeting 16/04/2003
Reviewed Council Meeting 22/07/2015

7.2 RUNNING HOURS ON OIL – GRADERS

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

Adopted Council Meeting 16/03/2000
Reviewed Council Meeting 22/07/2015

7.3 PRIVATE USE COMPONENT OF PLANT & EQUIPMENT

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

Adopted Council Meeting 19/02/1998
Reviewed Council Meeting 22/07/2015

7.4 PREVENTATIVE MAINTENANCE – PLANT & EQUIPMENT

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

Adopted Council Meeting 19/02/1998
Amended Council Meeting 20/12/2007
Reviewed Council Meeting 22/07/2015

8.1 BUILDING ACTIVITY ENCROACHING ON ROAD RESERVE

At no time prior to or following the commencement of any works on any lot within the boundaries of the Morawa Town site shall any tree be removed from a Street or Road Verge or otherwise altered in any way without the holder of the Building License first obtaining the written consent of Council.

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

Adopted Council Meeting 16/03/2000
Reviewed Council Meeting 22/07/2015

8.2 CULVERT COST – RURAL LANDHOLDERS

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

Adopted Council Meeting 16/3/2000
Amended Council Meeting 16/04/2003
Reviewed Council Meeting 22/07/2015

8.3 ROAD CROSSINGS FOR DEEP DRAINAGE

Preamble

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

The purpose of developing a policy in this instance is to ensure Council is keeping with community expectations, current trends and circumstances, and, to enable ratepayers to obtain immediate advice on such matters.

Council is keen to facilitate such measures providing Councils infrastructure, private land and other public assets are not compromised.

Council will form a panel consisting of the CEO, Works Supervisor and interested councillors to assist in orderly process.

Introduction

Landholders wishing to install deep drainage across Shire roads are advised the Councils current policy application approvals and subsidy requests is as follows;

- 1) Property Owners are to be encouraged to assess and plan the overall drainage issues pertaining to a particular property drainage region, including necessary formal mapping prior to any applications to implement drainage is considered by Council.
- 2) Where shire infrastructure likely is to be affected, Council is to assess the merits of a particular drainage application and its impact on localised areas and the overall drainage of that particular area prior to any decision or decision making process being implemented. In order to facilitate this, a copy of the **NOTICE OF INTENT TO DRAIN** is to be submitted to Council prior to, or concurrent with lodgement to, the Department of Agriculture.
- 3) Where a **NOTICE OF INTENT TO DRAIN** is required, it must be completed and approved by the Department of Agriculture prior to works commencing.
- 4) If a land owner wishes to discharge or divert water on, across, or through a road under the care and control of Council, and is prepared to do so in accordance with the following criteria, Council will contribute as indicated.

Drainage Criteria

Generally:

- a) All sub-surface drainage installations instigated and/or undertaken by land holder(s) shall be maintained solely by the land holder(s).
- b) All road crossing drains requested that are primarily for deep drainage treatments shall be a minimum of:
 - 600mm diameter Riblock polyethylene pipes
 - 600mm diameter steel wall and concrete lined pipes

- c) All road crossings are to be installed at the same time as the drainage excavations being undertaken.
- d) Drainage systems are to be designed and located so as to achieve optimal performance and should not be altered so as to utilise existing road crossings.
- e) Deep drains are not to be installed in such a manner that the drainage effluent flow is dammed or retarded unless it can be demonstrated that Council's infrastructure will not be compromised.
- f) Council will only contribute in the manner relayed below providing the aforementioned conditions have been met. Council will not reimburse any landowner for any works undertaken.

Contribution by Landowner is to be

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

Contribution by the Shire of Morawa:

Compaction and backfilling of the road crossing excavations.
Reinstatement of the road surface.

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

Adopted Council Meeting 21/10/2004
Amended Council Meeting 16/11/2006
Reviewed Council Meeting 22/07/2015

8.4 FENCING – RURAL ROAD RESERVES

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

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

Adopted Council Meeting 16/3/2000
Amended Council Meeting 20/12/2007
Reviewed Council Meeting 22/07/2015

8.5 SCHOOL BUS ROUTES

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

Council will endeavour to grade all local roads yearly or as required.

Adopted Council Meeting 16/3/2000
Reviewed Council Meeting 22/07/2015

8.6 STREET SIGNAGE

All street signage ordered shall be recognised in the standard Shire colours with logo. Town Street Signage to be white background with brown lettering, incorporating the Shire Logo, Sign trimmed in Brown.

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

Adopted Council Meeting 20/8/1998
Amended Council Meeting 17/02/2011
Reviewed Council Meeting 22/07/2015

8.7 BUSINESS DIRECTIONAL SIGNAGE

Council observes the following policy in relation to directional signs:

All signs are subject to MRWA design and specifications;

MRWA approval to be obtained for signs erected on Wubin-Mullewa Road and Winfield Street;

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

Sign specifications are:

White letters on blue background or white letters on brown background

Maximum 25 letters

Letters 120 mm high

Board width 200mm

Cost of signs to be borne by the business

Erection of signs to be undertaken by Council.

8.8 ROAD WIDTHS

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

8m Minimum Road Surface (10m cleared)

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

6m Minimum Running Surface (8m cleared)

All Other Rural Roads

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

Adopted Council Meeting 21/11/1996
Amended Council Meeting 20/12/2007
Reviewed Council Meeting 22/07/2015

8.9 PRIVATE WORKS

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

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

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

Adopted Council Meeting 12/06/1997
Amended Council Meeting 20/12/2007
Reviewed Council Meeting 22/07/2015

8.10 GRAVEL PIT USE & REHABILITATION

Council stringently observes the "Guidelines for the Planning, Operation and Rehabilitation of Gravel Pits" developed and attached. The Local Government "Gravel Pit Rehabilitation Model Policy" is to be observed in any dealings of gravel extraction and use.

Adopted Council Meeting 16/03/2000
Reviewed Council Meeting 22/07/2015

8.11 CROSSOVERS

Urban Areas and Rural Estates

- a) All crossovers shall be constructed to the approved Engineering specifications under the supervision and to the satisfaction of the Principal Works Supervisor. Owner/agent shall arrange for construction.
- b) The crossover shall be paved utilising bituminous surfacing, in situ concrete, paving bricks or blocks.

- c) Council shall contribute (or subsidise) half the cost of a standard crossover (one crossover to a property) subject to the crossover being deemed to conform to the specifications. Councils' maximum contribution per crossover shall be \$250.00.
- d) The subsidy shall apply to industrial, commercial and grouped dwellings as well as single residential. In the case of strata titles, a subsidy shall apply to each crossover up to the number of dwellings.
- e) Crossovers, eligible for subsidy must be claimed for at the subsidy rate that applies in the financial year construction is completed. Council will not contribute, retrospectively for existing crossovers or for crossovers installed without the Principal Works Supervisors supervision.

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

Crossover Maintenance

Council shall not be responsible for maintenance of crossovers. Upon completion of construction, the maintenance and up keep of the crossing to a safe and trafficable standard becomes the responsibility of the property owner.

Bonds

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

Crossover construction/reconstruction as a condition of the building license shall not be required if the value of the license is less than \$5,000 or the building work involve only minor works (e.g., pergola, shed, pool, patio, toilet) but shall apply to all building licenses for structures accessible to vehicles.

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

Adopted Council Meeting 16/04/2003
Reviewed Council Meeting 22/07/2015

9.1 LIQUOR PERMITS

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

Town Hall

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

Sporting Complex

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

Oval & Function Room

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

All Police liquor licensing requirements must be met by the applicant.

Adopted Council Meeting 16/03/2000
Reviewed Council Meeting 22/07/2015

9.2 HIRING & USE OF COUNCIL RECREATION FACILITIES

It is a Shire of Morawa requirement that a prepaid cash bond of \$500.00 (at the discretion of the CEO) is provided by each hirer prior to the hire of the following facilities:

- Hire of the Greater Morawa Sports Ground Function Room and Kitchen
- Hire of the Morawa Town Hall and Morawa Lesser Hall (including Charitable and Community Groups)
- Hire of the Gutha Hall

- Hire of the Indoor Morawa Sporting Complex, Stadium, Meeting Room and Kitchen
- Hire of the Morawa Community Bus

It is a Shire of Morawa requirement that all hirers are required to complete a standard hire form which must be lodged with the shire seven days prior to the requested booking. If the hirer is to be consuming liquor at any of the Shire's facilities, an application to consume liquor form must also be lodged with the hire form. All hirers will be given an emergency response plan for the facility being hired which must be notated by the higher in the hire form, that is has been sighted and will be relayed to all members of the group in attendance.

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

Morawa Shire Hall

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

Sporting Complex

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

Oval & Function Room

- (a) In recognition of regular use, sporting bodies can choose to negotiate an annual levy for hire in lieu of normal hourly rates. Setting of the levy to be approved by Council, and incorporated into a Facility Usage Agreement.
- (b) Requests for Oval function Centre hire will be approved by appropriately qualified staff
- (c) An emergency response plan will be situated within both Halls for easy access to the public in the event of an emergency.
- (d) The cleaning of all facilities, including change rooms is directed by the adopted guidelines attached.
- (e) Shire staff will inspect hired premises directly after hire to ensure that cleaning requirements of the hirer have been fulfilled.
- (f) At the discretion of Council, the cost to repair any damage caused by any persons, other than normal wear and tear will be added to the hire or levy charge.
- (g) Hiring of the Oval & Function Room to casual users to be prohibited while the Shire Office is closed in the period between Christmas and New Year.

Swimming Pool

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

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

No School No Pool

School aged children will not be admitted to the swimming pool during school hours except on school sanctioned activities or excursions;
School aged children who have been absent from school without valid permission will not be admitted to the swimming pool that day.

Managing Inappropriate Behaviour at the Swimming Pool

The swimming pool is provided by the Shire for the safe enjoyment of all patrons. Patrons who fail to obey the posted rules fail to obey the reasonable directions of the Swimming Pool Manager or behave in a manner that interferes with the safety or enjoyment of other patrons may be evicted from the pool. Exclusion from the pool will be at the discretion of the Swimming Pool Manager but may include, depending on the time of the offending behaviour:

- For a first offense exclusion for the remainder of that session, that day or the next opening day;
 - For a second offense or a more serious offense exclusion for a week;
 - For a third or subsequent offense, exclusion for the remainder of the season.
- Persons who trespass on the pool grounds outside opening hours will be excluded for the remainder of the season.
- Nothing in this policy is intended to exclude the involvement of the police for seriously offensive, anti-social, dangerous or criminal behaviour.

Morawa Youth Centre

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

Any variation of this policy will be at the discretion of the CEO and liaison between the CDO and Shire Councillors.

Adopted Council Meeting 16/03/2000
 Amended Council Meeting 17/02/2011
 Reviewed Council Meeting 22/07/2015

9.3 MORAWA CARAVAN PARK – OCCUPANCY CONDITIONS

Council advise through its caretaker, if available, that the following conditions of occupancy are to be observed:

1. General

- 1.1 When caretaker not in park, please help yourself to a site and power.
- 1.2 All site fees shall be paid in advance to caretaker or Shire Administration Officer
- 1.3 The registration numbers of car and caravan are required to be registered.
- 1.4 All sites are to be vacated by 1pm on the day of departure, failing which an additional days charge applies.
- 1.5 Guests are requested to report any damage or faulty equipment to the Caretaker.
- 1.6 Guests on completion of their stay must vacate the park by 10.00am

2. Rules

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

3. Termination of Occupancy

- 3.1 Failure of a guest or any person associated with a guest to comply with any of the above rules and conditions of occupancy, shall entitle the management on behalf of the Shire to terminate the defaulting of guest's occupancy, which shall forthwith come to an end and the guest shall immediately vacate the park.
- 3.2 Termination of a guest's occupancy upon the breach of any of the rules and conditions of occupancy shall not entitle the departing guest to any refund of tariffs paid in advance, which may be retained by the Shire as and by way of liquidated damages.

Adopted Council Meeting 16/06/1994
Amended Council Meeting 22/12/2005
Reviewed Council Meeting 22/07/2015

9.4 SWIMMING POOL – YEARLY OPENING & CLOSING

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

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

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

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

9.5 HIRERS CLEANING POLICIES

As contained on the following pages.

Adopted Council Meeting 16/04/2003
Reviewed Council Meeting 22/07/2015

Morawa Sporting Complex
Cleaning Responsibilities
Responsibilities of Hirer / Regular User

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

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

All rubbish bins have been emptied, rubbish removed and bin liners replaced as necessary;

Notification of Problems

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

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

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

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

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

Notification of Problems

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

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

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

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

All benches, pie warmers and stoves are to be wiped down after use.

Dishes to be washed and put away.

Main Hall floor is to be swept if dirty. Please DO NOT mop the main hall floor. All cleaning materials are provided.

Chairs and tables are to be restacked after use.

All lights must be switched off, heater in Lesser Hall switched off, if used, PA system switched off, if used, and all external doors locked.

Rubbish bins are to be emptied into the bins provided outside the kitchen.

Fridges are to be left clean and tidy with doors open for airing when not in use. All electrical appliances such as ovens to be turned off.

Toilets to be left in a clean and tidy manner.

Ensure that stage area is left in a clean and tidy condition, if used.

Notification of Problems

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

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

9.6 MORAWA MARKETS POLICY

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

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

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

Adopted September 2012

9.7 MORAWA VOLUNTEERS

In recognition for the valuable contribution made by volunteers in the Morawa community the Shire:

Agree to hold an annual event to thank those volunteers for giving their time.

The event will be on the third Thursday of October each year to follow the Ordinary Meeting of the Council.

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

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

- FESA
- SES
- St John Ambulance
- Tourist Centre
- RSL
- CWA
- Red Cross
- Lions Club
- Historical Society
- Hospital Auxiliary
- Northern Districts Community Support Group
- Op Shop
- And any general volunteers at the discretion of the Shire President and CEO

The Community Development Officer will confer with Shire President and CEO on the event arrangements in August of each year

Adopted May 2013

Reviewed/Amended Council Meeting 22/07/2015

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

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

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

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

ELIGIBILITY FOR NOMINATIONS

- All individuals being nominated must be an Australian Citizen.
- If an event is being nominated, a majority of members of the nominated group must be residents of the Shire of Morawa.
- Nominees for Citizen of the Year or Young Citizen of the Year must be residents of the Shire of Morawa **or** who conducts work in the area that benefits the Morawa community and whose achievements and service for others has had a widespread influence on the local community.
- To be eligible for 'outstanding community contribution by a local citizen under 25 years of age', nominees must be under 25 years of age on the day that the award is received.
- Self-nominations are not accepted.
- Only one person may be nominated per Nomination Form.

SELECTION PANEL

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

CONDITIONS OF ENTRY

- The nominator must be a resident and/or ratepayer of the Shire of Morawa and must provide their full name and residential address and must disclose any relationship to the nominated person.
- The nomination form must be complete to be eligible for consideration.
- The name, address, contact details and signature of the two referees supporting the nomination must be supplied.
- The nominator and the two referees must have signed the Nomination form if it is to meet the criteria.
- Council employees are not eligible to make nominations.
- The Shire of Morawa must receive all nominations by no later than **5.00pm on 30th November each year**.
- All nomination information and material submitted remains the property of the Shire of Morawa.
- The decision of the Selection Panel is final and no correspondence will be entered into.

NOMINATIONS SHOULD BE ADDRESSED AND FORWARDED AS FOLLOWS:

“CONFIDENTIAL”

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

Adopted 19/09/2014

9.9 USE OF SOCIAL MEDIA FOR PUBLICITY

OBJECTIVE

The use of social media is growing rapidly and this Policy is designed to prepare the Shire of Morawa (“the Shire”) for participation in social media a positive manner as a means of marketing and promoting the Shire of Morawa and Youth Centre activities.

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

POLICY STATEMENT

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

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

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

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

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

Official Use of Social Media

Official use refers to communication carried out from one of the Shire’s own social media channels (such as the Shire of Morawa or Youth Centre Facebook page), or when an employee posts on an external channel as an authorised Shire representative (for example, when answering a question posted on a public forum).

Who is authorised to Comment

Before engaging in social media activity as a representative of the Shire, employees must become authorised to comment. Employees may not comment unless authorised to be a representative spokesperson of the Shire. To be authorised to comment or be an authorised spokesperson, employees must have the explicit approval of the CEO. The sole Officer that is permitted to use the Youth Centre Facebook account is the Community Development Officer (CDO).

Authorised Officers must:

- Be open about their relationship with the Shire and that they are representing the Shire in a professional capacity;
- Post information that is accurate, fair and through;
- Refer to another Officer to check information before it is posted;
- Professional, relevant and responsive;
- Ensure all content matches the quality standards of the Shire;
- Ensure they are not the first to make an announcement, unless authorised to do so;
- Avoid any type of controversial topics and allow the EMCE to inform the community via the approved channels;
- Comment only on their areas of expertise and experience;
- Ensure any errors are corrected as soon as they are discovered;
- Be polite and respectful in all comments; and
- Abide by Facebook's own terms of use.

Authorised Officers must not:

- Post material that is discriminatory in any way, obscene or offensive, defamatory, overtly sexual or explicit;
- Threatening or describing violent events or behaviors;
- Refers to or encourages the use of illegal drugs;
- Illegal or encouraging of illegal behaviors (including the violation of current Australian copyright laws);
- Harassing or hateful to an organisation or person, including the Shire of Morawa, our employees, stakeholders, associates and suppliers;
- Discuss Local Government Elections and candidates;
- Spam, repetitive and non-relevant;
- Selling or advertising by commercial enterprises;
- Relates to religious, political or cultural beliefs;
- Comments not topically related to the particular social medium being commented on; and
- Comment or post any material that might otherwise cause damage to the Shire's reputation or bring it into disrepute.

The above criteria will also be expected from users of the Service, and if this is not adhered to then such posts will be removed and they will be blocked from posting on the Shire's social media platforms.

Responding to Posts

Authorised officers will act as administrators and at their discretion not every comment / post will receive a response, any comments that are responded to, will be during normal business hours.

If a comment or post requires a formal response they will be directed to put their comment / query in writing using the postal address.

The Act of Liking a Post

The act of the Shire 'following' or 'liking' an individual person, group, organisation, business, event or location through the social media platforms does not indicate the Council or the Shire endorses the views, products, services or activities pertaining to the 'followed' or 'liked' group, business or entity. We are not necessarily directly affiliated with and do not endorse any advertisement that may appear when viewing our page, unless stated otherwise.

Personal Use of Social Media

This policy does not intend to stop employee's personal use of social media; however the policy does apply to personal social media when the employee chooses to identify themselves as an employee of the Shire, or makes reference to the Shire, its services, the Council or other Shire staff.

Employees are personally responsible for content published by them on any form of social media platform. Employees should not rely on a site's security settings to guarantee privacy. Comments or photos posted on one site could potentially be used on others under the terms and conditions of many social media platforms.

Employees should be aware of and understand the potential risks and damage to the Shire that can occur, either directly or indirectly, from their personal use of social media and should comply with this policy to ensure that the risk is minimised.

To avoid breaching this policy employees must:

- Only disclose and discuss publicly available information;
- Ensure that all content published is accurate and not misleading and complies with all relevant Shire policies and other government requirements;
- Expressly state that stated views are personal and are not representative of the Shire;
- Behave politely and respectfully; and
- Abide by the terms of use for using the social media platform or website, and adhere to legislation including copyright, privacy, defamation, contempt of court, discrimination, harassment and any other applicable laws.

Employees must not:

- Post material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, infringes copyright, constitutes a contempt of court, discloses other people's personal information, breaches a Court suppression order, or is otherwise unlawful;
- Imply that they are authorised to speak as a representative of the Shire, nor give the impression that the views expressed are those of the Shire;
- Use the identity or likeness of another employee, contractor or member of Council;
- Use their Shire email address or any Shire logo or insignia, which may give the impression of official support or endorsement of their personal comment;
- Use or disclose any confidential information or personal information obtained in their capacity as an employee or contractor of the Shire;
- Post material that is, or might be construed as, threatening, harassing, bullying or discriminatory towards another employee, Councillor or contractor of the Shire; and
- Comment or post any material that might otherwise cause damage to the Shire's reputation, commercial interests or bring the Shire into disrepute.

Compliance

Depending on the circumstances, non-compliance with this policy may constitute a breach of employment contract, misconduct under the Shire's Code of Conduct, sexual harassment, discrimination, or some other contravention of the law. Failure to comply with the policy may

result in disciplinary action and, in more serious cases, may result in termination of employment.

The Shire reserves the right to remove any material that contravenes this policy from its own social media platforms.

Identifying Inappropriate Use

Where an employee becomes aware of inappropriate or unlawful on-line content that relates to the Shire of Morawa or content that may otherwise have been published in breach of this policy, the situation and circumstances should be reported immediately to the Chief Executive Officer for assessment.

Adopted 19/09/2014

Reviewed/Amended Council Meeting 22/07/2015

10.1 RURAL SUBDIVISION

A rural subdivision policy has been formulated to guide Council in the assessment of subdivision applications relating to rural land. The objectives of the Scheme with regards to rural land are as follows:

to ensure the continuation of broad-hectare farming as the principal land use in the District and encouraging where appropriate the retention and expansion of agricultural activities;
to consider non rural land uses where they can be shown to be of benefit to the District and not detrimental to the natural resources or environment;
to allow for facilities for tourists and travellers and for recreation uses.

Subdivision in the rural zone creates a number of concerns wherein it may:
place undue pressure on the provision of services and facilities;
compete for the use of rural land for agriculture;
be incompatible with existing agricultural practices;
reduce land use options on adjacent lots; and
compromise rural amenity, landscape and the environment.

In order to protect the future agricultural land use within the Shire of Morawa it is advised that the *Shire of Morawa Town Planning Scheme No 2* permits subdivision of rural land in the following circumstances:-

the lots have already been physically divided by significant natural or man-made features which preclude the continued operation of a farming property as a single unit (unless adjoining land could be similarly subdivided and thereby, by the process of precedent, lead to an undesirable pattern of land use in the area or in lots too small for uses compatible with the prevailing use in the area or in ribbon development alongside roads);

the lots are for farm adjustments;

the lots are for specific purposes such as recreation facilities and public utilities; or

the lots are required for the establishment of uses ancillary to the rural use of the land or are required for the traveling public and tourists (such as service stations and motels).

Council will not support the subdivision of rural land resulting in the creation of lots smaller than 20 hectares.

Adopted Council Meeting 15/11/2001
Reviewed Council Meeting 22/07/2015

11.1 INCENTIVES FOR INVESTMENT

Introduction

The Morawa Incentives for Investment Program is a key element of the Morawa Shire Council's approach to encouraging business investment and economic development for the district through assisting:

Local businesses looking to expand into new areas;
Businesses relocating into the district;
New enterprises to establish in the district.

The objectives of the Morawa Incentives for Investment program are:

To increase the size of the local population (market);
To assist development of sustainable enterprises and industries;
To increase employment and investment in the Morawa district;
To assist the growth of value adding businesses in the region.

The program is targeted at all levels of business, particularly small to medium sized enterprises.

Criteria

All initial discussions will be treated as commercial-in-confidence.

Projects will be considered on their merits; they will be assessed using the following criteria and the incentive program will not be made retrospective.

Core Criteria

Employment Created

The number and type of employment created and the likely sustainability of this employment.
Note: Both direct and indirect employment will be considered.

2. Revenue Generation for the District

The amount of revenue the investment brings to the district in dollar terms. This includes the cost of construction and input / output figures.

3. Multiplier Effect to Other Existing Sectors

The downstream positives an investment creates for existing sectors in the district and the economic and employment factor levels.

4. Value Adding to Other Sectors

The ability for the investment to value-add to products created in the district, thus strengthening the economic fabric of the Morawa, leading to sustainability.

Other Important Criteria

5. Export Potential / Import Replacement

The export or import replacement created by an investment.

Note: This will be considered at the two levels – international export/import replacement and regional export/import replacement.

6. Environmental Issues

Compatibility with the local environment and any positive or negative impacts of an investment. This includes compatibility with Council and associated planning instruments.

7. Social Issues

The impact on the local social environment and any positive or negative results of a proposal. Investments, which enhance the social character of the township, will be considered desirable.

8. Likely Revenue Flow to Council / Infrastructure Enhancement

Additional revenues (via rates, etc.) an investment brings to Morawa. This will assist Councils cash flow and results in better facilities and services for the town's residence and businesses.

To be eligible, firms must provide evidence of business planning, documenting anticipated investment and employment levels over 3 years and demonstrate the long-term sustainability of the proposed business.

All business sectors are eligible under this policy and the level of incentive will be directly related to the relationship with assessment criteria.

Assessment

The Chief Executive Officer, will make assessments on a case-by-case basis. Financial resources of an applicant firm and the background of their location, establishment or expansion will be taken into account.

The final approval for any assistance will remain with the Morawa Shire Council.

Types of Assistance

The Morawa Incentives for Investments program provides a range of incentives, primarily focused at local authority fees and charges associated with investment. The primary aim is to minimise any initial cost impediments that firms face when establishing or expanding their operation.

The types of incentives offered are in the following areas:

1. Investment Facilitation: The CEO can undertake to facilitate all applications with the firm, minimizing any potential delays associated with such applications.

Contributions required by Council, for such items as road maintenance and supporting infrastructure development associated with new industrial buildings may be deferred or reimbursed.

Contributions required for utilities infrastructure (i.e. Headworks – electricity, water, sewerage), maintenance and development associated with new industrial buildings may be deferred or reimbursed.

Application Fees: Business application fees (e.g. Building, etc) incurred by an investor in relation to a project may be discounted.

Council Rates: Contributions for council rates, associated with the proposed site for the investment, may be deferred or progressive payments implemented.

Site works: Depending on the type of facility, the Council may provide assistance in carrying out earthworks on industrial land. There is also a provision to assist with earthworks for new housing developments.

Environmental and Health: Depending on the type of facility, the Council may provide assistance in this area to facilitate the establishment of a new project.

Possible financial assistance may be available to actually build industrial/commercial premises, i.e. low interest loans or self-supporting loans.

Other types of incentives offered are in the following areas:

Access to inexpensive industrial and commercial land.

Access to inexpensive residential land.

Application Procedure

Applications under the Morawa Incentives for Investment program will only be accepted after a site visit or an appointment with the Chief Executive Officer.

Firms applying under this program should outline their proposal and case for assistance, specifying the areas / incentives of most significance to the project. A covering letter on company letterhead should be attached to the application.

Supporting documentation such as business plan, cash flow projections, estimates of project costs, finance sources and demonstration of past business success should be provided on request by the Shire.

Applications are to be lodged with Morawa Shire Council in Winfield Street Morawa, WA, 6623.

For assistance in preparing an application, contact the CEO on (08) 99711 204 or email: ceo@morawa.wa.gov.au

Performance Monitoring

Information provided by business applying under the Morawa Incentives program will be used to determine conditions associated with offering an incentive. This will include commencement dates, employment targets and extent of works.

Incentives offered, will need the applicant's formal acceptance of the set conditions and any non-conformance could result in removal / withdrawal of assistance.

Upon acceptance of an offer, the firm agrees to allow the Shire to undertake ongoing monitoring of the impact such incentives provide.

Adopted Council Meeting 16/04/2003
Amended Council Meeting 16/12/2004
Reviewed/Amended Council Meeting 22/07/2015

11.2 CHARTER OF CORPORATE RESPONSIBILITY – ‘PARTNERS IN PROSPERITY’

Adopted Council Meeting 15/6/2006
Reviewed Council Meeting 20/03/2014
Deleted Council Meeting 22/07/2015

11.3 COMMUNITY CONSULTATION PLAN

The Shire of Morawa Plan for the Future – Strategic Plan has identified as one of its key actions to:-

“Prepare a community consultation plan as a communication mechanism to keep the Morawa public informed and involved in Shire activities.”

There is no current policy on Shire communications with the broader community. The Delegations Register refers to the following:-

“3 OTHER STATUTORY MATTERS NOT BEING DELEGATIONS

3.1 Media Releases

Delegation: The Shire President authorises the Chief Executive Officer to make media releases and to speak on behalf of the Shire of Morawa.

Objectives: To ensure that the public receives full, appropriate and timely information.

Guidelines: The President, or the Deputy President if President unavailable, should be consulted prior to matters of delicacy being discussed in public, however it is recognised that this may not always be possible. In this case, the CEO is to use discretion whether comment is to be made or not. Regardless, the CEO is not under any obligation to make any comment on any matter.

Conditions: Local Government Act 1995 Section 5.95.

Head of

Power: Local Government Act 1995 Section 5.41 (f).

History: Council Policy: *“Administration – 6. Media Relations (ADM 08)”*

Adopted: 16-3-2000

Amended: 16-12-2004

Reviewed: 22-12-2005”

It is essential that the community is kept well informed on all matters of relevance that will impact on the well-being and lifestyle of Morawa residents. A clear and unambiguous communication strategy should result in improved recognition, enhanced public perception and a growing reputation which will ultimately improve the image of the town and community amongst both existing and potential residents. Improved reputation and image thereby brings a sense of pride and achievement amongst all community residents.

There are many tools available to the Shire in undertaking the communication process. The official Shire of Morawa website has and will continue to provide an easily accessible means of the public being able to gain valuable information on a range of services and initiatives being undertaken and provided within the Morawa area. It is essential that the website is kept up to date with the latest information publicly available.

There are also many Shire of Morawa produced documents (i.e. Plan for the Future – Strategic Plan, Annual Budget, Annual Report, Disability Plan, Freedom of Information Statement, etc.) that are able to be publicly accessed. These also offer an enhanced means of communicating projects and initiatives being undertaken by or within the Shire of Morawa.

Public Communication

The Shire of Morawa Chief Executive Officer shall be authorised to initiate preparation of **Press Releases** and other publications that are positive and enhancing or protecting the image and reputation of the community of Morawa. Subject to budget constraints, the Chief Executive Officer may use the services of professional media consultants to assist in the Press Release preparation process.

The Shire of Morawa Chief Executive Officer shall be authorised to prepare monthly **public newsletters** highlighting key matters and issues of topical relevance and interest that Council have considered at its most recently completed meeting. Such newsletters shall be published in the Morawa Community Scene and, if considered necessary, displayed in main Winfield Street / Solomon Terrace shopfront windows.

Open, friendly and courteous communications shall be encouraged between all Shire of Morawa employees / staff and the general public. A **customer service** attitude is encouraged for all liaisons and interactions between Shire staff and all sections of the community. All requests for media comment, however, must be directed through the Shire of Morawa Chief Executive Officer.

On occasions, an **open public forum** invitation to the community may be required to discuss important issues of relevance and / or controversy that would be of common interest to the majority of the community. Such forums may only be arranged with the express and prior resolved approval of the Morawa Shire Council.

Internal Communication

It is important working in a close knit environment that **continuous and open communications** are adopted by the **entire workforce**. Whilst clear lines of supervision and management authority are acknowledged, all staff and employees are encouraged to provide direct and open feedback to relevant senior officers within the organisation. All ideas, recommendations and queries are invited to assist in creating a working environment which builds on the mutual trust and respect of the various individuals throughout the workforce. Open and informal dialogue is also encouraged between Councillors and each member of staff and employee of the Shire of Morawa.

It is also essential that **Councillors** are **kept informed on all official matters** of significance or importance to the well-being of the community of Morawa. This includes copies of official correspondence from industry and government bodies, including telephone messages and email advices that have a direct impact on the Shire and Morawa community. All official

means of Councillor communications must either be approved by the Chief Executive Officer prior to departure or sent through the Chief Executive Officer personally.

Adopted Council Meeting 21/9/2006
Reviewed Council Meeting 22/07/2015

11.4 INFRASTRUCTURE ASSET MANAGEMENT POLICY

1.0 Purpose

The purpose of this Policy is to provide the basis for and to guide the strategic management of the Shire's infrastructure assets in order to deliver the Shire's long term strategic objectives.

The purpose will be achieved by

- a) Developing and implementing an Asset Management Strategy
- b) Preparing and maintaining an Infrastructure Asset Management Plan
- c) Preparing operations and maintenance plans for each infrastructure asset class
- d) Maintaining up to date and validated Asset Management Systems and Processes that are aligned and integrated with the Shire's business practices

2.0 Scope

This Policy applies to infrastructure assets owned by Morawa Shire Council. The asset types covered are as follows:-

Roads assets comprising

Sealed and Unsealed Roads

Culverts

Railway Crossings

Road signs/features

Floodways

Kerbing

Footpaths

Buildings comprising

Council/depot

Public/civic

Recreation

Housing

Other assets comprising

Public/Civic Assets

Recreation Assets

Airport

Sewerage and Effluent Reuse Assets

An Infrastructure Asset Management Plan was prepared in 2011. A separate Asset Management Plan covers the sewerage and effluent reuse assets.

This Infrastructure Asset Management Policy covers all the Shire's infrastructure assets, including the sewerage and effluent reuse assets.

3.0 Objective

The objective of this Policy is to provide a consistent framework that is aligned and integrated with the Shire's business practices and is consistent with the State Government's Integrated Planning and Reporting requirements such that

- a) Infrastructure assets are managed in accordance with the requirements of relevant legislation;
- b) Infrastructure assets are managed in accordance current best practice, taking affordability into account;
- c) A "whole of life" approach is taken to operational, maintenance, renewal and acquisition plans;
- d) Funding levels to ensure that infrastructure assets deliver the required Levels of Service are identified and reported;
- e) Levels of Service and risks are taken into account in the development of operational, maintenance, renewal, and acquisition plans;
- f) The performance of infrastructure assets is measured and reported against the required levels of service and associated target performance levels;
- g) Infrastructure assets are accounted for in accordance with the requirements of the appropriate accounting standards and reporting requirements;

4.0 Organisational Context

The Shire's most recent Strategic Plan (Strategic Plan – Plan for the Future Facilitation Report 2010) includes a set of values that inform the development and management of the Shire as follows:-

- To provide open, consultative and accountable governance to the community;
- To provide strong leadership in support of the community and its future;
- To maintain the Shire and community's local identity;
- To encourage regional co-operation and sustainable strategic growth for the North Midlands;
- To provide innovative and creative solutions in support of delivering sustainable outcomes;
- To maximise mining company residential and employment investment at Morawa;

- To ensure that the marketing and selling of Morawa's tourism assets are maximized;
- To ensure that whole of government infrastructure and service development needs of Morawa are met;
- To ensure that the core agriculture sector of the community remains competitive and viable and renowned as an innovative industry leader taking advantage of all diversification opportunities.

In addition, the Strategic Plan indicates a set of goals and objectives that incorporate the community's goals-

1. To deliver on the State Government's goal for Morawa to become a 'Super Town' and sub-regional hub of the North Midlands;
2. To achieve sustainable economic and population growth in the Shire of Morawa;
3. To maintain and further enhance the agriculture sector / industries in Morawa;
4. To provide a safe environment where young families and retirees can enjoy a rural lifestyle with a diverse sporting, recreational and social life, social familiarity and a varied choice of land and accommodation;
5. To provide an attractive tourist destination that caters for a diverse range of interests including nature visits, peace and tranquillity of the bush, and outdoor adventure;
6. To encourage the development of junior and senior sport through development of excellent sporting facilities that will attract visiting teams;
7. To maximise the mining company's use of and investment in Morawa and its facilities as part of mine site operations;
8. To maintain and encourage trades people and small business owners to set up their operation within the Shire;
9. To facilitate establishment of additional accommodation facilities in Morawa, in particular to meet the short stay needs of the community;
10. To domicile a percentage of the Sinosteel Midwest Corporation Ltd and Karara Mining Ltd workforces in Morawa;
11. To foster entrepreneurial economic development in the community through identification of elements of comparative advantage within the shire, development of local or imported leadership and strategies to attract outside capital into projects;
12. To establish greater diversity in educational opportunities in Morawa to service the region.

Asset Management plays an important role in the development and management of the Shire. Asset Management contributes to the achievement of all the above goals. Goals 2, 3, 4 and 6 are dependent on successful asset management.

5.0 Principles

The Shire is the owner of public assets and is responsible for the sustainable management of them and to provide for their replacement or renewal.

Asset management is a structured process which seeks to ensure best value for money from assets to deliver the strategic objectives of the Shire and which informs the operations and maintenance, renewal, disposal and acquisition of assets with an overall objective to optimize service delivery and manage related risks and costs over the asset's life cycle.

Infrastructure assets are fundamental to the Shire's overall service delivery.

The Shire recognises Asset Management as a core activity. Accordingly, every employee of the Shire is either directly or indirectly involved in the management of Shires' assets.

This Policy supports the Shires' intent to raise its Asset Management Practice to a level that is best practice, subject to affordability, through the provision of assets and their timely maintenance and renewal at appropriate levels to meet service needs.

The Shire recognises that its assets incur ongoing operating costs and require maintenance and the replacement of components to ensure that they remain serviceable throughout their life. Some assets may also be disposed of. This combined cost, together with the capital cost of asset acquisition is termed lifecycle cost. This policy supports the Shires' commitment to ensure that the Levels of Service delivered by the assets are achieved at the best lifecycle cost.

The Shire also acknowledges through this policy that the acquisition of new assets will take into account the full cost of acquisition, operation, maintenance, renewal and disposal over its life cycle. Accordingly, the future cost impact of new assets will be fully considered as part of any new asset approval.

In undertaking asset management of the infrastructure assets, we will:-

- Develop an Infrastructure Asset Management Strategy and a life-cycle based Infrastructure Asset Management Plan in accordance with this Policy and review them every 4 years;
- Ensure that the Infrastructure Asset Management Strategy, the Infrastructure Asset Management Plan and the Sewerage and Effluent Reuse Asset Management Plan are aligned to the Shire's Strategic Plan and to the State Governments Integrated Planning and Reporting Requirements;
- Determine future levels of service taking consultation with the community and affordability into account;
- Make decisions regarding asset operations and maintenance, renewal, disposal and acquisitions taking levels of service and affordability into account and based on lifecycle costs;
- Ensure compliance with relevant accounting standards;
- Ensure that all relevant legislation is taken into account;
- Collect, store, manage and analyse data on asset utilization, performance and condition and utilize the data to inform operations and maintenance, renewal, disposal and acquisition plans;
- Manage the risks of injury, liability and asset failure through risk and condition assessments;

- Carry out demand forecasting to inform operations and maintenance, renewal, disposal and acquisition plans;
-
- Develop Long Term Financial Plans on the basis of funding the asset operations and maintenance, renewal, disposal and acquisitions plans in accordance with this Policy;
- Taking affordability into account, ensure that best practice asset management practices and systems are employed to support the management of the Shire's infrastructure assets.

6.0 Roles and Responsibilities

Councillors

Adopt the Infrastructure Asset Management Policy;
 Adopt the Infrastructure Asset Management Strategy;
 Adopt the Infrastructure Asset Management Plan;
 Adopt the Sewerage and Effluent Reuse Asset Management Plan;
 Support the use of asset management planning throughout the organization;
 Make decisions regarding infrastructure assets in accordance with the Infrastructure Asset Management Policy, Strategy and Plan.

Chief Executive Officer

Develops and maintains the Infrastructure Asset Management Policy;
 Develops and maintains the Infrastructure Asset Management Strategy;
 Develops and maintains the Infrastructure Asset Management Plan;
 Develops and maintains the Sewerage and Effluent Reuse Asset Management Plan;
 Ensures alignment between the Infrastructure Asset Management Policy, Strategy and the Asset Management Plans with other policies and processes in the organization;
 Ensures compliance with legislative requirements;
 Ensures infrastructure assets are managed in accordance with Infrastructure Asset Management Policy, Strategy and Plan;
 Ensures sewerage and effluent reuse assets are managed in accordance with Infrastructure Asset Management Policy, Strategy and the Sewerage and Effluent Reuse Asset Management Plan;

Supports the use of asset management planning throughout the organization;
 Facilitates best practice asset management.

7.0 Review of Policy

This policy will be reviewed in conjunction with the review of the Infrastructure Asset Management Strategy and Infrastructure Asset Management Plan.

Adopted by Council 02/02/2013
 Reviewed Council Meeting 22/07/2015

<i>Date of Meeting:</i>	22 July 2015
<i>Item No:</i>	7.2.6.3
<i>Subject:</i>	Appointment of Acting Chief Executive Officer
<i>Date & Author:</i>	13 July 2015 John Roberts
<i>Responsible Officer:</i>	Chief Executive Officer
<i>Applicant/Proponent:</i>	Chief Executive Officer
<i>File Number:</i>	
<i>Previous minute/s &</i>	
<i>Reference:</i>	

INTRODUCTION

The purpose of this report is for Council to consider appointing Mr Sean Fletcher as Acting Chief Executive Officer for the Shire of Morawa for the period 31 August 2015 to 11 September 2015 inclusive.

ATTACHMENTS

Nil

BACKGROUND INFORMATION

The Shire of Morawa Chief Executive Officer, Mr John Roberts has applied for annual leave for the period 24 August 2015 to 11 September 2015.

OFFICER'S COMMENT

Traditionally the Deputy Chief Executive Officer undertakes the role of Acting Chief Executive Officer during periods when the Chief Executive Officer is away on periods of leave. The Deputy role is currently vacant.

Mr Sean Fletcher has previously been Acting CEO for the Shire of Morawa and has knowledge of the organisation and staff are familiar working with him.

It is proposed to only appoint Mr Fletcher for the last two weeks of the CEO's three week period of leave.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

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

RISK MANAGEMENT

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

OFFICER'S RECOMMENDATION

It is recommended that:-

Mr Sean Fletcher is appointed Acting Chief Executive Officer for the Shire of Morawa effective from 24 August 2015 to 11 September 2015 inclusive.

<i>Date of Meeting:</i>	22 July 2015
<i>Item No:</i>	7.2.2.4
<i>Subject:</i>	Koolanooka Mine site Lease
<i>Date & Author:</i>	13 July 2015 John Roberts
<i>Responsible Officer:</i>	Chief Executive Officer
<i>Applicant/Proponent:</i>	Chief Executive Officer John Roberts
<i>File Number:</i>	
<i>Previous minute/s & Reference:</i>	Nil

SUMMARY

The purpose of this report is to seek Council endorsement to negotiate with PTA for the lease of the Railway Reserve at Koolanooka.

DECLARATION OF INTEREST

The author has no interest to declare in this report.

ATTACHMENTS

Plan of lease area

BACKGROUND INFORMATION

Burgess Rawson (BRWA) has been managing the Railway Reserve for the Public Transport Authority of WA for over 20 years. This includes the area at Koolanooka (highlighted in yellow on the attachment).

Prior to Midwest Corporation taking storage/stockpiling lease of the site some 10 years ago the Shire of Morawa manage the mine site and provided picnic areas and some basic tourist facilities plus a lookout.

Sinosteel Midwest has advised BRWA that they are remediating the PTA leased land and will be vacating when the lease expires on 31 December 2015.

OFFICER'S COMMENT

Given that the Rail Reserve at Koolanooka (along with the mine site itself) has considerable historical importance in the history of the Shire of Morawa and that PTA is seeking an indication whether the Shire may be interested in taking a Community Purpose Licence to occupy over the Rail Reserve. This licence will enable tourist access across the Rail Reserve land at Koolanooka and any tourist facilities the Shire wishes to reintroduce at the site.

This is an excellent opportunity to negotiate a lease that could be interesting to tourists particularly as 2016 is the 50th anniversary of the first WA shipment of iron ore.

COMMUNITY CONSULTATION

Nil

COUNCILLOR CONSULTATION

Nil

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil.

STRATEGIC IMPLICATIONS

Provision of an additional historical tourist site.

RISK MANAGEMENT

Nil

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

1. Authorise the Chief Executive Officer to enter into negotiations with PTA and BRWA to secure a Community Purpose Licence to Occupy over the Rail reserve land at Koolanooka
2. Require any draft licence obtained during such negotiations to be presented to Council for endorsement



Naturally should you have any queries please feel free to contact this office.

Regards,

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Assistant **Shelby Goy** | D 08 9288 0246 | E sgoy@burgessrawson.com.au

7.2.6.6 Correspondence

7.2.6.7 Information Bulletin

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

Ordinary Meeting 20th August 2015