

AGENDA



SHIRE OF MORAWA *20th February*

Councillors and Senior Staff are reminded that the next Ordinary Meeting of the Morawa Shire Council will be held in the Morawa Shire Chambers, Winfield Street, Morawa on Thursday 20th February 2014.

Ordinary Meeting of Council

4.00pm



Sean Fletcher
Chief Executive Officer
Date: 14th February 2014



20th February 2014

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Next Meeting

Ordinary Meeting 20th March, 2014

DISCLAIMER

INFORMATION FOR PUBLIC ATTENDING COUNCIL MEETINGS

PLEASE NOTE:

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

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

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

**Sean Fletcher
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.

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	

**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 _____

1 Declaration of Opening

The Shire President to declare that the meeting open at 4.00pm

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 S Fletcher	Chief Executive Officer
Mr D Williams	Deputy Chief Executive Office
Mr P Buist	Principal Works Manager
Ms W Gledhill	Manager of Accounting and Finance

1.2 Recording of Apologies

1.3 Recording Leave of Absence Previously Approved

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 Confirmation of Minutes

19th December – 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

<i>Date of Meeting:</i>	20 February 2014
<i>Item No:</i>	7.2.1
<i>Subject:</i>	Status Report
<i>Date & Author:</i>	29 January 2014 Sean Fletcher
<i>Responsible Officer:</i>	Chief Executive Officer
<i>Applicant/Proponent:</i>	Chief Executive Officer Sean Fletcher
<i>File Number:</i>	Various
<i>Previous minute/s &</i>	
<i>Reference:</i>	19 December 2013 (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 Febraury 2014 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).

The author stated in the November 2013 Status Report that the Status Report is not listed in the Standing Orders. In the December update to Council, the author advised this report was moved from Section 5 of the Agenda and located within Section 7.2 which is for reports from the Chief Executive Officer as per the Standing Orders. In due course, the Status Report will be moved to the Information Bulletin.

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 February 2014 Status Report submitted by the Chief Executive Officer.

MEETING	ITEM	ACTION REQUIRED	RESPONSE	OFFICER	TIME FRAME
Jun-06	10.20	Consider community options for use of existing Morawa Hospital.	<ul style="list-style-type: none"> Hospital has been transferred to the Shire under an interim deed of arrangement through the Dept of Health until permanent transference has been completed via resolution of an outstanding native title matter. Morawa's selection as a Super Town may also offer some opportunities. TPG has suggested that old Hospital could be turned into a modern Backpacker's Hostel to service Morawa and the region. Another option is an over 55's Retirement Village or converting the site into a potential camp school for education purposes. An engineering assessment is being coordinated to clarify the condition of the building. A scope of works is currently being prepared follow up requested on 8 May 2013. Engineer was onsite 12-06-2013 report to follow. Still waiting. EHO sent reminder 11 November 2013 re report. The report was received on 26 November 2013. Council advised of its contents at the Briefing Forum on 19 December 2013; CEO and DCEO did a thorough walkthrough of the site on 6 January 2014 re the report; CEO discussed further with Council at the Briefing Forum on 11 February 2014 	CEO	Dec-14
Sep-07	General Business	Contact Western Power to clarify an updated maintenance position on silicon coating works on Three Springs to Morawa power lines.	<ul style="list-style-type: none"> Western Power has deferred any plans to conduct any upgrade works to the Morawa feeder until at least 2014. Minister has advised that new feeder would improve reliability, but unable to justify cost. An alternative option may be to establish a renewable power supply system to service the Morawa community. Draft Ministerial Briefing Note prepared for proposal to establish a solar / thermal power station as a pilot project in Morawa. Meeting held with Hon Mia Davies to seek support and direction for the project. Further meetings coordinated with Western Power and the Department of Regional Development. Council has committed up to \$40,000 to advance planning aspects for the North Midlands Solar Thermal Power Project. CRV tasked to secure equity funding commitment and revenue stream components for project. Design request submitted, together with application fee, to Western Power for preliminary 	CEO	Aug-13

			<p>capital costs for project to connect to Grid. Indian Ocean Group has completed Risk Management and Due Diligence components for the project. Site tour at Lake Cargelligo NSW undertaken in October 2011. Shire President & CEO met with Minister for Regional Development, Hon Brendan Grylls in Perth on 24th November 2011. State Govt Super Towns has confirmed funding of \$500k to complete a Feasibility Study for the project. State Govt has confirmed \$3.775 million in LEED funding to CRV for the project. CRV has indicated a preference to progress the project in two stages.</p> <ul style="list-style-type: none">• A further update on the status of this project has been provided as a report to Council.• Legal advice received and Council advised at the Briefing Forum 19 December 2013 that there is no funding obligation/implication for the Shire of Morawa should it chose to reallocate the \$500,000 feasibility funding for the Solar Thermal project to another key project.• Shire President and CEO to meet with Paul Rosair (Head of DRD) on 17 February 2014 to discuss the reallocation of the funding for the Solar Thermal feasibility study to another key project <p><u>Note:</u> The Town overhead lines have been upgraded to accommodate the future needs. Also, transformers have been installed on the residential sub-vision (Stage 1) on White Ave to meet future demands and stages 2, 3 and 4. Transformers have also been installed at the Sports Oval to cater for future demand as well.</p>		
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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. 	CEO / CYDO	Dec-13
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Oct-09	8.1.2	Morawa Sports Ground Amenities Upgrade	<ul style="list-style-type: none"> • Department of Sport & Recreation has committed \$850,000 in CSRFF funding towards the project. Council has committed \$900,000 to the project. Further grant funding submission being prepared through the Mid West Investment Plan for remaining \$850,000. The Morawa Winter Sporting Clubs have also committed \$200,000 towards the project. MWDC has signed off on project. Minister for Regional Development has confirmed State Government financial commitment towards the project. • Some of the temporary facilities have now been removed and the building work is progressing. Rear access is being actioned. • Project nearing completion. Invitations and advertising for the opening scheduled for 9 December 2013 will occur week ending 15 November 2013. • Official opening held 9 December 2013 with over 85 persons in attendance and three members of parliament including the Minister for Sport: <ul style="list-style-type: none"> ○ Council resolved at the November 2013 OCM that further designs and costings were required regarding the roof over the patio area; ○ Works regarding the playground will get underway shortly: <ul style="list-style-type: none"> ▪ Miracle awarded work order to undertake works; ▪ Works to commence Mid February 2014 	CEO	Oct-13
Feb-10	8.2.2	Morawa Perenjori Trail Master Plan	<ul style="list-style-type: none"> • Initiate action to source grant funds to assist with development of Morawa Perenjori Trail Master Plan. R4R grant application lodged with the MWDC has been unsuccessful. Further grant funding options are being pursued. Approval for part funding for the Bush trial project has been received (\$65,000). Further funding for other projects is being sought from Lotteries West. A report was prepared for the August 2013 meeting for Council's consideration. Outcome was to defer project until Council's contribution could be budgeted. • Second application seeking \$65,000 was submitted in February 2013. There has been a delay due to State Elections in assessment of the application. Notification on the outcome of this application is expected January 2014. 	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 start of February 2014; • 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. 	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
Dec-10	8.3.4	Karara Mining Ltd Regional Community Trust	<ul style="list-style-type: none"> • Enter into discussions and negotiate a Regional Community Trust for Morawa, Perenjori, Three Springs and Mingenew with Karara Mining Ltd. • No action at this time due to Karara's status 	CEO	Feb-13

Jun-11	8.2.1	Climate Change Risk Assessment & Adaptation Action Plan	<ul style="list-style-type: none"> Implement adaptation action plan strategies rated 'extreme' and 'high' as budgetary and human resources permit. Consideration required to fund actions in 2014/15 	CEO	Jun-13
Dec-11	8.2.6	Morawa Skate Park	<ul style="list-style-type: none"> The Lotterywest grant application was successful to establish a Skate Park in Morawa an agenda item for Councils consideration is tabled for the February 2013 meeting of Council. A contractor is now recommended to be appointed for the design and construct phase of this project. The design details will be prepared for the Councils August meeting and if approved the project will start in October. The major work on the Skate Park has been completed. Remaining minor works include: <ul style="list-style-type: none"> Water fountain – installed; Shade sails - will be installed by staff; Costing for artificial turf surround completed (\$3,000) Costing for plants identified; Rubbish bin holder implemented. Currently developing options for night lighting 	CYDO	Dec-12
Feb-12	8.2.1	Shire of Morawa Asset Management Plan	<ul style="list-style-type: none"> Seek additional funding and establish a preferred resourcing proposal to proceed with strategies identified under the Council adopted Shire of Morawa Asset Management Plan. Fair value calculations regarding assets nearing completion: <ul style="list-style-type: none"> Shire plant and equipment remaining category to be recognised; Morrison Low will then need to update the Asset Management Plan to reflect calculations 	CEO	Dec-12
Apr-12	8.1.3	Bundybunna Aboriginal Corporation - Rates	<ul style="list-style-type: none"> Initiate action to sell up property owned by Bundybunna Aboriginal Corporation for non-payment of rates. Formal procedures being progressed. The matter is to be scheduled for Court to appoint a liquidator Council is waiting on CS legal to provide an update. Final date set for the 28th of September for a liquidator to be appointed or payment of debt. Liquidator has been appointed. Currently waiting on progress report The debt was paid in full (including legal costs) on 2 December 2013. BundyBunna now needs to apply to the liquidator for cease of action. Council briefed by DCEO at the Council Forum on 19 December 2013; If further actioned required, this will be forwarded to Council for its consideration in due course. 	DCEO	Oct-12

Apr-13	8.2.1	Morawa Supertown - Revitalisation Project	<ul style="list-style-type: none"> • Now that the Town Centre Plan has been endorsed by Council preliminary work has commenced with media releases and a sign for the Town Square. A request has been made to have the Survey work to peg out the project to signify a start to the community. • Design proposals will be presented to Council at the August meeting for tenders in October. The project design will need fine tuning to stay within budget. Options are currently being considered. • Tenders have been called for the road re-alignment and will be awarded subject to Cabinet approval of funding. Tenders closed 12 November 2013: <ul style="list-style-type: none"> ○ Public announcement of funding by the Minister for Regional Development occurred Wednesday 12 February 2014; ○ Last day for holding of tender prices was 10 February 2014. CEO has asked for a four week extension of tender prices; ○ Awarding of tender subject of an item at today's meeting. 	CEO	Jun-13
Apr-13	8.2.2	Regional Mobile Tower Coverage	<p>Regional Council representatives have met and made recommendations on possible tower locations. Business Case has been submitted to the MWDC for consideration. Presidents will meet with MWDC Chairman on Tuesday 13th August 2013. This item requires updated information.</p> <ul style="list-style-type: none"> • Updated information for business case was sent to the MWDC on 2 December 2013; • Further information provided to MWDC during January 2014. Breaking down of funding for the two towers for the Shire of Morawa is as follows: <ul style="list-style-type: none"> ○ Merkanooka (\$680,000) <ul style="list-style-type: none"> ▪ CLGF – R: \$ 83,333 ▪ MWIP: \$471,667 ▪ Shire Funds: \$125,000 ○ Morawa East High (\$942,000): <ul style="list-style-type: none"> ▪ CLGF – R: \$500,000 ▪ MWIP: \$442,000 ▪ Shire Funds: \$ 0 <p>Note: The 2013/14 Budget contains an additional \$250,000 for electrical works</p>	CEO	Jun-30

Nov-13	8.3.1	Morawa Community Care Units	<ul style="list-style-type: none"> CEO and DCEO met with Brian and Betty Ross on 5 December 2013 to advise on Council's resolution regarding the establishment of a new management framework for the units. An item regarding the charter of the new committee and applicable delegations submitted to today's meeting (20 February 2014). 		Mar-14
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Council Resolutions for Actioning or Attention Completed

	Chief Executive Officer			CEO	
Oct 2013	8.3.5	Update on Petition Regarding Noise and Fumes from a Generator	<p>Advised by the Morawa Hotel on 3 February 2014 that the power to the new units:</p> <ul style="list-style-type: none"> The owners are working with an electrical contractor to get things done; Now on the next step with Western Power re everything going ahead. 		In Progress
Dec 2013	12.1.2	Review of the Shire's Membership of the Mid West Regional Council	Acting Executive Officer MWRC advised of Council's decision to withdraw from the MWRC 20 December 2012		Completed
	8.1	CEO Recruitment Options	Late item		Actioned
	Community Youth Development Officer			CYDO	
Oct 2013	8.1.1	Social Media Policy (Youth Affairs)	Policy implemented		Completed
	Deputy Chief Executive Officer			DCEO	
Dec 2013	7.2.5.2	Council meetings, committees and their meetings and their electors meetings	Dates advertised during January 2014		Completed
	Project Officer			PO	
	Nil				

Legend

1. Text in red indicates current action.

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

- 7.2.2 **Manager Finance and Accounting**
Documents issued separately
- 7.2.3 **Community Youth Development Officer**
Nil
- 7.2.4 **Project Officer**

<i>Date of Meeting:</i>	20 February 2014
<i>Item No:</i>	7.2.4.1
<i>Subject:</i>	Morawa SuperTown Parallel Freight Alignment Road Project Award of Tender
<i>Date & Author:</i>	10 February 2014, John Elliot (Project Officer)
<i>Applicant/ Proponent:</i>	Shire of Morawa
<i>File Number:</i>	
<i>Previous Minute/s and Reference:</i>	Shire of Morawa Council Meeting Minutes 25th September 2012 and 21st March 2013

SUMMARY

The purpose of this report is for Council to approve WBHO Civil as the successful tender for provision of services to construct the SuperTown Parallel Freight Alignment Road Freight Project located in Morawa.

DECLARATION OF INTEREST

Author of report has no declaration of interest.

ATTACHMENTS

Attachment 1- Final tender report provided by Porter Engineering

BACKGROUND INFORMATION

On 6th July 2011, Morawa was identified as one of nine towns to be named as a Super Town under the State Government Royalties for Regions Regional Centres Development Plan initiative.

Morawa was chosen as a Super Town because of its growth potential. The Super Towns vision is to have balanced communities with lifestyle options and access to services. They will have affordable, quality housing and a diverse range of lifestyle and job opportunities. It will have flow on benefits to neighbouring towns, communities, and regional cities. As a Super Town, Morawa will offer more choices for people wanting to live in regional areas and provide an attractive alternative to living in the metropolitan area.

The total project is anticipated to include the following five stages:-

1. Creation of the Civic Square and Pedestrian Crossing
2. Construction of the Parallel Freight Alignment
3. Upgrade of Central Portion of Winfield Street

4. Upgrade remaining extent of Winfield Street
5. Prater Street streetscaping works

At the meeting of the Council on the 25th September 2012 in relation to the Morawa Town Centre Project it was resolved that:

1. *Council endorse the Morawa SuperTown Town Centre Revitalisation concept design plan Stages (1 & 2) as detailed in the outcome report.*

Funding of \$5,326,000 has been received to complete stages 1 & 2. Project consultants have also completed detailed design drawings for both the *Creation of the Civic Square and Pedestrian Crossing* (Stage 1) and *Construction of the Parallel Freight Alignment* (Stage 2).

Porters Engineers have been engaged by the Shire of Morawa to complete the tender process associated with the construction of the parallel freight alignment in accordance with Section 3.57 of the Local Government Act 1995 and the Local Government (Functions and General) Regulations.

OFFICER'S COMMENT

Tenders were advertised in state, regional and local newspapers on the 19th, 21st and 24th of October 2013 and closed on the 12th November 2013.

There were five tenders received which have been scrutinised and weighted by Porter Engineering and a detailed tender report submitted for Council consideration.

The Table below summarises the assessment scores and ranking.

Company	Price (T)	Resources (10%)	Management & Safety (15%)	Relevant Experience (25%)	Price (50%)	Score	Rank
WBHO Civil	\$2,032,569.63	5	5	5	4.0	90.5	1
Curnow Group	\$2,281,070.75	3	4	4	3.6	74.2	2
Brierty	\$2,942,202.04	5	4	5	2.5	72.0	3
Central Earthmoving	\$3,036,445.64	5	4	4	2.3	65.4	4
4M Civil	\$3,051,760.00	2	3	3	2.3	51.1	5

The report provides support for the lower priced tender which also had the best scores regarding resources, management and safety and relevant experience.

Two tenders are within the current budget for the construction to proceed including WBHO Civil at \$2,032,569.63 and Curnow Group at \$2,281,070.75.

Porter Engineers Tender report and completion of the tender process has been provided in accordance with the legislative requirements for tendering and as such Shire officers have noted the advice in the provided report and would recommend Council resolve to accept the WBHO Civil tender price.

COMMUNITY CONSULTATION

The Shire of Morawa in collaboration with the project consultants has completed a range of public consultation including public meetings, surveys and workshops to gain community and business input. The consultants have also conducted meetings with key landowners potentially impacted by the construction of the new freight realignment road on the 19th and 20th March 2013. This level of engagement is considered sufficient to alleviate any perceived concerns of inadequate community consultation.

COUNCILLOR CONSULTATION

Shire of Morawa Councillors have been involved in a range of presentation and workshops associated with the development and design of the Parallel Freight Alignment Road project.

STATUTORY ENVIRONMENT

Local Government Act 1995 and the Local Government (Functions and General) Regulations 1996 require projects over \$100,000 to be tendered and advertised.

The freight realignment project is required to comply with the Shire of Morawa Town Planning Scheme No 2 and associated Shire of Morawa policies.

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

On the 31st May 2012, the Shire of Morawa was awarded \$3,000,000 in SuperTown Development Project funding to plan and initiate the development of the Morawa Town Revitalisation Project.

Stages one and two are currently progressing utilising SuperTowns funding. Additional funding has also been granted via the Mid West Investment Plan to assist in some of the critical infrastructure works associated with this project including repositioning services and drainage. \$2,536,000 has also been committed from the Mid West Development Commission (MWDC) Board.

The project would be fully funded under the current funding arrangements.

STRATEGIC IMPLICATIONS

The Shire of Morawa Corporate Business Plan 2012-2016 endorsed by Council incorporates the following project:

Project 26 Main Street Project

The Main Street of Morawa will be revitalised to provide new opportunities for community interaction and an increased level of retail and commercial services.

The construction of the freight realignment will meet a key project objective of this project.

The Morawa SuperTown Growth and Implementation Plan 2012 endorsed by the Western Australian Government and Shire of Morawa identify the construction of the parallel freight alignment as a significant project.

The Shire of Morawa Strategic Community Plan – Plan for the Future has the following adopted strategy objective:-3.5.2

Improved and well maintained community, recreational and civic infrastructure.

RISK MANAGEMENT

The tender process accords with the Local Government Act 1995 and the Local Government (Functions and General) Regulations 1996 which require projects over \$100,000 to be tendered and advertised.

The Morawa SuperTown Financial Assistance Agreement states that the Shire of Morawa bares the sole risk for any project cost overruns. This risk will be largely mitigated through the negotiation of a fixed price contract for construction of the Parallel Freight Alignment Road.

Past civil Shire of Morawa projects have been able to be completed within the allocated budgets.

Delivery of the project and safety issues will be dealt with through the project manager and council officers.

In accordance with section 56 of the Land Administration Act 1997, local governments and Main Road Western Australia may request the dedication of land to become a public road reserve. This process is currently being completed in relation to the Parallel Freight Alignment route.

VOTING REQUIREMENT:

Absolute majority.

OFFICER'S RECOMMENDATION

- 1. In accordance with Regulation 18 of the Local Government (Functions and General) Regulations 1996 Council approve WBHO Civil as the successful tender for provision of services to construct the SuperTown Parallel Freight Alignment Road Project located in Morawa (Tender No 03/2013).**
- 2. In accordance with Regulation 18 of the Local Government (Functions and General) Regulations 1996 WBHO Civil total price \$2,098,950.00 (GST Exclusive) is approved by Council as the successful tender price for construction of the SuperTown Parallel Freight Alignment Road Project (Tender No 03/2013)**

Our Ref: BHL0852.13W
Job No: 13-10-119



13 November 2013

Landcorp
Level 6 Wesfarmers House
40 The Esplanade
PERTH WA 6000

Level 2 Kishom Court
58 Kishom Road
Mount Pleasant WA 6153

PO Box 1036
Canning Bridge WA 6153

Tel: (08) 9315 9955
Fax: (08) 9315 9959
Email: office@portereng.com.au
www.portereng.com.au

Attention: Mr Daniel Hazebroek

Dear Dan

**RE: CONSTRUCTION OF MORAWA TOWN CENTRE UPGRADE – CIVIL WORKS
- TENDER SUMMARY**

Tenders for the construction of underground services for the above project closed on the 12 November 2013. Tenders were opened at the offices of Porter Consulting Engineers by Brad Harris in the presence of Pam Porter. A tender review and summary was undertaken by myself for the purposes of discussion with yourself and Ian Pate from MRWA and the Shire, if required.

The following is a summary of tenders received, inclusive of provisional and contingency sums. GST is not included in the summary below. A detailed cost breakdown for each of the individual items is included in the Tender Summary which is attached for additional reference.

CONTRACTOR	TENDER SUM
WBHO Civil	\$2,032,569.63
Curnow Group	\$2,281,070.75
Brierty	\$2,942,202.04
Central Earthmoving	\$3,036,445.64
4M Civil	\$3,051,760.00

The indicative construction cost based on the tender drawings from September 2013 was \$2,731,850 and therefore the two lowest tenders represent a significant saving to this indicative cost. The main cost increases were on roadworks, with cheaper asphalt prices and spray seal prices tendered than expected, traffic management costs being significantly lower and fencing costs being half the cost as expected.

All of the submissions are generally in accordance with the Compliance Criteria. However, Brierty's tender did have a qualification that they want to negotiate the commercial terms and conditions of the Contract prior to contract acceptance which is not in accordance with the contract documents and therefore could be considered a Non-conforming tender. However, for the purposes of this tender review, they have been included in the assessment.

None of the Contractors submitting tenders are located within the Shire of Morawa and therefore the Buy Local Policy does not apply in the assessment.

Further details of each of the submissions are detailed for each Contractor below:

WBHO – Are a large Civil works Contractor with a Regional Office in Geraldton. They provided an excellent tender submission which included detailed information on projects, safety, management and relevant experience. They had only 3 minor qualifications, being no allowance for barbed wire at top of fencing or rails at top or bottom (this is as per specification), no allowance for tactile paving (which I do not believe is required and if so would be a minor variation) and provision of a surety bond in lieu of bank guarantee or cash retention which should not be an issue.

WBHO provided a program of works indicating starting works in early January and completion by 17 April in accordance with the contract documents. WBHO also have significant Main Roads construction experience across the state. A reference check of WBHO was very positive.

WBHO are a tier 1 Landcorp Contractor.

Curnow Group – Provided a reasonable tender submission, but did not provide a lot of background project data. Has worked on a variety of projects, with the largest being a town centre upgrade in the Shire of Carnarvon. The reference check was positive but they noted key staff had since left the organisation.

Curnow had 9 clarifications which were all minor and mostly covered by the specification and drawings and would not impact on cost.

Curnow Group are a Tier 3 Landcorp Contractor.

Brierty – Brierty are a large civil works Contractor who are very experienced in road construction works. Brierty provided a detailed tender submission. They had several qualifications, the most critical one as stated previously related to wanting to negotiate the commercial terms and conditions of contract. On a similar recent project that Brierty have been awarded under the superintendence of Porter Consulting Engineers, this clause has resulted in issues later in the contract.

Brierty also did not allow any costs for linemarking which would add costs to the tender.

Brierty are a Tier 1 Contractor with Landcorp and have significant MRWA experience.

Central Earthmoving – Central Earthmoving provided a detailed tender submission and undertake significant amounts of work for MRWA. They are a Tier 1 Contractor with Landcorp.

Centrals had 5 qualifications which were mainly in relation to potential cost savings if the Shire was able to supply water and gravel at better rates than allowed in the tender.

4M Civil – 4M Civil are a smaller contractor who have undertaken works in the region in Mt Magnet and undertaken a variety of MRWA works, mainly as a subcontractor to Downer Mouchel. Their tender submission was detailed and provided a program of works and safety and management plan details. However, resources are not comparable to the larger contractors.

4M did not appear to include a cost for the irrigation main replacement which would add up to \$20,000 to their tender.

A detailed tender assessment was undertaken based on the conforming tenders submitted and the criteria set out in the Tender Documents. A summary of this assessment is attached and the Table below summarises the assessment scores and ranking.

Company	Price (T)	Resources (10%)	Management & Safety (15%)	Relevant Experience (25%)	Price (50%)	Score	Rank
WBHO Civil	\$2,032,569.63	5	5	5	4.0	90.5	1
Curnow Group	\$2,281,070.75	3	4	4	3.6	74.2	2
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4M Civil	\$3,051,760.00	2	3	3	2.3	51.1	5

Following the detailed tender assessment, WBHO is the highest ranked Contractor and we therefore recommended that the tender submitted by WBHO be accepted.

However, we recommend that the Shire and Landcorp satisfy itself as to the Contractor's capability and performance and conduct any reference and financial checks you deem necessary.

Please note that the project has a significant amount of preliminaries in regards to management plan approvals, dilapidation surveys and services modifications. Therefore it would be preferable to award this tender if possible in early December to enable these items to be undertaken prior to the Christmas.

We await the outcome to hear from you on this project. Please do not hesitate to contact me if you require any clarification on this assessment.

Yours faithfully



BRAD HARRIS

DIRECTOR PROJECTS

Enc.

cc John Elliot – Shire of Morawa
Ian Pate – MRWA Midwest

TENDER SUMMARY

Project: Morawa Town Centre Revitalisation Project
Job No: 13-10-119
Our Ref: T167.13
Date: 13-Nov-13

ITEM	DESCRIPTION	CE	CURNOW	BRIERTY	4M CIVIL	WBHO CIVIL	PCE ESTIMATE
1	Site Establishment and Preliminaries	\$469,495.19	\$492,752.75	\$619,823.20	\$736,000.00	\$248,179.01	\$287,500.00
2	Siteworks and Clearing	\$78,116.47	\$29,979.58	\$133,262.98	Incl in 3	\$31,287.39	\$60,000.00
3	Earthworks	\$62,753.75	\$35,671.00	\$50,739.34	\$229,334.00	\$61,459.56	\$65,000.00
4a	Roadworks - Freight Road and Linkages	\$1,150,635.56	\$841,497.67	\$953,396.57	\$879,946.00	\$727,880.21	\$1,040,600.00
4b	Roadworks - Winfield Street Carpark	\$29,631.02	\$15,351.35	\$11,505.38	Incl in 4a	\$45,981.24	\$83,000.00
4c	Roadworks - Solomon & Manning St Intersection (including Traffic Management)	\$87,225.52	\$84,496.83	\$91,900.53	Incl in 4a	\$80,226.10	\$96,875.00
4d	Roadworks - ROW Upgrade	\$41,337.56	\$36,873.95	\$48,940.14	Incl in 4a	\$41,869.48	\$62,750.00
5	Irrigation Main	\$11,479.27	\$14,795.67	\$17,411.46	\$0.00	\$19,108.00	\$38,250.00
6	Drainage (complete)	\$421,798.94	\$189,856.38	\$430,017.20	\$570,240.00	\$233,011.15	\$279,270.00
7	Traffic Management and Management Plans	\$68,098.97	\$64,400.00	\$118,873.00	Incl in 1	\$36,048.82	\$135,000.00
8a	Linemarking and Signage - Freight Rd and Linkages	\$33,801.39	\$28,684.16	\$0.00	Incl in 4a	\$42,983.50	\$40,000.00
8b	Linemarking and Signage - Winfield St Carpark	\$347.44	\$2,050.45	\$0.00	Incl in 4a	Included	\$5,000.00
8c	Linemarking and Signage - Solomon and Manning	\$3,348.84	\$2,050.45	\$0.00	Incl in 4a	\$2,643.19	\$7,500.00
9	Fencing to Rail Reserve	\$79,083.79	\$62,343.34	\$33,833.52	\$81,827.00	\$64,820.75	\$137,000.00
10	Underground Power and Lighting	\$190,891.12	\$169,365.67	\$182,268.72	\$192,050.00	\$177,906.73	\$212,000.00
11	Materials Testing	\$66,630.79	\$23,000.00	\$56,984.00	Incl in 1	\$25,212.00	Included
12	As Constructed Plans	\$17,564.06	\$5,750.00	\$1,765.00	Incl in 1	Included	Included
13	Dilapidation Surveys	\$22,098.81	\$7,762.50	\$15,686.00	Incl in 1	\$19,552.50	\$6,300.00
14	Provisional Sum - Reticulation Modifications	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
15	Provisional Sum - Brookfield Rail Supervision	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
16	Provisional Sum - Rock Breaking	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00
17	Contingency Sum	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00
18	BCITF Levy	\$6,082.00	\$4,389.00	\$5,795.00	Incl in 1	\$4,400.00	\$5,800.00
19	Any other items	\$26,025.15			\$192,363.00		
Sub Total		\$3,036,445.64	\$2,281,070.75	\$2,942,202.04	\$3,051,760.00	\$2,032,569.63	\$2,731,845.00
GST		\$303,644.56	\$228,107.08	\$294,220.20	\$305,176.00	\$203,256.96	\$273,184.50
LUMP SUM TENDER		\$3,340,090.20	\$2,509,177.83	\$3,236,422.24	\$3,356,936.00	\$2,235,826.59	\$3,005,029.50
Schedule of Sub-Contractors and Supervisors:		✓	✓	✓	✓	✓	
Qualifications		✓	✓	✓	✓	✓	
Rock Excavation Rate		\$56.55/m	\$80/m³	\$98.25/m³			
2 Coat Seal Rate (10mm/14mm)		\$11.26/m²	20/m²	9.29/m²			
Rock Excavation Rate (with a 30T Excavator fitted with rock breaker)						\$152/m³	
14mm & 10mm C-170 Hot Bitumen 2 Coat Seal @ up to 2.60 L/m²						\$13.50/m²	
14mm & 7mm CRS Emulsion 2 Coat Seal @ up to 3.00 L/m²						\$9.50/m²	

7.2.5 Deputy Chief Executive Officer

<i>Date of Meeting:</i>	20th February 2014
<i>Item No:</i>	7.2.5.1
<i>Subject:</i>	Salvage Rights Morawa Landfill Jones Lake Road Shire of Morawa
<i>Date & Author:</i>	David Williams, DCEO
<i>Responsible Officer:</i>	David Williams DCEO
<i>Applicant/Proponent:</i>	David Williams DCEO
<i>File Number:</i>	Adm: 0058
<i>Previous minute/s & Reference:</i>	

SUMMARY

The purpose of this report is for Council to consider seeking expressions of interest for salvage rights at the Morawa landfill.

DECLARATION OF INTEREST

Nil

ATTACHMENTS

Nil

BACKGROUND INFORMATION

The Shire of Morawa is currently in the process of building a waste transfer station at the existing Morawa landfill site located on Jones-Lake Road south of the Morawa town-site.

Funding has been allocated from the 2011 -2012(\$358,000) Country Local Government Fund local component for the transfer station.

It is anticipated that once the transfer station is complete the site will be opened at restricted times, fenced and locked, which will restrict access to the site, preventing waste being removed.

One of the key strategies for the transfer station is to include a recycling and waste minimisation programme through the construction of a recycling compound.

OFFICER'S COMMENT

The Shire of Morawa Health Local Law 2004 prescribes the following;

4.15. Removal from Refuse Disposal Site

- (1) *A person shall not remove any rubbish or refuse from a refuse disposal site without the written approval of the Local Government.*
- (2) *A person who obtains approval from the Local Government shall comply with any conditions imposed by the Local Government and set out in the approval.*

4.16. Removal of Rubbish from Premises or Receptacle

- (1) *A person shall not remove any rubbish or refuse from premises unless that person is*
 - (a) *the owner or occupier of the premises;*
 - (b) *authorised to do so by the owner or occupier of the premises; or*
 - (c) *authorised in writing to do so by the Local Government.*
- (2) *A person shall not, without the approval of the Local Government or the owner of a receptacle, remove any rubbish or refuse from the receptacle or other container provided for the use of the general public in a public place.*

Hence without Local Government approval waste deposited at the Morawa landfill must remain where it is deposited. Approval conditions could allow for an approved person to operate a recycling depot and remove the waste from the site.

To be consistent with local government legislation, expressions of interest could be sought offering salvage rights and operation of the compound at the site.

Consideration can be given granting approval for a set time and monitor the activity of recycling and salvage at the site which could result in the material currently remaining at the site.

Approval once given by Council will provide a way forward towards improving waste recovery and recycling at the site which is controlled and not brought back into the town.

COMMUNITY CONSULTATION

Advertising seeking expressions of interest or offer salvaging rights would obtain community feedback

COUNCILLOR CONSULTATION

Nil

STATUTORY ENVIRONMENT

Health Act 1991
The Shire of Morawa Health Local Law 2004

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Cost of building a compound at the Morawa landfill is estimated at \$6000 and can be budgeted for from the CLGF component. Costing's for legal and actioning a non-compliance with a notice issued under the act could be greater.

STRATEGIC IMPLICATIONS

The structure of the facility is supported through the Community Strategic Plan 2.4.1 and the Shire of Morawa Corporate Business Plan.

RISK MANAGEMENT

The risk from inaction is the amount of waste currently being transferred will continue to grow within the town site.

VOTING REQUIREMENT:

Simple Majority

OFFICER'S RECOMMENDATION

It is recommended:-

- 1. Council authorise the Chief Executive Officer to advertise seeking expressions of interest offering salvage rights at the Morawa Landfill.**
- 2. Council authorise the Chief Executive Officer to include the following in the expression of interest:**
 - Hours of Operation for the salvage to occur: 8:00am to 6:00pm 7 days a week**
 - Type of material to be salvaged: Inert material only(Non Putrescible)**
 - Time frame for the rights of salvage ie one year trial**
 - Location and size of a storage area for salvaged material: one area 10 metre x 10 metre.**
 - When the salvage material is to be removed: Material must be removed on a regular basis to the satisfaction of the Chief Executive Officer**

Date of Meeting:	20 February 2014
Item No:	7.2.5.2
Subject:	Transfer of the Special Broadcasting Services (SBS) equipment and asset to the Special Broadcasting Services
Date & Author:	13 January 2014 David Williams
Responsible Officer:	David Williams Deputy Chief Executive Officer
Applicant/Proponent:	David Williams
File Number:	Adm: 0553
Previous minute/s & Reference:	July 2009

SUMMARY

The purpose of this report is for Council to approve the transfer of the Special Broadcasting Services (SBS) equipment and asset to the Special Broadcasting Services.

DECLARATION OF INTEREST

Nil

ATTACHMENTS

Letter of request from SBS

BACKGROUND INFORMATION

The Shire of Morawa has received a request from the Special Broadcasting Services offering to take responsibility for the full funding operation and maintenance of the SBS operated by the Shire of Morawa (letter attached).

The Shire of Morawa in 2009 was the beneficiary of an Australian Government grant for the sum of \$30,000 (including GST) from SBS Television, \$50,000 from Landcorp and an additional \$7,581 from the Morawa Community Trust for the purposes of establishing a SBS television and radio service for Morawa. The installation is at the Mount Campbell Site at the west of Morawa. SBS is a Commonwealth of Australia entity.

Council's officers are responsible to ensure the equipment receives regular maintenance upgrades and renewal of all licences to ensure continuous transmission.

Another upgrade is scheduled in the near future.

The total net book value of the asset is currently \$45,000

OFFICER'S COMMENT

Discussions have been held with SBS to obtain reassurance that the transfer of the asset will not reduce services or be of a cost to Council. SBS have provided the following feedback;

Further to our discussions so far and our letter to you in November, I wanted to clarify a few points.

Firstly I want to make it clear that Government has agreed to provide additional funding to SBS in order to run the Morawa service on a permanent basis. Should you agree, Morawa SBS DTV will become a normal part of the SBS network and will be provided as any other part of our network.

In response to your other queries, you may find the following helpful in preparing your Council agenda item:

- This service was originally set up using both Council money and a Government Grant (administered by SBS). There is no additional funding to purchase equipment or refund capital investments.*
- There is intended to be no cost to councils for the transfer.*
- SBS is keen to maintain and expand our viewer base and will treat Morawa as a normal SBS DTV service. This means limiting outage time (occasionally required for maintenance) both during the transfer and after. There will be no period of reduced service due to the transfer of ownership.*
- Broadcast Australia is SBS's service provider. They own and operate other SBS transmission equipment and, should you agree, will be contracted to do the same for the Morawa service.*
- Broadcast Australia will be responsible for establishing arrangements with the site owning, who I understand from you is WIN / GWN, including site access and access to the shared antenna system.*

I trust this will assist with Council's decision on the matter.

Council are required under *section 6.4 on the Local Government Act 1995 6.4.(2) and the Local Government (Financial Management) Regulations 1996 r. 36 2* to include in the annual financial report the disposals of assets.

Council resolving to transfer the asset will satisfy this requirement.

COMMUNITY CONSULTATION

Nil

COUNCILLOR CONSULTATION

Nil

STATUTORY ENVIRONMENT

Section 6.4 on the Local Government Act 1995 6.4.(2) and the Local Government (Financial Management) Regulations 1996 r. 36 2

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

All costs associated with the transfer are to be at nil cost to Council and Council asset register will be updated to have the asset removed. The value of the equipment is currently \$45,000 with up to \$3000 per annum in maintenance, licencing and service costs. The equipment will need upgrading by SBS in the future which if not transferred would be an additional cost to Council.

STRATEGIC IMPLICATIONS

Maintain Shire assets in accordance to Shire Asset Management Plan as detailed in the Shire of Morawa Community Strategic Plan 1.7.4

RISK MANAGEMENT

Nil

VOTING REQUIREMENT:

Simple Majority

OFFICER'S RECOMMENDATION

It is recommended:-

Council resolve;

- 1. To accept the offer from Special Broadcasting Services to transition this service and asset to a fully funded SBS project.**
- 2. Council is satisfied that under *Section 6.4 on the Local Government Act 1995 6.4.(2) and the Local Government (Financial Management) Regulations 1996 r. 36 .2*, the asset reporting requirements have been adhered to and actioned for the removal of the Special Broadcasting Services (SBS) equipment and asset from the asset register.**



3 October 2013

Shire of Morawa
PO Box 14,
Morawa WA 6623

Attention: Mr David Williams

Dear David,

SBS Digital Television Service in Morawa

SBS has previously contacted Shire of Morawa to discuss some recent developments in government funding for digital television in your area. The former Minister for Broadband, Communications and the Digital Economy, Anthony Albanese announced in August 2013 the addition of 95 Commonwealth-funded digital television services, including one for Morawa.

Of the 95 services to be added or enhanced, some of the services are new services while others are intended to enhance services that already operate on a self help basis. The service in your area at Mt Campbell is a self-help service. SBS has always relied on communities such as yours to distribute SBS signals and has been grateful to partner with many Councils, including yourselves, to provide this service to your community. SBS is now able to offer you the opportunity to transition this service to a fully funded SBS project. This letter is intended to clarify the options for Morawa recently discussed with your Council.

Under your existing agreement your Council has the right to retransmit our services, using the transmission assets you currently own and being responsible for covering ongoing costs. You therefore have a choice at this point. Should your Council wish to continue to provide the service itself under the current arrangements, it may elect to do so. However should your Council wish SBS to become responsible for the full funding, operation and maintenance of your SBS Television services, we are able to do so at this time.

SBS's proposal is to transition responsibility to provide service in your area as a fully managed service to its nominated service provider. If you elect to take this option, SBS's nominated service provider will take over responsibility for the full funding, operation and maintenance of the SBS television services in your area on the following basis:

- The transmission assets currently owned by you would be transferred to an SBS nominated service provider, who would be responsible for the ongoing operation of the service under the direction of SBS.
- The Radcom licence that you currently have and renew each year would be transferred to SBS and you would not be responsible for paying the ongoing licence fees from now on.

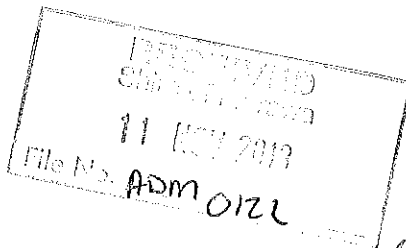
A story still growing: We thought six billion was a lot of stories to tell... until the world population officially clocked seven billion, and we re-set our sights on a brand new number. Seven billion stories (and counting) might seem like a big ask, but if anyone's up to the task, it's SBS, the world's most multicultural broadcaster, attuned to the diverse needs of a growing nation.

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CEO
Council agenda

Council agenda



- You would also not be responsible for the ongoing operational costs (power, site rental, annual maintenance and any repairs).
- If you have contracted an operator to manage the service, we will work with you to transition that arrangement to our nominated service provider.
- An SBS nominated service provider would become the service provider and would be responsible for ongoing operation and maintenance of this service.
- If the equipment is on your premises you would need to provide access to the equipment as required for operation and maintenance. If the premises are occupied by your Council under an arrangement with the owner of the premises, you would need to arrange for those rights to be assigned.

If you elect to take up the option proposed by SBS, you will be provided with the necessary documentation to execute in order to take up this option.

We look forward to being able to further discuss this proposal with you over the coming months to implement the transition in a manner agreed by your Council. Should you have any questions, please contact me on 0488 78 78 56 or julie.spencer@sbs.com.au

Sincerely,

Julie Spencer
Engineering Manager
Transmission and Regulatory Services

email attached 07/01/2014

Spoken with Julie Spencer

- ① SBS first grant funds contribution
- ② SBS rises Broadcast Australia as provided
- ③ No cost to Council for transfer
- ④ Council agrees to re-assign assets

Date of Meeting:	20 February 2014
Item No:	7.5.2.3
Subject:	Shire of Morawa Financial Hardship Policy 3.9 for Water Services
Date & Author:	28 January 2014 David Williams
Responsible Officer:	Deputy Chief Executive Officer
Applicant/Proponent:	David Williams
File Number:	Adm: 00276
Previous minute/s & Reference:	July 2009

SUMMARY

The purpose of this report is for Council to endorse The Shire of Morawa Financial Hardship Policy February 2014.

DECLARATION OF INTEREST

Nil

ATTACHMENTS

Shire of Morawa Financial hardship Policy 3.9 February 2014.

BACKGROUND INFORMATION

The Shire of Morawa owns and operates the Morawa Waste Water Treatment Plant (WWTP) for the collection and treatment of sewerage and is under licence issued by the Economic Regulation Authority (ERA) of Western Australia.

The WWTP is considered by the ERA to be a provided water service and recently notified the Shire of Morawa that a Financial Hardship Policy is required under the conditions of licence,

‘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.’

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”.

The ERA sought comments of the draft Financial Hardship Policy Guidelines for Water Services in September of 2013. The Guidelines were released on the 3rd of December 2013 with the following advice:

*'Please note that any LGA which is required to have a hardship policy, must ensure its policy is approved by the Authority no later than 18 May 2014.
To provide the Authority with sufficient time to make its assessment, the LGA is asked to submit its policy no later than 18 February 2014.'*

OFFICER'S COMMENT

Councils officer has liaised with the ERA, the Rural Financial Counselling Service of WA and the Financial Counsellors' Association of WA and received feedback and comment on the content of the hardship policy. The agencies have not had any comments of concern regarding the policy.

COMMUNITY CONSULTATION

The community is aware of The Shire of Morawa's Rate and Valuation notice which provides information on how to liaise with the Shire for clients experiencing Financial Hardship as this is published on the back of each issued rate notice.

COUNCILLOR CONSULTATION

Nil

STATUTORY ENVIRONMENT

*Section 2.7 on the Local Government Act 1995
Clause 19 of the Water Services Code of Conduct (Customer Service Standards) 2013
Water Services Code of Conduct (Customer Service Standards) 2013*

POLICY IMPLICATIONS

The policy will be recorded as reference in Councils Policy and Procedure Manual and a further policy to **Section 3-Finance 'The Shire of Morawa Financial Hardship Policy 3.9 February 2014'**

FINANCIAL IMPLICATIONS

The policy allows for a procedural reference for the collect of outstanding sewerage rates

STRATEGIC IMPLICATIONS

Nil

RISK MANAGEMENT

The policy provides Council with compliance with ERA licencing requirements for a Financial Hardship and a methodology to reduce risk on collection of outstanding rates.

VOTING REQUIREMENT:

Simple Majority

OFFICER'S RECOMMENDATION

It is recommended:-

Council under *Section 2.7 on the Local Government Act 1995* approve 'The Shire of Morawa Financial Hardship Policy 3.9 February 2014' as presented.

7.2.6 Chief Executive Officer - Other

<i>Date of Meeting:</i>	20 February 2014
<i>Item No:</i>	7.2.6.1
<i>Subject:</i>	Strategic Plan Update and Progress Report
<i>Date & Author:</i>	29 January 2014 Sean Fletcher
<i>Responsible Officer:</i>	Chief Executive Officer
<i>Applicant/Proponent:</i>	Chief Executive Officer Sean Fletcher
<i>File Number:</i>	Various
<i>Previous minute/s &</i>	
<i>Reference:</i>	19 December 2013 (Last Update to Council)

SUMMARY

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

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

Other updates are also provided regarding the informing strategies including:

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

DECLARATION OF INTEREST

The author has no interest to declare in this report.

ATTACHMENTS

Shire of Morawa February 2014 *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.

OFFICER'S COMMENT

Strategic Community Plan

At this point in time, the Strategic Community Plan has some 109 actions listed:

Objective	Actions	Projects 2013/14	Programs 2013/14	Comment
1. A diverse, resilient and innovative economy	46	9	3	This objective is divided into two sub-objectives with nine key projects and three programs covering 27 of the 46 actions which are due for completion in 2013/14
2. Protect and enhance the natural environment	14	5	0	Five key projects covering 11 strategic actions are required to be completed for 2013/14
3. A community that is friendly, healthy and inclusive	26	5	0	Five key projects covering 17 of the 26 actions are due for completion for 2013/14
4. A connected community with strong leadership	23	3	1	Three key projects and one program area covering 18 actions are due for completion for 2013/14

Table One: Summary of Strategic Actions

Accordingly, the progress of the projects and program areas covering the strategic actions for 2013/14 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.

Corporate Business Plan

The Corporate Business Plan Report is provided each month. Accordingly, the progress of the Corporate Business Plan is summarised as follows:

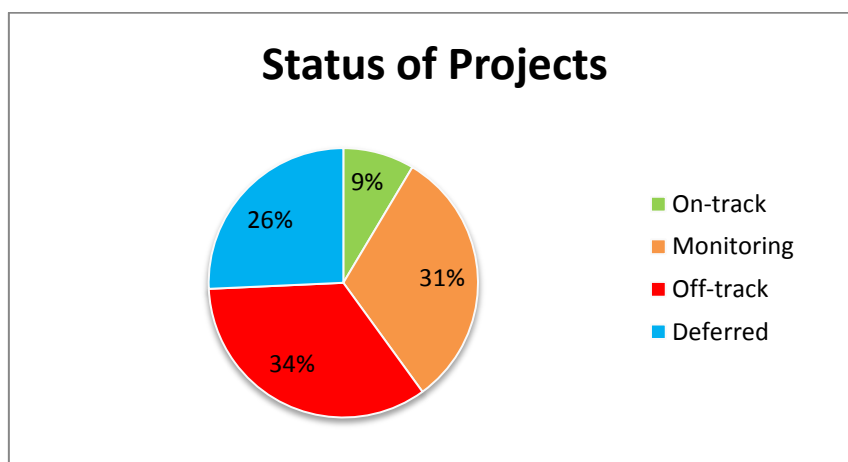


Chart 1: Breakdown on Status of Projects for 2013/14

The key things to note regarding Chart 1 are:

- In terms of overall completion (i.e. the percentage of each project completed divided by the number of projects underway), this is 38%, which is up from 29% in December 2013;
- There are three projects on track (1, 4 & 32). In particular the major works for the Sporting Pavilion are completed and the facility is in use;
- There are nine projects deferred due to fiscal constraints and other resourcing issues or because the priority has changed (6, 11, 16, 17, 22, 23, 24, 25 & 28);
- A number of projects are at the monitoring level (2, 3, 14, 15, 18, 20, 29, 31, 33, 34 & 35). Essentially, the majority of these projects are on track, but show as at the monitoring phase due to funding decisions put on hold or the availability of funding not due until 2014/15. Some of these projects are tracking according to their timelines, but will not show as on track until they achieve 70% completion (14, 18, 20, 31, 33, 34 & 35);
- In total there are 12 projects off track (5, 7, 8, 9, 10, 12, 13, 19, 21, 26, 27 and 30). Issues regarding off track include waiting for funding approval, funding reallocation or have yet to commence.

Key issues overall regarding delays with projects include:

- Staff resourcing in terms of key roles is a constant issue regarding consistency and progressing of goals i.e. the long term vacancy of the CEO position;
- The second key issue has been the constant waiting on the approval of funding or resources for key projects:
 - State Cabinet – continual delays whilst it makes a decision (Project 26 - Town Centre Revitalisation and Freight Road Re-alignment);
 - Scrapping of Commonwealth funding programs e.g. RADF5 (Project 5 - Town Hall project);
 - Changes to Royalties for Regions (CLGF) funding or not meeting acquittal requirements (Includes key funding regarding Project 3 regarding the Morawa Swimming Pool);
 - MWDC requirement to continually review business cases (Projects 15 & 27);
 - Competition regarding the availability of bitumen for major road projects (Project 21 – bitumen has been secured for Feb 2014, so will be on track).
- Thirdly competing re-allocation of resources undermining the strategic focus.

A copy of the Corporate Business Plan report for February 2014 is attached.

Informing Strategies

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

Long Term Financial Plan

The long term financial plan is due for review at the end of March 2014.

Asset Management Plan

To date three of the four key areas have been completed. The final area for completion is that regarding plant and equipment.

Workforce Plan

The Workforce Plan is also monitored by the Department of Local Government and Communities. This requires assessment by staff during March 2014.

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.

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 Blue Print). Generally, links are made back from the Corporate Business Plan to the applicable project within this plan.

Risk Management Framework and Compliance Plan

As per the requirements of the *Local Government (Audit) Regulations – Regulation 17*, the CEO is now required to review certain systems and procedures and provide the outcomes of that review to the Audit Committee. This includes reviewing the appropriateness and effectiveness of the Shire's:

- Risk management;
- Internal Controls; and
- Legislative Compliance

What this means is that there should now be a risk management policy and a risk management plan(s) in place. In terms of legislative compliance, although the annual compliance audit, annual policy reviews and delegation reviews address much of this requirement, there is still the need to identify the Shire's statutory, legislation and regulatory obligations and to identify the gaps regarding these obligations and also develop a compliance plan.

The review is conducted every two years, with the first review due by 31 December 2014.

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

The cost of developing the risk management policy, risk management plan (s) and compliance plan will need to be determined as part of the 2014/14 budget development process.

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:

X

VOTING REQUIREMENT:

Simple Majority

OFFICER'S RECOMMENDATION

Council:

1. Accepts the Shire of Morawa February 2014 Strategic Plan Update and Progress Report submitted by the Chief Executive Officer.
2. Puts forward for 2014/15 budget consideration a request for funding regarding the development of:
 - a. Risk management policy.
 - b. Risk management plan.
 - c. Statutory, legislative and regulatory obligation checklists.
 - d. Compliance plan.



Shire of Morawa Corporate Business Plan Report

February 2014

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 2013/14. 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)
1. Greater Sports Ground Project Project management 0.2 FTE 2013/14 Percentage Completed: 90%	High	3.5.2	CEO	0	2,800,000	0	0	Department of Sport and Recreation	<ul style="list-style-type: none"> Official opening occurred 9 December 2013. 85 Attendees & 3 MPs; Landscape Design 2 as amended selected 21 November 2013; Playground works to commence 18 February 2014; Other items eg BBQ required; Council resolved 21 November 2013 for roof over patio area to be modified. Plans & quotes available Feb 2014 <hr/> Increased Sporting Participation <ul style="list-style-type: none"> Club membership numbers reported by clubs Increased Usage <ul style="list-style-type: none"> Additional events reported by Sporting Committee. To date: two events held
2. Sports Club Development Officer – Regional Project Project management 0 FTE Percentage Completed: 50%	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"> Council requested Shire contribution withdrawn from 2013/14 Budget Shire of Perenjori has submitted a joint submission for funding from DSR that includes Morawa and Three Springs; Will seek re-insertion of Shire contribution as part of 2014/15 (\$8,000) <hr/> Increased Support for Members & Volunteers <ul style="list-style-type: none"> Membership numbers Club Officials trained in financial and corporate governance <ul style="list-style-type: none"> Clubs report improvement

<p>3. Recreational Facility Development: 3.1 Swimming Pool Upgrade 3.2 Construction of the Skate Park</p> <p>Project management 0.1 FTE</p> <p>Percentage Completed: 60% 3.1: 25% 3.2 95%</p>	Medium	3.5.3	CEO	0	800,000 300,000	400,000	0 0	Department of Sport and Recreation	<p>Swimming Pool (Works 2013/14 - \$805,000)</p> <ul style="list-style-type: none"> • CLGF funding of \$358,000 rejected as Shire had not acquitted a previous project within required timelines. Reconsideration also declined; • Project now on WALGA CLGF list seeking reconsideration; • DSR contribution \$228,000 parked; • Officers briefed Council on funding gap options 19 December 2013: <ul style="list-style-type: none"> ○ Options: fund from reserve or loan to 13/14 Budget Review; ○ Filtration System and Shed 13/14 ○ Tanks and painting of bowl 14/15. <p>Skate Park (Due to Open October 2013)</p> <ul style="list-style-type: none"> • Core works completed and official opening held 10 November 2013; • Water cooler, bin holder installed. Shade sails to be installed; • Possible lighting options under review by staff including funding sources. <hr/> <p>Reduction of Vandalism</p> <ul style="list-style-type: none"> • Maintenance costs (reduced) <p>Improved School Attendance</p> <ul style="list-style-type: none"> • School attendance records
<p>Program Area Operating Cost:</p> <ul style="list-style-type: none"> • Undertake ongoing maintenance and management of the Sports facilities and programs <p>Percentage Completed: 52%</p>	Ongoing			775,000	790,000	805,000	821,000		<p>Recurrent Cost post 2017: \$837,000 Staff Required: 3 FTE Cost YTD: \$408,410</p> <p>Note: Expenditure for 2013/14 set at: \$783,156</p>

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 <p>Percentage Completed: 32%</p>	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 2013/14: \$281,173; Includes one off contribution to Mobile Dental Clinic of \$50,000: <ul style="list-style-type: none"> Clinics commenced December 2013; Next clinics due Feb 2014 As of 10 February 2014, Dr Rao is in the process of setting up Mid West Medical Services and seeking to employ an additional GP. Requires use of 2 Caulfield Street for accommodation <p>Recurrent Cost post 2017: \$272,000 Staff Required: 0.02 FTE Cost YTD: \$88,962</p>

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)
4. Morawa Community Care <p>Project management 0.6 FTE</p> <p>Percentage Completed: 75%</p> <p>4 Units: 100%</p> <p>Management: 50%</p>	High	1.9.1	CEO	528,800	420,718	40,000	40,000	Morawa Community Care	Construction 2013: <ul style="list-style-type: none"> Construction of the 4 units completed Cost post 2013/14 are recurrent costs. Will need revaluation <p>Management:</p> <ul style="list-style-type: none"> Council resolved 21 November 2013 for the Shire to take over management of units; ACEO and DCEO met with current managers 5 December 2013; Delegations and management charter submitted to Feb 2014 OCM <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

<p>5. Refurbish Old Council Chambers</p> <p>Percentage Completed: 10%</p>	<p>High</p>	<p>1.7.3</p>	<p>CEO</p>	<p>0</p>	<p>220,000</p>			<p>LotteryWest</p>	<ul style="list-style-type: none"> Capital Works for 2013/14 set at \$309,990. Funded: <ul style="list-style-type: none"> o RDAF5: 89,990 o Lotterywest: 90,595 o Reserve: 129,405 RDAF5 funding of \$89,990 abolished by Commonwealth Government. This means façade, exterior and lesser hall kitchen cannot go ahead; Lotterywest has indicated its funding is fine; DCEO has met with Terry Baker and Laura Gray (Heritage Adviser) during Jan 2014 to confirm schedule of works; Tender for remaining works i.e chambers & admin area Feb/Mar 2014 <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 <p>Note: regular use is occurring.</p>
<p>6. Childcare Centre development</p> <p>Project management 0.2 FTE</p> <p>Percentage Completed: NA</p>	<p>Medium</p>	<p>3.1.8</p>	<p>CEO</p>	<p>0</p>	<p>0</p>	<p>0</p>	<p>0</p>	<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

<p>7. Community Group Support:</p> <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 Percentage Completed: 33%</p>	<p>Medium</p>	<p>3.2.2, 3.2.4, 3.2.5, 3.4.1</p>	<p>CEO</p>	<p>35,000</p>	<p>35,000</p>	<p>35,000</p>	<p>35,000</p>		<ul style="list-style-type: none"> • Planning for Arts Festival underway • Discussions recommenced re Future Fund <p>Costs 2013/14</p> <ul style="list-style-type: none"> • YTD: <ul style="list-style-type: none"> ◦ Arts Festival \$ 0 ◦ Museum: \$2,130 • 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
<p>8. Community Engagement and Communication</p> <p>Project management 0.05 FTE</p> <p>Percentage Completed: 29%</p>	<p>Medium</p>	<p>4.1.1, 4.1.2</p>	<p>CEO</p>	<p>1,020</p>	<p>1,020</p>	<p>1,020</p>	<p>1,020</p>		<p>Costs 2013/14</p> <ul style="list-style-type: none"> • Met through Public Relations Budget (\$9,000) • Recurrent costs post 2016 are \$1,020 per annum <hr/> <p>Good relationship between community and Council</p> <ul style="list-style-type: none"> • Annual community survey
<p>9. Trails Strategy</p> <p>Project management 0.1 FTE</p> <p>Percentage Completed: 5%</p>	<p>Medium</p>	<p>1.7.2</p>	<p>CEO</p>	<p>0</p>	<p>0</p>	<p>260,000</p>	<p>0</p>	<ul style="list-style-type: none"> • LotteryWest • Department of Regional Development 	<p>Morawa Perenjori Wildflower Drive Trail</p> <ul style="list-style-type: none"> • R4R Grant required listed in 2013/14 Budget: \$467,000 <p>Town Heritage Walk Trails 2014/15?</p> <ul style="list-style-type: none"> • \$65,000 Lotterywest funding “parked” • \$65,000 Shire contribution not budgeted <p>Bush Trails 2014/14?</p> <ul style="list-style-type: none"> • \$65,000 application in to Lotterywest • \$65,000 other contrition? <p>Recurrent cost post 2016: \$5,000 PA</p> <p>Increased level of community activity and activation trails</p> <ul style="list-style-type: none"> • Annual community survey

Objective: Protect and enhance the natural environment and sense of place

Program Area: Environment

Goal: Protect and enhance the natural environment

Project	Priority	SCP Link	Who	12/13 \$	13/14 \$	14/15 \$	15/16 \$	Stakeholders	Progress (Including Performance Indicators)
10. Waste Management – Regional Project Project management 0.15 FTE Percentage Completed: 10%	High	2.4	CEO, MWRC	0	360,000	0	0	Shires of Carnamah, Coorow, Mullewa, Perenjori, Three Springs and Mingenew	<ul style="list-style-type: none"> Capital works set at \$320,470. 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 has 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 appointed to develop strategic plan. First site visit February 2014 <hr/> Coordinated waste management by Shires <ul style="list-style-type: none"> Removal of waste to sub-regional station
11. Water Supply Development Project management 0.05 FTE Percentage Completed: N/A	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 <hr/> Future water needs secured <ul style="list-style-type: none"> Water storage constructed
12. Solar Thermal Power Station Feasibility Study Project management 0.1 FTE Percentage Completed: 5%	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"> Project may be put on hold or scrapped; Legal advice received re reallocation of \$500,000 to another project; Shire President and CEO met with Paul Rosair 17 February 2014 to discuss Recurrent costs post 2016: \$60,000 <hr/> Feasibility study completed <ul style="list-style-type: none"> Completion Endorsement key agencies <ul style="list-style-type: none"> Satisfaction Western Power, Public utilities Office

<p>13. Water Supply Development and Waste Water Plant Upgrade</p> <p>Project management 0.05 FTE</p> <p>Percentage Completed: 25%</p>	Medium	1.4.4, 2.1.1, 2.1.3	CEO	0	140,000	0	0	<ul style="list-style-type: none"> Watercorp 	<ul style="list-style-type: none"> Recurrent costs post 2016:Unknown; Works for 2013/14: <ul style="list-style-type: none"> Set at \$70,000 for sewerage pond desludging; Scope of Works reduced to reflect budget; Works should be completed by the end of March 2014 <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
<p>14. Sustainability Program:</p> <ul style="list-style-type: none"> Identify policies to manage carbon sequestration Implement the Climate Change and Adaption Plan Continue to manage feral flora and fauna Rehabilitate, protect and conserve Shire controlled land Support and promote environmental management practices <p>Project management 0.1 FTE</p> <p>Percentage Completed: 58%</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: <ul style="list-style-type: none"> 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)
15. Develop Industry Training Centre Project management 0.1 FTE Percentage Completed: 10%	High	1.2.8, 3.1.5	MEITA & Shire	0	508,404	0	0	<ul style="list-style-type: none"> MWDC, Durack Institute, Department of Training & Workforce Development, Karara Mining Limited 	<ul style="list-style-type: none"> Training Centre expenditure: <ul style="list-style-type: none"> 2013/14 set at \$433,908; Funded through Mid West Investment Plan; Business case reviewed and submitted to MWRC Board 28 November 2013. Further change required: <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; First part of funding should be received 2013/14, but works cannot commence at the Industrial units until the Ad School move out in August 2014 Recurrent cost post 2016: \$80,000 <hr/> <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)
16. Migration Settlement Scheme (Research) Project management 0.3 FTE Percentage Completed: N/A	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 <hr/> <p>Sustainable increase in population</p> <ul style="list-style-type: none"> Population trends
17. Develop Additional Business Incubator Units Project management 0.2 FTE Percentage Completed: N/A	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 <hr/> <p>New business established</p> <ul style="list-style-type: none"> New business establishment

<p>18. Industry Attraction and Retention Project</p> <p>Regional Resource – Investment Coordinator: 1.25 FTE (Funded MWIP)</p> <p>Project management 0.08 FTE</p> <p>Percentage Completed: 58%</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 to be established Feb 2014; Investment plan required (attraction process defined)? Funding of \$100,000 pa from CLGF/Mid West Investment Plan not requested? <p>2014</p> <ul style="list-style-type: none"> Regional Resource Coordinator employed and prospectus issued? <hr/> <p>Service gaps filled</p> <ul style="list-style-type: none"> Reported by community <p>Increased business activity</p> <ul style="list-style-type: none"> Applications recorded Reported by CCI
<p>19. Local Tourism Industry Development</p> <p>Support Visitor Information Centre 0.02 FTE</p> <p>Project management 0.02 FTE</p> <p>Percentage Completed: 0%</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"> \$40,000 is allocated for the Caravan park Caretaker transportable accommodation; \$5,500 Wildflower Country Brochure; \$1,928 Wildflower Country Drive Trail <hr/> <p>Increase in visitor numbers</p> <ul style="list-style-type: none"> Visitor numbers Caravan park <p>Wildflower Way project</p> <ul style="list-style-type: none"> Completion of project

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

Program Area: Transport Infrastructure and Services

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

Project	Priority	SCP Link	Who	12/13 \$	13/14 \$	14/15 \$	15/16 \$	Stakeholders	Progress (Including Performance Indicators)
20. Upgrade Morawa Airport Project development support 0.02 FTE 13/14 Project management: 0.2 FTE – External 14/15 Asset management: 0.2 FTE - ongoing Percentage Completed: 50%	High	1.10.1, 1.10.2	Project Officer	0	40,000	1,000,000	1,500,000	RDAF	2013/14 <ul style="list-style-type: none"> Airport Masterplan: <ul style="list-style-type: none"> \$20,000 RADS - approved \$20,000 Shire funds Andrew Forte appointed to develop Masterplan Shire President, ACEO met with Gavin Treasure 9 December 2013 confirming that that the Airport project is an “above the line” project. 2014/15 <ul style="list-style-type: none"> Seal and upgrade runways and apron 2015/16 <ul style="list-style-type: none"> Provide Terminal Building <hr/> Commencement commercial facility <ul style="list-style-type: none"> Commencement Improved transport hub to the region <ul style="list-style-type: none"> Volume traffic flow Service hub RFDS <ul style="list-style-type: none"> Usage
21. Upgrade Major Roads and Annual Road Program Project management: 0.9 Percentage Completed: 31%	Medium	1.8	Works Manager	1,580,000	1,580,000	1,580,000	1,580,000	Department of Main Roads	2013/14 (\$1,694,555) YTD: \$522,392 <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: 53%	Ongoing		Works Manager	2,059,403	2,100,000	2,142,000	2,185,000		2013/14 (\$1,734,194) Staff Required: 11 FTE Cost YTD: \$920,801 Recurrent Cost post 2017: \$2.23M

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)
22. 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
23. 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	2013/14 <ul style="list-style-type: none"> \$63,435 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)
24. Expansion Van 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
25. 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 2013/14

Program Area: ?

Goal: ?

Project	Priority	SCP Link	Who	12/13 \$	13/14 \$	14/15 \$	15/16 \$	Stakeholders	Progress (Including Performance Indicators)
<p>26. Main Street Project</p> <p>Landcorp Project Management 1 FTE funded</p> <p>Project support: 0.5 FTE – External 13/14</p> <p>Percentage Completed: 15% Stage 1: 20% Stage 2: 10%</p>	High	1.7.1, 1.7.5, 1.6.1	Project Officer	0	3,536,000	2,200,000	0	SuperTowns Project – R4R	<ul style="list-style-type: none"> The main street of Morawa will be revitalised to provide new opportunities for community interaction and an increased level of retail and commercial services: <ul style="list-style-type: none"> Civic Square (Stage 1) - 2013/14 Freight Realignment (Stage 2) - 2014/15 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. Tenders for freight road re-alignment: <ul style="list-style-type: none"> Closed 12 November 2013; Go to Council 20 February 2014; Mobilisation of works mid March 2014. Expected completion for Stage 1 and 2 December 2014 <hr/> <p>Civic Square constructed</p> <ul style="list-style-type: none"> Project opening 2014 <p>Freight realignment constructed</p> <ul style="list-style-type: none"> Project opening 2014
<p>27. Wireless and Mobile 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: 10%</p>	High	1.3.2, 1.3.4	Project Officer	0	375,000	0	0	CLGF	<p>Shire of Morawa coordinating update to project business case. Funding required is as follows:</p> <ul style="list-style-type: none"> Merkanooka (\$680,000) <ul style="list-style-type: none"> CLGF – R: \$ 83,333 MWIP: \$471,667 Shire Funds: \$125,000 Morawa East High (\$942,000): <ul style="list-style-type: none"> CLGF – R: \$500,000 MWIP: \$442,000 Shire Funds: \$ 0

									<ul style="list-style-type: none"> Business case goes to the MWDC Board on 25 February 2014 <p>Note: The 2013/14 Budget contains 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
28. Power Line Upgrade Project management: 0.1 Percentage Completed: N/A	Medium	1.4.2	MWDC	0	0	0	0	Wester Power	Project deferred until development of next corporate business plan: <ul style="list-style-type: none"> Must be externally funded; Budget \$7M
29. Land Development – Residential and Industrial Project management: Landcorp? Percentage Completed: 55% <ul style="list-style-type: none"> Residential: 100% Industrial: 10% 	High	1.1.2	CEO	800,000 Landcorp	900,000 Landcorp			Landcorp	Costs for 2012/13, 13/14 met by Landcorp: <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 <p>Industrial Sub-division</p> <ul style="list-style-type: none"> First stage of industrial sub-division – 6 blocks underway. Clearing re Club Road access to occur 17 February 2014: <ul style="list-style-type: none"> Pegging out completed; CEO and DCEO have completed walk through with contractors Stage two re headworks is now scheduled for November 2014 Stage three – finalisation of roads <hr/> <p>Lots successfully developed</p> <ul style="list-style-type: none"> Sale of lots

<p>30. Gateway Project Plans</p> <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"> ○ Sinosteel: \$200,000. Stated in CBP confirmed. However, only \$30,000 put aside; ○ Shire: \$50,000 to be budgeted. Has not happened. ○ 13/14 Budget \$250,000 Sinosteel? ○ SMC are now offering \$100,000 • Recurrent costs post 2016 \$2,500 <hr/> <p>Formal entry will provide sense of place</p> <ul style="list-style-type: none"> • Annual community survey • Visitor survey conducted visitor centre
<p>31. Omnibus Scheme Development</p> <p>Project management: 0.2</p> <p>Percentage Completed: 50%</p> <ul style="list-style-type: none"> • Omnibus: 70% • Urban Design: 60% • LP Strategy: 20% 	Medium	1.5.1	Planning Officer CEO	0	350,000	300,000	0	WAPC, EPA	<p>2013/14 \$232,844 in Budget</p> <ul style="list-style-type: none"> • Urban Design Guidelines developed & to go to community meeting Feb 14 – Completion 25/04/14; • Omnibus amendments due 30/06/14 • Scheme strategy changes due 30/09/14 <hr/> <p>LP Strategy and Scheme</p> <ul style="list-style-type: none"> • Completed report WAPC <p>Omnibus</p> <ul style="list-style-type: none"> • Completed report WAPC <p>Urban design guidelines</p> <ul style="list-style-type: none"> • Endorsement by Shire of Morawa as policy
<p>32. Old Morawa Hospital</p> <p>Project management: 0.05</p> <p>Percentage Completed: 75%</p>	Medium	1.9.4	CEO	0	50,000	0	0	MWDC, R4R	<p>2013/14</p> <ul style="list-style-type: none"> • \$50,000 not budgeted; • Technical report received 16/11/13. Cost of report: \$3,900 funded from Consultancy Services Admin; • Scope of report discussed with Council 11 February 2014 <hr/> <p>Hospital is renewed as community asset</p> <ul style="list-style-type: none"> • 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)
33. Leadership and Mentoring – Young people Project management 0.01 FTE Percentage Completed: 58%	High	3.1.9	CYDO	0	120,000	120,000	120,000	<ul style="list-style-type: none"> Morawa Youth Centre 	2013/14 <ul style="list-style-type: none"> Operating \$112,634 Projects \$24,200 (Grants) 2013 Output: Youth Officer employed (completed) <hr/> Young people move into leadership role <ul style="list-style-type: none"> Number in community organisations and Council
34. 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 Station Advocate for visiting specialist and allied health Advocate for adequate police and emergency services Project management 0.1 FTE Percentage Completed: 58%	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 	Met through normal operating costs 2013/14 <ul style="list-style-type: none"> CBH: Has changed focus? Education System: MEITA project 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: GP, RFDS Dental Van; Police & Emergency Services: LEMC and CESM Program in place <hr/> Agencies and Service Providers meet community needs <ul style="list-style-type: none"> Annual community survey
35. Invest in Council's Capacity Oversee Management of Shire 0.1 FTE	High	4.3.1, 4.3.2, 4.3.3, 4.4.1, 4.4.2,	CEO	0	0	0	0		Met through normal operating costs: Staff Training and Development <ul style="list-style-type: none"> Well Program: \$12,696 PWOH: \$26,578

<p>Integrated Strategic Planning Support: 0.2 FTE</p> <p>Annual Customer Survey: 0.1 FTE</p> <p>Percentage Completed: 58%</p>		<p>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</p>							<ul style="list-style-type: none"> • Other Property & Services: \$8,438 <p>Professional Development Councillors</p> <ul style="list-style-type: none"> • \$8,000 <p>Traineeships</p> <ul style="list-style-type: none"> • \$0 <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 • 15/15 Furniture & Equipment <p>Implemented IPR Framework</p> <ul style="list-style-type: none"> • SCP 21/06/12; CBP 20/06/13 <p>Review Council Policies and Laws</p> <ul style="list-style-type: none"> • Undertaken each March <p>Compliance with all Legislation and LG Act</p> <ul style="list-style-type: none"> • Annual Compliance Return undertaken Feb/Mar each year <p>Delivery of Services as Sub-Regional Hub</p> <ul style="list-style-type: none"> • Ongoing Shared Services <p>Annual Customer Surveys</p> <ul style="list-style-type: none"> • Process to be revisited by 30 June 14 <hr/> <p>Excellence in governance, management and leadership</p> <ul style="list-style-type: none"> • Annual community survey
<p>Program Area Operating Cost:</p> <p>Percentage Completed: 21%</p>	<p>Ongoing</p>	<p>CEO</p>	<p>836,083</p>	<p>852,000</p>	<p>869,000</p>	<p>886,000</p>			<p>2013/14 (\$818,797)</p> <p>Staff Required: 1 FTE Cost YTD: \$175,284 Recurrent Cost post 2017: \$903,000</p> <p>Note: Of the above cost, \$309,990 is included for the Old Town Hall upgrade</p>

Assessment

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

Criterion	Key Requirements	Progress/Comment	Tracking
Assessment of Projects	<p>Projects (35):</p> <p>Projects on-track: 2 Projects monitored: 15 Projects off-track: 9 Projects deferred: 9 Percentage Completed: 29%</p> <p>Program Areas-Operating (4):</p> <p>Monitor 4</p>	<p>Projects</p> <ul style="list-style-type: none"> Staff resourcing in terms of key roles is a constant issue regarding consistency and progressing of goals i.e. the long term vacancy of the CEO position; The second key issue has been the constant waiting on the approval of funding or resources for key projects: <ul style="list-style-type: none"> State Cabinet – continual delays whilst it makes a decision (Town Centre Revitalisation and Freight Road Re-alignment); Scrapping of Commonwealth funding programs e.g. RADF5 (Town Hall project); Changes to Royalties for Regions (CLGF) funding or not meeting acquittal requirements (Includes key funding regarding the Morawa Swimming Pool); MWDC requirement to continually review business cases; Competition regarding the availability of bitumen for major road projects (has been secured for Feb 2014, so will be on track) The majority of projects with monitoring status, although they have a low completion status, are on track in terms of where they are regarding the timeline of the project. <p>Program Areas-Operating Each program area – operating although they have a monitoring status are on track in terms of normal operations for this time of year.</p>	
Resource Capability (Staff)	<ul style="list-style-type: none"> CBP: 2.08 FTE Programs: 24.07 FTE Project Officer funded externally MWRC setting up support re: <ul style="list-style-type: none"> Human Resource Management Higher Level Financial Management Engineering 	<p>The key issue here is that the MWRC does not appear to be 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. <p>The balance between SuperTowns and local government operations is</p>	

	<ul style="list-style-type: none"> ○ Health and Building ● Succession planning/mentoring 	<p>impacting on staff. Key impacts include:</p> <ul style="list-style-type: none"> ● The struggle to provide consistent governance support; ● Records management constantly suffers; ● Front line services constantly interrupt administration support. <p>Resource sharing with Shire of Perenjori is now being explored to help address the above</p>	
Assets of the Shire	Whole of Life costs for the next 10 years are put at \$2,426,700 per annum	No change. However, this may change once the asset management plans are completed	
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 	As per Assessment of Projects	
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 is required for the Shire (This was not identified as a key system in the CBP although there is an operational risk assessment that forms part of the CBP. The operational risk assessment does not provide the list of risk parameters or appetite that can be used on an ongoing basis. This is a critical tool when making key decisions).</p> <p>Document Management</p> <ul style="list-style-type: none"> ● Staff are in the process of setting up electronic records management. <p>Project Management</p> <ul style="list-style-type: none"> ● Not in place <p>Stakeholder Management System</p> <ul style="list-style-type: none"> ● Not in place <p>ICT System</p> <ul style="list-style-type: none"> ● Current system is adequate for needs. Requires optimisation of its use. 	

		<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); • It is highly unlikely that HR support and high level financial support will come from the MWRC; <p>Workforce Planning and Cost Modelling</p> <ul style="list-style-type: none"> • Performance management system required; • A review of JDFs (PDs) required. <p>Skills Development</p> <p>See HR processes and Workforce Planning and Cost Modelling</p> <p>Workforce</p> <ul style="list-style-type: none"> • Corporate Business Plan monthly report developed and implemented December 2013; • Also see workforce planning and cost modelling. <p>Council</p> <ul style="list-style-type: none"> • Engagement of community regarding the role of the Shire and Council's responsibilities is required: <ul style="list-style-type: none"> ◦ 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 3. Stakeholder relationships managed electronically 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 	<p>See Operational Risk Assessment</p>	

	<p>9. Rationalise asset base at every opportunity</p> <p>10. Continue to invest in regional processes that optimise Shire revenue base</p>		
<p>Measuring Our Success</p>	<p>The Key Performance Measures are:</p> <ul style="list-style-type: none"> • Community satisfaction telecommunication services (AS); • Community satisfaction town amenity (AS); • Community satisfaction housing supply (AS); • Community satisfaction other services (AS) • Number houses built per year; • Land availability for projects; • Nil waste targets achieved; • All residents able to access primary health care service within 24 hour target; • Number cultural events held; • Annual community satisfaction with cultural, heritage and recreation services (AS); • Volunteering rate each census period; • Community satisfaction with engagement with Council (AS); • Improvement in financial ratios • Low employee turnover • Successful fundraising for key projects 50% target 	<p>Annual Survey (AS) Outcomes:</p> <ul style="list-style-type: none"> • Survey process is in place <p>House Built Statistics:</p> <ul style="list-style-type: none"> • To be determined <p>Waste Targets</p> <ul style="list-style-type: none"> • To be determined <p>Primary Health Care Access</p> <ul style="list-style-type: none"> • To be determined <p>Cultural Events</p> <ul style="list-style-type: none"> • 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 currently under review as part of the compiling of the 2012/13 annual financial statements. <p>Employee Turnover</p> <ul style="list-style-type: none"> • To be verified. The benchmark for local government is 12%-16% <p>Successful Fundraising</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 • It would be appropriate to develop a grants matrix to summarise all grants received 	

Legend

Off-track (0-49% completed)	
Monitor (50-69% completed)	
On-track (70 – 100% completed)	
Projects deferred	

Date of Meeting:	20 February, 2014
Item No:	7.2.6.2
Subject:	Management of Morawa Community Care Units
Date & Author:	30 January 2014 Sean Fletcher CEO
Responsible Officer:	Chief Executive Officer
Applicant/Proponent:	Shire of Morawa
File Number:	ADM 0608
Previous minute/s & Reference:	July 18 2013 and 21 November 2013.

SUMMARY

The purpose of this report is to seek Council's adoption of the Terms of Reference or Charter for the Morawa Community Aged Care Committee that will allow the implementation of the Committee and transition arrangements to occur regarding the management of the aged units in Morawa.

DECLARATION OF INTEREST

Nil

ATTACHMENTS

Nil

BACKGROUND INFORMATION

At the meeting held 18th July, 2013, Council resolved the following:

Moved: Cr G R North
 Seconded: Cr D S Agar

That the Council express an interest to the Morawa Community Care Inc. in becoming more involved in the future administration of the Morawa aged care units.

That the CEO be authorised to undertake further investigation in the areas outlined in the report in order to supply more detailed information on the options for the Councils involvement.

The Council indicate its preference to retain the independent Board option under the continuing name of Morawa Community Care Inc. and seek a further more detailed report from the CEO on the possible transition for this to happening.

CARRIED

4/1

Accordingly a further report was prepared for Council's consideration at the ordinary council meeting on 21 November 2013 that included advice that suggested it would be appropriate for Council to consider the future management and control of aged care accommodation in Morawa by incorporating this within the Aged Housing Sub-program within the Shire's Housing Program and thus become a direct service and cost provided for and met by the Shire. The report also identified that this service delivery would need to be administered by Shire staff with decisions made regularly through the delegation of certain responsibilities to a suitably appointed committee. The committee would need to be established and would be made up of four (4) members; the President, two councillors and a community member.

Accordingly, Council resolved to establish the Morawa Community Aged Committee as follows:

Moved: Cr D S Agar
 Seconded: Cr M J Thornton

- That Council take over the future management and control of aged care accommodation in Morawa as an official role of the Council's administration and become a direct service and cost provided by the Council.
- That Council establish a committee consisting of 4 persons, named the Morawa Community Aged Care Committee to assist the Council and to exercise the powers and discharge the duties of the Local Government that can be delegated to the Committee.
- That Council appoint the President Cr Chappel, Cr Stokes, Cr Collins and Michelle Shields to be members of the Morawa Community Aged Committee.
- That Council appoint Cr D S Agar as a deputy member of the Morawa Community Aged Committee.
- That Council delegate any of its powers or duties that are necessary or convenient for the proper management of (the local government's property) being the Morawa Aged Care Units.
- That Council arrange with the Department of Health and the Department of Housing to have the existing agreements with the Morawa Community Care Inc transferred to the Shire of Morawa.

CARRIED
 7/0

OFFICER'S COMMENT

With the establishment of the Morawa Community Aged Care Committee there is now a need to implement the terms of reference or charter that outlines the delegated powers and duties that the Committee will have oversight for regarding the management of the Morawa Community Care Units (the Facility).

In particular, the key responsibilities of the Committee at an oversight i.e. watchful care level include:

Responsibilities	Typical Scope
The effective administration and financial management of the Facility including the development and review of appropriate reports	<ul style="list-style-type: none"> • The Committee will need to satisfy itself that there is appropriate administrative support and functions in place. • Financial reports regarding the management of the Morawa Aged Care Units will need to be available at each ordinary committee meeting.
Determine fees and charges for the use of the Facility, subject to the Council's adoption of the budget	<ul style="list-style-type: none"> • Council as part of the budget process must set fees and charges each year for the services and facilities it provides. • The Committee will need to recommend what the fees and charges are each year in accordance with Council's requirements and those of the Department of Housing.
Ensure that all fees and charges received associated with the management of the Facility are deposited into the appropriate Shire bank accounts	<p>Depending on the nature of the fees and charges set will determine where the fees and charges raised are deposited:</p> <ul style="list-style-type: none"> • For the Joint Venture houses the fees and charges raised would need to go into an appropriate reserve for ongoing maintenance and repairs according to Department of Housing guidelines; • For the units developed by the Shire, the income would be deposited subject to how those units are used: <ul style="list-style-type: none"> ○ Normal lease/rent into the municipal account; ○ Lease for Life into an appropriate account/trust.
Noting or authorising relevant capital works, maintenance and repairs within budgetary constraints	<ul style="list-style-type: none"> • All capital works, maintenance and repairs must not exceed the budget set and approved by Council for the Aged Housing sub-program area.

	<ul style="list-style-type: none"> • There are a range of maintenance and repair matters that are operational in nature and thus will occur at staff level. An inventory of repairs and costs incurred would be monitored by the Committee. • In some cases the Committee may be asked by Shire staff to prioritise certain expenditure through the reallocation of costs to cover a key expense providing it does not exceed the budget for the Aged Housing sub-program area; • If further funding is required then this must be submitted to Council for consideration.
<p>Reviewing the needs of the occupants:</p> <ul style="list-style-type: none"> • Internally through ongoing involvement of the users in the development and use of the Facility; • Externally through encouraging public interest, participation and involvement in the development and use of the Facility. 	<p>As part of any good service delivery model, there is the need to review the needs of the occupants on a regular basis. This would involve consultation with the users or potential users and seeking input from them regarding the suitability of the aged units as a facility</p>
<p>Ensuring compliance with community housing requirements and legislation</p>	<p>This is a key governance requirement that includes ensuring that there is compliance with the appropriate legislation concerning those units that were built or maintained with assistance from the Department of Housing i.e. the Joint Venture Housing units. The range of applicable legislation/policies includes:</p> <ul style="list-style-type: none"> • Community Housing Allocations Policy; • Community Housing Income and Asset Limits Policy; • Community Housing Registration Policy; • Community Housing Rent Setting Policy
<p>Development of Council policies for the successful management of the Facility which are consistent with the directions and instructions of Council</p>	<p>The Committee may need Council to adopt policies from time to time that will assist both the Committee and support staff</p>
<p>Where appropriate, make recommendations to Council on the needs and requirements of the level of service required regarding the Aged units including major repairs and/or upgrades or the provision of additional services</p>	<p>The committee will need to make recommendations from time to time to Council on the incurring of major costs. This may include:</p> <ul style="list-style-type: none"> • Major repairs e.g. replacement of damaged key plant, fittings and equipment; • Major Upgrades e.g. the construction of additional units or other rooms/facilities, the purchase of plant, fittings and equipment; • The need to provide additional services e.g. those other than aged accommodation but compliment the needs of the units users
<p>Minimising the Shire's public liability risk exposure</p>	<p>Incumbent on the Shire is the need to ensure that the risk to the public that enters the Facility is minimised</p>
<p>Maximising the sustainable use of the Facility:</p> <ul style="list-style-type: none"> • Develop and review a Facility service delivery plan and risk management plan; • Develop and review the long term financial plan and budget each year for Council's consideration. 	<p>As the aged units are a key service to the community, the Committee will need to develop appropriate informing strategies that feed into the Shire's Strategic Community Plan and the Corporate Business Plan including:</p> <ul style="list-style-type: none"> • Service delivery plan (strategic/action plan); • Risk management plan; and • A long term financial plan and budgets

Table One: Scope of Powers and Duties for the Morawa Community Aged Care Committee

Next steps

The next steps regarding the establishment and actions of the Morawa Community Aged Care Committee are:

1. Calling of a meeting of the Committee:
 - a. Election of the presiding member.
 - b. Workshop regarding key actions and responsibilities.
 - c. Setting of meeting dates for 2014.
 - d. Recommendations/advice to Council.
2. Implementation of the transition process with Morawa Community Care Inc. (Brian and Betty Ross) and the Department of Housing.

COMMUNITY CONSULTATION

An item in the “Shire Snippets” has appeared in the Morawa Scene in the latter part of 2013 indicating the Shire’s willingness to become involved in the administration of the aged units in Morawa. Both items also called for expression of interest from community members to join with Councillors to form a management team to assist in running the units.

The author and the Deputy CEO met with Brian and Betty Ross on 5 December 2013 to advise that Council had resolved for the Shire to undertake the management of the aged units.

COUNCILLOR CONSULTATION

- Discussed at the Information & CEO Briefing Forum held 8th October, 2013, 20 November 2013, 19 December 2013 and 11 February 2014;
- The Shire President.

STATUTORY ENVIRONMENT

LOCAL GOVERNMENT ACT

Section 5.16: under and subject to section 5.17, a local government may delegate* to a committee any of its powers and duties other than this power of delegation.

* Absolute Majority required (i.e. more than 50% of the number of offices (whether vacant or not))

Section 5.17 (c) (i) A local government to delegate to the committee any of the local government’s powers or duties that are necessary or convenient for the proper management of the local government’s property.

POLICY IMPLICATIONS

Policy Manual

Council may consider new policies pertaining to the administration of aged care facilities.

Delegations

Currently there are no delegations to committees under *Delegation 1 - Delegations from Council to Committees*.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

This matter falls within the Strategic Community Plan, under Strategy 3.1.10 – *Investigate feasibility to acquiring Morawa Community facilities* and ties in with the Corporate Business Plan - *Project 4 Morawa Community Care* regarding the recent completion of four specifically designed units on land vested to Morawa Community Care.

RISK MANAGEMENT

By adopting the powers and functions for the Morawa Community Aged Care Committee will reduce the risk from high to medium/low.

A key requirement will be for the committee to develop an appropriate risk management plan regarding its activities and management of the aged units.

VOTING REQUIREMENT

Absolute Majority.

OFFICER'S RECOMMENDATION

Council delegates under Section 5.16 of the *Local Government Act 1995* to the Morawa Community Aged Care Committee the powers and functions set out in the following schedule:

Responsible Officer:	Chief Executive Officer (or representative)
Minutes:	Community & Youth Development Officer
Venue:	As appropriate
Membership:	Member: Cr Chappel Member: Cr Stokes Member: Cr Collins Member: Michelle Shields Deputy Member: Cr Agar
Meetings:	As required, but no less than four meetings per year
Delegation:	Under section 5.17 (c) (i) of the <i>Local Government Act 1995</i> , the proper management, whether necessary or convenient, of the Morawa Community Aged Care Units (the Facility) is delegated to the Morawa Community Aged Care Committee according to the defined Charter of Powers and Functions.
Charter of Powers and Functions:	To assist the Shire of Morawa regarding the proper management of the Morawa Community Aged Care Units as follows: <ul style="list-style-type: none">• Provide oversight (watchful care) regarding the management of the Facility. This includes:<ul style="list-style-type: none">○ The ensuring effective administration and financial management of the Facility along with the development and review of appropriate reports;○ The determination of fees and charges for the use of the Facility, subject to the Council's adoption of the budget;○ Ensuring that all fees and charges received associated with the management of the Facility are deposited into the appropriate Shire bank accounts;

	<ul style="list-style-type: none">○ Noting or authorising relevant capital works, maintenance and repairs within budgetary constraints,○ Reviewing the needs of the occupants:<ul style="list-style-type: none">▪ Internally through ongoing involvement of the users in the development and use of the Facility;▪ Externally through encouraging public interest, participation and involvement in the development and use of the Facility;○ Ensuring compliance with community housing requirements and legislation; and○ The development of Council policies for the successful management of the Facility which are consistent with the directions and instructions of Council;● Minimise the Shire's public liability risk exposure.● Where appropriate, make recommendations to Council on the needs and requirements of the level of service required regarding the units including major repairs and/or upgrades or the provision of additional services;● Maximise the sustainable use of the Facility:<ul style="list-style-type: none">○ Develop and review a Facility service delivery plan and risk management plan;○ Develop and review the long term financial plan and budget each year for Council's consideration.
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Date of Meeting:	20 February 2014
Item No:	7.2.6.3
Subject:	Councillor Appointments to Committees – Local Emergency Management Committee
Date & Author:	13 February 2014 Sean Fletcher
Responsible Officer:	Sean Fletcher Chief Executive Officer
Applicant/Proponent:	Shire of Morawa
File Number:	ADM 0333
Previous minute/s & Reference:	17 November 2011

SUMMARY

The purpose of this report is for the Council to appoint a delegate to the Mingenew, Morawa, Perenjori and Three Springs Local Emergency Management Committee (LEMC). This is so that the Shire of Morawa can meet its obligations regarding the appointment of an elected member to the LEMC.

DECLARATION OF INTEREST

Nil

ATTACHMENTS

Nil.

BACKGROUND INFORMATION

The LEMC is made up of the Shires of Morawa, Mingenew, Perenjori and Three Springs and is supported by the Community Services Manager Rick Ryan. The Council resolved previously at the ordinary council meeting on 17 November 2011 to support the formation of the joint LEMC including participating and contributing to the emergency management arrangements as necessary.

The LEMC first met on 1 February 2012 with an invitation issued for one elected member from each shire to help form the joint committee. The CEO (or his representative) is also on the LEMC.

Mr Ryan met with the author on 31 January 2014 regarding the Shire's membership on the LEMC. Mr Ryan confirmed that although the Shire has staff attend the LEMC it does not have an elected member (councillor) on the LEMC at this point in time.

The provision of a councillor will support the succession arrangements regarding the LEMC in terms of the chair and deputy chair roles. Each of the other member shires now has an elected member on the LEMC.

There are four meetings of the LEMC each year. One meeting has been held to date this year. The remaining meeting schedule for 2014 is:

- 2nd April – Desktop exercise – Morawa Sports Ground pavilion;
- 2nd July – General Meeting – Mingenew;
- 24th September – Practical exercise – Perenjori (exercise scenario Herbicide/pesticide spill in Perenjori town site near school).

OFFICER'S COMMENT

As per the author's comments in the section regarding background information.

COMMUNITY CONSULTATION

Nil

COUNCILLOR CONSULTATION

Briefing Session 11 February 2014.

STATUTORY ENVIRONMENT

Emergency Management Act 2005

Part Three – Local Arrangements. This part describes the obligations on a local government regarding emergency management arrangements including the combination of two or more local governments for the purposes of emergency management, having satisfactory emergency management arrangements in place and the establishment of local emergency management committees.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Strategic Community Plan - Social

Objective 3: A community that is friendly, healthy and inclusive

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

3.1.6: Advocate and support the maintenance of adequate police and emergency services

RISK MANAGEMENT

Nil

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

Council:

1. Nominates Cr _____ as a delegate to the Mingenew, Morawa, Perenjori, Three Springs Local Emergency Management Committee.
2. Authorises the Chief Executive Officer to advise the Mingenew, Morawa, Perenjori, Three Springs Community Emergency Services Manager that Cr _____ is now a delegate to the Mingenew, Morawa, Perenjori, Three Springs Local Emergency Management Committee.

7.2.6.4 Correspondence

7.2.6.5 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 March 2014