

# AGENDA



## SHIRE OF MORAWA **21st August**

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 21st August 2014

Ordinary Council Meeting

5.30pm



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**John Roberts**  
**Chief Executive Officer**  
**Date: 15th August 2014**



# 21st August 2014

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Ordinary Meeting 18th September, 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.**

**JOHN ROBERTS  
CHIEF EXECUTIVE OFFICER**

## COUNCIL MEETING INFORMATION NOTES

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

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

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

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

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

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

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

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

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

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

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

Local Government (Administration) Regulations 1996

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

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

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

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

Local Government (Administration) Regulations 1996

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

10. Public Inspection of Unconfirmed Minutes (Reg 13)

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



**DECLARATION OF  
FINANCIAL INTEREST FORM**

TO: THE CHIEF EXECUTIVE OFFICER

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

I HEREBY DISCLOSE MY INTEREST IN THE FOLLOWING MATTERS OF

THE AGENDA PAPERS FOR THE COUNCIL MEETING DATED \_\_\_\_\_

AGENDA ITEM No.	SUBJECT	NATURE OF INTEREST	MINUTE No.

DISCLOSING PERSON'S NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NOTES:

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

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OFFICE USE ONLY:

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

CHIEF EXECUTIVE OFFICER \_\_\_\_\_ DATED \_\_\_\_\_

**SHIRE OF MORAWA**  
**REQUEST FOR WORKS AND SERVICES**

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

To the Chief Executive Officer,  
I submit the following for consideration at the \_\_\_\_\_ meeting held

On \_\_\_\_\_ Council  
Date

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

\_\_\_\_\_  
Received Date

**Filed On:** \_\_\_\_\_  
Date

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

Councillors Name/Signature \_\_\_\_\_

Date: \_\_\_\_\_

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

## **1 Declaration of Opening**

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

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

Cr K J Chappel	President
Cr D S Carslake	Deputy President
Cr D B Collins	
Cr D J Coaker	
Cr D S Agar	
Cr M J Thornton	
Cr K P Stokes	
Mr J Roberts	Chief Executive Officer
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**

17th July 2014 – Ordinary Council Meeting

31st July 2014 - Special 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>	<b>21 August 2014</b>
<i>Item No:</i>	<b>7.2.1</b>
<i>Subject:</i>	<b>Status Report – July 2014</b>
<i>Date &amp; Author:</i>	<b>13 August 2014 John Roberts</b>
<i>Responsible Officer:</i>	<b>Chief Executive Officer</b>
<i>Applicant/Proponent:</i>	<b>Chief Executive Officer John Roberts</b>
<i>File Number:</i>	<b>Various</b>
<i>Previous minute/s &amp;</i>	
<i>Reference:</i>	<b>17 July 2014 (Last Update to Council)</b>

### **SUMMARY**

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

### **DECLARATION OF INTEREST**

The author has no interest to declare in this report.

### **ATTACHMENTS**

Shire of Morawa July 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).*

**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 July 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"> <li>• 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.</li> <li>• 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.</li> <li>• EHO sent reminder 11 November 2013 re report.</li> <li>• The report was received on 26 November 2013. Council advised of its contents at the Briefing Forum on 19 December 2013;</li> <li>• CEO and DCEO did a thorough walkthrough of the site on 6 January 2014 re the report;</li> <li>• CEO discussed further with Council at the Briefing Forums on 11 February 2014 and March 2014;</li> <li>• Council visited the site on 20 March 2014. Initial discussions followed the site visit. It is recommended that a workshop on the matter is held at an appropriate time in the future;</li> <li>• CEO advised at the Council meeting 17 April 2014 that he has asked for an extension of time on the "Intention to Take" order to allow Council time to consider this matter. This has now been granted.</li> </ul>	CEO	Dec-14

Mar-08	8.1.2	Sinosteel Midwest Corporation Ltd – Entry Statement Project (Gateway Project)	<ul style="list-style-type: none"> <li>• DPI has offered assistance to ensure that Ministerial Directions in relation to the Rail Siding development are met. Council has agreed to undertake an internal design review to establish suitable on ground structures going forward. CYDO has been commissioned to manage this project with initial community meeting held. Review process will incorporate the main town entry statements and a new northern entry statement along the realigned Mingenew – Morawa Road. Preliminary designs were rejected by Council at September 2010 Meeting. Public tender process initiated to seek alternate design proposals has been suspended. Shire is seeking preliminary design proposals on an array of various concepts for further Council consideration. Visiting artists from Geraldton toured site on 15<sup>th</sup> March 2011. Preliminary concept designs rejected by Council. Council Working Group established and met to identify a way forward to further the concept design process. Landscape adviser identified and visitation to site occurred on 29<sup>th</sup> November 2011 with a following submission. TPG have provided a proposal to provide a scoping design role under the Morawa Super Town Project.</li> <li>• Council sub-committee and SMC representative met with principal consultants in Perth on 27<sup>th</sup> February 2012. Initial design proposal received and on site meeting held on 7<sup>th</sup> May 2012. Further design received for Council consideration.</li> <li>• Informal discussion held between ACEO and Scott Whitehead (SMC) – June 2013? Topics included: <ul style="list-style-type: none"> <li>○ Gateway project;</li> <li>○ Future fund;</li> <li>○ Radio tower</li> </ul> </li> <li>• Options now required to address status of this project: <ul style="list-style-type: none"> <li>○ CEO (Sean Fletcher) met with Scott Whitehead on 20 December 2013 and had a further meeting with SMC Legal Advisor Stuart Griffiths on 22 January 2014;</li> <li>○ Discussions highlighted that SMC is willing to allocate \$100,000 to the project or this level of funding to another town based project;</li> <li>○ Council informed of status at the Briefing Forum on 11 February 2014.</li> </ul> </li> <li>• The former CEO suggested to Council at the February Council meeting that perhaps it was time to revisit the Gateway Project. Council suggested that this should be done at the Briefing Forum regarding the Old Morawa Hospital. Some preliminary discussion was had on 20 March 2014.</li> <li>• <b>SP, CEO &amp; Stuart Griffiths (SMC) met on 17 July 2014 to discuss the Gateway Project and the future fund.. SMC stated</b></li> </ul>	CEO / CYDO	Dec-13
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			that the \$100,000 allocation was not tied to the Gateway Project. It was suggested it could be used for community benefit infrastructure such as a childrens playground.		
Oct-09	8.1.2	Morawa Sports Ground Amenities Upgrade	<ul style="list-style-type: none"> <li>• Official opening held 9 December 2013 with over 85 persons in attendance and three members of parliament including the Minister for Sport.</li> <li>• Council resolved at the November 2013 OCM that further designs and costings were required regarding the roof over the patio area. Four designs were received early March but failed to address the area over the canteen area were returned for correction. Final designs and quotes were received 4 April 2014: <ul style="list-style-type: none"> <li>○ Designs and costs to be discussed at the Briefing Session on 15 May 2014. Funding not available.</li> </ul> </li> <li>• Works regarding the playground are completed with the fence installed 29 April 2014 and shade sail installed 5 May 2014:</li> <li>• Councillors were given the opportunity on 20 February 2014 to review the Pavilion and discuss suggestions regarding the hanging, display and storing of the sporting clubs honour boards and memorabilia. A discussion with the clubs was held on 26 March 2014 regarding the placement of the honour boards and memorabilia within the Pavilion: <ul style="list-style-type: none"> <li>○ CEO to seek costs from Shire of Irwin regarding the mobile display cabinets;</li> </ul> </li> </ul>	CEO	Oct-13

			<ul style="list-style-type: none"> <li>○ Clubs still sorting out honour boards and memorabilia. Following a meeting with club presidents an agreement was reached ensuring the honour boards would be installed in August 2014.</li> <li>• BBQ now installed and operational.</li> <li>• CCTV equipment installed, awaiting an electrical point to be installed.</li> <li>• Other rectifications include: <ul style="list-style-type: none"> <li>○ Kitchen door window - completed;</li> <li>○ Repairs to toilet holders - completed;</li> <li>○ Correction to sensor in Ladies Changeroom - completed;</li> <li>○ Hand basin in Ladies Changeroom is affected by distance from the hot water system – pressure issue. A quote has been received to improve the pressure. The quote of \$44k is prohibitive. This not a problem during the winter months as watering of the grounds not required (watering reduces water pressure).</li> <li>○ Airconditioning controllers – Ladies Changeroom changed to manual control;</li> <li>○ Mirror installed in Ladies Changeroom;</li> <li>○ Seals installed on roller doors.</li> </ul> </li> </ul>		
Feb-10	8.2.2	Morawa Perenjori Trail Master Plan	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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;</li> <li>• Notified 5 March 2014 that the above application was unsuccessful;</li> <li>• The DCEO suggested on 20 March 2014 that perhaps there was an opportunity to combine the approved funding to the Gateway project. See Gateway Project comments.</li> </ul>	CEO	Dec-12

Jul-10	8.1.3	Heavy Industrial Land 10781 Stage 2	<ul style="list-style-type: none"> <li>• 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 7<sup>th</sup> 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.</li> <li>• Stage 1 – Clearing: <ul style="list-style-type: none"> <li>◦ Landcorp Board met in October 2013 regarding the high cost of this project and has approved Stage 1 of a three stage program. (This will include Club Rd, clearing of the access roads and land to the subdivision). Work started 3 March 2014 and is completed;</li> </ul> </li> <li>• Stage 2 – Headworks: <ul style="list-style-type: none"> <li>◦ Will be funded by Landcorp. Approval to finalise funding will not occur until November 2014</li> </ul> </li> <li>• Stage 3 – Installation of Roadways: <ul style="list-style-type: none"> <li>◦ Funded by Landcorp with work to be done by Shire.</li> </ul> </li> </ul>	DCEO	Dec-12
Jul-10	Urgent Business	Club Road Access	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Department of Environment and Regulation permits approved end of December 2013.</li> <li>• Landcorp has recommended local contractor to assist with the clearing. This work ties in with Stage 1 of Heavy Industrial Land</li> </ul> <p><b>Note:</b> The progress on this project is now subject to the Industrial Sub-division outcomes</p>	CEO	Dec-13

Dec-10	8.3.4	Karara Mining Ltd Regional Community Trust	<ul style="list-style-type: none"> <li>• Enter into discussions and negotiate a Regional Community Trust for Morawa, Perenjori, Three Springs and Mingenew with Karara Mining Ltd.</li> <li>• <b>Met with Karara on 17 July 2014. SMC have offered prepare a draft trust document for the Shire.</b></li> </ul>	CEO	Feb-13
Jun-11	8.2.1	Climate Change Risk Assessment & Adaptation Action Plan	<ul style="list-style-type: none"> <li>• Implement adaptation action plan strategies rated 'extreme' and 'high' as budgetary and human resources permit.</li> <li>• <b>Consideration required to start funding actions in 2014/15</b></li> </ul>	CEO	Jun-13
Dec-11	8.2.6	Morawa Skate Park	<ul style="list-style-type: none"> <li>• The major work on the Skate Park has been completed</li> <li>• <b>Remaining minor works include:</b> <ul style="list-style-type: none"> <li>○ <b>Shade sail – an allocation included in the 14/15 budget, subject to grant funding.</b></li> <li>○ <b>Lighting – an allocation included in the 14/15 budget, subject to grant funding.</b></li> </ul> </li> </ul>	CYDO	Dec-12
Feb-12	8.2.1	Shire of Morawa Asset Management Plan	<ul style="list-style-type: none"> <li>• A consultant to be provided by the Department of Local Government with the Shire of Morawa Asset Management Plan. The consultant will be provided at no cost to the Shire.</li> <li>• <b>Fair value calculations regarding assets nearing completion:</b> <ul style="list-style-type: none"> <li>○ <b>Greenfields to undertake FV of Infrastructure Assets.</b></li> <li>○ <b>Morrison Low will then update the Asset Management Plan to reflect calculations. Allocation in 14/15 budget.</b></li> </ul> </li> </ul>	CEO	Dec-12
Apr-13	8.2.1	Morawa Supertown – Revitalisation Project	<ul style="list-style-type: none"> <li>• Additional funding was formally announced by Shane Love MLA on 12 February 2014.</li> <li>• The tender for the road re-alignment was awarded by Council to WBHO Civil on 20 February 2014: <ul style="list-style-type: none"> <li>○ Site possession took place on 4 March 2014. WBHO Civil personnel had an initial meeting with the Project Officer on 6 March 2014 and have also introduced themselves to businesses in town;</li> <li>○ Works commenced 17 March 2014;</li> <li>○ <b>Pending - Council resolved 20 March 2014 Minor land acquisition by Main Roads re Lot 454 Winfield Street Morawa to finalise site access and development issues. Progressing to the next stage re clearances.</b></li> </ul> </li> </ul>	CEO	Jun-13
Apr-13	8.2.2	Regional Mobile Tower Coverage	<ul style="list-style-type: none"> <li>• DRD confirmed on 26 February 2014 that the \$1M from the CLGF-R component was approved by Cabinet and issued the FAA at the same time. Minister Redman made this announcement on 7 March 2014.</li> <li>• In the interim, the CEO advised DRD (Meegan Babe – Project Officer) on 6 March 2014 that the project commencement date and access to funding is subject to endorsement by the MWDC Board re MWIP funding, which in turn is still subject to final</li> </ul>	CEO	Jun-30

			<p>approval by Cabinet.</p> <ul style="list-style-type: none"> <li>• The MWDC Board met on 28 February 2014 to discuss the project. CEO asked for feedback on 6 March 2014 regarding the outcome of the meeting.</li> <li>• The CEO and Project Officer also made a submission to the Commonwealth Government's \$100M Mobile Coverage Programme and have listed Merkanooka and Morawa East High as areas requiring a base station. The President based on comments made by some councillors at the Council meeting on 20 February 2014 suggested they contact the CEO on other potential locations. The CEO also asked for this information in the Councillor update issued on 28 February 2014 including whether Merkanooka North and Canna/Gutha North East was suitable;</li> <li>• In an email to councillors on 19 March 2014, the author advised that the MWDC Board did not support the project. In short, the letter from the MWDC stated that funding from the Mid West Investment Plan to the seven sites is not supported (worth about \$2.2M) as: <ul style="list-style-type: none"> <li>○ The MWDC is continuing to work with the State Government regarding the implementation of RMCP Round 2 and that three of the seven sites have been included on the initial draft list of priority sites for the Mid West (Arrino, Latham and Yandanooka);</li> <li>○ Suggests the shires fund the other four towers themselves (for Morawa this means funding both towers – Merkanooka and Morawa East).</li> </ul> </li> <li>• The letter was also sent to the participating member shire presidents.</li> <li>• As discussed at a session with councillors on 20 March 2014: <ul style="list-style-type: none"> <li>○ In Morawa's case, there is not the capacity to fund the two towers (the expected cost is in the order of \$2M). As a result, it is highly doubtful that this project will now proceed and leaves the recently awarded \$1M from the County Local Government Fund (CLGF) Regional component to this project at a loose end;</li> <li>○ Reallocate the \$1M CLGF – Regional component funding to another Morawa project that is regional in nature. In essence, the Shire of Morawa is entitled to the total allocation of this funding to a regional project due to the other shires already benefitting from earlier allocations out of the CLGF – Regional component;</li> <li>○ The Shire President advised that she has spoken to Shane Love MLA on 19 March 2014 to advocate further on this matter re the MWDC and funding from the MWIP. The</li> </ul> </li> </ul>		
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			<p>author also then provided supporting information to Mr Love;</p> <ul style="list-style-type: none"> <li>o In response, councillors suggested that the \$1M CLGF – R was allocated to the Morawa Airport project. The Shire President indicated that the other shires will need to agree.</li> <li>• On 1 April 2014 Megan from DRD contacted the author regarding whether the funds will be spent this financial year or next financial year. The author commented that the funds will be spent next financial year. Accordingly, Megan advised that the funds will be available from 1 July 2014 once the Shire needs this funding.</li> <li>• The CEO has advised the other CEOs that they need to meet to discuss the possibility of reallocating the \$1M CLGF – R funds to a Morawa project that is of regional benefit. He has also had the opportunity to have preliminary discussions with the CEOs of Three Springs and Mingenew and mention that the upgrade of the Morawa Airport meets the funding requirements.</li> <li>• Letter of Support received from the Shire of Mingenew 29 April 2014.</li> <li>• <b>Business Plan to be completed by end of August 2014</b></li> </ul> <p><b>Note:</b> The 2013/14 Budget contained an additional \$250,000 for electrical works</p>		
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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"> <li>• The electrical contractor and Western Power are resolving the amperage required and the associated costs.</li> <li>• Western Power have advised a sub station is to be installed which will enable removal of the generator. <b>Work completed..</b></li> </ul>	CEO	Completed
Feb 2014	7.2.6.1	Strategic Plan Update and Progress Report	<p>Put forward for 2014/15 Budget consideration the requirements of Regulation 17 regarding risk management:</p> <ul style="list-style-type: none"> <li>▪ CEO attended LGMA briefing session on 28 February 2014 regarding the requirements of Regulation 17;</li> <li>▪ Quote received from LGIS to undertake this project on a group basis: Mingenew, Carnamah, Coorow, Morawa and Perenjori.</li> <li>▪ Cost will be \$5,856.</li> </ul>	CEO	Completed

			<ul style="list-style-type: none"> <li>Project to commence on 26 August 2014.</li> </ul>		
Feb 2014	7.2.6.2	Management of Morawa Community Care Units	This matter is now handled by the Morawa Community Aged Care Committee. <b>Next committee meeting 19 August 2014.</b>	CEO	Completed
Mar 2014	12.1.1	Proposal to Reallocate Solar Thermal Feasibility Funding (\$500,000)	<ul style="list-style-type: none"> <li>Letter requesting transfer of \$500,000 to the upgrade of the Morawa Airport issued 2 April 2014;</li> <li>This matter replaces the previous item on this matter (Western Power – September 2007)</li> <li><b>Business Plan to be completed by end of August 2014..</b></li> </ul>	CEO	In Progress
	<b>Deputy Chief Executive Officer</b>			DCEO	
Mar 2014	7.2.5.3	Lot 5 Wubin Mullewa Road Morawa Business Unit No 8 Lease McIntosh and Sons	Lease signed and issued for sign off on 8 April 2014	DCEO	In Progress
Mar 2014	7.2.5.4	Policy and Procedures Manual & Delegation Register Review 2014	DCEO to revise further delegation 28 Authority to Waive Fees	DCEO	In Progress
Apr 2014	7.2.5.1	Agreement to Perform Works Level Crossing Upgrade Brookfield Rail – Shire of Morawa	<ul style="list-style-type: none"> <li>Document executed 17 April 2014.</li> <li>Document re-executed 30 April 2014 and sent registered post 5 May 2014</li> </ul>	DCEO	In Progress
Apr 2014	7.2.5.2	Western Australian Treasury Corporation (WATC) Execution of Master Lending Agreement		DCEO	In Progress
	<b>Manager Accounting &amp; Finance</b>				
	Nil				
	<b>Project Officer</b>				
	7.2.4.2	Morawa Freight Heavy haulage Road main Road Acquisition of Portion of Lot 454 Winfield Street Morawa	Also refer Status Update 8.2.1 April 13.	PO	In Progress
Apr 2014	7.2.4.1	Proposed Amendment No. 3 to Local Planning Scheme No. 2 (Omnibus Scheme Amendment)	<ul style="list-style-type: none"> <li>Matter was deferred at the April 2014 meeting pending further information;</li> <li>To be presented to the 19 June 2014 OCM</li> <li><b>Period of advertising seeking submissions closed 7 July 2014. No submissions received.</b></li> </ul>		In Progress

	<b>Community Youth Development Officer</b>			CYDO	
	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.



Date of Meeting:	<b>21 August 2014</b>
Item No:	<b>7.2.4.1</b>
Subject:	<b>Closed Circuit Television (CCTV) Policy</b>
Date & Author:	<b>6 August 2014, John Elliot</b>
Applicant/Proponent:	<b>Shire of Morawa</b>
Previous Minute/s & Reference:	

### **SUMMARY**

The purpose of this report is for Council to consider adoption of a policy relating to the operation and management of Shire of Morawa CCTV systems.

### **DECLARATION OF INTEREST**

Nil

### **ATTACHMENTS**

Attachment 1 – Draft 6.5 Closed Circuit Television (CCTV) Policy

### **BACKGROUND INFORMATION**

The Shire of Morawa has installed a Closed Circuit Television (CCTV) system at the Morawa Sports Ground and has a CCTV system located at the Visitors Centre on Winfield Street.

The Shire of Morawa is committed to reducing crime and improving safety within the Shire of Morawa.

The CCTV systems located within the Morawa town site have been developed and installed to record incidents of alleged criminal or unwanted behaviour at or adjacent to Shire of Morawa facilities.

### **OFFICER'S COMMENT**

To accord with State and Federal Government policies and regulations it is considered appropriate for the Shire of Morawa to adopt a policy to provide a framework for the operation and management of Shire owned and run CCTV systems.

The policy has been developed to provide guidance for the operation and management of the CCTV systems based on addressing the following fields:

- Objectives
- Access to Equipment
- Recording and Storage of Information
- Signage
- Law Enforcement
- Statutory Requirements
- Complaints
- Management

This proposed policy would apply to Shire of Morawa owned and operated CCTV systems only.

Adoption of the policy by Council would provide shire staff with precise guidelines to act in accordance with Council's requirements.

### **COMMUNITY CONSULTATION**

The Shire of Morawa has not completed any public consultation based on the policy being an operational and management policy providing operational and management guidance to Shire of Morawa staff.

### **COUNCILLOR CONSULTATION**

Councillors were briefed on the proposed policy at a Council briefing session held on **XX** August 2014.

### **STATUTORY ENVIRONMENT**

Local Government Act 1995  
Surveillance Devices Act 1998  
Telecommunications (Interception) Western Australia Act 1996  
Freedom of Information Act 1992  
Privacy Act 1988

### **POLICY IMPLICATIONS**

The CCTV policy, if adopted, will become part of the overall Shire of Morawa Policy Manual governing the operations of the Shire of Morawa.

### **FINANCIAL IMPLICATIONS**

Nil.

## **STRATEGIC IMPLICATIONS**

Nil.

## **RISK MANAGEMENT**

The proposed CCTV policy accords with Australian Standard 4806.1 – Closed Circuit Television (CCTV) Management and Operation – Code of Practice.

## **VOTING REQUIREMENT:**

Absolute Majority

## **OFFICER'S RECOMMENDATION**

That Council resolves to endorse:-

- **Adoption of “6.5 Closed Circuit Television (CCTV) Policy”: and**
- **Incorporate the “6.5 Closed Circuit Television (CCTV) Policy” in the Shire of Morawa’s Policy and Procedures Manual.**

## **6.5 CLOSED CIRCUIT TELEVISION (CCTV)**

### **1. OBJECTIVE**

To provide guidance for the operation of Closed Circuit Television (CCTV) systems operated and controlled by the Shire of Morawa and located within or on Shire of Morawa buildings.

### **2. POLICY STATEMENT**

The Shire of Morawa is committed to reducing crime and improving safety within the Shire of Morawa.

This Closed Circuit Television (CCTV) Policy relates to the installation and operation of CCTV systems within the Shire in accordance with State and Federal guidelines and standards.

This policy applies to Shire of Morawa owned and operated CCTV systems only.

### **3. POLICY PROCEDURES FOR INSTALLATION AND USE OF CLOSED CIRCUIT TELEVISION (CCTV)**

#### **OBJECTIVES**

The Shire of Morawa CCTV systems will comply with the requirements as stipulated in:

- Western Australia CCTV guidelines, WA State Government Office of Crime Prevention.
- Western Australia Police Preferred Minimum CCTV System standards.
- Australian Standard 4806.1 – Closed Circuit Television (CCTV) Management and Operation – Code of Practice.
- Australian Standard 4806.2 – Closed Circuit Television (CCTV) Application Guidelines.

The operation of the CCTV system will record incidents of alleged criminal or unwanted behaviour while ensuring that the personal privacy of individuals utilising Shire of Morawa facilities or public spaces for legal activity are protected.

The system will be operated equitably, within applicable law, and only for the purposes to which it is established.

## **CCTV INSTALLATION AND OPERATION REQUIREMENTS**

### **Access to CCTV Equipment**

All CCTV recording equipment will be placed within secure areas, not accessible to unauthorised persons.

### **Recording and Storage of Information**

The Shire of Morawa's CCTV systems utilise digital video recorders to record information. Reported incidents should be recorded to CD or DVD and stored in accordance with standard Shire of Morawa records management procedures.

Use of video images or still photographs from CCTV cameras will only occur if the Chief Executive Officer is of the opinion that an offence against a Statute Law has been committed. At no time shall the CCTV system be used with the intent to examine individuals going about their lawful business.

Any person requesting a video recording or still photographs shall apply in writing to the Chief Executive Officer and give reasons for such requests.

At no time shall any original or copied video recordings, or still photographs, be released to any media organisation, journalist, individual or group without the prior approval of the Chief Executive Officer.

### **Signage**

CCTV signage will be permanently displayed at camera locations to notify employees, council members and members of public of the presence of CCTV cameras. The signs will be located at visible locations on Shire of Morawa facilities in CCTV viewing areas.

Signs are to comply with Australian Standards AS 2342.1992 (and AS4806.1).

### **Law Enforcement Agencies**

All requests to access CCTV video recordings or images made by the WA Police or any other law enforcement agency are required to be made in writing to the Shire of Morawa and will be referred to the Shire of Morawa Chief Executive Officer for approval.

### **Statutory Requirements**

The Shire of Morawa CCTV operational and installation procedure will be guided by confidentiality and privacy provisions in Western Australian law

included within the:

- Surveillance Devices Act 1998
- Telecommunications (Interception) Western Australia Act 1996
- Freedom of Information Act 1992
- Privacy Act 1988

### **Complaints**

All complaints will be investigated and reviewed in accordance with the Shire of Morawa Council Customer Service Policy and where requested, complainants will be notified of the results of the investigation.

### **CCTV MANAGEMENT**

The Chief Executive Officer and Senior staff (as delegated by the Chief Executive Officer) are responsible for the management of the Shire's CCTV system, including maintenance of the CCTV system and protection of privacy interests of individual members, the Shire of Morawa council members, staff and members of public from invasive monitoring.

The Chief Executive Officer will ensure that all employees involved in recording, observation and capture of images are informed of their responsibility to act in an ethical and lawful manner as per the relevant legislation.

If evidence is provided that an individual or individuals are using the system inappropriately, the Shire of Morawa will take appropriate action to cease or minimise reoccurrence. Inappropriate use of the CCTV system will be considered a breach of the Shire of Morawa's Code of Conduct and will be dealt with accordingly.

<i>Date of Meeting:</i>	<b>21 August 2014</b>
<i>Item No:</i>	<b>7.2.4.2</b>
<i>Subject:</i>	<b>Road Dedication Mingenew Morawa Road</b>
<i>Date &amp; Author:</i>	<b>29 July 2014, John Elliot (Project Officer)</b>
<i>Applicant/ Proponent:</i>	<b>Shire of Morawa</b>
<i>File Number:</i>	<b>ADM 0287</b>
<i>Previous Minute/s and Reference:</i>	

## **SUMMARY**

The purpose of this report is for Council to consider the proposed dedication of land by Main Roads Western Australia as detailed on drawings 1360-155 to 1360-160. This report seeks the consent of the Council to dedicate portions of land as road under Section 56 of *Land Administration Act 1997*.

## **DECLARATION OF INTEREST**

Author of report has no declaration of interest.

## **ATTACHMENTS**

- Attachment 1– Letter from Main Roads Western Australia
- Attachment 2– Drawing 1360-155 to 1360-160
- Attachment 3– Main Roads Consultation Report

## **BACKGROUND INFORMATION**

Main Roads Western Australia (MRWA) has advised the Shire of Morawa of their plans for future improvements to a section of Morawa Mingenew Road located within the Shire of Morawa Local Government boundary.

Proposed improvements include:

- Construction of two off road parking bays, west of Franco Road to address fatigue management issues;
- Extend culverts to increase headwall distance from edge of seal to improve safety and to provide for future road widening. (This initiative is the key recommendation from a 2008 Road Safety Audit)
- Realignment of the Mingenew Morawa Road at Franco Road, to improve the safety of the sub-standard curve; and
- Realignment of the Mingenew Morawa Road near Agar Road, to improve poor road geometry.

To accommodate these future works it is necessary to acquire land. The land will then be dedicated as road to form part of the Mingenew Morawa road reserve. As part of the process MRWA require Shire of Morawa approval to dedicate the portions of land as detailed in attachment 2 (MRWA Drawing 1360-155 to 1360-160).

### **OFFICER'S COMMENT**

While MRWA has care, control and management responsibility of the Mingenew Morawa Road, the *Land Administration Act 1997* requires that the local government provides consent be given to the dedication action.

MRWA has consulted with landowners directly impacted from the proposed road works and now seeks to formalise the dedication process. MRWA has formally written to the Shire of Morawa requesting that the dedication of land is completed under section 56 of the *Land Administration Act 1997*.

MRWA indemnifies Council against all costs and charges in pursuant of section 56 *Land Administration Act 1997*. Land will be acquired by MRWA in accordance with the *Land Administration Act 1997*.

### **COMMUNITY CONSULTATION**

No Community Consultation is required under the Section 56 process.

MRWA have completed individual consultation, as detailed in Attachment 3, with all private landowners directly affected by the dedication.

### **COUNCILLOR CONSULTATION**

Nil.

### **STATUTORY ENVIRONMENT**

Land Administration Act 1997  
The Planning and Development Act 2005  
Shire of Morawa Local Planning Scheme No .2  
Local Government Act 1995

### **POLICY IMPLICATIONS**

Nil.

### **FINANCIAL IMPLICATIONS**

MRWA has advised that the dedication of all sections of land associated with the future improvements to the sections of Mingenew-Morawa Road will be at the cost and completed by Main Roads Western Australia. The Shire of Morawa will also be indemnified against all costs and charges that relate to the dedication action.

### **STRATEGIC IMPLICATIONS**

The development and maintenance of the two off road parking bays, extended culverts, realignment of the Mingenew Morawa Road at Franco Road and realignment of the



Mingenew Morawa Road near Agar Road will be required to comply with Main Roads Western Australia policy and procedures.

**RISK MANAGEMENT**

The procedure follows the formal Section 56 process under the Land Administration Act 1997.

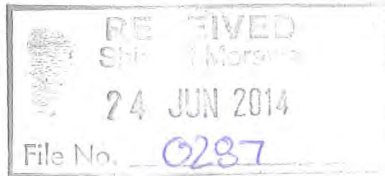
**VOTING REQUIREMENT:**

Simple majority.

**OFFICER'S RECOMMENDATION**

**It is recommended:-**

**Council approve the dedication of the land, the subject of Main Roads Drawings 1360-155 to 1360-160, as road under Section 56 of the Land Administration Act 1997.**



ABN: 50 860 676 021

Enquiries: Louise Adamson on 08 9956 1213  
Our Ref: File No 13/5707  
Your Ref:

19 June 2014

Mr J Roberts  
Chief Executive Officer  
Shire of Morawa  
PO Box 156  
MORAWA WA 6623

PO  
EMO/DCEO

Dear John

### MINGENEW MORAWA ROAD UPGRADE AND IMPROVEMENTS

Attached for consideration by Council are plans of improvement works to be carried out on the Mingenew Morawa Road, 29 SLK to 43 SLK in the locality of Merkanooka. In order for the project to proceed, the land shown shaded on plans 1360-155 to 1360-160 is required to be Taken and included in the road reserve.

To enable the additional land to be dedicated as road reserve it is a requirement of the Land Administration Act that Local Authority concurrence be given to the dedication action.

It would be appreciated if Council could consider the matter at its next meeting and provide the following statement in its letter of concurrence to satisfy State Land Services requirements:

"Council at its meeting of Day Month Year concurred to the dedication of the land, the subject of Main Roads' Drawings/s 1360-155 to 1360-160, as road under Section 56 of the Land Administration Act."

In addition, State Land Services require a copy of the Council meeting minutes relating to the concurrence.

Main Roads will indemnify Council against all costs and charges that relate to this dedication action.

Please forward both the letter of concurrence and a copy of the relevant minutes to Louise Adamson at the above address and if you have any queries please do not hesitate to contact me.

Yours sincerely

  
Kim Ingle  
A/REGIONAL MANAGER  
Mid West Region

# Mingenew Morawa Road Proposed Improvements

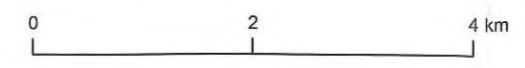
DESCRIPTION:  
Mingenew Morawa Road 29 - 42.2 SLK



## LEGEND

- IRIS Road Network Hatching (SLK)
- Main Roads Controlled Path
- Local Government Areas
- Proposed State Road
- Miscellaneous Road
- Local Road
- Crossover
- State Road
- Cadastre

## KEY MAP

















**Attachment 3**

MRWA CONSULTATION WITH LANDOWNERS

<b>Name</b>	<b>Land dealings</b>	<b>Contact Type</b>	<b>Date</b>	<b>Detail of visit/call etc</b>
<b>Peter and Anne Mitchell Bush Valley Pty Ltd</b>	Landowners were agreeable to proposed works.	Property visit	11/06/3013	Existing property access roads to be cleared to improve sight distances/visibility so that landowners can safely pull out onto highway
		Follow up phone call	19/11/2013	Advised Anne Mitchell that works on the section of Mingenew Morawa Road abutting their land had been delayed due to design considerations.
<b>Jim and Glenda Milloy</b>	Landowners were agreeable to proposed works.	Property visit	11/06/3013	Fence line behind parking bay to be as per owner height requirement to discourage access to property by users of the rest area
		Phone call	2/12/2013	Spoke to owner re Consent for land acquisition. Mr Milloy will call back with details of proposed meeting time with himself and property lessee.
		Phone call	9/12/2013	Arranged to meet Mr Milloy and property lessee on Thursday December 12th 2013 to discuss land acquisition
		Property visit	12/12/2013	Met with Mr Milloy and property lessee. Gave Mr Milloy the land dealing drawings and a copy of the typical consent letter. Discussed the land acquisition process.
		Phone call	15/01/2014	Informed Mr Milloy that the formal land acquisition process would be commencing shortly

		Meeting	10/02/2014	Meeting with Shire President and land owners - Morawa Shire Office
		Meeting	9/04/2014	Meeting with Shire President and land owners - Morawa Shire Office- Following meeting discussion agreed to assess works and reduce land take from a proposed 60 metre wide road reserve (which is as per Main Roads Policy) to a 50 metre wide road reserve (variation to current policy and therefore required assessment and specific project approval).
		Phone call	4/06/2014	Arranged to meet on Monday 9th June to discuss land acquisition
		Email	5/06/2014	Changed meeting to Monday 16th June to discuss land acquisition
		Email	6/06/2014	Mr Milloy accepted
		Meeting	16/06/2014	Met with Mr Milloy, introduced him to Hayley Graham and Gavin Ellery who will be continuing the land acquisition process. Presented him with final Land Dealings Plans
<b>Darren and Jayme Yewers James and Mary Yewers Geoffrey and Carole Yewers</b>	Landowners were non comittal as to the proposed works	Property visit	1/07 2013	Requested outline images of proposed road corridor.

		Sent letter (D13#339103)	2/07/2013	Sent images of the proposed road corridor with an estimate of the land required for achieving a 60 m wide road corridor along the Mingenew Morawa Road, with particular reference to the Yewers family land holdings
		Follow up phone call	24/07/2013	Mr Geoff Yewers and Mrs Jayme Yewers contacted by telephone to see if they required further information or wished to discuss the project further. Both parties stated they were happy with the information supplied to date.
		Phone call	2/12/2013	Contacted Carol Yewers re Consent for land acquisition. Will call on the 5/12/2013 to arrange time to meet with the Yewers family.
		Phone call	5/12/2013	Contacted Jayme Yewers re Consent for land acquisition. Jayme will arrange time to meet with the entire Yewers family.
		Property visit	12/12/2013	Met with Darren and Geoff Yewers. Gave both parties the land dealing drawings and a copy of the typical consent letter. Discussed the land acquisition process.
		Phone call and sent letter	15/01/2014	Spoke to Jayme Yewers re land acquisition and the need to commence the formal land acquisition process.
		Received Letter	8/01/2014	Received letter from Mr Yewers D14#83712

		Meeting	10/02/2014	Meeting with Shire President and land owners - Morawa Shire Office
		Meeting	9/04/2014	Meeting with Shire President and land owners - Morawa Shire Office- Following meeting discussion agreed to assess works and reduce land take from a proposed 60 metre wide road reserve (which is as per Main Roads Policy) to a 50 metre wide road reserve (variation to current policy and therefore required assessment and specific project approval).
		Phone call	4/06/2014	Spoke with landowners about meeting to present Land Dealings Plans and handover to Land Acquisition team. Neither party interested in meeting further and are seeking advice from lawyers.
<b>Yamma Pools Pty Ltd K&amp; BJ HEITMAN</b>	Landowners were non comittal as to the proposed works,	Property visit	29/07/2013	Mr Heitman agreed that works were required to ensure improved safety but did not want vegetation along road corridor due to increased fauna crash risk
Coventry Enterprises		Phone call	2/12/2013	Contacted Betty Heitman re Consent for land acquisition. Meeting arranged for 3/12/2013.
		Property visit	3/12/2013	Visited Heitmans to discuss consent letter for land acquisition. Owners agreeable to land acquisition. I have arranged to call after 6/1/2014 to arrange for signing and documentation of required reinstatement works.

		Sent Letter D13#681949 D13#681921	4/12/2013	Sent letter and Arc map image to Heitmans re visit 3/12/2014
		Property visit	12/12/2013	Met with Mr and Mrs Heitman. Gave them the land dealing drawings and a copy of the typical consent letter. Discussed the land acquisition process.
		Received Letter	8/01/2014	Received letter from Mr Heitman D14#7613
		Phone call and sent letter	15/01/2014	Spoke to Mr Heitman re his correspondence. Sent detail of proposed works at Franco Road, Agar Road, culvert extensions and parking bays. D14#19099 and 13/5430#1
		Meeting	10/02/2014	Meeting with Shire President and land owners - Morawa Shire Office
		Meeting	9/04/2014	Meeting with Shire President and land owners - Morawa Shire Office- Following meeting discussion agreed to assess works and reduce land take from a proposed 60 metre wide road reserve (which is as per Main Roads Policy) to a 50 metre wide road reserve (variation to current policy and therefore required assessment and specific project approval).
		Email	7/05/2014	Email from Mr Heitman objecting to vegetation planting

		Phone call	5/06/2014	Arranged to meet on Monday 16th June to present LDP's and handover to Land Acquisition team
		Email	5/06/2014	Confirmed meeting on Monday 16th June
		Email	5/06/2014	Email from Mr Heitman confirming meeting on Monday 23rd June
		Meeting	23/06/2014	Met with Mr and Mrs Heitman, introduced him to Hayley Graham and Anna Sutherland. Hayley will be continuing the land acquisition process. Anna spoke with them about the possibility of some of their land being acquired for environmental offset. Presented them with signed Land Dealings Plans. Visited the land in question and a gravel source they would like MRWA to develop.
Darren Agar	Landowner was agreeable to proposed works.	Property visit	1/07 2013	Discussed the use of a gravel source on property for use as basecouse
		Phone call	10/12/2013	Received a call back from Mr Agar. Explained that the land acquisition drawings had been finalised. Agreed to email the information to Mr Agar at his request.
		Email	10/12/2013	Emailed Mr Agar the land dealing plans and consent letter, see Trim File D13#701280
		Phone call	15/01/2014	Left message on answering machine.

		Meeting	10/02/2014	Meeting with Shire President and land owners - Morawa Shire Office
		Phone call	4/06/2014	Arranged to meet on Monday 9th June to discuss land acquisition
		Email	5/06/2014	Confirmed meeting changed to Monday 16th June
		Meeting	16/06/2014	Met with Mr Agar, introduced him to Hayley Graham and Gavin Ellery who will be continuing the land acquisition process. Presented him with final Land Dealings Plans.
A.C Valentine	Landowners were non comittal as to the proposed works	Meeting	23/06/2014	Met son onsite introduced to project and given Land Dealings Plans. Introduced to Hayley Graham and described the process. No issue as only small land take required.



<i>Date of Meeting:</i>	<b>21 August 2014</b>
<i>Item No:</i>	<b>7.2.4.3</b>
<i>Subject:</i>	<b>Morawa Freight Heavy Haulage Road Main Road Acquisition of Portion of Lot 454 Winfield Street Morawa</b>
<i>Date &amp; Author:</i>	<b>29 July 2014, John Elliot (Project Officer)</b>
<i>Applicant/ Proponent:</i>	<b>Shire of Morawa</b>
<i>File Number:</i>	<b>ADM 0592</b>
<i>Previous Minute/s and Reference:</i>	<b>Shire of Morawa Council Meeting March 2013 and March 2014</b>

## **SUMMARY**

The purpose of this report is for Council to authorise the affixation of the Common Seal of the Shire of Morawa to the Section 168 Agreement between the Shire of Morawa and Commissioner of Main Roads for the sale of Portion of Lot 454 Winfield Street Morawa in the presence of the Shire President and the Chief Executive Officer.

## **DECLARATION OF INTEREST**

Author of report has no declaration of interest.

## **ATTACHMENTS**

Attachment 1– Letter from State Solicitors Office

Attachment 2– Section 168 Agreement

## **BACKGROUND INFORMATION**

The subject land holdings that the proposed parallel freight alignment road and extensions to Davis Street and Winfield Street will be located on is portion of:

- Reserve 43109 (Shire of Morawa- Control)
- Lot 302 on deposited plan 43387 (Reserve under management order Shire of Morawa)
- Lot 454 on deposited plan 220967 Folio 191 (Shire of Morawa- Freehold ownership)
- Railway Reserve 46263 (Public Transport Authority/Brookfield Rail)

The majority of the subject land is either under control or ownership of the Shire of Morawa.

Mains Road Western Australia has agreed to complete the:

- Dedication and proclamation of the freight realignment road as a Main Roads Western Australia vested and controlled public road; and
- Transfer the care and control of Winfield Street from Main Roads Western Australia to the Shire of Morawa by deproclamation.

Lot 454 on deposited plan 220967 Folio 191 is a freehold landholding under the ownership of the Shire of Morawa. The subject land is zoned Railway Reserve under the Shire of Morawa Town Planning Scheme No 2.

Main Roads Western Australia has advised that the completion of a formal S.168 Land Administration Act agreement between Main Roads Western Australia and the Shire for the purchase/acquisition by Main Roads Western Australia of a 4323 m<sup>2</sup> portion of Lot 454 is the most appropriate way to transfer the portion of the land holding for the road dedication.

### **OFFICER'S COMMENT**

Main Roads Western Australia has written to Councils officers requesting that the land be provided to Main Roads Western Australia at a nominal fee of \$1.00. The subject land is not utilised by the Shire.

Completion of the Section 168 process will allow for the completion of the road dedication process, allowing the SuperTown project to reach a successful completion.

Main Roads Western Australia have advised that the only other way to complete the road dedication process over the portion of Lot 454 would be through a form 1A subdivision process which would involve a longer time period, cost and potentially require the clearance of subdivision conditions.

### **COMMUNITY CONSULTATION**

The Shire of Morawa in collaboration with the project consultants has completed a range of public consultation including public meetings and workshops to gain community and business input. Individual meetings with key landowners potentially impacted by the construction of the new freight realignment road were conducted 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**

The Road layout and design was considered and endorsed by Council at the Council Meeting held on March 2013.

At the Council meeting held in March 2014 Council endorsed the following:

#### **"COUNCIL RESOLUTION**

*Moved: Cr K P Stokes*

*Seconded: Cr D S Carslake*

*It is recommended:-*

*That Council:*

- 1. Authorise a formal S.168 Land Administration Act agreement between Main Roads Western Australia and the Shire of Morawa for the purchase/acquisition by Main Roads Western Australia of portion of Lot 454 Winfield Street Morawa in accordance with plan 1360-095-1;*

2. *Approve the Main Roads Western Australia acquisition price being \$1.00 for portion of Lot 454 Winfield Street Morawa and the Shire of Morawa agreeing to not lodge a claim for compensation for any further amount as part of the taking process;*
3. *Agree to Main Roads Western Australia fund the cost of advertising and conveyancing for the registration of the taking order; and*
4. *Approve the Shire of Morawa funding the cost of the cadastral survey of the Morawa Heavy Freight Road Alignment road.*

*CARRIED  
7/0”*

### **STATUTORY ENVIRONMENT**

Land Administration Act 1997  
The Planning and Development Act 2005  
Shire of Morawa Local Planning Scheme No .2  
Local Government Act 1995

### **POLICY IMPLICATIONS**

Nil.

### **FINANCIAL IMPLICATIONS**

Main Roads Western Australia has written to Councils officers requesting that the land be provided to Main Roads Western Australia at a nominal fee of \$1.00.

Main Roads Western Australia have agreed to fund the cost of advertising and conveyancing for the registration of the taking order.

The Shire of Morawa will fund the cost of the cadastral survey of the Morawa Heavy Freight Road Alignment road. This has been included in the Royalty for Regions Supertown budget for the project.

### **STRATEGIC IMPLICATIONS**

The development and maintenance of the freight realignment road will be required to comply with Main Roads Western Australia policy and procedures.

The proposed road dedication associated with the freight alignment road conforms to the development and planning objectives of the Morawa SuperTown Growth Plan 2012.

### **RISK MANAGEMENT**

Completion of the Section 168 process can run in conjunction with the associated construction of the Heavy Haulage Road project.

**VOTING REQUIREMENT:**

Simple majority.

**OFFICER'S RECOMMENDATION**

**It is recommended:-**

**Council under section 9.49 of the Local Government Act 1995 approves:**

**The common seal of the Shire of Morawa to be affixed to the Section 168 Agreement between the Shire of Morawa and Commissioner of Main Roads for the sale of Portion of Lot 454 Winfield Street Morawa in the presence of the Shire President and the Chief Executive Officer, each of whom is to sign the document to attest that the common seal was so affixed.**



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## STATE SOLICITOR'S OFFICE

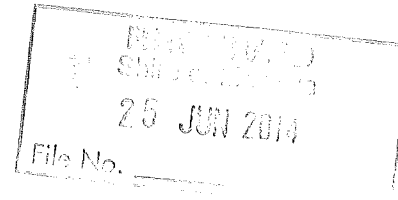
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Westralia Square  
141 St Georges Terrace  
Perth, Western Australia 6000  
GPO Box B83 Perth WA 6838  
Telephone (08) 9264 1888  
Fax (08) 9264 1440  
Email sso@sso.wa.gov.au  
DX 175

**Your Ref:** ADM 0592  
**Our Ref:** SSO 1923-14 CC2  
**Enquiries:** Nancy Broz  
**Telephone No:** 9264 1173

**Facsimile No:** 9322 7011

Mr John Elliot  
Shire of Morawa  
PO Box 14  
MORAWA WA 6623



Dear Sir

### **SHIRE OF MORAWA TO COMMISSIONER OF MAIN ROADS – PART LOT 454 (1) WINFIELD STREET MORAWA**

This Office acts for the Commissioner of Main Roads.

I enclose a Section 168 Agreement (in duplicate) for execution by the Shire of Morawa under common seal. The plan embodied in the Agreement must also be executed where indicated.

If the Agreement is to be signed by an attorney please arrange for a photocopy of the registered power of attorney to be produced to this office when returning the executed Agreement.

In accordance with the new verification of identity practice that has been introduced by the conveyancing and real estate industries, the signatories for the Shire must have their identity verified when the Shire sells land. This is done by each signatory attending an Australia Post outlet, with a completed (but unsigned) Land Title Identity Verification Form (copies attached) and being identified by Australia Post. Australia Post will forward the completed Land Title Identity Verification Form and certified copies of identity documents to this Office.

Please note that the signatories will need to take the original identity documents that are referred to on the Form to Australia Post to enable them to perform the identification. Please also note that Australia Post charges a fee for this service and not all Australia Post outlets provide the service. Please also note that upon production of receipts from Australia Post for your Verification of Identity, Main Roads will reimburse the cost to you.

If the documents are to be executed outside of Australia, please let this Office know and we will advise you of the verification of identity practice that will apply.

Please expedite the return of the executed documents together with Australia Post receipts so that this matter may be finalised.

Yours faithfully

A handwritten signature in black ink, appearing to be 'S. A.', is written over the typed name and title.

**SENIOR MANAGING LAW CLERK  
COMMERCIAL AND CONVEYANCING**

23 June 2014

Enc

**2014**

**SHIRE OF MORAWA**

and

**COMMISSIONER OF MAIN ROADS**

---

**Section 168 Agreement**

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State Solicitor's Office  
Commercial and Conveyancing  
141 St George's Terrace  
Perth WA 6000  
Telephone : (08) 9264 1888  
Ref: 1923-14

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## Section 168 Agreement

### Date

**SHIRE OF MORAWA** of PO Box 14 Morawa Western Australia (**Vendor**)

and

**COMMISSIONER OF MAIN ROADS** a body corporate pursuant to the provisions of the Main Roads Act 1930 as amended of Waterloo Crescent East Perth Western Australia (**Purchaser**)

### Recitals

- A** The Vendor is the registered proprietor of an estate in fee simple in the Land.
- B** The Purchaser requires the Site for the purpose of a public work.
- C** The Vendor has agreed to sell the Site to the Purchaser on the terms and conditions contained in this Agreement.
- D** The Agreement is entered into pursuant to section 168 of the Act.

### Operative provisions

#### 1 Definitions and interpretation

##### 1.1 Definitions

In this Agreement, unless the contrary intention appears:

**Act** means the Land Administration Act 1997;

**Authority** means any governmental or other public body, local authority or other authority of any kind;

**Business Day** means any day other than a Saturday, Sunday or gazetted public holiday in Perth Western Australia;

**Land** means Lot 454 on Deposited Plan 220967 and being the whole of the land in Certificate of Title Volume 2577 Folio 191;

**Landgate** means the Western Australian Information Authority trading as Landgate;

**Ministers** means ministers of the government of the State of Western Australia;

**Outgoings** means:

- (a) land tax and metropolitan region improvement tax payable under the Land Tax Assessment Act 2002 and (calculated on a single ownership basis);

- (b) local government rates charges and other outgoings including but not limited to rubbish removal rates and charges; and
- (c) water, drainage and sewerage rates including but not limited to meter rents, charges for the disposal of stormwater or waste;

**Possession Date** means the date of lodgement of the Taking Order at Landgate;

**Purchase Price** means the sum of ONE DOLLAR (\$1.00) plus Goods and Services Tax if applicable;

**Site** means that part of the Land as is more particularly delineated and shaded on the plan annexed hereto;

**Take** means register a taking order at Landgate in accordance with the provisions of the Act;

**Taking Order** means a taking order for the Site;

**Tax Invoice** has the meaning and usage given to that expression in A New Tax System (Goods and Services Tax) Act 1999.

## 1.2 Interpretation

In this Agreement unless the context otherwise requires:

- (a) words importing the singular include the plural and vice versa;
- (b) words importing any gender include the other genders;
- (c) references to persons include corporations and bodies politic;
- (d) references to a person include the legal personal representatives, successors and assigns of that person;
- (e) a reference to a statute, ordinance, code or other law includes regulations and other statutory instruments under it and consolidations, amendments, re-enactments or replacements of any of them (whether of the same or any other legislative authority having jurisdiction);
- (f) references to this or any other Agreement include the Agreement as varied or replaced by written agreement, and despite any change in the identity of the parties;
- (g) references to writing include any mode of representing or reproducing words in tangible and permanent visible form, and includes facsimile transmission;
- (h) if a word or phrase is defined cognate words and phrases have corresponding definitions;
- (i) references to a person or body which has ceased to exist or has been reconstituted, amalgamated, reconstructed or merged, or the functions of which have become exercisable by any other person or body in its place, shall be taken to refer to the

person or body established or constituted in its place or by which its functions have become exercisable;

- (j) an obligation on the part of two or more persons binds them jointly and severally and a right in favour of two or more persons is for the benefit of them jointly and severally;
- (k) a reference to any thing (including, without limitation, any amount and the Land) is a reference to the whole or any part of it and a reference to a group of things or persons is a reference to any one or more of them;
- (l) a reference to \$ or dollars is to Australian dollars; and
- (m) a reference to this Agreement includes any schedules and annexures.

### **1.3 Headings**

Headings shall be ignored in construing this Agreement.

### **1.4 Time**

In this Agreement:

- (a) where time is to be reckoned from a day or event, such day or the day of such event shall be excluded;
- (b) where the day or last day for doing an act is not a Business Day, the day or last day for doing the act shall be deemed to be the next following Business Day.

## **2 Sale and purchase**

The Vendor hereby sells and the Purchaser hereby purchases the Site free from all limitations, interests, encumbrances and notifications (except for the Specified Encumbrances) for the Purchase Price and upon and subject to terms and conditions contained in this Agreement.

## **3 Payment**

The Purchaser shall pay the Purchase Price to the Vendor or the Vendor's nominee on demand provided, such demand is made within one month after this document is executed by the parties.

## **4 Outgoings**

### **4.1 Date for Apportionment of Outgoings**

The Vendor shall pay for all Outgoings levied, charged or assessed on the Site up and including the Possession Date, and the Purchaser shall pay all Outgoings from that date and be entitled to all rents and profits for the Site from that date.

## **4.2 Adjustment of Outgoings of Settlement**

- (a) If the Site has an area that is greater than 10% of the Land then the Outgoings shall be apportioned, and any amount owing by one party to the other shall be paid or allowed at the same time as the Purchase Price is paid to the Vendor.
- (b) If the Outgoings to be apportioned are not separately assessed or payable in respect of the Site, the amount of the Outgoings attributable to the Site requiring apportionment shall be an amount which bears the same proportion as the area of the Site bears to the area of the land the subject of the Outgoings assessment.

## **5 Goods and Services Tax**

### **5.1 Purchase Price inclusive of GST.**

The Purchase Price is exclusive of GST.

### **5.2 Payment of GST**

The Purchaser shall pay to the Vendor in addition the Purchase Price any GST the Vendor is liable to pay on the supply of the Site to the Purchaser.

### **5.3 Tax Invoice**

If GST is payable the Vendor shall provide the Purchaser with a Tax Invoice within 7 days after it executes this Agreement.

### **5.4 GST not payable**

If the Vendor is not liable to pay GST on the supply of the Site to the Purchaser then the Vendor will provide the Purchaser with written advice of the Vendor's ABN if the Vendor has one, and if the Vendor doesn't have an ABN then the Vendor will provide the Purchaser with a completed Statement by A Supplier form within 7 days after it executes this Agreement.

## **6 Possession and Risk**

### **6.1 Purchaser's Entitlement to Possession**

The Purchaser is entitled to and the Vendor will give to the Purchaser vacant possession of the Site on and from the Possession Date.

### **6.2 Risk**

The Site will be at the risk of the Vendor until the Possession Date and on and from that date the Site will be at the risk of the Purchaser.

**7. Survey**

The Vendor shall at the Vendor's own cost and expense cause a survey of the Site (acceptable to the Registrar of Titles) to be made whereby the boundaries of an area thereof shall be accurately determined and computed respectively and the boundaries and area as shown in that survey shall be binding on the parties hereto. The Vendor will advise the Purchaser in writing as soon as the survey has been marked in order for dealings.

**8. Register Taking Order**

Upon completion of the said survey and the acceptance by the Inspector of Plans of a deposited plan in respect thereof the Purchaser shall, at its cost, register at Landgate a taking order for the Site in accordance with the provisions of the LAA.

**9 Discharge**

The Vendor:

- (a) ACKNOWLEDGES AND DECLARES that the Purchase Price is accepted in full satisfaction and discharge of any claims or rights of claim the Vendor or any other person or body corporate claiming under the Vendor as owner may now or hereafter have had against the Purchaser or any other person or entity by reason of or relating to the acquisition of the Site and the loss or damage caused thereby.
- (b) RELEASES and FOREVER DISCHARGES the Purchaser and all Ministers, employees contractors and agents and all emanations of the Crown in right of the State of Western Australia and the employees contractors and agents of such Ministers and emanations from all actions liability suits causes of action claims and demands whatsoever which the Vendor may now or hereafter have had or be deemed to have had in respect of the Site AND FURTHER the Vendor HEREBY AGREES TO INDEMNIFY the State and its Ministers, employees contractors and agents and all emanations of the Crown in right of the State of Western Australia and the employees contractors and agents of such Ministers and emanations against all actions liability suits causes of action claims costs and demands whatsoever which may now or hereafter be incurred or brought against the Purchaser by reason of or in respect to the acquisition of the Site and its use thereof by the Purchaser.

**10 Bar**

Clause 9 may be pleaded in bar to any action claim suit demand or other proceedings which may be taken commenced or continued against the State or its Ministers, employees contractors and agents and all emanations of the Crown in right of the State of Western Australia and the employees contractors and agents of such Ministers and emanations in respect of any matter or thing or in any way relating to the matters mentioned in this Agreement or any loss or damage caused thereby.

**11 Costs**

Each party shall bear its own costs of and incidental to the preparation and execution of this Agreement, but the Purchaser shall pay the duty payable on this Agreement.

**12 Variation**

This Agreement may not be waived, varied, discharged or released by any oral agreement or representation or otherwise than by an instrument in writing duly signed by the parties.

**13 Further Assurances**

The parties agree to do all acts, matters and things reasonably necessary to give effect to the provisions of this Agreement.

**14 Non-waiver**

The failure at any time of either party to enforce any provision of the Agreement shall not be construed as a waiver of that provision nor of the right of that party to enforce each and every provision of this Agreement.

**15 Statement**

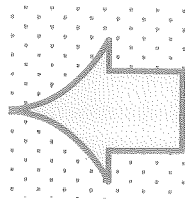
The Vendor acknowledges that the Purchaser has provided the Vendor with a statement that complied with section 168(2) of the Act when negotiating the purchase of the Site.

**16 Proper Law**

This Agreement shall be construed in accordance with the law in force for the time being in the State of Western Australia.

Executed by the parties as a deed

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



\_\_\_\_\_ Mayor

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

Signed for and on behalf of the )  
COMMISSIONER OF MAIN ROADS by )  
the officer duly delegated this authority by )  
the Commissioner of Main Roads under )  
Section 10B(1) of the Main Roads Act )  
1930 (as amended) in the presence of: )

Signature: \_\_\_\_\_

Full Name: \_\_\_\_\_  
MANAGER PROPERTY MANAGEMENT

\_\_\_\_\_ (Witness Signature)

\_\_\_\_\_ (Witness Full Name)  
Officer Main Roads Western Australia





Date of Meeting:	21 August 2014
Item No:	7.2.5.1
Subject:	Shire of Morawa Community Pools Revitalisation Programme (CPRP) –Funding Application-Delegated Authority to Chief Executive Officer
Date & Author:	17 July 2014 David Williams
Responsible Officer:	David Williams Deputy Chief Executive Officer
Applicant/Proponent:	David Williams
Previous minute/s & Reference:	

## **SUMMARY**

The purpose of this report is for Council to delegate authority to the Chief Executive Officer to submit an application on behalf of the Shire of Morawa for a grant of up to \$30,000 from the Community Pools Revitalisation Program.

## **DECLARATION OF INTEREST**

Nil

## **ATTACHMENTS**

Community Pools information package

## **BACKGROUND INFORMATION**

### **Extract from a recent Press release**

*‘Sport and Recreation Minister Terry Waldron today (15<sup>th</sup> July) said he was pleased to announce the commencement of the State Government’s Community Pool Revitalisation Program.*

*“Eligible regional local governments which operate a public aquatic centre can apply for up to \$30,000 a year per aquatic centre to go towards centre maintenance, upgrades, purchase of pool equipment and staff training,” Mr Waldron said.*

*“Aquatic centres are a central hub for not only recreation, learning, exercise and rehabilitation but also socialising. In fact, in remote communities there is evidence that regular visits to the town pool has contributed to reduced chronic disease and improved educational and social outcomes for residents.”*

*In addition to recreation opportunities, public pools are the venue for swimming lessons, including in-term and vacation swimming classes, teaching children and adults about water safety and survival techniques.*

*Regional Development Minister Terry Redman said the funds were made possible through the State Government’s Royalties for Regions program.*

*“We are committed to providing quality sporting and recreational facilities for regional communities across the State,” Mr Redman said.*

*There will be one funding round a year and grants can be spent on improvements including flood lighting and heating, swim instructor training, the purchase of pool equipment such as lane ropes or maintenance on the facility.*

*Applications are now open and will close on Friday, August 15, 2014.*

### ***Fact file***

- *The program is administered by the Department of Sport and Recreation.*

*Applications must be submitted through the online portal.*

*Prospective applicants are required to register with the Department prior to applying, in order to receive a login and password and a link to the online portal.*

*The relevant contact should email [cprp@dsr.wa.gov.au](mailto:cprp@dsr.wa.gov.au) with their name, local government, work email and position. Please note that this person will be entering into a contract with the State of Western Australia should their application be successful, **and must have the required delegated authority to do so on behalf of their local government.***

*Applications can be submitted by regional local governments that:*

- *Own and/or operate an aquatic centre and meet the operating and/or maintenance cost of the facility; and*
- *Open that centre to the general public for at least three months during the financial year in which they are applying.*

*Each regional local government can apply for a grant of up to \$30,000 once per aquatic centre per financial year.*

### ***Who is not eligible to apply?***

*Funding will not be provided to the following organisations:*

- *Metropolitan local governments*
- *Educational institutions*
- *Regional local governments where the facility is operated and/or already subsidised by the State Government*

### **OFFICER'S COMMENT**

The Shire of Morawa pool is scheduled for a \$700,000 major upgrade of the filtration plant in the 2014/2015 financial year. The above grant funding would certainly be of benefit in reducing the cost to Council if an application was submitted to offset some of the expenditure required for the upgrade.

Councils proposed 2014/2015 budget also has an allocation of \$15,000 for lane ropes at the pool.

Hence if successful in obtaining the full amount of \$30,000 Council could allocate part of the grant funds to the upgrade and part to provide lane ropes.

In applying for the grant the person applying for the grant must have *must have the required delegated authority to do so on behalf of their local government*. Currently the Chief Executive officer does not have this authority for the purpose of this grant.

#### **COMMUNITY CONSULTATION**

Nil

#### **COUNCILLOR CONSULTATION**

Nil

#### **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

#### **POLICY IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

The additional funding will assist in maintaining the Morawa swimming pool to a standard which provides '*quality sporting and recreational facilities*' for the community.

#### **STRATEGIC IMPLICATIONS**

Upgrading of the Morawa swimming pool is included in the Community Strategic Plan

#### **RISK MANAGEMENT**

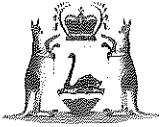
Nil

#### **VOTING REQUIREMENT:**

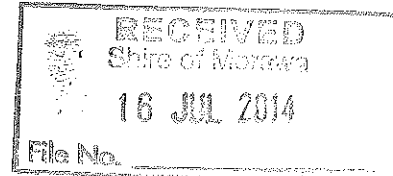
Simple Majority

#### **OFFICER'S RECOMMENDATION**

**Council authorises the Chief Executive Officer to submit an application on behalf of the Shire of Morawa for a grant of up to \$30,000 from the Community Pools Revitalisation Program.**



Mr David Williams  
Chief Executive Officer  
Shire of Morawa  
PO Box 14  
MORAWA WA 6623



Dear Mr Williams

**COMMUNITY POOL REVITALISATION PROGRAM (CPRP) 2014/15 FUNDING ROUND**

The Hon Terry Waldron MLA, Minister for Sport and Recreation, invites applications from eligible Regional Local Government Authorities for the 2014/15 CPRP funding round. The Western Australian Government, through the Department of Sport and Recreation (DSR) and Royalties for Regions Program, is making grants of up to \$30,000 per annum available to local governments who operate a public aquatic facility.

The CPRP provides funding assistance towards the upgrade or maintenance of the aquatic facility, reduction in pool entry costs, the purchase of pool equipment or staff training.

To be eligible for this program the Regional Local Government Authority must be the asset owner or operator of the public aquatic centre, meet the operating and/or maintenance costs of the centre and open that centre to the public for at least three months during the financial year.

The 2014/15 CPRP funding round is now open. Applications must be submitted to DSR by 15 August 2014 using the online application form which will be forwarded to your organisation once an authorised contact person's name and work email details are provided to: [cprp@dsr.wa.gov.au](mailto:cprp@dsr.wa.gov.au). Successful applicants must acquit the funding by 15 June 2015.

Further information regarding the CPRP is attached for your convenience. If you require any further information please contact your relevant DSR Regional Office or email [cprp@dsr.wa.gov.au](mailto:cprp@dsr.wa.gov.au).

Yours sincerely

**Ron Alexander**  
Director General  
9 July 2014





## Application Guidelines for the Community Pool Revitalisation Program

### What is the Community Pool Revitalisation Program?

The Community Pool Revitalisation Program (CPRP) provides funding to regional local governments to assist with the maintenance and upgrade of their centre. Funding of up to \$30,000 per aquatic centre per annum will be available to eligible local governments.

The CPRP is funded through the Royalties for Regions Program.

### Why is the Western Australian state government funding this program?

In regional towns and cities public pools are a central point for recreation, learning, exercise and rehabilitation. They are an important piece of infrastructure. In addition to the recreation opportunities, public pools play host to swimming lessons, including in-term and vacation swimming classes, school carnivals, teaching children and adults about water safety and survival techniques. In remote communities there is evidence that regular visits to the town pool has contributed to reduced chronic disease and improved educational and social outcomes for residents. Local government meets the cost of ensuring communities can access the health and leisure benefits of a local swimming pool.

### What is the eligibility criteria?

Applications can be submitted by regional local governments that:

- Own or manage a public swimming pool and meet the operating and/or maintenance cost of the facility; and
- Open that pool for at least three months during the financial year in which they are applying;

### What organisations are not eligible

Funding will not be provided to the following organisations:

- Metropolitan Local Governments;
- Educational Institutions; and
- Regional Local Governments where the facility is operated and/or already subsidised by the State Government.

## What are the application periods?

There will be one funding round each year. The 2014/15 round will open 10 July 2014 (opening date will be confirmed on the [DSR website www.dsr.wa.gov.au](http://www.dsr.wa.gov.au)) and remain open until 15 August 2014.

**Applications must be submitted online by 11.59pm on the advertised closing date.**

Successful applicants must acquit their grants by 15 June in the year of offer.

## What can the grant be used for?

The subsidy must be used to subsidise at least one of the following areas:

- Upgrade to the aquatic facility (e.g. new heating system, new floodlighting);
- Maintenance of the aquatic facility (e.g. replacement of existing filters);
- Reduction of pool entry costs;
- Staff Development and/or training (e.g. Swimming instructor training); and
- Purchase of pool equipment (e.g. lane ropes, inflatables).

## What will not be funded?

The subsidy cannot be used for the following:

- Components of the facility not related to aquatics
- Staff Wages (excluding new swimming instructors that would have otherwise not been able to have been employed if not for this funding)

## What is the application process?

- Applicants should read and understand the application guidelines before commencing the application process.
- Applicants should direct any initial queries to their regional DSR office or via the community pools enquiry email address (*see next page for contact details*).
- Applications must be submitted using the online application form available via the [DSR website www.dsr.wa.gov.au](http://www.dsr.wa.gov.au) and all sections must be completed. In submitting the application, the authorised Local Government representative makes a commitment to DSR to comply with the Terms and Conditions applicable to CPRP.
- Applicants are only eligible to apply for a grant once per aquatic facility per year.
- Applicants must acquit any active CPRP grants prior to future applications being lodged.
- Grants will be paid electronically to the Local Government.
- All applications must be lodged with DSR by midnight on the published closing date. **No late applications will be accepted.**

## How will applications be assessed?

### State-wide Assessment

- DSR will assess applications based on the selection criteria.
- Each eligible Local Government will receive a grant of up to \$30,000.
- Applicants will be notified by DSR whether their application has been successful or unsuccessful.

## Conditions that apply to applications and funding

Applicants must read and agree to the Community Pool Revitalisation Program Terms and Conditions in the online application form before submitting an application. These terms and conditions form an agreement which will be basis of the grant.

## For further information or assistance

For further information or assistance, please contact your local regional DSR office:

Region	Phone	Email
Gascoyne	9941 0900	gascoyne@dsr.wa.gov.au
Goldfields	9022 5800	goldfields@dsr.wa.gov.au
Great Southern	9892 0100	greatsouthern@dsr.wa.gov.au
Kimberley	9195 5750	kimberley@dsr.wa.gov.au
Mid West	9956 2100	midwest@dsr.wa.gov.au
Peel	9550 3100	peel@dsr.wa.gov.au
Pilbara	9182 2100	pilbara@dsr.wa.gov.au
South West	9792 6900	southwest@dsr.wa.gov.au
Wheatbelt	9690 2400	wheatbelt@dsr.wa.gov.au

Or use the DSR Community Pool Revitalisation Program email address: [cprrp@dsr.wa.gov.au](mailto:cprrp@dsr.wa.gov.au)

*Note: Enquiries made via the email address will be responded to during office hours only.*

### **What is the application process for this year?**

Applications must be submitted using the online application form during the funding application window. Applications must be lodged by the required lodgement time and date. Applications that do not meet the required lodgement deadline for a particular round will not be considered.

### **When are payments made for successful applicants?**

Payments are made to the Local Government's bank account, via Electronic Funds Transfer (EFT) after the round has closed and all applications have been processed. This period will likely be 6-8 weeks.

### **How many times can a Local Government apply for a grant?**

Local Government's may apply once per aquatic centre per financial year. Previous CPRP grants must be acquitted prior to an application being submitted in the following year.

### **Can metropolitan Local Governments apply?**

The CPRP is currently only available to eligible regional Local Governments.

**For more information contact your regional Department of Sport and Recreation office or email [cprp@dsr.wa.gov.au](mailto:cprp@dsr.wa.gov.au)**



<b>Meeting Date:</b>	<b>21 August 2014</b>
<b>Item No:</b>	<b>7.2.5.2</b>
<b>Subject:</b>	<b>Morawa Aerodrome Draft Master Plan</b>
<b>Proponent:</b>	<b>Deputy Chief Executive Officer</b>
<b>Signature of Officer:</b>	
<b>File Number:</b>	
<b>Voting Requirement:</b>	<b>Simple majority</b>

## **INTRODUCTION**

The purpose of this report is for Council to review and provide feedback on the tabled Draft Morawa Aerodrome Master Plan 2014-2025 prepared for the Shire of Morawa by Forte Airport Management. Reviewed and provided feedback can then be included as consideration for the formal adoption of the plan.

## **DECLARATION OF INTEREST**

Nil

## **ATTACHMENTS**

Draft Morawa Aerodrome Master Plan 2014-2025

## **BACKGROUND INFORMATION**

The Shire of Morawa has previously been unsuccessful in applications for Regional Airports Development Scheme funding to upgrade the Morawa airport as there was no Master Plan describing the need for the upgrade to occur.

Council applied for a grant of \$20,000 to fund a \$40,000 Master Plan through the scheme and were successful in November 2013. Council appointed Forte Airport Management to develop the Master Plan *‘which would provide a development structure that will allow the Shire of Morawa to appropriately manage aviation demand in the future.’*

## **OFFICER’S COMMENT**

Council has requested the draft be made available for Council to provided comment on inclusions or amendments to the draft prior to the Master Plan being formally adopted.

The Gliding Club has also requested to view the plan and have input into the final document.

Prior discussions have been held with the Gliding Club and the draft plan has included the comments by the club taking into consideration the development of suitable apron areas and expansion of land for the development of a terminal building and hangers.

The plan also references an area for Fire-Fighting Water Bombers.

The Master Plan provides detail to support grant funding and financial assistance agreements currently being prepared to fund the total cost of upgrading the Morawa Airport

### **COMMUNITY CONSULTATION**

The Morawa Glider Club has been consulted prior for input of the first draft of the Master Plan.

### **COUNCILLOR CONSULTATION**

Tabled at this agenda for Councils Consideration

### **STATUTORY ENVIRONMENT**

Local Government Act 1995

Local Government (Functions and General) Regulations 1996

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

The plan has been funded by Regional Airports Development Scheme grant of \$20,000 and a carry forward general purpose fund of \$20,000 in the 2014-2015 year financial budget.

### **STRATEGIC IMPLICATIONS**

This project is consistent with the recently adopted Shire of Morawa Corporate Business Plan.

### **RISK MANAGEMENT**

Successful funding and upgrade of the Morawa airport with new apron lights and a sealed strip will provide a 24 hour landing facility for the Royal Flying Doctor Service to continue medical services supporting the Morawa and surrounding communities.

### **OFFICER'S RECOMMENDATION**

**It is recommended:-**

**Council adopt the tabled draft Morawa Airport Master Plan 2014-2025.**



# Morawa Aerodrome

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Master Plan 2014-2025

Prepared for the Shire of Morawa  
by

Forte Airport  
Management



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MRW-001 Sht 2	Apron Building Area Development
MRW-001 Sht 3	Stage 1 Upgrade Works
MRW-002 Sht 1	Obstacle Limitation Surfaces, Inner
MRW-002 Sht 2	Obstacle Limitation Surfaces, Outer North
MRW-002 Sht 3	Obstacle Limitation Surfaces, Outer South

## Executive Summary

The Morawa Aerodrome Master Plan has been prepared by Forte Airport Management after due consideration of the aviation demand profile, the aerodrome site constraints and development potential, the aerodrome operator expectations, CASA standards and aerodrome master planning guidelines.

The process has determined an appropriate master planning geometric layout for the ultimate development of the Morawa aerodrome for operations of aircraft type up to Code 3C.

The plan does not address commercial viability to accommodate air transport services or charter operations. Rather, it has established a development structure that will allow the Shire of Morawa to appropriately manage aviation industry demand into the future.

Like all planning documents it should be reviewed either when significant change demand arises or at regular intervals of the order of ten years to be assured the planning principles remain appropriate for the aerodrome and the needs of the Shire of Morawa. For the purposes of the Morawa Aerodrome Master Plan the vision extends to an adopted review date of 2025.

An initial works package has been identified and quantified for Morawa aerodrome to enable the Shire of Morawa to be appropriately positioned and take advantage of potential use by resource companies undertaking mining and exploration in their catchment. The cost plan, which sets out the scope of work and associated estimate comprises a separate section of the master plan.

The works, which include bituminous sealing of the runway and installation of electric runway lighting, are vital to ensure all weather and all hour aircraft operations can occur. This is reinforced with Morawa growing as an important regional town with public hospitals, schools and local based service suppliers establishing to meet the needs of the resource and agriculture sectors.

“All weather” airstrips are those typically constructed with sealed runways and adequate storm water drainage to avoid closure except in extreme storm events. As the closure of aerodromes result in lost productivity for those reliant upon them, such as companies with mobile work forces with FIFO operations, these users are very conscious of aerodrome infrastructure standards.

From an air charter operators perspective the same concern is expressed if rain prevents a landing as any delay or cancellation of a flight accumulates as a scheduling cost problem.

Where an aerodrome belongs to a small regional service centre, such as Morawa, which will potentially be used by the resource sector either directly and indirectly, then its financial contribution to the local economy can be significant further enhancing the case for “all weather” runway status.

A recommended budget for the work is \$2.6 million, which includes design and project management fees.

## 1.0 INTRODUCTION

The Morawa Aerodrome Master Plan is prepared for the Shire of Morawa as the owner of the aerodrome.

Aerodrome master planning seeks to examine current and future growth requirements and provide appropriate development guidance to meet projected demands.

There can be a range of factors driving the planning process. It maybe business activity on the landside, aviation growth and the need for airside improvements, engineering service needs to facilitate site development, land available for development, surface access or external land use considerations.

Aviation activity growth is typically the primary driver for master planning because of its broader impact on infrastructure needs, such as runway and apron expansion and terminal buildings.

However, at Morawa aerodrome the significant pressure points are all aligned to the absence of essential infrastructure standards to satisfy 'all weather' general aviation operations and night flights and the consequent constraint this places on the ability to promote aviation growth.

There is a lack of suitable general aviation apron parking. There is no basic general aviation terminal facility or public ablutions. The main runway is unsealed limiting its operational use to 'dry to depth' pavement conditions and night operations can only be conducted under emergency portable solar lights.

The Morawa Gliding Club have operated from the aerodrome for many years and as a fixed base operator of light, non powered, aircraft it is highly desirable separation is afforded from heavier fixed wing aircraft operators.

So this master plan has established the framework for the development of suitable apron parking areas for general aviation aircraft operations, including gliders and expansion land for development of a terminal building and hangars.

The Morawa Aerodrome Master Plan depicts the ultimate development potential for the site and further establishes an initial staged development works plan to meet current requirements.

As the airport operator's business objective is to foster all aspects of flying, student flying, charter flying, scenic tour flying, flying for sport, gliding, ultra-light flying and small aircraft repair and maintenance, it is essential to ensure there is the right mix of sites available and the flexibility of user spaces to enable a compatible development outcome.

All considerations have been viewed in the preparation of the development plan for the airport to satisfy the interests of the widest range of potential users.

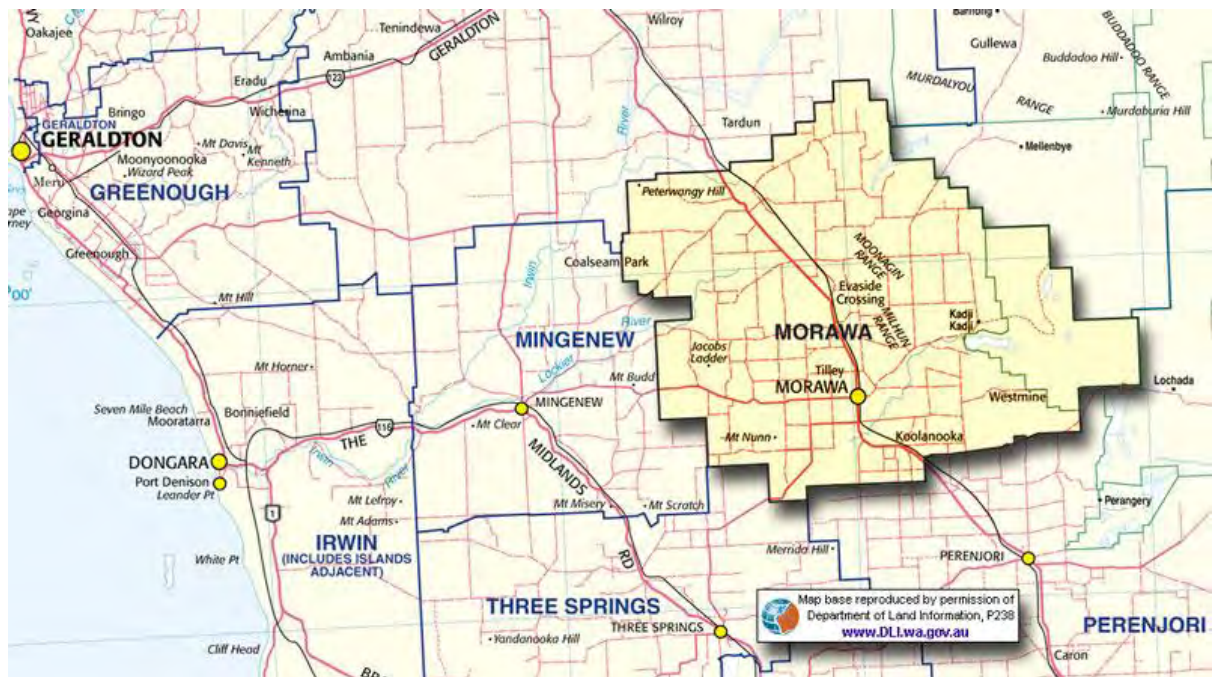
It is noted that airport development decisions will be commercially or financially driven from a timing point of view but invariably any airport development of this nature has the potential to generate secondary economic benefit to local business and the community generally.

## 2.0 EXISTING AERODROME SITE

The Shire of Morawa is located approximately 400 km north of Perth in the Midwest region of Western Australia. It has catchment of 3,516 square kilometres and a population of between 900 to 1,000.

Morawa township is a key regional centre with a rich agriculture and mining history.

Although agriculture remains a stable economic contributor to the State it is the emergence of the resource sector activity and various associated aligned services that have provided a distinct boost to the town and its need for aerodrome infrastructure upgrade to serve the business needs of the wider catchment area.



The Shire own and operate the Morawa aerodrome which is situated approximately 2 km east of the Morawa township with all its approaches aligned over farm land.

Morawa aerodrome, also known as 'Prater Airport' after Mr. R. C. Prater a pioneer of the district who was responsible for sourcing the land, was officially commissioned in 1948.

It is presently a registered aerodrome with the Civil Aviation Safety Authority (CASA) and is compliant with the necessary regulatory standards pertaining to civil aviation aerodromes in Australia.

It was originally constructed to Department of Civil Aviation (DCA) aerodrome standards and up until recent times was used as an Aerodrome Landing Area (ALA) due to lack of demand and high regulatory costs to sustain being 'licensed'. However, the aviation demand equation has changed over the past five years necessitating significant improvement works being undertaken by the Shire to achieve CASA registration standards.





The aerodrome has two cross direction natural surface runways with a small sealed apron parking area. The detailed particulars of the aerodrome facilities are published by Airservices Australia (AsA) in the Enroute-Supplement Australia (ERSA) handbook used by the flying fraternity.

The physical characteristics of the aerodrome are described as follows.

## 2.1 Runways

Runway 15/33 is 1350 metres x 30 metres within a graded 90 metre wide runway strip, which is defined by day marking aids.

This runway has solar runway lights that can be pilot activated by VHF radio frequency. The lighting is approved for emergency use by RFDS flight operations only.

Secondary (east-west alignment) runway 09/27 is 975 metres x 18 metres within a 60 metre wide runway strip. It is suitable for day operations by light aircraft when cross wind conditions prevail.

## 2.2 Apron and Taxiway

A sealed apron adjoins the main runway strip 15/33. It has a small stub taxiway link that connects to the apron just outside of the runway strip markers. This is a shared use apron for aircraft parking by the Morawa Gliding Club and itinerant aircraft.

## 2.3 Navigation Aids

There is a ground based Non-directional Beacon (NDB) navigation aid, from which an approach procedure is published for runway 15/33. The navigation aid is owned

by AsA. In addition AsA have designed and published a GPS straight-in approach to this runway.

An Automatic Weather Station (AWS) is located on site, which is owned and operated by the Bureau of Meteorology. Although it not equipped to broadcast instant weather it could be linked by VHF radio equipment provided this was privately funded and received the Bureau's approval.

### **2.4 Wind Indicators**

A new primary wind indicator centrally located has been established for day operations. A secondary wind indicator is also provided.

### **2.5 Other Infrastructure**

A private hangar, used by the Morawa Gliding Club, a St Johns patient transfer building and an old terminal/residence building that is used as gliding club rooms are located adjoin the apron area.

Mains power is available to the site via an overhead feed.



Morawa Gliding Club Infrastructure

A new sealed access road into the airport has been constructed, which is an eastern extension of Manning Road. This route alignment is to the east of the Shire's recreation facilities enabling the access to the aerodrome to be separated from access to the sports oval.

### **3.0 AVIATION PROJECTIONS**

#### **3.1 Current Traffic**

No statistical records are kept to determine annual aircraft movements at Morawa.

Activity can be broken into three key general aviation groups, namely the RFDS, Glider operations and itinerant movements.

The Gliding Club indicate around 1,000 launches per annum occur. Weekend gliding and flying training activity generate significant peaks with club members arriving for the social enjoyment and flying.

The Royal Flying Doctor Service (RFDS) indicate an average of 30 visits per annum, many of which are night movements at the request of the Morawa Hospital medical team.

Fixed wing general aviation charter movements are ad hoc to suit the business activity of the catchment. There is no actual movement record but a reasonable estimate is around 750 per annum.

The above collective, plus the potential for regular charter operations serving the resource sector of the order 6-10 flights per month, determines the basis for current planning of 2,300 per annum movements increasing to 5,000 as a reasonable assessment upon which to base ultimate planning decisions for the Morawa aerodrome.

#### **3.2 Demand Analysis**

Morawa Gliding Club is one of five at aerodromes in Western Australia. The other clubs are located at Beverley, Cunderdin, Narrogin and Cranbrook. The club has three aircraft, a hangar and club room facilities and activity levels are considered stable.

Aviation demand (growth) is projected to generated by the resource sector.

Mutiny Gold are a company scheduled to commence rework of the 'Gullewa' tenements within the Deflector Mineralized Corridor some 60 km north-east of Morawa. The company estimate that around 6 flights per month of 30 seater type aircraft will operate into Morawa.

Sinosteel Midwest have relocated their mining operations from Koolanooka, which was 20 km east of Morawa to the 'Blue Hills' Mungada mine site which is 90 km east, after depleting reserves and are presently operating into Karara aerodrome. The company advises low level prospective activity will continue at Koolanooka and result in the requirement for ad hoc charter flights into Morawa.

Karara Mining have a requirement to upgrade their mine site aerodrome and have sought assistance from the Shire of Morawa to utilise the Morawa aerodrome. The demand timeline is yet to be determined but maybe as early 2015. The immediate term operation requirement would be for a period of 4-6 weeks and the aircraft type operations would be Dash8-100/300 type. Beyond this period the company indicate there is potential for limited small aircraft type operations into Morawa.

Imerys Talc Australia operations at Three Springs indicate they would have requirement for the occasional use of Morawa aerodrome, particularly if it is bitumen sealed. Mainly a local workforce is employed however flights for management visits are undertaken and use is made of the Three Springs landing ground if conditions are dry and the aircraft type is light.

Prospective work is being conducted by Sheffield Resources Ltd on a substantial potash tenement just west of Morawa. Drilling is in progress and this may in the future become a project that gives rise to further resource driven demand for aircraft operations into Morawa.

Locally established service companies and external suppliers of goods and services to Morawa and its greater catchment, comprising predominantly agriculture and mining, are all reliant upon the aerodrome providing the option for expedient air transfer of goods and service personnel.

**4.0 BASIS OF DESIGN**

**4.1 Standards**

Morawa aerodrome is a general aviation aerodrome serving the collective needs of a range of private air operators. It is registered with the Civil Aviation Safety Authority (CASA).

CASA standards are established from the International Civil Aviation Organisation (ICAO) published standards and are published in their Manual of Standards (MOS) Part 139 - Aerodromes.

Design standards require the adoption of a design aircraft type and then assigning a reference code number and code letter for the aerodrome for which CASA facility standards then apply.

As there are many aircraft that may fit within the range of code criteria established by CASA it is necessary to establish the appropriate type for the master planning of the aerodrome.

The table below sets the aircraft runway length requirement, aircraft wing span and outer main gear wheel span set of criteria for the codes.

**Table 4.1 Aerodrome Reference Criteria**

<b>AERODROME REFERENCE CODE</b>				
<b>Code Number</b>	<b>Aeroplane Reference Field Length</b>	<b>Code Letter</b>	<b>Wing Span</b>	<b>Outer Main Gear wheel Span</b>
1	< 800m	A	< 15m	< 4.5m
2	800m < 1200m	B	15m < 24m	4.5m < 6.0m
3	1200m < 1800m	C	24m < 36m	6.0m < 9.0m
4	> 1800m	D	36m < 52m	9.0m < 14 m

Reference: MOS Part 139 Table 2.1-1

Morawa aerodrome 09/27 runway is 975m x 18m width and by length is deemed Code 2 capable. However, it presently published as Code 1B for the reason its runway width is prepared and declared at 18 metre. (refer to Table 4.2).

MORAWA AERODROME MASTER PLAN 2014-2025

Main runway 15/33 is 1350m x 30m width and by length is Code 3 capable. However, it is presently published as Code 2 for reasons of managing the approach inner edge clearances at 90 metres, rather than 150 metres as required by the approach procedures.

However, where visual meteorological condition flight operations are conducted by aircraft below 22,700 Kg then it is acceptable for a 90 metre inner edge to be maintained. The approach and takeoff obstacle clearance surfaces requirements are discussed at Section 7.0.

**Table 4.2 Runway Width and Reference Code**

Code Number	Code Letter					
	A	B	C	D	E	F
1	18 m	18 m	23 m	–	–	–
2	23 m	23 m	30 m	–	–	–
3	30 m	30 m	30 m	45 m	–	–
4	–	–	45 m	45 m	45 m	60 m

Reference: CASA’s Table 6.2-1

Note: Subregulation 235A (1) allows CASA to issue instructions specifying the minimum runway width applicable to an aeroplane or a type of aeroplane. Use of that runway width is subject to compliance with the conditions contained in the instructions.

The below Table 4.3 'Aircraft Type and Reference Code' provides an extensive list of aircraft type that meet the light and medium size general aviation aircraft.

Light being categorised as having less than or equal to 5,700Kg Maximum All Up Mass (MAUM). Medium size being less than 22,500 Kg MAUM.

**Table 4.3 Aircraft type and Reference Code**

AEROPLANE TYPE	REF CODE	AEROPLANE CHARACTERISTICS					
		ARFL (m)	Wing-span (m)	OMGWS (m)	Length (m)	MAUM (kg)	TP (kPa)
Beechcraft:							
58 (Baron)	1A	401	11.5	3.1	9.1	2449	392
100	1A	628	14.0	4.0	12.2	5352	-
Britten Norman Islander	1A	353	14.9	4.0	10.9	2850	228
Cessna:							
172	1A	272	10.9	2.7	8.2	1066	-
206	1A	274	10.9	2.6	8.6	1639	-
310	1A	518	11.3	3.7	9.7	2359	414
404	1A	721	14.1	4.3	12.1	3810	490
Partenavia P68	1A	230	12.0	2.6	9.4	1960	-
Piper:							
PA 31 (Navajo)	1A	639	12.4	4.3	9.9	2950	414
PA 34	1A	378	11.8	3.4	8.7	1814	-
<b>Beechcraft 200</b>	<b>1B</b>	<b>592</b>	<b>16.6</b>	<b>5.6</b>	<b>13.3</b>	<b>5670</b>	<b>735</b>
Cessna:							
208A (Caravan)	1B	296	15.9	3.7	11.5	3310	-
402C	1B	669	13.45	5.6	11.1	3107	490
441	1B	544	15.1	4.6	11.9	4468	665

MORAWA AERODROME MASTER PLAN 2014-2025

AEROPLANE TYPE	REF CODE	AEROPLANE CHARACTERISTICS					
		ARFL (m)	Wing-span (m)	OMGWS (m)	Length (m)	MAUM (kg)	TP (kPa)
DHC 6 Twin Otter	1B	695	19.8	4.1	15.8	5670	220
Dornier 228-200	1B	525	17.0	3.6	16.6	5700	-
Lear Jet 28/29	2A	912	13.4	2.5	14.5	6804	793
<b>Beechcraft 1900</b>	<b>2B</b>	<b>1098</b>	<b>16.6</b>	<b>5.8</b>	<b>17.6</b>	<b>7530</b>	-
CASA C-212	2B	866	20.3	3.5	16.2	7700	392
Embraer EMB110	2B	1199	15.3	4.9	15.1	5670	586
Metro II	2B	800	14.1	5.4	18.1	5670	740
Metro III	2B	991	17.37	5.4	18.1	6577	740
ATR 42-200	2C	1010	24.6	4.9	22.7	16150	728
Cessna 550	2C	912	15.8	6.0	14.4	6033	700
<b>DHC-8:</b>							
<b>100</b>	<b>2C</b>	<b>948</b>	<b>25.9</b>	<b>8.5</b>	<b>22.3</b>	<b>15650</b>	<b>805</b>
<b>300</b>	<b>2C</b>	<b>1122</b>	<b>27.4</b>	<b>8.5</b>	<b>25.7</b>	<b>18642</b>	<b>805</b>
Lear Jet 55	3A	1292	13.4	2.5	16.8	9298	-
IAI Westwind 2	3A	1495	13.7	3.7	15.9	10660	1000
BAe 125-400	3B	1713	15.7	3.3	15.5	12480	1007
Canadair:							
CL600	3B	1737	18.9	4.0	20.9	18642	1140
CRJ-200	3B	1527	21.21	4.0	26.77	21523	1117
Cessna 650	3B	1581	16.3	3.6	16.9	9979	1036
Dassault-Breguet: Falcon 900	3B	1515	19.3	5.3	20.2	20640	1300
Embraer EMB 120	3B	1420	19.78	4.8	20.0	11500	-
Metro 23	3B	1341	17.4	5.4	18.1	7484	742

Reference: MOS Part 139 Table 2.1-2 (in part)

From the above table secondary it is apparent runway 09/27 can serve the operational needs of aircraft type such as B200 King Air (Code 1B) a twin engine turbo-propeller aircraft that seats nine passengers and is in operational use by the RFDS.

Although it should be noted that the RFDS recommend a minimum of 1200 metres of runway length for all their aircraft operations runway 09/27 at 975 metres length should enable day operations, perhaps with limits on payload.

The Morawa Gliding Club are fixed base operators and the club and private member aircraft are all below 5,700 kg registered MAUM.

Most gliders have a wing span in the range 15 metres to 20 metres which puts them in a Code 1B category. The Air Tractor AT-802 aerial water bomber is also a Code 1B aircraft with a wing span of 18 metres.

Runway 09/27 physical dimensions and its existing design Code 1B are adequate for the current order of operations. However, for the master plan horizon Code 2C is appropriate. This would develop the runway width from its current 18 metres to a 30 metre width, a width dimension recommended by the RFDS.

Larger aircraft type (greater than 5,700 Kg) include the contracted Government corporate jet to fly ministers and other officials which is a Cessna 550, with design Code 2C.

The Dash 8 100/200/300 aircraft requires a Code 2C. It is a popular charter aircraft for the Fly-in Fly-out (FIFO) market because of its cost effective range of around 500 km, ability to carry between 30-40 passengers and its relatively short runway requirements.

The Beech 1900 is another popular 19 seater charter aircraft used for FIFO.

So it is appropriate to ensure the development standards at Morawa aerodrome accommodate the CASA design standards for the range of aircraft use.

However, given 15/33 runway length determines it is a Code 3 runway (between 1200-1800 metres) it would be appropriate to optimise planning to meet the potential for Code 3 aircraft such as the Metro 23 (19 seats) and EMB 120 Brasilia (30 seat) to operate.

Hence, the Basis of Design, which establishes the geometric parameters, is recommended as Code 3C for the Morawa Aerodrome Master Plan.

#### **4.2 Charter Aircraft Requirements**

To determine the most suitable type aircraft for closed charter services it is appropriate to consider a range of potential aircraft type and their associated aerodrome requirements.

Aircraft operators typically offer the airframe grouped into 'high capacity', 'medium capacity' and 'low capacity' type subject to their passenger carrying limits as determined by the manufacturer.

The high capacity group are all jet aircraft and have seating for 70 or more passengers. Jet aircraft are not as cost effective to operate on short sector lengths such as Perth to Morawa (400 km) as the turbo-propeller type aircraft.

This is evidenced by the scheduled air services between Perth and Geraldton airports being conducted with Q400 and F50 turbo-propellor (medium capacity) aircraft type.

Hence, aircraft type most likely to operate to and from Morawa aerodrome, either for charter or Regular Public Transport (RPT) will be either medium capacity (50 to 70 seats) or low capacity (10 to 35 seats) dependent upon the passenger uplift needs.

Regulatory and industry standards dictate that the selected medium and low capacity aircraft type will have more than one engine and be capable of operation by two pilots under the instrument flight rules (IFR).

The following tables provide a range of aircraft type and their major characteristics that could be considered to operate to Morawa .

**Table 4.4 Medium Capacity Aircraft Types**

Medium Capacity	# Seats	Aerodrome * Reference Code	Runway (RWY) Length** (m)	RWY Width	RWS Width
F50	46	3C	1,760	30	90
EMB 120 ('Brasilia')	30	3B	1,420 (1,500)+	30	90
DHC-8-300	50	2C	1,130 (1,400)+	30	90
DHC-8-100 ('Dash 8')	34	2C	1,000 (1,400)+	30	90

**Table 4.5 Low Capacity Aircraft Types**

Low Capacity	# Seats	Aerodrome * Reference Code	Runway (RWY) Length** (m)	RWY Width	RWS Width
Beech 1900	19	2B	1,098 (1,500)+	23	90
Metroliner 23 ('Metro 23')	19	2B	1,000 (1,500)+	18	90
Beech 100 or 200 ('King Air')	10	1B	592 (1,100)+	18	60
C441 ('Conquest')	10	1B	544 (1,100)+	18	60

**Notes:**

# An indicative figure – absolute numbers of seats depends upon the operator's aircraft configuration.

\* Reference ICAO Annex 14. The Code is composed of two elements: element 1 is a number related to the aeroplane reference field length; and element 2 is a letter related to the aeroplane wingspan and outer main gear wheel span. The code sets the physical characteristics of the aerodrome.

\*\* Extracted from CASA document MOS 139, Ch 2, Table 2.1-2. In practice, the required runway length may vary by 10-20% from this figure depending on temperatures and required payload and fuel.

+ Realistic Runway Lengths based on requirements of the air operator.

**4.3 Aerodrome Operator Requirements**

The Civil Aviation Safety Regulations (CASR's) establish various levels of compliance subject to the size of aircraft and nature of operations conducted.

For aircraft with less than 10 passenger seats and involved only in charter operations then an Aeroplane Landing Area (ALA) is an acceptable standard to the Civil Aviation Safety Authority (CASA). This standard may apply if the Conquest and King Air aircraft type are utilized.



Where charter or Regular Public Transport (RPT) aircraft operations occur conducted with more than 9 seats but not more than 30 seats the construction and operating standards of the aerodrome must conform to those of registered aerodromes. This criteria is currently met at Morawa aerodrome. Further, registration is also essential if the aerodrome is to have published instrument non-precision approach procedures.

An additional obligation on the aerodrome operator is the conduct of an annual safety inspection report, an aerodrome reporting officer must be appointed and the operating standards are subject to CASA surveillance. Morawa aerodrome is registered thereby permitting aircraft type up to 30 seats, such as Metroliner 23 and Beech1900 to operate regular charter services.

Certification of the aerodrome is mandatory for aircraft operations, either charter or RPT, by aircraft with passenger seating greater than 30.

### **5.0 AIRSIDE PLAN**

#### **5.1 Runway 09/27**

Runway expansion beyond its existing 975 metre length is limited by a fence 160 m from the western end (golf course) and 140 m from eastern end (paddock). This suggests any extension of the runway would need to be east and acquisition of farm land necessary.

The runway utilisation is 'secondary' when cross wind operations on the main runway 15/33 exceed the aircraft's stability tolerance. The larger the aircraft the greater its cross wind tolerance. So for the greater than 5,700 Kg type their operations will be contained on main runway 15/33.

Hence, for ultimate development planning Code 2C non-instrument standard is recommended for runway 09/27.

#### **5.2 Runway 15/33**

Runway 15/33 is developed as 1350m x 30m and it is the dominant alignment for the prevailing wind.

The gravel runway is located within a graded 90 metre runway strip.

The runway strip ends are approximately 200m-250m from fenced boundaries at either end. To the north is the Morawa - Yalgoo Road and to the south is agriculture land.

Extending 15/33 runway by 150 metres to the south would provide a runway length of 1500 metres. This is a practical length for the range of aircraft up to Code 3C type that may use Morawa.

It will be necessary to remove and reposition signs, approximately 250m distant from current threshold as these critical objects result in published gradients of 2.24%. Removal of the signs will permit the takeoff gradient to be reduced to a recommended 2% or less, subject to survey.

An ultimate development length of 1600m can be achieved if another 100m extension is added to the north.

At this juncture it is not deemed required for the aircraft type considered potential users. However, if say the Fokker 50 were to be put into service then this extra runway length would be appropriate.

Hence, the ultimate development planning length for runway 15/33 is 1600 metres and Code 3C standard.

### 5.3 Physical Characteristics of Runways

The physical geometric characteristics for both runways in their ultimate development are tabulated below.

**Table 5.1 Geometric Runway Design Requirements**

Characteristic	Runway 09/27 (ultimate) Code 2C	Runway 15/33 (ultimate) Code 3C
Runway Length	975m	1,600m
Runway Width	30m	30m
Runway Strip Width	90m, but 60m when used by aircraft not exceeding 5,700 Kg by day	150m, with 90m graded & marked
Clearway	60m	60m
Runway End Safety Area (RESA)	Not mandatory	90m, but 60m for non jet operations.
Runway Shoulders	Not mandatory	Not mandatory. Desirable for sealed runways.

### 5.4 Taxiway Widths

Taxiway widths are also established by the Aerodrome Reference Code for the aircraft it is intended to serve.

Although for master planning a Code 3C is adopted for runway 15/33 it is not necessary that all taxiways be established to this standard. For instance, the taxiway servicing the Gliding Club requires Code 1B for the aircraft in use at the aerodrome.

Code 1B requires a 10.5 metre minimum width taxiway. The actual width of the main sealed taxiway meets this requirement.

For the master planned Code C standard 15.0 metre taxiway widths are required.

All taxiways must also be located within a taxiway strip, just as runways are positioned within runway strips.

The taxiway and taxiway strip widths versus code letter are expressed in Table 5.2 below.

**Table 5.2 Taxiway Width and Reference Code**

Code Letter	Taxiway Width (minimum)	Taxiway Strip Width	Taxiway Strip Width (Graded)
A	7.5m	32.5	22.0
B	10.5m	43.0	25.0

## MORAWA AERODROME MASTER PLAN 2014-2025

C	18.0m (15m for wheel base < 18m)	52.0	38.0
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Reference: CASA MOS Part 139 Table 6.3-1

Due to the limited available aircraft apron area for the Gliding Club aircraft, as currently situated, it is not practical to locate general aviation FIFO charter aircraft in the same vicinity.

Also the transitional surface clearance standards necessitate parked aircraft and passenger terminal buildings and hangars to be located clear. An infringement of the Obstacle Limitation Surfaces (OLS) is deemed an obstacle and must be avoided unless physical constraints prevent thereby warranting developing a safety case for consideration by CASA. The benefit of master planning is the ability to create a development plan that will allow future expansion without limitations.

A new taxiway and apron development location is recommended for Morawa aerodrome. It is depicted by drawings MRW-001 Sheet 1 & 2.

Future infrastructure will be clear of the operational airspace and be able to expand in line with future demand for the likes of hangars and apron parking.

Immediate development needs can be met without conflict with AsA decommissioning plans for the NDB.

With regard to the Glider taxiway/apron area an expansion of the existing can occur. It is effectively positioned in the 'flyover' area (ie the non-graded portion) of the runway strip but the aircraft size mean they will not cause infringement of the arising surface when instrument landings are conducted by Code 2 aircraft type.

The obstacle clearance gradient is 1:7 from the edge of the marked 90 metre runway strip.

All new building structures though are to be located behind the building line, within the building reserve, and capped at 5 metre maximum height.

The building reserve backs up to the aerodrome reserve property boundary.

### **5.5 General Aviation Charter Apron**

Apron depth for charter or RPT operations of aircraft such as the Dash 8 and up to F50 type require 60 metres to apron edge to taxi and then manoeuvre onto a dedicated bay.

All aircraft above 5,700 Kg must taxi onto an apron parking bay, which is marked as suitable for the particular aircraft type. Apron markings would be determined as a design detail at the appropriate time.

The Apron Building Area Development plan MRW-001 Sheet 2 depicts the extensive ultimate capacity for apron expansion and building development to suit the growth needs of both itinerant and fixed based operators.

Other aircraft operational needs include fixed wing water bomber aircraft and associated water storage tanks and transfer pump equipment.

Also an aircraft parking area for under 5,700 Kg aircraft type such as the RFDS that can allow itinerant short term turn around.

Light aircraft term parking also should be catered for in this zone with clearly identified parking signage.

## **5.6 Airfield Lighting**

Runway 15/33 is equipped with solar lights installed at 90 metre interspacing. The lights can be activated manually and by VHF frequency, termed Pilot Activated Lighting (PAL).

There are no lights on secondary runway 09/27. Operational requirement for night flying is typically very low (around 10% of all flying hours) at all regional airports and a single direction lit runway is therefore considered adequate.

Reliability of the existing solar lights, particularly for VHF activation, has been brought into question with recent call out to manual activate.

Mains power electric lighting provides a high level of operational reliability with installations needing to be undertaken by licensed electrical installers and then flight tested by a CASA certified person.

The master plan recommends an electric airfield lighting system be provided for runway 15/33, the proposed new taxiway link plus apron lights. The extent of apron lighting being aligned to extent of terminal expansion.

## **6.0 LANDSIDE PLAN**

### **6.1 Building Reserve**

The landside development is required to occur behind a designated 'building line', which is a demarcation boundary on the landside for airside security and safety and in the context of planning the limit to which buildings are separated from apron parking areas.

Priority location is afforded to the development site for a terminal building. Investment in building infrastructure may be modest in the first instance but preserving the location is important because it caters for the public users of the aerodrome. An RFDS patient transfer building meets the criteria to be located within the 'Terminal Reserve'.

Private infrastructure investment sites with sole use characteristics have been allocated as those south of the general aviation 'Terminal Reserve'.

Buildings that have a requirement to interface with apron areas (eg hangars) should be afforded lease sites on the first tier of land adjoin the apron.

Office and commercial aligned business activity requiring sites for building would typically be assigned a lease site on the second tier of land. ie not up to the building line. As the demand for non-aviation sites does not presently exist this consideration can be addressed under a future review of the master plan.

### **6.2 Telephone**

No public phone exists at the airport but mobile coverage does. Whereas the aviation industry typically has sought landlines for flight planning and internet access it is now readily achievable by mobile means.

Hence, the provision of telephone land lines has no immediate need.

### **6.3 Aviation Fuels**

Currently there is no provision of fuel at Morawa aerodrome.

The purchase and installation of fuel facilities at the aerodrome would enhance its attractiveness to general aviation but cost of such installation would need to be balanced against fuel uptake and other priority upgrade works.

Geraldton to the east and Meekatharra to the north both have JetA1 and Avgas bulk storage and pump dispense supply.

The travel range of most turbine aircraft is such that on carriage of the fuel uplifted from say Perth, Geraldton or Meekatharra would suffice for the trip planning.

The provision of a storage shed for drum stock of fuel can be considered if the demand for drum stock can be demonstrated by a regular customer.

### **6.4 Ground Handling Equipment Storage**

Ground handling equipment is required for larger aircraft type to enable transfer of passenger bags to and from landside to the aircraft and vice versa.

Typically supplied by the air operator but a covered awning/shelter to protect equipment from the weather is required. This may comprise an extension to a general aviation terminal.

A practical way of achieving is the provision of an extended roof line from the terminal with associated hard stand. When terminal building funding is secured this development need should be appraised.

### **6.5 Car Park**

Vehicle parking needs are to be considered when planning for development of the general aviation terminal.

The master planning has provided a concept layout for vehicle access and parking associated with provision of a general aviation terminal.

### **6.6 Engineering Services**

Horizon Power electricity supply would be available but may necessitate a headworks contribution to connect into the master plan building area location because of the separation distance from the existing apron area.

A generated emergency power source could also be considered as back up to mains power airfield lighting. This is a mandated requirement for night RPT operations but

for charter diversion maybe acceptable and for the RFDS the current solar lighting would be acceptable.

Water supply could be a storage tank that is filled as required to meet ablution requirements or if economics permit an extension of the scheme supply.

## **7.0 EXTERNAL LAND USE**

### **7.1 Clearways & RESA's**

Regulatory standards for registered and certified aerodromes require provision of an obstruction free rectangular plane, extending from the physical end of a runway over which an aeroplane taking off may make a portion of its initial climb.

Termed clearway, its surface is not prepared for surface movement, but is clear of upstanding obstacles to permit safe over-flight.

The minimum length of the clearway to be provided is 60 metres for Code 2 and 3 runways and this length is provided between the end of the runway and the runway strip end.

A Runway End Safety Area (RESA) is required for Code 3 runway 15/33 and the minimum length is 60 metres. it needs to be extended to 90 metres should jet RPT aircraft operations occur.

The RESA is provided beyond the end of the runway strip to protect an aircraft in the event of undershoot or overrun occurring. The width of RESA is twice the width of the runway or 60 metres for the 15/33 runway.

The RESA must be prepared so as to reduce the risk of damage to an aircraft, enhance its deceleration and facilitate the movement of rescue and fire fighting vehicles.

Adequate development capacity to implement RESA's at both runway 15/33 ends.

### **7.2 Runway Approach Areas**

The approach/takeoff surfaces of the runways are inclined planes arising to/from the end of the runway strip end, termed the 'inner edge'. These surface extend outwards up to distance of 15,000 metres depending upon runway use (instrument or visual). The width and slope of the approach/takeoff surface are also dependant upon runway code categorisation.

The surface governs the height of objects on or near the airport. Objects should not penetrate or extend above the approach/takeoff surface. If they do they are classified as obstructions and must be either marked or removed.

To further enhance the safe operations of aircraft the FAA recommend (FAA AC150/5300-13 'Airport Design') Runway Protection Zones (RPZ) under the approach path to be kept clear of all obstructions to enhance the protection of people and property on the ground.

For proposed instrument non-precision runway 15/33 the RPZ is trapezoid with dimensions 150 metres at the inner edge extending out 500 metres to a width of 300 metres.

For small aircraft exclusively, namely runway 09/27 the RPZ dimensions recommended are 80 metres at the inner edge extending out 300 metres to a width of 150 metres

### **7.3 Obstacle Limitation Surfaces**

The Obstacle Limitation Surfaces (OLS) are prescribed clearances associated with both approach and takeoff from a runway. The clearances vary by standard of runway approach.

Runway 09/27 is non-instrument (ie no approach procedure available to it) and being Code 2 has a set of surfaces quite contained to the runway inner edge and extending out only 2,500 metres.

Runway 15/33 is instrument non-precision and has a greater divergence angle from the inner edge and a lower approach slope and its protection length extends out 15,000 metres.

Drawing MRW-002 Sheet 3 of 3 has the applicable data table extracted from CASA's MOS 139 Table 7.1-1 'Approach Runways' and Table 7.1-2 'Take-off Runways'.

The overall OLS heights (aerial contours) to be protect are depicted by the drawing set MRW-002 Sheets 1, 2 & 3.

The primary surfaces have no obstacle issues. The approach/take-off surfaces associated with runway 15/33 do need to be closely managed with external planning control over building and structures occurring in these critical zones.

It is advisable the Shire of Morawa capture the aerodrome height controls under its planning scheme, thereby enabling more detailed assessment of any development proposal for new structures in the approach and takeoff zones of the aerodrome to prevent new structures becoming obstacles around the aerodrome.

## **8.0 NAVIGATION AIDS**

### **8.1 Instrument Runway 15/33**

Morawa has a published non-precision Approach (NPA) instrument procedure (non-instrument) to permit runway aligned approaches to runway 15/33. The NPA instrument procedure is designed around an emitted signal (range 50nm) from a ground based radio navigation aid, the Non Directional Beacon (NDB).

Airservices Australia (AsA) is the responsible organisation for maintenance of the NDB and the validity of the NPA procedure. AsA have advised they will be decommissioning the NDB and voiding the NDB NPA mid 2016, the work being completed by contractors and the site returned to 'greenfield' standard.

The reason being the greater reliance upon Global Positioning System (GPS) approaches using satellites and a national reduction of NDB's that are not used for

## MORAWA AERODROME MASTER PLAN 2014-2025

alternate flight operations. That is operations where air operators plan for either poor weather or fuel requirements to divert to an alternate aerodrome.

Geraldton airport is the closest to Morawa and offers this capability with NDB, VOR and GPS-NPA navigation runway aligned procedures.

Morawa aerodrome will not be without a published INPA. AsA have published a GPS arrival procedure and a runway 33 NPA GPS aligned procedure.

### 9.0 DRAWING SCHEDULE

The following schedule of drawings are appended.

<b>Drawing Name</b>	<b>Plan Number</b>
MORAWA AERODROME – Airside Development Layout	MRW-001 Sheet 1 of 2
MORAWA AERODROME – Apron and Building Area Development	MRW-001 Sheet 2 of 2
MORAWA AERODROME - Stage 1 Upgrade Works	MRW-003 Sheet 1 of 1
MORAWA AERODROME – Obstacle Limitations Surfaces, Inner	MRW-002 Sheet 1 of 3
MORAWA AERODROME – Obstacle Limitation Surfaces, Outer North	MRW-002 Sheet 2 of 3
MORAWA AERODROME - Obstacle Limitation Surfaces, Outer South	MRW-002 Sheet 3 of 3



## 10.0 INITIAL INFRASTRUCTURE WORK

### Aerodrome Development Works - Stage 1

The suite of works to upgrade Morawa aerodrome to suit low and medium capacity charter aircraft operations are described as follows.

- Runway 15/33 lengthened by a southern 150 metres extension to suit Code 3C aircraft, taking total length to 1500 metres. Development would be subject to detailed survey taking due account of critical obstacles and mitigation of current infringements.
- Pavement constructed at 30 metre width to F50 aircraft pavement strength. This ensures the future range of turbo-propeller aircraft can operate without pavement concession or risk of pavement damage.
- Runway to be spray sealed with a two coat aggregate and sand emulsion finish.
- Runway day visual markings to include surface paint and the strip width of 90 metre delineated by cones/gables.
- Main power runway lights installed to CASA registered/certified aerodrome standards.
- A new sealed general aviation taxiway and apron parking area developed with associated lighting from the runway lighting circuit.
- Secondary runway 09/27 would require 'nibs' of seal constructed out to the limit of the associated fillets connecting the intersect runways. No other works are required.
- General aviation terminal and ablution facilities provided. Existing facilities are a part of the Glider Club infrastructure.
- The GPS-NPA instrument procedure on runway 15/33 revalidated for the new runway threshold.
- Illuminated Wind Indicators either provided at each runway threshold or a VHF transmission from the existing Bureau of Meteorology automatic weather recording site established to effectively convey the equivalent information to pilots conducting straight in approaches.
- Survey of runway 15/33 takeoff/approaches and publication of the information.

The indicative estimate to upgrade Morawa aerodrome, as per the above itemized works is \$2.6 million with the key items of cost separately itemized.

MORAWA AERODROME MASTER PLAN 2014-2025

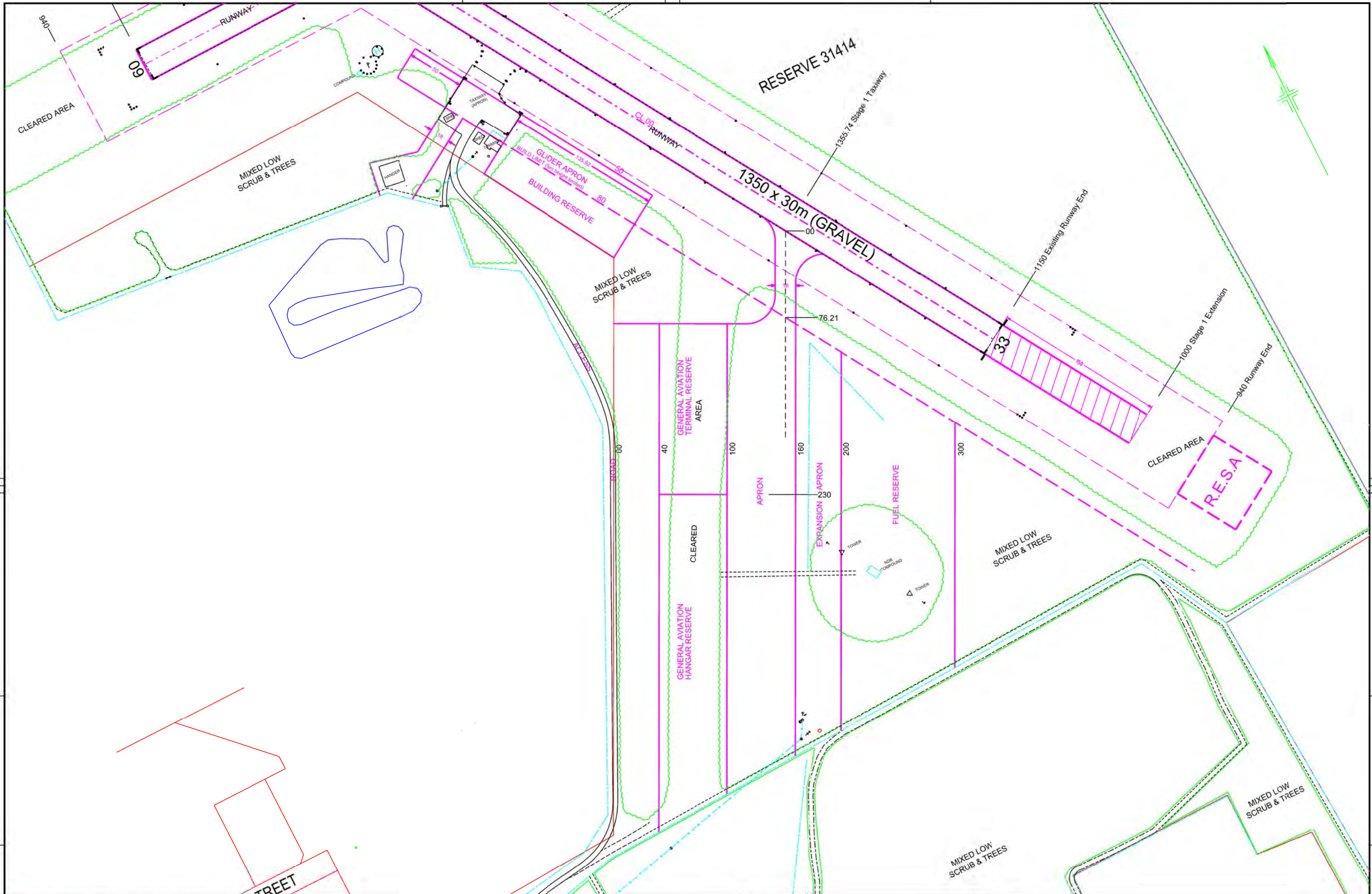
<b>MORAWA AERODROME DEVELOPMENT ESTIMATE</b>					
<b>Runway 15/33 Upgraded to 1500 m x 30 Sealed</b>					
<b>GA Apron, Taxiway and Terminal Constructed</b>					
<b>ITEM</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>QTY</b>	<b>RATE</b>	<b>AMOUNT</b>
1	PRELIMINARIES/ESTAB/DEMOB	Item			\$150,000
			<b>Total ESTABLISH</b>		<b>\$150,000</b>
2	CLEARING (Approach/Takeoff)	Item			\$2,000
			<b>Total CLEARING</b>		<b>\$2,000</b>
3	FORMATION EARTHWORKS RWY EXTENSION				
	Excavation Runway to Subgrade & Compact Cut to Spoil (150m x 90m) x 0.30 depth	cu. m	4,050	6.10	\$24,705
	Borrow to Fill with suitable Sub-base gravel. (150 x 30) x 0.20 depth = 900 cu. M	cu. m	900	12.40	\$11,160
		Cut	<b>Total EARTHWORKS</b>		<b>\$35,865</b>
4	FORMATION EARTHWORKS GA APRON/TAXIWAY				
	Excavation Taxiway to Subgrade & Compact Cut to Spoil (60m x 23m) x 0.30 depth	cu. m	414	6.10	\$2,525
	Excavation Apron to Subgrade & Compact Cut to Spoil (60m x 100m) x 0.30 depth	cu. m	1,800	12.40	\$22,320
		Cut	<b>Total EARTHWORKS</b>		<b>\$24,845</b>
5	DRAINAGE				
	Open Unlined Drain - cut to shape	lin. Metre	5,000	3.00	\$15,000
			<b>Total DRAINAGE</b>		<b>\$15,000</b>
6	RUNWAY PAVEMENT CONSTRUCTION				
	Cement stabilise existing 200mm thick sandy gravel pavement. 1500m x 30m x 0.20 Sub-base	cu. m	9,000	21.00	\$189,000
	Win, load, cart & spread local sourced gravel	cu. m	9,000	12.40	\$111,600
	Place 200mm thick, water and compact to 98% MMDD making use of wet mix with recycler.	cu. m	9,000	19.50	\$175,500
			<b>Total PAVEMENTS</b>		<b>\$287,100</b>
7	TAXIWAY & APRON PAVEMENT CONSTRUCTION				
	Cement stabilise 200mm thick sub-base gravel pavement. Area and Volume as per Item 4	cu. m	2,214	21.00	\$46,494
	Win, load, cart & spread local sourced gravel	cu. m	2,214	12.40	\$27,454
	Place 200mm thick, water and compact to 98% MMDD making use of wet mix with recycler.	cu. m	2,214	19.50	\$43,173
			<b>Total PAVEMENTS</b>		<b>\$70,627</b>
8	AIRCRAFT PAVEMENT BITUMINOUS TREATMENT				
	Rwy 1500m x 30m = 45,000 sq.m				
	Twy 60m x 15m = 900 sq.m				
	Apron 60m x 100m = 6,000 sq.m				
	Prime base course	sq. m	51,900	1.90	\$98,610
	10 mm Seal		51,900	4.75	\$246,525
	7 mm Seal		51,900	3.90	\$202,410
	Emulsion sand seal		51,900	3.35	\$173,865
			<b>Total BITUMEN</b>		<b>\$721,410</b>

MORAWA AERODROME MASTER PLAN 2014-2025

Continued.

9	DAY MARKING AIDS				
	Set out and paint pavement markings	Item			\$30,000
	Cones and gables	Item			\$2,000
			<b>Total DAY MARKING</b>		<b>\$32,000</b>
10	RUNWAY LIGHTING				
	Install runway,taxiway,apron lights,IWI plus PAL	Item			\$355,000
	Flight Test	Item			\$6,000
			<b>Total RWY LIGHTS</b>		<b>\$361,000</b>
11	FENCING				
	Install apron/building line fence	metre	200	25.00	\$5,000
			<b>Total FENCES</b>		<b>\$5,000</b>
12	TERMINAL				
	Supply pre-fabricated Building & Ablutions	Item			\$250,000
	Building Installation, Earthworks Power Connect				
	External works to include paving, landscaping, water supply and power.	Item			\$75,000
			<b>Total TERMINAL</b>		<b>\$325,000</b>
13	SUNDRIES				
	Takeoff Survey	Item			\$15,000
	Materials laboratory & testing				\$25,000
	Re-design GPS NPA	Item			\$5,000
	Survey & PSM's	Item			\$15,000
			<b>Total SUNDRIES</b>		<b>\$60,000</b>
			<b>Sub Total</b>		<b>\$2,089,847</b>
14	CONTINGENCY				
	Allow 10% on overall project sum contingency		CONTINGENCY		\$208,985
15	DESIGN & DOCUMENTATION				
	Allow 10% on overall project sum Detailed design		DESIGN		\$208,985
16	PROJECT MANAGEMENT	Item			
	Allow 5% on overall project sum		PROJECT MGT		\$104,492
			<b>Total</b>		<b>\$2,612,309</b>
			<b>BUDGET SAY</b>		<b>\$2.6M</b>

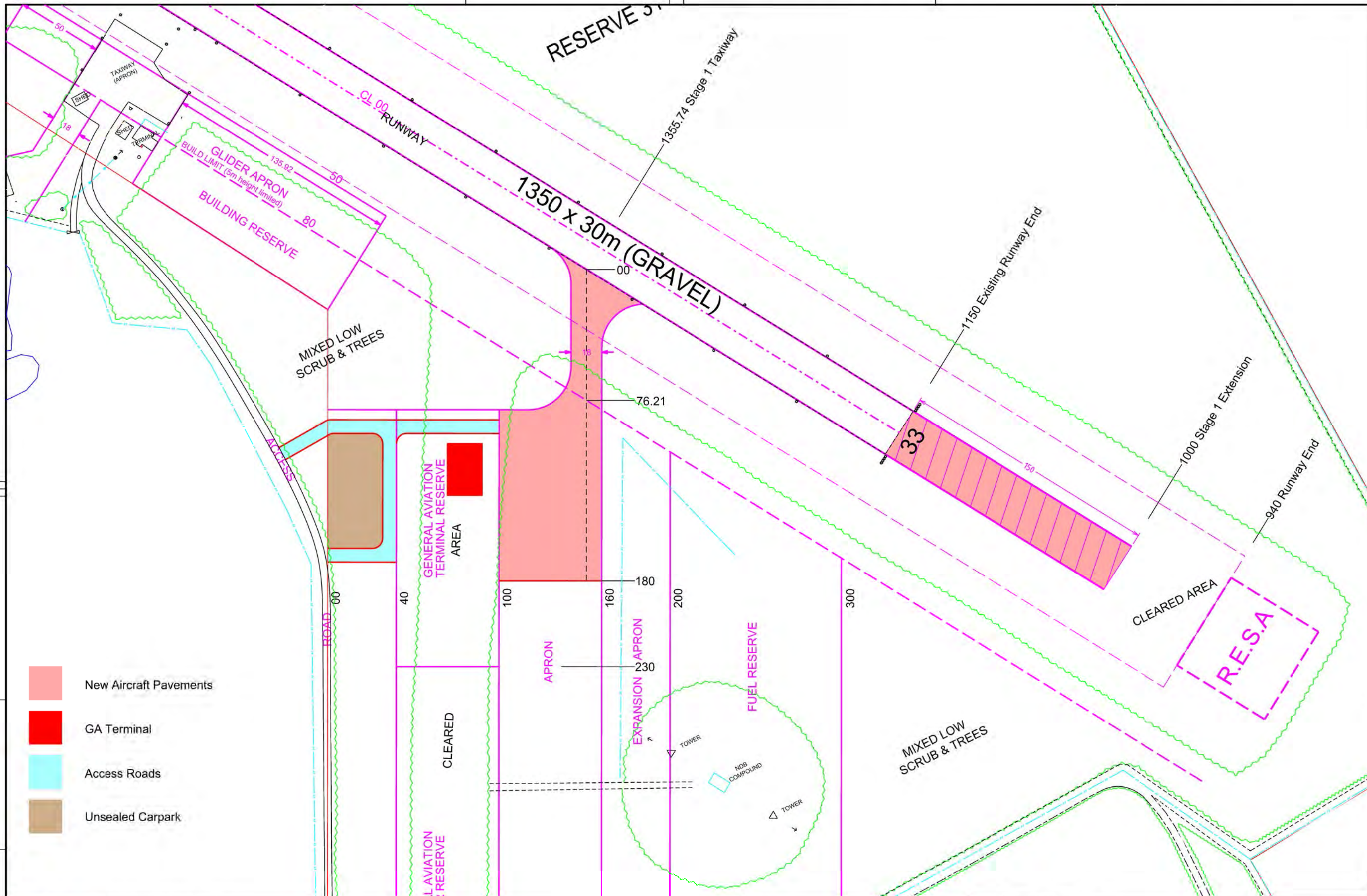




**Forte Airport Management**

PO Box 63,  
GUILDFORD  
W.A. 6935  
Tel: 08 9378 2430 CAD FILE - MORAWA AERODROME DGM

08 07 14 10 06 14	Changes Added DRAWN	SLE SLE	AJF AJF	SHIRE OF MORAWA MORAWA AERODROME APRON BUILDING DEVELOPMENT	SCALE 1 : 3000 @ A3
DATE	AMENDMENTS	DRN	APPS		SHEET 2 OF 2
					DRAWING NO. MRW-001



RESERVE 51

1355.74 Stage 1 Taxiway

CL 00 RUNWAY

1350 x 30m (GRAVEL)

1150 Existing Runway End

1000 Stage 1 Extension

940 Runway End

GLIDER APRON  
BUILD LIMIT (5m height limited)

MIXED LOW SCRUB & TREES

76.21

33

150

CLEARED AREA

R.E.S.A

MIXED LOW SCRUB & TREES

APRON

EXPANSION APRON

FUEL RESERVE

CLEARED

GENERAL AVIATION TERMINAL RESERVE AREA

GENERAL AVIATION RESERVE

TOWER

NDB COMPOUND

TOWER

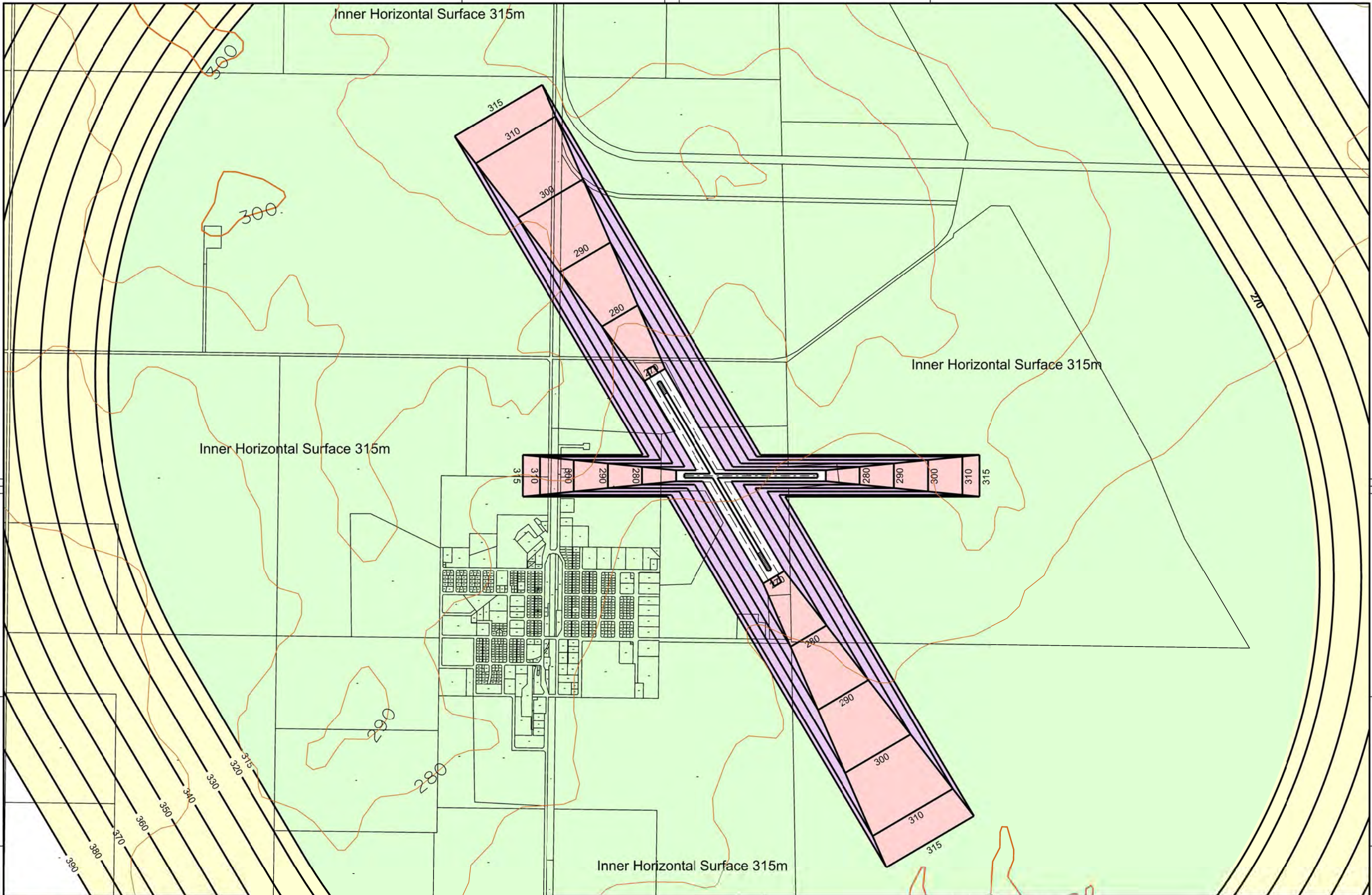
ROAD 00

ACCESS

- New Aircraft Pavements
- GA Terminal
- Access Roads
- Unsealed Carpark

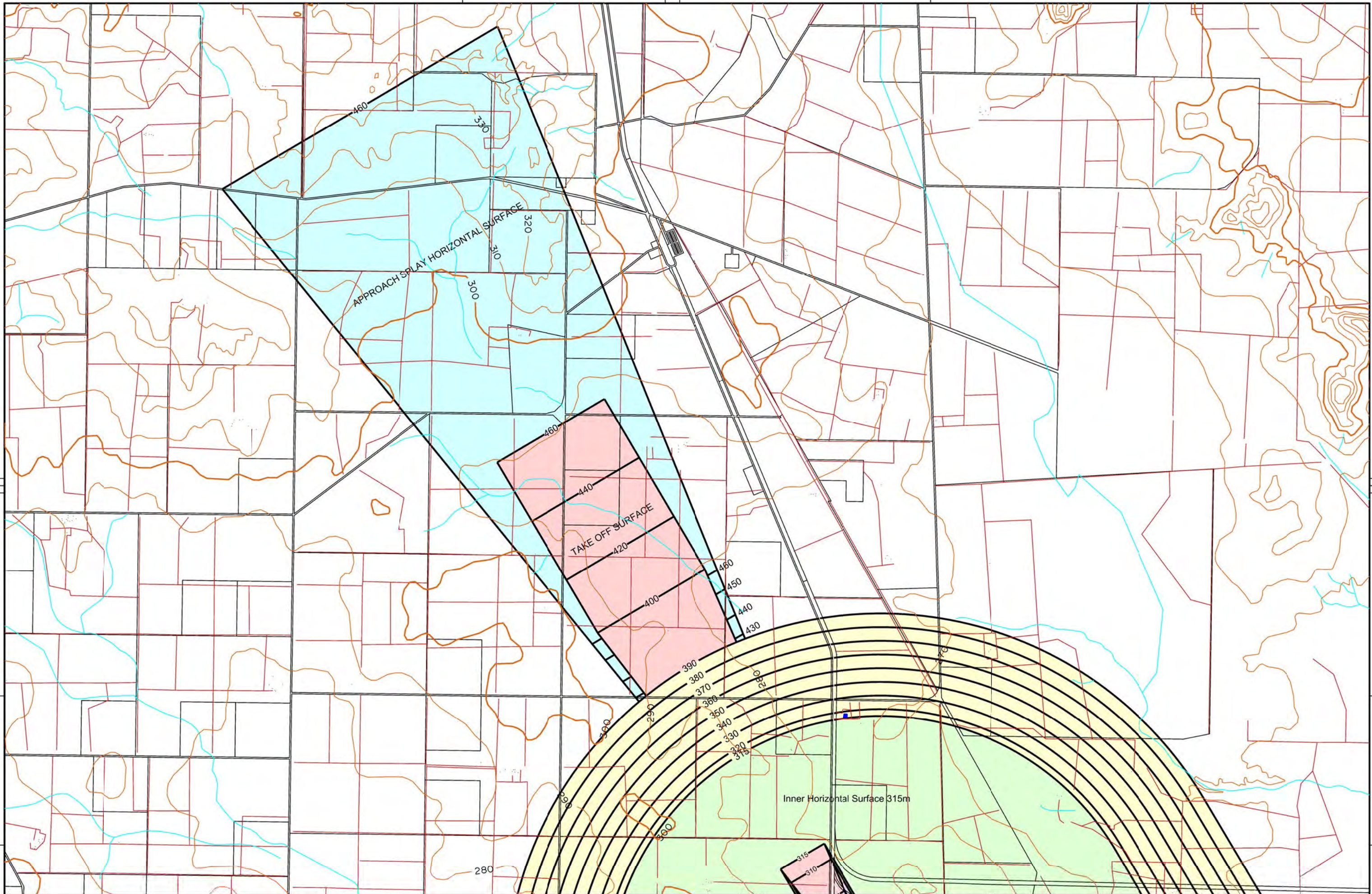
**Forte Airport Management**  
 PO Box 63, GUILDFORD W.A. 6935  
 CAD FILE - Morawa Aerodrome DGN

7 07 14		DRAWN		SLE		AJF		SHIRE OF MORAWA	
DATE		AMENDMENTS		DRN		APPS		MORAWA AERODROME	
								STAGE 1 UPGRADE WORKS	
								TAXIWAY, APRON & GA TERMINAL	
								SCALE 1 2000 @ A3	
								SHEET 1 OF 1	
								DRAWING NO. MRW-003	

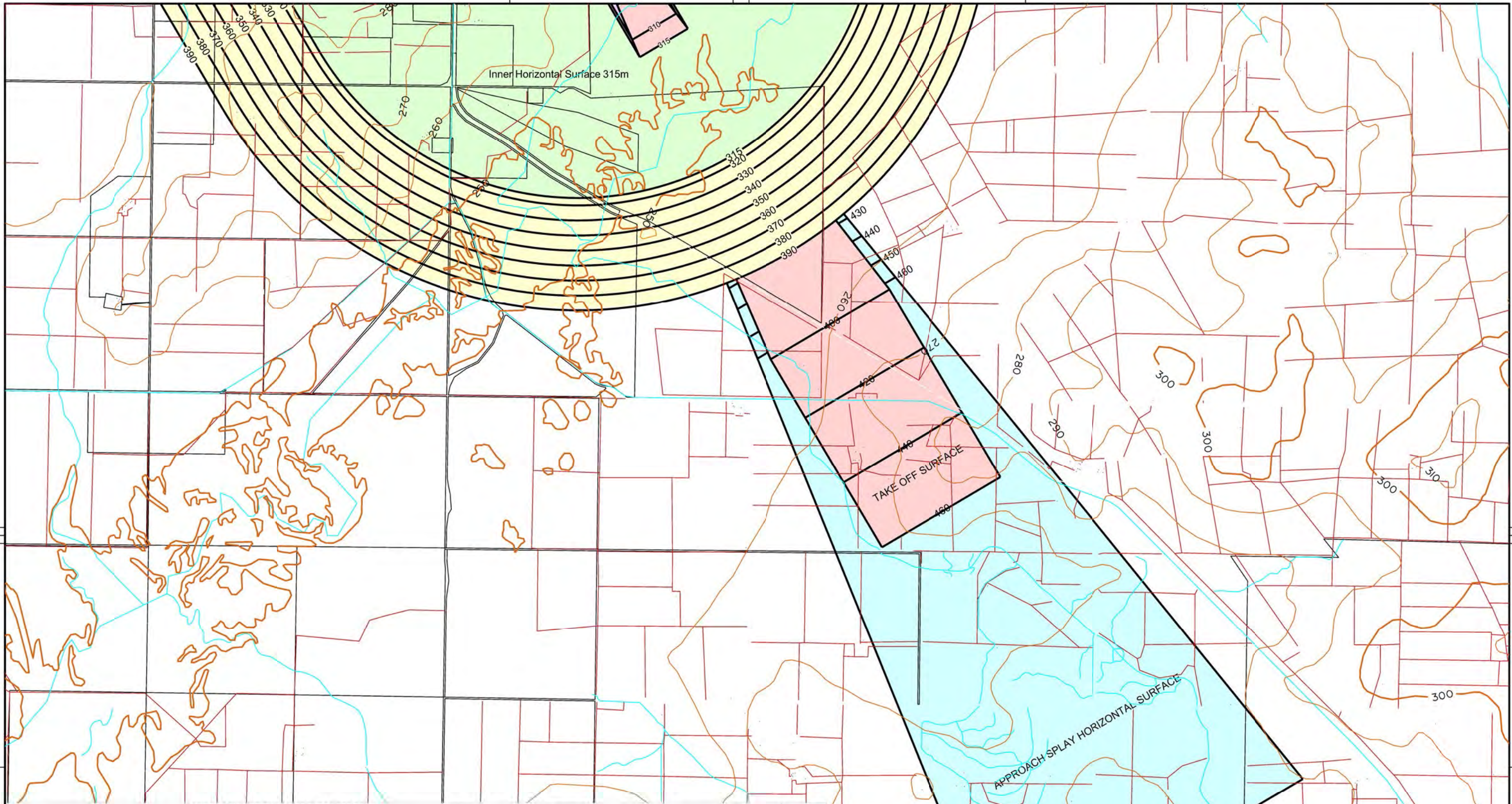


07.07.14	DRAWN	SLE	AJF
DATE	AMENDMENTS	DRN	APPS

SHIRE OF MORAWA		SCALE	1 : 2500 @ A3
SHIRE OF MORAWA		SHEET	1 OF 3
OBSTACLE LIMITATION SURFACES		DRAWING No	MRW-002
INNER SURFACE			







APPROACH AND TAKE-OFF SURFACES DATA

CATEGORY	APPROACH SURFACE											TAKE-OFF SURFACE					
	ORIGIN CH.	HEIGHT M	WIDTH INNER EDGE	DIVERGE %	SLOPE %	LENGTH	SLOPE %	LENGTH	SLOPE %	LENGTH	TRANSITION N	ORIGIN CH.	HEIGHT M	WIDTH INNER EDGE	DIVERGE %	SLOPE %	LENGTH
3-INPA	1660	270	150	15% (1:6.66)	3.33%	3000	2.50%	3600	Level	8400	14.3% (1:7)	940	270	180	12.5% (1:8)	2.00%	15000
3-INPA	940	270	150	15% (1:6.66)	3.33%	3000	2.50%	3600	Level	8400	14.3% (1:7)	1660	270	180	12.5% (1:8)	2.00%	15000
2-NI	940	270	80	10%	4%	2500						2035	270	80	10%	4%	2500
2-NI	2035	270	80	10%	4%	2500						940	270	80	10%	4%	2500

ADOPTED DATUM 270

<b>Meeting Date:</b>	<b>21 August 2014</b>
<b>Item No:</b>	<b>7.2.5.3</b>
<b>Subject:</b>	<b>Old Council Chambers upgrade call for Tenders</b>
<b>Proponent:</b>	<b>Deputy Chief Executive Officer</b>
<b>Signature of Officer:</b>	
<b>File Number:</b>	
<b>Previous minute/s &amp; Reference</b>	

## **INTRODUCTION**

The purpose of this report is for Council to resolve calling for tenders to upgrade the Old Council Chambers in Prater Street Morawa.

## **DECLARATION OF INTEREST**

Nil

## **ATTACHMENTS**

Laura Gray Heritage Consultant Report-Costing's  
Old Council Chambers Heritage Council Resolution

## **BACKGROUND INFORMATION**

The Old Morawa Council Chambers in Prater Street was finally vacated by Council staff in 2009 and Council in August of 2012 to have much needed repairs and renovations to the roof, interior and exterior of the building. The building is listed under the Heritage of Western Australia Act 1990 Heritage list and required the Heritage Council of Western Australia's approval for a schedule of works before the renovations could commence. Approval has now been granted and is included as an attachment for Councils information.

Council was successful in obtaining a Lotteries West Funding grant of \$95,000 and has budgeted \$139,041 from the Community Development fund in this year's 2014-2015 budget to complete the project. To remain eligible for the Lotteries West funding the project must be completed by December 2014.

There have been delays in commencing the project due to a grant fund from Regional Development Australia being declined.

Original budgets to complete all the works require were valued at \$236,985 however a recent building quantity surveyors report who was engaged by Eastman Poletti Sherwood Architects has estimated the works to replace just the roof including design and construction and professional fees was \$316,580.

## **OFFICER'S COMMENT**

Discussion has been held with Eastman Poletti Sherwood Architects Terry Baker regarding the opinion of probable cost for the building with the view to reducing the cost to have the roofing work completed.

The outcome of the discussion was that the roofing work as prescribed in the Heritage Council approval could be reduced from the quantities surveyors estimate but could

still be in excess of \$100,000 and would therefore need to be tender as required by the Local Government (Functions and General) Regulations 1996

### **COMMUNITY CONSULTATION**

Nil

### **COUNCILLOR CONSULTATION**

Previous agenda report August 2011 July 2013

### **STATUTORY ENVIRONMENT**

Local Government Act 1995

Local Government (Functions and General) Regulations 1996

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Council was successful in obtaining a Lotteries West Funding grant of \$95,000 and has budgeted \$139,041 from the Community Development fund in this year 2014-2015 budget to complete the project.

Due to the size of this project, a tendering process could be required to secure appropriately qualified / experienced contractors to complete this work.

### **STRATEGIC IMPLICATIONS**

This project is consistent with the recently adopted Shire of Morawa Corporate Business Plan.

### **RISK MANAGEMENT**

There is a real risk the building will continue to deteriorate with the cost to repair the building increasing the longer the building remains neglected.

### **VOTING REQUIREMENT:**

Simple Majority

### **OFFICER'S RECOMMENDATION**

**It is recommended:-**

**Council authorises the Chief Executive Officer to call for tenders to upgrade the Old Council Chambers in Prater Street Morawa.**



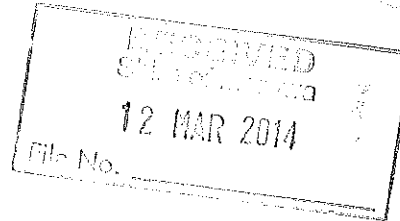
Working on behalf of the Heritage Council to recognise, conserve, adapt and celebrate our State's unique cultural heritage

7 March 2014

YOUR REF	P1620/31447
OUR REF	Susan Barratt
ENQUIRIES	(08) 6552 4000

Chief Executive Officer  
Shire of Morawa  
PO Box 14  
MORAWA WA 6623

DCR 9



Dear Sir

**Morawa Shire Office & Town Hall  
LGA Application - Proposed conservation works**

Under the provisions of Section 11 of the *Heritage of Western Australia Act 1990*, the proposed development as described below has been referred to the Heritage Council for its advice.

Place Number	P1620
Place Name	Morawa Shire Office & Town Hall
Street Address	Cnr Prater & Dreghorn Streets, Morawa
Referral date	20 February 2014
Development Description	Proposed conservation works

We received the following information:

Conservation Works Recommendations - Laura Gray, Heritage & Conservation Consultant

The referral for the proposed development has been considered in the context of the identified cultural significance of *Morawa Shire Offices, Town Hall & Lesser Hall* and the following advice is given:

**Findings**

- The proposed conservation works include the removal of the current tiled roof and replacement of the entire roof with Colorbond (Shale Grey); replacement of fascia, box gutters and downpipes, and the installation of ground level drainage.
- The proposed conservation works are recommendations of the Conservation Plan (2000), which notes the current roof cladding as being of little significance. There is no evidence of the original roof cladding (1930), but it is thought the the roof was originally corrugated iron. The tiles may have been installed at the time of the Council Chambers extension in 1964.
- The CP states that when re-roofing is required, that a corrugated iron roof should be reinstated on the Town Hall and lesser hall as per original.
- The adjacent Town Hall building has been re-roofed in 'wheat' coloured Colorbond sheeting. The CP notes that originally it had short sheets of red corrugated iron.

[www.stateheritage.wa.gov.au](http://www.stateheritage.wa.gov.au)  
[info@stateheritage.wa.gov.au](mailto:info@stateheritage.wa.gov.au)

- The original Shire Office has a low pitch roof that is not a primary feature as viewed from the street. In this instance, the use of replacement long sheets is considered acceptable and will be beneficial in improving water tightness.
- The CP notes that the 1964 Council Chambers addition is of little significance.

### **Advice**

The proposed development, in accordance with the plans submitted, is supported subject to the following conditions:

1. The proposed use of Colorbond to re-roof the Roads Board Office is not supported. The preferred replacement roofing material is corrugated galvanised steel short sheets, however as the subject roof is not a primary feature of the building, the use of long sheets is acceptable.
2. The use of Colorbond to re-roof the the Council Chambers (1964) is supported.

The Shire of Morawa is advised that any future proposal to re-roof the adjacent Town Hall building should include the use of galvanised sheeting in short lengths as per the original construction.

We would appreciate a copy of your Council's determination for our records.

Should you have any queries regarding this advice please contact Susan Barratt at [susan.barratt@stateheritage.wa.gov.au](mailto:susan.barratt@stateheritage.wa.gov.au) or on 6552 4000.

Yours sincerely



Callum Crofton

**A/MANAGER DEVELOPMENT AND INCENTIVES**

cc: Laura Gray, PO Box 2, TWO ROCKS WA 6037



Working on behalf of the Heritage Council to recognise, conserve, adapt and celebrate our State's unique cultural heritage

7 March 2014

YOUR REF | P1620/31447  
OUR REF | Susan Barratt  
ENQUIRIES | (08) 6552 4000

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Shire of Morawa  
PO Box 14  
MORAWA WA 6623

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[www.stateheritage.wa.gov.au](http://www.stateheritage.wa.gov.au)  
[info@stateheritage.wa.gov.au](mailto:info@stateheritage.wa.gov.au)

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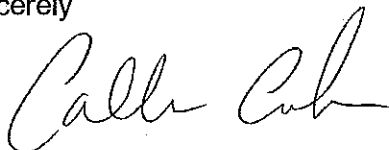
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Yours sincerely



Callum Crofton  
**A/MANAGER DEVELOPMENT AND INCENTIVES**

cc: Laura Gray, PO Box 2, TWO ROCKS WA 6037

*Laura Gray* JP M.ICOMOS B.Arch (hons)  
**HERITAGE & CONSERVATION CONSULTANT**  
**WALGA Preferred Supplier: Heritage Adviser**

PO Box 2  
TWO ROCKS WA 6037  
**Phone** 9561 6695  
**Mobile** 0408 105 784  
**Email** [laura.gray@bigpond.com](mailto:laura.gray@bigpond.com)

17 February 2014

State Heritage Office  
PO Box 7479  
Cloisters Square  
PERTH WA 6850

ATTENTION Callum Crofton, Manager, Development Referrals

Dear Callum

**P1620 Roads Board Office (fmr) Morawa**  
**PROPOSED CONSERVATION WORKS**

On behalf of the Shire of Morawa, I hereby submit an application for consideration to undertake conservation works.

The conservation works recommendation is attached, together with photographs highlighting the extent and condition of the place. The proposal is in summary is:

removed the tiled roof

restructure the 1964 roof to cover the existing flat section at the rear within the hipped roof form

remove the fascia and box gutters and replace with perimeter gutter and fascia detail below the gutter edge

Reroof with corrugated coloured steel sheeting

Install compatible gutters and downpipes

Install ground level drainage.

Please contact me if there are any further queries regarding the proposal.

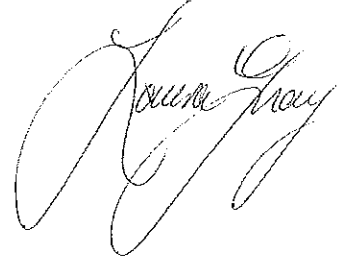
Support in principle would enable the Shire of Morawa to progress the project, as funding as been sourced to action this initiative.

Your favourable consideration of the proposal would be very much appreciated.



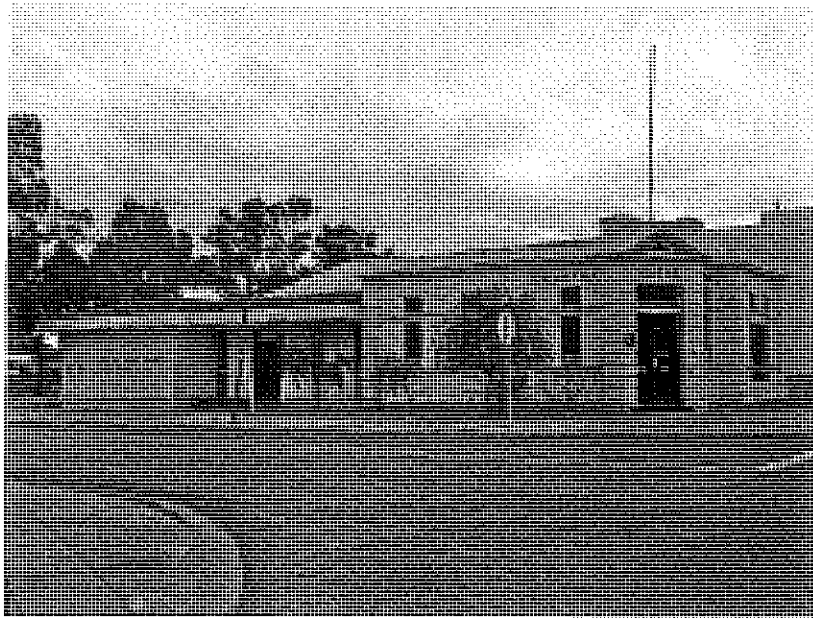
Please advise the CEO of the Shire of Morawa directly of the outcome of the State Heritage Office's considerations.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'Laura Gray', written in a cursive style.

Laura Gray

*Laura Gray* JP M.ICOMOS B.Arch (hons)  
**HERITAGE & CONSERVATION CONSULTANT**  
**WALGA Preferred Supplier: Heritage Adviser**



**ROADS BOARD OFFICE (1930) AND COUNCIL CHAMBERS (1964), MORAWA**  
**CONSERVATION WORKS RECOMMENDATIONS**

A Conservation Management Plan (CMP) was undertaken in 2000, incorporating the Roads Board Office building and the 1939 Town Hall alongside, facing Prater Street. At that time the building was occupied as the Shire of Morawa's administration office and council chambers, but the building has since been vacated.

Consequent to the Conservation Management plan, the "Morawa Shire Office and Town Hall " was entered into the Register of Heritage Places; InHerit database No 1620. The Statement of Significance is:

Morawa Shire Office & Town Hall, comprising a brick rendered and tile Roads Board Office building in the Inter War Free Classical style and a cement block, brick and rendered hall with a two storey frontage, in Inter War Functionalist style, has cultural heritage significance for the following reasons:

the Shire Office and the Town Hall are fine representative examples of their type, are dominant elements in the main streetscape of Morawa, and make a significant contribution to its townscape character;

the Town Hall was designed by prominent architectural firm Eales Cohen and Fitzhardinge and the Shire Office is a good, representative example of the work of architect Percy Harrison, who designed many rural civic

buildings in Western Australia;

the Town Hall is a rare and representative example of a town, shire or district hall built in the late 1930s in Western Australia in the Inter-War Functionalist style;

the place forms a significant civic environment and, together with St David's Church and the old police station, creates a cultural environment demonstrating four styles of 1930s development; and,

the place demonstrates the development of Morawa and the surrounding region during the 1930s, initiated by the agricultural boom in Western Australia during the 1920s.

The Shire of Morawa has facilitated funding to undertake conservation works, and propose to reroof the building and restore it for a viable use.

Reference to the CMP:

No mention of what the original roof cladding (1930) was before the extensive additions and possible reroof of the original roads board office at the same time as the Council chambers extension in 1964. Neither the documentary evidence or the floor plan detailing the works at the time, provide a conclusive indication of the original roof. However a recent contact with a long term resident recalled the original roof being corrugated iron. It is understood that the rear section of the 1964 extension was constructed as a 'flat' roof at less than 5 degree pitch and clad with galvanised steel sheeting in a vertical profile, at that time.

The CMP assesses the roof cladding as "little significance" (pg 73)

The conservation works recommendations in the 2000 CMP (pages 80-82) are:

Immediate action

- Inspect gutters and downpipes to ensure efficient functioning. Effect any repairs and restoration arising from the inspection. Give particular attention to the box gutters and flashings associated with the parapets.
- Provide adequate water disposal from the down pipes discharge away from the perimeter of the building. A perimeter drainage system connected to existing street drainage systems is preferred.
- The entire timber floor sub structure, stumps, floors, and all other timber throughout should be thoroughly investigated and fully treated for termite control.
- Undertake any works deemed necessary in response to recommendations arising from the thorough termite investigation.
- Investigate the water tightness of the tile roof.
- Undertake any repairs arising from recommendations of the inspection.

- Restore the 1930 ceilings reconstructing panels where necessary.
- Restore all original 1930 metal window frames. Remove paint from glazed panels and replace broken or cracked glazing with glazed panels to suit existing originals.
- Restore interior walls.

#### Medium term action

- Reconstruct two front windows per original, to replace the existing 1964 window on the Prater Street facade.
- Remove garden beds and plantings from the Dreghorn Street frontage.

#### Long term action

- Undertake a comprehensive program of paint scrapes, documenting the original paint colours throughout, on the interior and exterior.
- In consultation with a conservation professional and paint specialist, determine colour schemes with significant reference and appreciation of the original colour schemes.
- Paint the interiors and the originally painted elements of the exterior in accordance with the professionally prepared paint schedules. An appropriately qualified painter should prepare and paint the places within the requirements of his trade registration.
- Remove the steel ramp at the Dreghorn Street entry and design and construct an appropriate fixed access for disabled people.
- Investigate the opportunities to restore the two original street faces by removing the render and restoring the face brick. Undertake a small test area under the direction of a Conservation Consultant, prior to undertaking any works.
- Develop and display interpretive materials presenting the history of the places.

At the time of the CMP (2000), the ceilings in the original Roads Board Office were extensively moisture damaged. Those ceilings have since been replaced.

In 2003, the Shire of Morawa outlined options for the future development of shire offices, requesting community feedback. One option presented was to demolish Morawa Shire Office & Town Hall and construct a new facility in the main street. Another option was to retain and restore the existing buildings. Of the approximately thirty responses received, about two thirds supported the latter option, and the Shire subsequently resolved to proceed with plans for the retention and restoration of the existing buildings while occupying a premises in the main street.

The building has been vacant for several years. No conservation recommendations (afore-listed) from the CMP have been undertaken.

## **2013 ACTION**

A site inspection in May 2013 revealed that the building was vacant and in fair/ poor condition. Interior was not accessible for inspection, but an exterior inspection revealed:

- Roof tiles cracked and plant material buildup
- Weathered timbers throughout, severely rusted and ineffective gutters, (perimeter and box gutters)
- Fascia damaged
- Eaves lining boards damaged and weathered
- Ground level drainage elements damaged and ineffective
- Face brick at the rear deteriorated with damaged bricks, eroded mortar
- Face brick on original building painted over and evidencing damp damage
- Plantings against the building on Dreghorn Street exacerbating damp issues

## **2014**

A further site inspection took place on 20 January 2014, at which time the interior was available for viewing. The interior evidenced considerable ceiling damage in all but the corner front re-ceiled rooms of the former Road Board Office. A closer inspection of the roof tiles evidenced considerable cracking damage, and the perimeter box gutters and fascia of the 1964 addition are in a ruinous condition, further exacerbating the interior moisture ingress.

Looking to the long-term viability of the place, the Shire of Morawa propose;

- Restructure the 1964 section of the roof to incorporate the existing flat roof into part of the main hipped roof at the existing pitch.
- Remove the boxed gutter and fascia edge to the perimeter of the 1964 addition
- Remove the roof tiles in their entirety from the Roads Board office building and Council chamber addition
- Reclad the entire roof in corrugated steel sheeting. Proposed Shale Grey Colorbond.

## **CONSERVATION RECOMMENDATIONS**

- Remove & dispose of Asbestos fascia per EHO & regulatory requirements
- Remove all existing roof drainage elements: perimeter gutters, box gutters and downpipes
- Remove roof tiles
- Remove and dispose of all sarking
- Inspect structural and other roof elements, for adequacy and damage  
Replace elements as required per existing hardwood specifications
- Remove any existing insulation in ceiling spaces
- Remove damage ceiling linings

- Vacuum remaining ceiling spaces
- Termite treatment to roof timbers prior to relay the roof covering
- Install reconstructed roof drainage elements in material compatible with the roof cladding (proposed Shale Grey Colorbond):
  - Ogee profile gutters to the original section of the building, small section along the north (hall side) wall
  - Box gutters to be formed up to match existing
  - Form and install relief overflows (rainheads) associated with all downpipes from box gutters
  - Install downpipes- rectangular to suit existing: oversized would be preferred
  - Flashings and trims throughout to be compatible.
- Redesign a fascia edge to preclude box gutters, compatible Colorbond material made to order
- Reconstruct eaves linings with flat sheet soffit.
- Install new sarking to the entire roof area
- Reinstate insulation bats between ceiling joists
- Install closed drainage connections from downpipe discharges to off property outlets or sumps.
- Ensure ground level gradients discharge away from the building.

February 2014

**EHO**

---

**From:** Laura Gray <Laura.Gray@bigpond.com>  
**Sent:** Tuesday, 18 February 2014 2:08 PM  
**To:** EHO  
**Cc:** CEO Morawa  
**Subject:** Re: Morawa Road Board Office old Council Chambers  
**Attachments:** DA.doc; MorawaRB works2014.docx; photo DA1.docx  
  
**Importance:** High

Hi David

I have reviewed the previous scope I had previously prepared, and made some amendments.

So attached is the proposed cover letter, the proposed scope (amended) and some photos in support.

The State Heritage Office may well want more info re the roof structure and scia detail, but its a start...

IF you want me to proceed, happy to do so... Let me know any comments /amendments you may wish to make and I can forward the proposal to State Heritage Office...

Alternatively it would be most appropriate to come from the Shire, but include my info...or use some of the info on my cover letter for Shire cover letter....

leave it with you.. Another email with part 2 of photos..

Cheers Laura

Laura Gray JP, M.ICOMOS, B.Arch (hons)  
Heritage & Conservation Consultant  
WALGA Preferred Supplier: Heritage Advisory Services

Phone 9561 6695  
Mobile 0408 105 784  
Email [laura.gray@bigpond.com](mailto:laura.gray@bigpond.com)

PO Box 2  
TWO ROCKS WA 6037

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Information from ESET Endpoint Antivirus, version of virus signature database 9436 (20140217)

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The message was checked by ESET Endpoint Antivirus.

<http://www.eset.com>



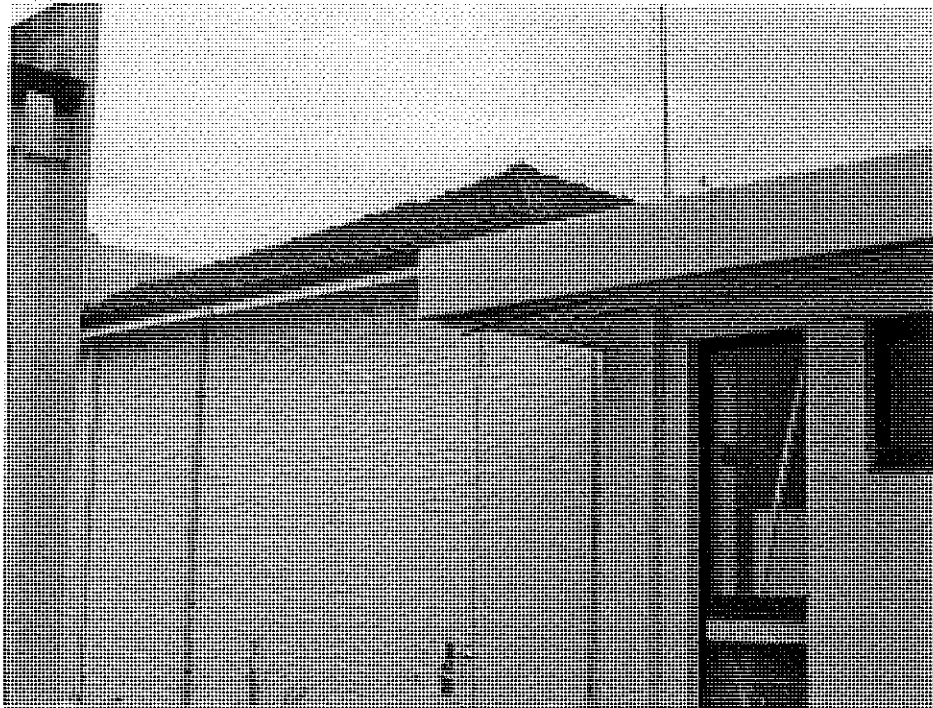


Eaves and box gutter detail along the south wall of the 1964 addition.



Part of the west wall: original roads board building (left) and 1964 addition (right).

**Roads Board Office (fmr) Morawa**  
**PROPOSED CONSERVATION WORKS**



A view of the west wall of the original roads board building (left) showing the extent of tiled roof over that building.



Part of the west wall: original roads board building (left) and 1964 addition (right) showing the ground level drainage issues.

**Roads Board Office (fmr) Morawa**  
PROPOSED CONSERVATION WORKS



Interior: ceiling that is part of the original roads board building.



Interior: ceiling that is part of the 1964 addition- typical of the ceiling condition throughout of that addition.



Interior: ceiling in the Council Chamber of the 1964 addition showing water damage.

## 6. COSTINGS

### SCOPE OF WORKS

TASKS	AREA	MATERIALS/METHOD	COST (ex GST)
New Roof	Whole of Building	Corrugated Iron/ Removal of asbestos, safety barriers and scaffolding	\$85,000.00
Ceiling Repairs	Whole of Building		\$2,000.00
Interior Painting	Whole of Building		\$12,000.00
Exterior Painting	Whole of Building		\$10,000.00
Window Treatments	Whole of Building		\$6,000.00
Floor Covering	Whole of Building		\$6,000.00
Electrical Upgrade	Whole of Building		\$30,000.00
Air-conditioning	Whole of Building		\$25,000.00
Upgrade Plumbing & Wet Areas	Whole of Building		\$30,000.00
Landscaping & Footpaths	Whole of Building		\$25,000.00
Heritage Consultant		Laura Gray	\$5,985.00
<b>TOTAL</b>			<b>\$236,985.00</b>

Supporting Documentation includes:

1. Scope of Works Estimate for Morawa Shire Council Office Refurbishment
  - NB: In the attached scope of works estimate from an Architect in Geraldton (Eastman Poletti Sherwood) who was commissioned to provide cost estimates to upgrade the old Shire of Morawa chambers. The Shire of Morawa will not be conducting the entire scope of works and are replacing the roof not repairing it. The roof costing in the attached was to repair the old roof not replace it. The cost estimate to replace the roof with corrugated iron is \$85K which includes asbestos removal safety barriers and scaffolding.
2. Heritage Consultant Quote – Laura Gray JP

<b>Meeting Date:</b>	<b>21 August 2014</b>
<b>Item No:</b>	<b>7.2.5.4</b>
<b>Subject:</b>	<b>Morawa Swimming Pool – Supply and Installation of a New Filtration System &amp; General Building Repairs Re- Tender</b>
<b>Proponent:</b>	<b>Deputy Chief Executive Officer</b>
<b>Signature of Officer:</b>	
<b>File Number:</b>	
<b>Voting Requirement:</b>	<b>Absolute Majority</b>
<b>Previous minute/s &amp; Reference</b>	<b>Detailed in the report</b>

## **INTRODUCTION**

The purpose of this report is for Council to resolve the re-tendering of works for the supply and install of a new filtration system and complete general building repairs at the Morawa pool.

## **DECLARATION OF INTEREST**

Nil

## **ATTACHMENTS**

Eastman Poletti Sherwood Architects estimation-quotes received for the report

## **BACKGROUND INFORMATION**

Council s officers reported to Council on 17<sup>th</sup> August 2011 that;

*The Morawa Swimming Pool is still using the original infiltration system as established when the pool was first built. The infiltration system does not meet current pool operating / health standards and has reached the end of its useful life.*

*A proposal has been received from AVP Commercial Pools (copy attached) to undertake works to replace and reinstate the Morawa Swimming Pool infiltration system to meet current and future requirements. Proposed works include:-*

- *Replace existing plant room / building*
- *Demolish existing backwash tank and replace with above ground facility*
- *Balance tank preparations, including form, steel, concrete, render and waterproof, restoration of roof structure*
- *Balance tank sandblasting and tank preparations, render / patch as required and waterproof, restoration of roof structure*
- *Establish new filtration plant and backwash tank*

*The March 2010 cost of this project has been estimated at \$416,000 plus the cost of a new building, say \$600,000 in total.*

A further report on the 6<sup>th</sup> of July 2012 provided the following;

*AVP were requested to inspect the pool in May of 2012 due to concerns that the under-water silicon joins in the pool were lifting and paint work was powdering.*

*The pool bowl was last painted and had repair work in 2003-2004. A previous assessment of the pools infrastructure has also been carried by AVP commercial pool consultants. The assessment provides that major work on the plant room and filtration unit will be required in the immediate future for the pool to remain functional. The work is programmed to be completed before the commencement of 2013-2014 pool season.*

*AVP have forwarded an revised quote for the additional maintenance (attached) for the repair work and have commented the work can be postponed until the plant room and filtration work is carried out.*

*The upgrade (\$590,000.00) has been approved for budgeting in the 2012-2013 year with funding from the Department of Sport and Recreation and from the Royalties for Regions Country Local Government Fund local component. However the additional maintenance work has been estimated at \$100,000.00 and will require budget consideration.*

*The preferred option would be to combine the two activities and tender the work as one project and have the work scheduled to commence at the closure of the pool in April of 2013.*

*COUNCIL RESOLUTION from July 2012*

*Moved: Cr G R North*

*Seconded: Cr D S Carslake*

*That:-*

- 1. Council endorse the Swimming Pool Managers Report and provide budget consideration for the chemicals, equipment, the additional maintenance and upgrades in the 2012-2013 year's budget.*
- 2. Council combine the two activities and tender the work as one project.*
- 3. The work is scheduled to commence at the closure of the Morawa Swimming Pool in April 2013.*

*CARRIED*

*7/0*

Council's budget for the work totalled \$790,000 in the 2012-2013 financial years' budget to cover the cost of the above works, demolition and a new shed for the infiltration unit.

The tender was advertised by Eastman, Poletti and Sherwood on the 13<sup>th</sup> and 20<sup>th</sup> of April and closed on 13 May 2013.

The only submitted tender received was from Commercial Aquatics Australia for \$1,282,397.00(GST exclusive) which was \$492,397.00 over Councils allocated budget.

**COUNCIL RESOLUTION from the June 2013 meeting**

**Moved: Cr K P Stokes**

**Seconded: Cr D J Coaker**

**It is recommended:-**

- 1. Council does not accept the submitted tender received from Commercial Aquatics Australia for \$1,282,397.00 (Gst Exclusive) to supply and install a new filtration system & complete general building repairs at the Morawa pool.**
- 2. Council resolves to readvertise and call for tenders to upgrade to the Morawa Swimming Pool filtration system inclusive of the Filtration Plant Shed.**

**CARRIED  
7/0**

The 2012-2013 Royalties for Regions Country Local Government Fund local component of \$358,000 was withdrawn due to a non-acquittal of a grant causing further delays to re-tender the project.

The funding from the Department of Sport and Recreation of \$229,000 has been granted a deferment until June 2015 and the Royalties for Regions Country Local Government Fund (CLGF) 2012-2013 local component of \$358,000 has since been reinstated.

**OFFICER'S COMMENT**

Submitted quotes indicate the shed and filtration plant have a combined budget of \$623,000. Further works inclusive of painting and replacement of the balance tank and backwash tank, landscaping at the end of the project is still required. This work is estimated to cost \$140,000 and can be project managed in house.

Budget 2014-2015 Funding for the works is as detailed below.

	\$229,000 Community Sporting and Recreation Facility Fund (CSRFF)
	\$358,000 CLGF
	<u>\$170,000 Council contribution</u>
Total	<u>\$757,000</u>

Council is required to contribute at two thirds ie \$458,000 to be eligible for the \$229,000 Department of Sport and Recreation funding. The \$358,000 CLGF can be utilised as part of that contribution.



Project costs are now at the original budget level as they have been quoted for separately.

Currently the major constraint is time as the tender needs to be re-advertised and work completed in time for the pool to be reopened. There is a possibility the pool work will now be delayed until early April 2015.

The following time frame have been given to complete the works.

*'The approximate time to allow to complete the works, as detailed within the Filtration Bid, would be approximately 28 weeks. A breakdown of this;*

- *Internal Design Processes* = 6 weeks
- *WA Health Department Approval process* = 6 weeks
- *Filtration Units* = 12-18 weeks, post design acceptance
- *Electrical Sub-Board* = 6 weeks, post design acceptance
- *On-site installation timeframe* = 6 weeks
- *Commissioning* = 2 weeks

**TOTAL TIME** 34 weeks

*The major factor in the timeframe is the filtration units. I've used a median delivery of 14 weeks in the 34 week total.*

*The lead time quoted is for the Emaux NL2300 filters currently allowed for within our bid. We are able to investigate alternative filter units for a better lead time, if this is of a great impact to the program. '*

Before tending any project over the prescribe amount for a project of \$100,000 Council should resolve to approve of the project and advertise for tenders.

Local government is required by the Local Government (Functions and General) Regulations 1996 to either accept or refuse a tender and are not permitted to negotiate with any tender. Only minor variations are permitted to the tender after the tender has been awarded.

### **COMMUNITY CONSULTATION**

Nil

### **COUNCILLOR CONSULTATION**

Previous agenda report August, 2011 July, 2013

### **STATUTORY ENVIRONMENT**

Local Government Act 1995

Local Government (Functions and General) Regulations 1996

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

A successful Department of Sport & Recreation CSRFF application achieved funding towards this project of \$229,716. The local component of the 2012/13 Shire of Morawa Country Local Government Fund (CLGF) Royalties for Regions program 2011/12 financial year CLGF allocations of \$358,578 is being utilised towards the project. Council's budget this year included \$170,000 from general funding.

Due to the size of this project, a tendering process was required to secure appropriately qualified / experienced contractors to complete this work.

## **STRATEGIC IMPLICATIONS**

This project is consistent with the recently adopted Shire of Morawa Sport & Recreation Master Plan.

## **RISK MANAGEMENT**

The condition of the Morawa Swimming Pool infiltration system is poor. There is significant degradation and damage to various sections of the system that require urgent attention.

The upgrade to the Morawa Swimming Pool infiltration system will ensure the longevity of the pool for the future. Over past years, significant work has been carried out to the pool basin and surrounds. Upgrading of the infiltration system is the final major works to be undertaken at the Morawa Swimming Pool. Council has been advised if the leverage funding is not utilised before June 2015 Council will forfeit the funds.

## **OFFICER'S RECOMMENDATION**

**It is recommended:-**

**Council authorises the Chief Executive Officer to call for tenders to upgrade to the Morawa Swimming Pool.**

## PRICING SCHEDULE

Date: 26/06/2014

Issued to: Eastman Polletti Sherwood Architects



### INDICATIVE BREAKDOWN OF SUBCONTRACT SUM

#### MORAWA AQUATIC FACILITY - Filtration

Lump Sum Works			
Item No.	Description	Quantity	Total
1	Plant, Equipment & Accommodation/Meals	Item	\$ 54,480
2	Materials	Item	\$ 266,702
3	Labour	Item	\$ 162,118
<b>TOTAL for Work Package =</b>			<b>EX-GST \$ 483,300</b>

**Please note our Qualifications:**

1. Commercial Aquatics Australia's tender price has been established on a lump sum basis. The prices quoted in this breakdown are provided for reference purposes only, whereby individual prices & or items are not open to any acceptance.
2. Commercial Aquatics Australia advises that the prices given above are offered as non separable portions.
3. All prices quoted are based on current exchange rates.
4. All prices quoted are in Australia Dollars (AUD).

**Estimate Reference:** Partial Scope –Filtration  
**Date:** 29<sup>th</sup> May 2014  
**Project:** Mowara Aquatic Facility Upgrade  
**Client:** Shire of Morawa, care of EPS  
**Attn:** Terry Baker

## **PLUMBING / FILTRATION / WATER CHEMISTRY**

Our price for new filtration, hydraulics & water chemistry is in conjunction with issued specifications, drawings & addendums as listed below;

- Request For Tender Document 02/13; Project No. 12/57; dated April 2013
- Eastman Polletti Sherwood drawings A.01, A.02, A.03, A.04 dated 7<sup>th</sup> February 2013
- Commercial Aquatics Australia Chlorine Gas schematics AQT-H-100 to 104

**\$483,300 + GST**

**(FOUR HUNDRED AND EIGHTY THREE THOUSAND AND THREE HUNDRED DOLLARS PLUS GST)**

***NOTE: QUOTE VALID FOR A PERIOD OF 45 DAYS.***

## **PROVISIONAL SUMS:**

Our lump sum price is inclusive of the following tender provisional sums;

- Electrical \$5,000 + GST

## **QUALIFICATIONS:**

- Our revised tendered offer, inclusive of relevant provisional sums, is subject to a site visit & investigation.

## GENERAL SCOPE & INCLUSIONS

Commercial Aquatics Australia have interpreted the project requirements within the tender specification to allow for the following General Scope of Works:

- Design & supply of new pool filtration plant
  - Sand filtration
  - Chlorine Gas dosing System
  - Automatic Soda Ash pH correction System
  - Dual circulation pumps complete with pre pump strainers and foot valves in the balance tank
  - Automatic water chemistry control system
  - Electrical water treatment sub-board
  - All pipe work in ABS
  - Automatic makeup water top-up device
  - Above ground backwash tank
- Shop drawings in AutoCAD
- Operation & Maintenance manuals & As-Built drawings
- Commissioning, training & handover
- Management of WA Health Department Application process
- 12 months defects liability
- Quarterly service period attendance during the defects liability period, which includes for labour to perform inspection and calibration only. Any defective parts found will be replaced under manufacturer's warranty. Any perishable parts found will be quoted for replacement at such time.

## CLARIFICATIONS:

- All chemicals required for start-up & commissioning allowed for up to practical completion, excluding Chlorine Gas supply.
- We have allowed for all regulatory signage requirements on standard off the shelf PVC Items. Any custom signage required for the site will be at additional cost or can be done by the shire directly.
- We have included the chlorine gas chemistry system, as well as a calcium hypochlorite option. Please note that these drawings are subject to change pending final design and equipment selections. Refer to Options section for cost savings.
- We have concern for the size of the currently specified filters. We have allowed for supply of 4 x NL2300 filters, in lieu of the specified NL1800 filter unit.
- The nominated dimensions of the shed are insufficient to house the required equipment. We advise that a 15m x 6m area is required to adequately house the equipment and to operate effectively.
- Our initial electrical loads indicate that the 55amp supply as specified in the documents will be extremely close to the final designed loading. We have made no allowance to increase the electrical supply, upgrade power or to pay associated fees, etc.

## EXCLUSIONS:

### General/Preliminaries

- Site survey & set out
- Traffic Management if required
- Temporary Hoarding, site fencing and Bunting (assume facility is fenced off)
- Generators for power supply, if required

### Civil

- Any Excavation/Backfill/Compaction, other than what is required for pool pipework.
- Excavation in Rock or Hard Ground that requires the use of specialized rock breaking plant
- Relocation or removal of existing or redundant services not shown in the tender documentation
- Disposal and replacement of any existing backfilling material that is unfit for purpose
- Removal or treatment of asbestos, contaminated or foreign materials on the site which could not be reasonably anticipated or identified prior to tender submission
- CAA have not allowed for the removal, treatment or carting of contaminated soil and / or groundwater
- Adverse existing ground conditions that will affect the assumptions used in the preparation of this quote
- Any soil stabilization required due to poor soil condition
- Site dewatering

### Building Works

- Demolition works
- Pool structures finishes including painting & tiling works
- Depth marker & lane markers
- Plant room structure
- Concrete plinth to backwash tank
- Any Headwork upgrades required
- Balance tank concrete remediation & waterproofing works
- Any jointing or rectification works to pool structure or concourse
- Waterproofing works to existing pool gutters
- Relocation of any existing services on site
- Replacement of any existing pool furniture
- Deluge emergency facewash/safety shower to plant room
- Vinyl cover to balance tank

### Electrical

- Plant room lighting requirements
- Equi-potential testing or bonding works to existing pool shells & furniture

### Filtration & Hydraulics

- Any in-ground pool hydraulic works
- Pool overflow & Balance tank overflow line to sewer connection (assume existing to remain as is)
- Concourse drainage overflow connection, if required
- Water supply (including RPZD device) to plant room building
- Pool heating
- Pool Blankets

#### Commissioning & Handover

- Supply of water for filling of pools, balance tanks, etc
- Supply of Chlorine Gas
- Manual cleaning equipment
- Pool water tester, PPE safety equipment

#### OPTIONS

- Supply uPVC pipe work to plant room, in lieu of the specified ABS pipe work – saving of **\$23,500 + GST**
- Supply a Granular Chlorine System in lieu of the specified Chlorine Gas System - saving of **\$19,000 + GST**  
Please refer to the optional schematic detailing this proposal.

*Note: This option will not require the Provisional Sum for construction of the Chlorine Gas bottle enclosure, saving a further \$10,000 + GST.*



## MORAWA AQUATIC FACILITY – UPGRADE

### SCOPE OF WORKS

Demolition: Remove existing building  
Remove existing plant  
Remove existing fence  
Remove existing barrier over balance tank

#### Site works

Supply and erect new shed

Supply and install new 25,000L poly tank. Location to be discussed

Supply and fit new leaf cover.

Have allowed to use existing support frame.

Electrical – allowed to disconnect existing plant only

Repairs to internal walls and floor of existing backwash tank

Provisional sums: \$10,000.00 for gas cylinder storage cages INCLUDED IN C.A.A. PRICE.  
\$5,000 for Electrical  
\$12,500 for Landscaping

#### Building licence / Insurances

No allowance for:	Markers/Numbers Pool	Provisional Sum
	New plant or installation	
	Pool repairs	

Our price: One Hundred and Forty Six Thousand, and Forty Seven Dollars  
(\$146,047.00) including GST.

Regards  
Neville Bunter  
Estimator/Director  
10 June 2014



## Terry Baker

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**From:** David Vidal [David.Vidal@commercialaquatics.com.au]  
**Sent:** Tuesday, 10 June 2014 08:19  
**To:** 'Terry Baker'  
**Cc:** Neil Daffen  
**Subject:** Morawa Aquatic Facility

Hi Terry,

Further to our conversation, I can confirm it would be best to stick with the Cl Gas that the client currently has.

I farmed out the query to select CAA personnel & suppliers & the comments/thoughts were as follows;

- The assumption is hard water in the general area. Reverting to Calcium Hypochlorite (granular, or tablet form chlorine) would likely cause an excess of calcium build-up in the pool. Cl Gas is a pure form without the addition of other elements that may need to be removed or balanced out.
- Transport – We assume there may be a couple of CL Gas bottle changes a year for the facility. The cost of transport would be the cheapest on this option.  
Reverting to granular, you would either have to store a lot more or have more deliveries to site.  
Reverting to Liquid form would particularly bump up the transports costs as there would be a regular delivery.
- Cost of chemicals – for the volume of pool water that Morawa has, the most cost effective would be the Cl Gas, which is the most efficient form of chlorine (100%). Granular runs in at about 50/60% chlorine content & Liquid is 20/30% (top of head figures).
- No risk on Operator knowledge/OHS requirements – as the client has been running Cl Gas already, there is no risk as if they were reverting to this form of Chlorine usage from another medium.

How is the project tracking generally? Please let us know if you need any further information.

Kind Regards,  
David Vidal  
m 0419 601 094  
Estimator



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**From:** David Vidal  
**Sent:** Thursday, 29 May 2014 4:01 PM  
**To:** Terry Baker  
**Cc:** Neil Daffen  
**Subject:** Morawa Aquatic Facility

Hi Terry,

Date of Meeting	21 August 2014
Item No:	7.2.5.5
Subject:	Shire of Morawa 2014/15 Annual Budget
Date & Author:	Deputy Chief Executive Officer
File Number:	
Voting Requirement:	Absolute Majority
Previous minute/s & Reference	August 2013 August 2012

## **SUMMARY**

This report is drafted in accordance with section 6.2 of the Local Government Act 1995 which requires a Local Government to prepare and adopt an Annual Budget by 31<sup>st</sup> August in any given financial year.

In preparation of the Annual Budget the Council must have regard to the contents of the adopted plan for the future.

## **DECLARATION OF INTEREST**

Nil

## **ATTACHMENTS**

The Shire of Morawa 2014/15 Annual Budget and accompanying documents.

Copy of the Ministers letter of approval for the imposing of differential rates and minimum payments

## **BACKGROUND INFORMATION**

The Finance Management Regulations Part 3 lay down the format for the Budget documents. A copy of the adopted Annual Budget is to be submitted to the Executive Director of the Local Government Department within 30 days of adoption.

Section 6.33 and 6.36 of the Local Government Act 1995 prescribe specific procedures which must be followed if a Council requires the adoption of Differential Rates and Minimum Payments. This includes giving specific local public notice of the Council's intention to impose such a rate system and wait 21 days for public comment. This notice has been provided by an advertisement published in the Wes Geraldton Guardian Times Newspaper and Western Australian Newspaper on the on Wednesday 2<sup>nd</sup> July 2014. The 21 day period closed on Wednesday 23<sup>rd</sup> July 2014 with no submissions being received.

In accordance with section 6.33(3) of the Act a Council is required to obtain Ministerial approval for differential rates and minimum payment that are more than twice the lowest rate imposed by it. Following the comment period a submission was forwarded to the Local Government Department seeking Ministerial approval. The Ministers approval has now been forthcoming and a copy is attached.

## **OFFICER'S COMMENT**

The Chief Executive Officer will provide an overview of the Budget highlights to be distributed with the Rate notice. The Draft Budget proposes a 7.5% increase to the GRV Residential/ Commercial and UV Rural properties and a similar increase to the UV Mining Tenements.

There are several components to the Budget to be adopted by the Council which are detailed below for the Councils consideration:-

- **Reporting Material Variances**

In accordance with the Local Government (Financial Management) Regulations 1996, Council is to adopt a percentage or value calculated in accordance with AAS5 accounting standards to be used in statements of financial activity for reporting material variances during the financial year.

The percentage or value that is adopted will require any variance over this figure to be reported in the Monthly Statement of Financial Activity. It is proposed to once again to adopt the percentage 10% with a minimum value of \$10,000 for reporting material variances.

- **Rate Modelling**

Rates in the \$ for the model supplied to the Council have been arrived at by specific consideration being given to the following categories:-

- **Differential Rates – Rural Rates, Mining Rates**

Council advertised the intention to impose a differential rate of \$0.279903c in the \$ of Unimproved Value (UV) for Mining, Exploration and Drilling.

Ministerial approval was sought for \$0.027750 in the \$ of Unimproved Value (UV) for Rural Rates and \$0.2745800 in the \$ of Unimproved Value (UV) for Mining. This Ministerial approval has now been received.

- **Gross Rental Value (GRV)**

The GRV Residential, and Commercial is proposed to impose a \$0.0682360 rate in the \$ of GRV.

Residential, Commercial and GRV Rural Minimums are proposed to increase from \$239 to \$257.

- **Unimproved Values (UV)**

UV Rural are proposed to increase from \$0.0197080 in the \$ to \$0.0207750 in 2014/15. Minimums to increase from \$239 to \$257.

UV Mining as per Ministerial approval is proposed to be imposed at \$0.2745800. Cents in the \$ with the minimums to reduce from \$705 to \$622 due to increased valuations

- **Fees and Charges**

Due to increased operational costs Councils fees and charges for the forthcoming year have been reviewed and are proposed to increase to reflect an average 3% rise.

## **COMMUNITY CONSULTATION**

There was specific local public notice of the Council's intention to impose such a rate system and wait 21 days for public comment. This notice has been provided by an advertisement published in the Geraldton Guardian Times Newspaper and The West

Australian Newspaper on the on Wednesday 2<sup>nd</sup> July 2014. The 21 day period closed on Wednesday 23<sup>rd</sup> July 2014 with no submissions being received.

### **COUNCILLOR CONSULTATION**

Council has meet on two occasions to consider the budget content and resolve to advertise the proposed rate increase on the 2<sup>nd</sup> of July 2014

### **STATUTORY ENVIRONMENT**

The Local Government Budget process is prescribed under the Local Government Act 1995 and the Financial Management Regulations 1996.

### **POLICY IMPLICATIONS**

The Federal Government introduced Legislation which governs the Maximum limit Seniors Rebates under Rates and Charges ( Rebates and Deferments) Regulations and pertaining to the budget under review the Department of Treasury and Finance has advised that these rebates have been set at :-

- Rates \$276.42
- Sewerage \$216.68 capped rate

### **FINANCIAL IMPLICATIONS**

A full budget document has been provided to all Councillors under separate cover. Based on the Rate increases proposed in this report the overall revenue gain on the previous year is expected to be in the vicinity of 7.5% allowing for acceptable early payment of the Rates levied.

### **STRATEGIC IMPLICATIONS**

All aspects of the Councils adopted Strategic Community Plan, including the long term Works Plan, Asset Management Plan; Long Term Financial Plan etc. have been taken into consideration when framing this Draft Budget. The initiatives recommended in this Budget consistently reflect the integrated planning direction previously adopted by the Council in 2013.

### **RISK MANAGEMENT**

The ability for the Council to undertake the work identified in this Budget will rely on effective and successful collection of rates and revenue levied and identified, and the allocation of suitable resources with which to achieve the program outlined in both the Operational and Capital sections of the Budget document.

### **OFFICER'S RECOMMENDATION**

**It is recommended that:-**

**1. Budget Adoption**

The Council Adopts the 2014/15 Budget as presented and reviewed in accordance with Section 6.2(1) of the Local Government Act 1995.

**2. Rates and Charges**

The following rates and charges are adopted for the 2013/14 financial year in accordance with Section 6.32 of the Local Government Act 1995.

**General Rates**

- GRV Residential/Commercial \$0.0682360
- UV Rural \$0.0207750
- UV Mining \$0.2745800

**Minimum Rates**

- GRV Residential/Commercial \$257
- UV Rural \$257
- UV Mining \$622

**3. Differential Rates**

In accordance with Section 6.33 of the Local Government Act 1995, Council impose differential general rates according to the Predominant purpose for which the land is held or used as determined:-

UV Mining \$0.2707750 cents in the dollar

**4. Discount for Payment by Due Date**

In accordance with Section 6.12 of the Local Government Act 1995, Council offers a 5% discount if rates are paid in full by 4.30pm (WST) within 35 days from the date of issue of the 2014/15 rate notice.

**5. Overdue interest, Instalment and Administration Charges**

The following interest rates and administration charges be adopted in accordance with Section 6.13, 6.45(3) and 6.51 of the Local Government Act 1995 and regulation 68 and 70 of the Financial Management Regulations 1996:-

- 11% on all rates and charges that are declared late;
- 11% on all sundry debtors accounts that remain unpaid after 90 days;
- Instalment plans to comprise of simple interest of 5.5%pa, calculated from the date the first instalment is due, together with, an administration fee of \$5 for each instalment notice, (i.e. \$5 for the 2 instalment options and \$15 for the 4 instalment option).

**6. Emergency Services Levy (ESL)**

Council impose the following amounts set by FESA to be billed through the rating system for 2014/15:-

- **Category 4 Properties for Residential, Farming, and Vacant Land – FESA Levy is to be \$0.0040 in the \$ with a minimum of \$64 and a maximum of \$116 on each rate notice assessment issued to the property.**
- **Category 4 Properties for Commercial, Industrial and Miscellaneous Land – ESL Levy is to be \$0.0040 in the \$ with a minimum of \$64 and a Maximum of \$66,000 on each rate notice assessment issued to the property.**
- **Category 5 Properties – ESL Levy is to be \$64 on each rate notice assessment issued to the property.**
- **Mining Tenements fixed charge of \$64**
- **The interest rate to be charged for the late payment of the Emergency Services Levy by property is 11%.**

## **7. Seniors Rebate**

**Eligible seniors or pension cardholders may receive a pensioner/ senior rebate of no more than the prescribed maximum set by State Treasury for 2013/14 of:-**

- |            |          |
|------------|----------|
| • Rates    | \$276.42 |
| • Sewerage | \$216.68 |

## **8. Due Dates**

- **The due date for payment of rates to be set at 35 days after the date of issue(29<sup>th</sup> of August 2014) in accordance with Section 6.50 (2) of the Local Government Act 1995 (with the due date being 3<sup>rd</sup> October 2014).**
- **The instalments being due at intervals of 2 months with the 1<sup>st</sup> instalment falling due 35 days after the date of issue (3<sup>rd</sup> October 2014) of rate notice in accordance with Section 62(2) of the Financial Management Regulations 1996.**

**Due dates for instalment options:-**

- |  |   |
|--|---|
| <b>4.30pm 3<sup>rd</sup> October 2014</b>  | <b>– Payment in full less the discount or first instalment;</b> |
| <b>4.30pm 5<sup>th</sup> December 2014</b> | <b>– second instalment;</b>                                     |
| <b>4.30pm 6<sup>th</sup> February 2015</b> | <b>– third instalment;</b>                                      |
| <b>4.30pm 7<sup>th</sup> April 2015</b>    | <b>– fourth instalment.</b>                                     |

## **9. Rubbish Collection Charges**

**In accordance with the Health Act 1911, Council impose the following charges for the 2014/15 financial year:-**

### **Bin Charges**

- **\$348.60 per annum for each 240 litre bin provided to residential properties;**
- **\$697.20 per annum for each 240 litre bin provided to commercial properties.**

**Sewerage charge**

• Vacant land	\$ 238.70 per assessment
• Class 1 Properties:	
1 <sup>st</sup> major fixture	\$ 772.10
Each additional fixture	\$ 479.97
Headworks Connection to properties	\$1155.00
GRV Residential	\$ 0.0682360 cents in the \$
GRV Commercial	\$ 0.0682360 cents in the \$
Minimum Charge – Residential	\$ 338.45 per assessment
Minimum Charge – Commercial	\$ 797.35 per assessment

**10. List of Fees and Charges**

**Council adopt the proposed schedule of Fees and Charges as reviewed and included in the 2014/15 Draft Budget documents.**

**11. Material Variations**

**Council in accordance with the Local Government Financial Management Regulations 1996 Section 34 (5) adopt a percentage of 10% with minimum value of \$10,000 for reporting material variances during the 2013/14 financial year.**

**12. Comparative Figures**

**Council elect to use the actual figures from the 2013/14 Annual Financial Statements as stated in the 2014/15 Budget documents.**

### **7.2.6 Chief Executive Officer - Other**

<i>Date of Meeting:</i>	<b>21 August 2014</b>
<i>Item No:</i>	<b>7.2.6.1</b>
<i>Subject:</i>	<b>Strategic Plan Update and Progress Report July 2014</b>
<i>Date &amp; Author:</i>	<b>13 August 2014 John Roberts</b>
<i>Responsible Officer:</i>	<b>Chief Executive Officer</b>
<i>Applicant/Proponent:</i>	<b>Chief Executive Officer John Roberts</b>
<i>File Number:</i>	<b>Various</b>
<i>Previous minute/s &amp;</i>	
<i>Reference:</i>	<b>17 July 2014 Council Meeting</b>

#### **SUMMARY**

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

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

Other updates are also provided regarding the informing strategies including:

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

#### **DECLARATION OF INTEREST**

The author has no interest to declare in this report.

#### **ATTACHMENTS**

- 2013/14 Project Summary Report;
- Shire of Morawa April 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.



At this point in time, the Strategic Community Plan has 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.

### **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 this year.

#### *Status*

No change - The Long Term Financial Plan requires expansion to incorporate new out years. UHY Haines Norton will provide costs to do this for the 2014/15 Budget.

#### Asset Management Plan

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

*Status*

No change - The fair value report regarding plant and equipment needs to go to Morrison Low so that the AMP can be updated.

A meeting with Greenfields will occur to look at road infrastructure regarding fair value for 2014/15.

Romans II will also need updating regarding local road data.

Workforce Plan

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

*Status*

The CEO, DCEO and MFA commenced this review on 4 April 2014. A final review is now required.

Information Communication and Technology (ICT) Plan

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

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

*Status*

Development of such a plan is not required, but from a business continuity perspective it would be prudent to do so (in line with the Local Government Audit Regulations - Regulation 17).

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**

. The Shire (CEO) by 31 December 2014 will need to have in place:

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

### *Status*

Council resolved at the 20 February 2014 that the implementation of the requirements for Regulation 17 were forwarded for 2014/15 Budget consideration. LGIS representatives have indicated that initial requirements could be developed on a regional basis. A proposal was received on 23 April 2014 outlining a joint project with the Shires of Mingenew, Carnamah, Coorow, Morawa & Perenjori at a cost of \$5,856 each. The former CEO accepted this quote and is included in the 2014/15 budget consideration. The project is scheduled to commence on 26 August 2014.

### **OFFICER'S COMMENT**

#### **Strategic Community Plan**

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

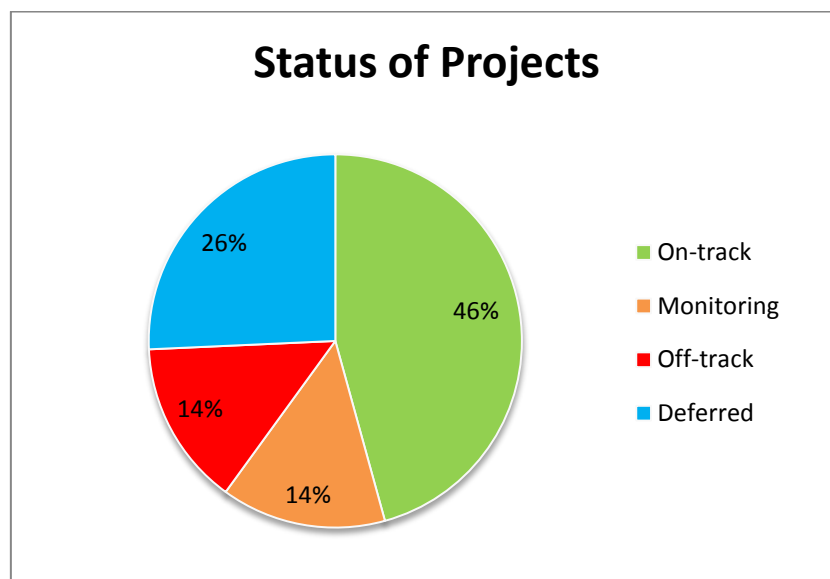
#### **Corporate Business Plan**

The Corporate Business Plan Report is provided each month. Accordingly, a summary report and full copy of the Corporate Business Plan report for June 2014 is attached.

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

#### **Projects**

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



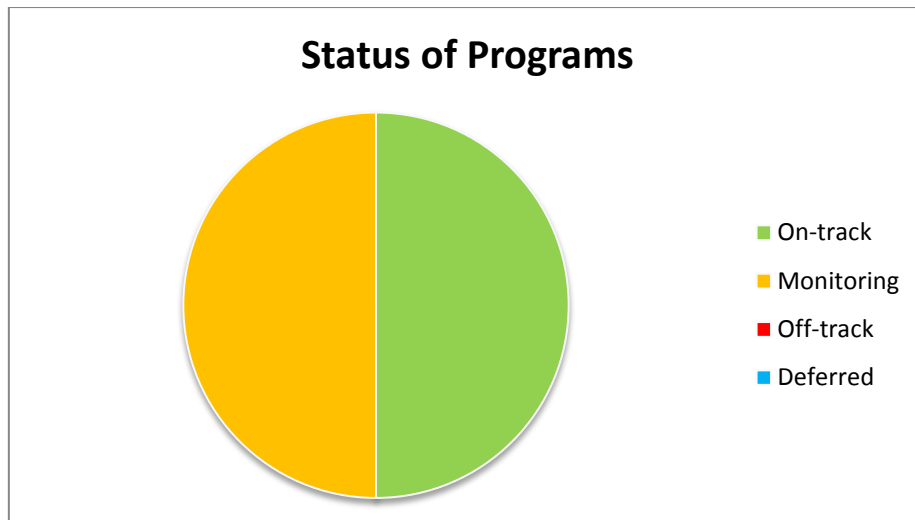
**Chart 1: Breakdown on Status of Projects for 2013/14**

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

Status Type	Status	Comment
Overall Completion	In terms of overall completion (i.e. the percentage of each project completed divided by the number of projects underway), this is 66.08%.	
On-track	There are 16 (46%) projects on track (1, 2, 3, 4, 12, 13, 14, 18, 19, 26, 29, 31, 32, 33, 34, & 35), up from 13 (37%) listed last month.	Although The Industry Attraction & Retention project is now on track, the intent of this project will require reassessment (Project 18)
Monitoring	Four (14%) projects are at the monitoring level (7, 20, 21, & 27)	The five projects in monitoring mode are subject to initial delays and subsequent changes in circumstance. In particular: <ul style="list-style-type: none"> <li>Project 27 – the Mobile Black Spot project, was unsuccessful securing key finding from the MWIP and the Shire is now in the process of re-directing the \$1M in funding to another project (Airport Upgrade).</li> </ul>
Off-track	In total there are six projects off track (5, 8, 9, 10, 15, and 30).	The number of projects off-track has improved from 9 to 7. The impacts on these projects include: <ul style="list-style-type: none"> <li>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 (Project 9 lacked a project owner and Project 30 – Gateway Project is subject to further discussions with the key funding stakeholder) Discussions took place with Sinosteel on 17 July 2014.</li> <li>The second key issue has been waiting on the approval of funding or resources for key projects: <ul style="list-style-type: none"> <li>Scrapping of Commonwealth funding programs e.g. RADF5 (Project 5 - Town Hall project). The tender specification has been developed. Awaiting final 2 quotes to assess if the works are within tender thresholds.;</li> <li>Changes to Royalties for Regions (CLGF) funding or not meeting acquittal requirements (Includes key funding regarding Project 3 regarding the Morawa Swimming Pool);</li> <li>MWDC requirement to continually review business cases (Project 15) ;</li> </ul> </li> <li>Thirdly competing re-allocation of resources undermining the strategic focus e.g. ongoing maintenance of key assets not provided for. However, the Asset Management Plan should improve this over time.</li> </ul>
Deferred	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);	These projects will require further review as part of the SCP review in August 2014.

## Programs

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



**Chart 2: Breakdown on Status of Programs for 2013/14**

Chart 2 indicates that there are two program areas on track i.e. the Sports Facilities and Programs (78%) and the Roads Program (78%). The program areas requiring monitoring are Ongoing Health Care Provision (50% completed) and Governance (55% completed). The programs on track are subject to key operational or day to day activities and are impacted by seasonal issues. The latter programs generally take time for the costs to come through.

**COMMUNITY CONSULTATION**

As per the Strategic Plan Update and Progress Report

**COUNCILLOR CONSULTATION**

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

**STATUTORY ENVIRONMENT**

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

**POLICY IMPLICATIONS**

Not Applicable

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

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

**RISK MANAGEMENT**

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

**VOTING REQUIREMENT:**

Simple Majority

**OFFICER'S RECOMMENDATION**

Council accepts the Shire of Morawa July 2014 Strategic Plan Update and Progress Report submitted by the Chief Executive Officer.

## 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)
<b>1. Greater Sports Ground Project</b>  Project management 0.2 FTE 2013/14  Percentage Completed: 95%	High	3.5.2	CEO	0	2,800,000	0	0	Department of Sport and Recreation	<ul style="list-style-type: none"> <li>Playground works:                             <ul style="list-style-type: none"> <li>Play equipment completed;</li> <li>Fencing installed 28/04/14;</li> <li>Shade sail installed 05/05/14</li> </ul> </li> <li>BBQ installed and working.</li> <li>Remaining paths to be done. Difficulties arranging quotes at this time.</li> <li>CCTV has been installed. Awaiting electrical point.</li> </ul> <hr/> <b>Increased Sporting Participation</b> <ul style="list-style-type: none"> <li>Club membership numbers reported by clubs</li> </ul> <b>Increased Usage</b> <ul style="list-style-type: none"> <li>Additional events reported by Sporting Committee. To date: two events held</li> </ul>
<b>2. Sports Club Development Officer – Regional Project</b>  Project management 0 FTE  Percentage Completed: 90%	Medium	3.1.7	CEO, Shire of Three Springs	0	12,500	12,500	12,500	<ul style="list-style-type: none"> <li>Department of Sport and Recreation</li> <li>Shire of Three Springs</li> <li>Shire of Perenjori</li> <li>Shire of Mingenew</li> </ul>	<ul style="list-style-type: none"> <li>Advised 26/02/14 Perenjori/Morawa/Three Springs submission successful (\$30,000 PA for two years from 2014/15.);</li> <li>Next steps:                             <ul style="list-style-type: none"> <li>\$10,000 share allocated in 14/15 Budget to an existing function</li> <li>Discussions have taken place between Morawa, Perenjori and Three Springs regarding a shared resource. Awaiting budget adoption(s) before advertising.</li> </ul> </li> </ul> <hr/> <b>Increased Support for Members &amp; Volunteers</b> <ul style="list-style-type: none"> <li>Membership numbers</li> </ul> <b>Club Officials trained in financial and</b>

<b>3. Recreational Facility Development:</b> <b>3.1 Swimming Pool Upgrade</b> <b>3.2 Construction of the Skate Park</b>  Project management 0.1 FTE  <b>Percentage Completed: 70%</b> 3.1: 45% 3.2 95%	Medium	3.5.3	CEO	0					Department of Sport and Recreation	<b>corporate governance</b> <ul style="list-style-type: none"> <li>Clubs report improvement</li> </ul> <b>Swimming Pool (Works 2013/14 - \$805,000)</b> <ul style="list-style-type: none"> <li>CLGF funding of \$358,000 for 12/13 withheld as Shire had not acquitted a previous project within required timelines. Request for reconsideration was declined;</li> <li>DSR contribution \$229,000 parked. (Submission seeking deferral made 29/04/14);</li> <li>Minister Redman agreed as a result of WALGA lobbying to re-include for 2014/15 Budget consideration;</li> <li>Council resolved at Feb 2014 Budget Review to fund gap by way of a loan. Currently on hold for now;</li> <li>CEO has provided further information to Shane Love for Minister Redman's information;</li> <li>DCEO met with consultants 6/03/14 to initiate program of works;</li> <li>Steps:             <ul style="list-style-type: none"> <li>Filtration System and Shed included in 14/15 budget.</li> <li>Requests for Tenders to be developed.</li> <li>Works to be completed following the pool season ending in April 2015.</li> </ul> </li> </ul> <b>Skate Park.</b> <ul style="list-style-type: none"> <li>Core works completed and official opening held 10 November 2013;</li> <li>Water cooler, bin holder installed.</li> <li>Shade sails to be installed in 14/15 subject to obtaining grant funding.</li> <li>Lighting to be installed in 14/15 subject to obtaining grant funding.</li> </ul> <hr/> <b>Reduction of Vandalism</b> <ul style="list-style-type: none"> <li>Maintenance costs (reduced)</li> </ul> <b>Improved School Attendance</b> <ul style="list-style-type: none"> <li>School attendance records</li> </ul>
	Ongoing			775,000	790,000	805,000	821,000			<b>Recurrent Cost post 2017:</b> \$837,000 <b>Staff Required:</b> 3 FTE <b>Cost YTD:</b> \$723,523



<ul style="list-style-type: none"> <li>Undertake ongoing maintenance and management of the Sports facilities and programs</li> </ul> <p><b>Percentage Completed: 78%</b></p>										<p><b>Note:</b> Expenditure for 2013/14 set at: \$665,931 (Swimming Pools &amp; Other Recreation)</p>
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**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)
<p><b>Program Area Operating Cost:</b></p> <ul style="list-style-type: none"> <li>Support the implementation of the North Midlands Primary Care Project</li> <li>Support the provision of adequate GP services</li> <li>Support the Three Springs Dental Service</li> </ul> <p><b>Percentage Completed: 50%</b></p>	Ongoing	3.1.1, 3.1.2, 3.1.3, 3.1.4		251,884	256,900	262,000	267,000		<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>Expenditure for 2013/14: \$281,173;</li> <li>Includes one off contribution to Mobile Dental Clinic of \$50,000:               <ul style="list-style-type: none"> <li>February clinic had 67 patients;</li> <li>Next clinic due 31 March 2014</li> </ul> </li> <li>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</li> </ul> <p><b>Recurrent Cost post 2017: \$272,000</b>  <b>Staff Required: 0.02 FTE</b>  <b>Cost YTD: \$176,083</b></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)
<p><b>4. Morawa Community Care</b></p> <p>Project management 0.6 FTE</p> <p><b>Percentage Completed: 85%</b>            4 Units: 100%            Management: 80%</p>	High	1.9.1	CEO	528,800	420,718	40,000	40,000	Morawa Community Care	<p><b>Construction 2013:</b></p> <ul style="list-style-type: none"> <li>Construction of the 4 units completed</li> <li>Cost post 2013/14 are recurrent costs. Will need revaluation</li> </ul> <p><b>Management:</b></p> <ul style="list-style-type: none"> <li>Committee commenced 18 March 2014 and identified action matrix;</li> <li>Draft service delivery plan and policies developed and considered 13/05/14;</li> <li>Handover of units underway 30 April 2014;</li> <li>Sean Fletcher has been engaged to finalise the transfer of the Morawa Aged Care Units to the Shire. The next</li> </ul>

									<p>committee meeting will take place on 19 August 2014.</p> <ul style="list-style-type: none"> <li>Transfer of land management order underway.</li> </ul> <hr/> <p><b>Elderly people age in their home community</b></p> <ul style="list-style-type: none"> <li>Census figures</li> </ul> <p><b>Older people able to live independently</b></p> <ul style="list-style-type: none"> <li>Increase in number aged people staying in community</li> </ul>
<p>5. Refurbish Old Council Chambers</p> <p>Percentage Completed: 35%</p>	High	1.7.3	CEO	0	220,000			LotteryWest	<ul style="list-style-type: none"> <li>Capital Works for 2013/14 set at \$309,990. Funded: <ul style="list-style-type: none"> <li>RDAF5: 89,990</li> <li>Lotterywest: 90,595</li> <li>Reserve: 129,405</li> </ul> </li> <li>RDAF5 funding of \$89,990 abolished by Commonwealth Government. This means façade, exterior and lesser hall kitchen cannot go ahead;</li> <li>Lotterywest has indicated its funding is fine. Request to defer funding has been approved;</li> <li>DCEO met with Terry Baker and Laura Gray (Heritage Adviser) during Jan 2014 to confirm schedule of works: <ul style="list-style-type: none"> <li>Roof to change from tile to colourbond;</li> </ul> </li> <li>Change to roof material and other specification items approved by the Heritage Council;</li> <li>Tender specification for remaining works i.e chambers &amp; admin area: <ul style="list-style-type: none"> <li>PO met Terry Baker 29 April 2014 to confirm requirements;</li> <li>Approval to go to tender 21 August 2014 OCM;</li> <li>Currently awaiting quotes. If less than \$100k tender not required.</li> </ul> </li> </ul> <hr/> <p><b>Increased level volunteer activity</b></p> <ul style="list-style-type: none"> <li>Annual survey</li> <li>Volunteering statistics available every census</li> </ul> <p><b>Older people able to live independently</b></p> <ul style="list-style-type: none"> <li>Number community activities per year monitored</li> </ul> <p><b>Note:</b> regular use is occurring.</p>
6. Childcare Centre	Medium	3.1.8	CEO	0	0	0	0	<ul style="list-style-type: none"> <li>Department of Communities</li> </ul>	<ul style="list-style-type: none"> <li>Deferred post 2015/16</li> <li>Expected cost \$750,000</li> </ul>

<p><b>development</b></p> <p>Project management 0.2 FTE</p> <p>Percentage Completed: NA</p>								<ul style="list-style-type: none"> <li>Mid West Development Commission</li> <li>LotteryWest</li> </ul>	<ul style="list-style-type: none"> <li>Expected completion date 2018</li> </ul> <p><b>Additional childcare places available to the community</b></p> <ul style="list-style-type: none"> <li>Uptake of service</li> </ul> <p><b>Employment opportunities in the caring industry</b></p> <ul style="list-style-type: none"> <li>Number of people employed</li> </ul> <p><b>Respite care available to parents</b></p> <ul style="list-style-type: none"> <li>Respite visits number per annum</li> </ul>
<p><b>7. Community Group Support:</b></p> <ul style="list-style-type: none"> <li>Billaranga Arts Studio</li> <li>Morawa Historical Society</li> <li>Community events</li> <li>Morawa CRC</li> <li>Biennial Arts Festival</li> <li>Morawa Future Fund</li> <li>Community connectedness forum</li> <li>Morawa Chamber of Commerce</li> </ul> <p>Project management 0.1 FTE</p> <p>Percentage Completed: 55%</p>	<p><b>Medium</b></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"> <li>Preparation for the Arts Festival underway (Shire contribution: \$10,000).</li> <li>Opening night 15 August 2014.</li> <li>Discussions recommenced re Future Fund (Scott Whithead &amp; Stuart Griffiths)</li> </ul> <p><b>Costs 2013/14</b></p> <ul style="list-style-type: none"> <li>YTD: <ul style="list-style-type: none"> <li>Arts Festival \$2,877</li> <li>Museum: \$2,233</li> <li>Depreciation: \$6,329</li> </ul> </li> <li>Recurrent costs post 2016 are \$35,000 per annum</li> </ul> <p><b>Community events enhance liveability of community</b></p> <ul style="list-style-type: none"> <li>Reports to Council community groups</li> </ul> <p><b>Community feedback on events</b></p> <ul style="list-style-type: none"> <li>Annual community survey</li> </ul>
<p><b>8. Community Engagement and Communication</b></p> <p>Project management 0.05 FTE</p> <p>Percentage Completed: 30%</p>	<p><b>Medium</b></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><b>Costs 2013/14</b></p> <ul style="list-style-type: none"> <li>Met through Public Relations Budget (\$9,000)</li> <li>Recurrent costs post 2016 are \$1,020 per annum</li> </ul> <p><b>Good relationship between community and Council</b></p> <ul style="list-style-type: none"> <li>Annual community survey</li> </ul>
<p><b>9. Trails Strategy</b></p> <p>Project management 0.1 FTE</p> <p>Percentage Completed: 33%</p>	<p><b>Medium</b></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"> <li>LotteryWest</li> <li>Department of Regional Development</li> </ul>	<p><b>Morawa Perenjori Wildflower Drive Trail</b></p> <ul style="list-style-type: none"> <li>R4R Grant required listed in 2013/14 Budget: \$467,000 - Pending</li> </ul> <p><b>Town Heritage Walk Trails 2014/15</b></p> <ul style="list-style-type: none"> <li>\$65,000 Lotterywest application unsuccessful (7 March 2014)</li> <li>\$65,000 Shire contribution not budgeted</li> </ul>

										<p><b>Bush Trails 2014/15?</b></p> <ul style="list-style-type: none"> <li>\$65,000 application "parked" with Lotterywest subject to Council contribution ;</li> <li>\$65,000 Shire contribution required</li> </ul> <p>Recurrent cost post 2016: \$5,000 PA</p> <p><b>Increased level of community activity and activation trails</b></p> <ul style="list-style-type: none"> <li>Annual community survey</li> </ul>
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**Objective:** Protect and enhance the natural environment and sense of place

**Program Area:** Environment

**Goal:** Protect and enhance the natural environment

Project	Priority	SCP Link	Who	12/13 \$	13/14 \$	14/15 \$	15/16 \$	Stakeholders	Progress (Including Performance Indicators)
<p><b>10. Waste Management – Regional Project</b></p> <p>Project management 0.15 FTE</p> <p>Percentage Completed: 20%</p>	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"> <li>Capital works for tip set at \$320,470. Funded by Refuse Station Reserve</li> <li>Recurrent costs post 2016: \$60,000;</li> <li>Joint project identified between Shire of Morawa and Shire of Perenjori:               <ul style="list-style-type: none"> <li>DCEO successfully applied for \$5,000 in planning funding;</li> <li>Joint approach discussed on 9 December 2013 at meeting between Presidents, Deputy President and CEO's - Agreed this is a key project.</li> </ul> </li> <li>Dallywater Consulting have developed strategic plan which was presented to Council on 17 July 2014</li> <li>Application for funding in the Waste Authority Regional Funding Program was lodged on 27 June 2014</li> </ul> <p><b>Coordinated waste management by Shires</b></p> <ul style="list-style-type: none"> <li>Removal of waste to sub-regional station</li> </ul>
<p><b>11. Water Supply Development</b></p> <p>Project management 0.05 FTE</p> <p>Percentage Completed: N/A</p>	Medium	1.4.1	CEO	0	0	0	Unknown	<ul style="list-style-type: none"> <li>Water Corporation</li> <li>Department of Water</li> </ul>	<ul style="list-style-type: none"> <li>Recurrent costs post 2016: Unknown</li> <li>Drainage re greening of the Town. Not until 2015/16 Stage Three SuperTowns.</li> <li>Subject to be raised with the Minister at the WALGA Convention in August 2014.</li> </ul>

									<b>Future water needs secured</b>
<b>12. Solar Thermal Power Station Feasibility Study</b>  Project management 0.1 FTE  <b>Percentage Completed: 90%</b>	Medium	1.3.1	Project Officer	0	500,000	0	0	<ul style="list-style-type: none"> <li>Western Power</li> <li>Public utilities Office</li> </ul>	<ul style="list-style-type: none"> <li>Water storage constructed</li> <li>Legal advice received re reallocation of \$500,000 to another project;</li> <li>Shire President and CEO met with Paul Rosair 17 February 2014 to discuss;</li> <li>Project suspended indefinitely;</li> <li>Letter issued to DRD 2 April 2014 seeking reallocation of funding to Airport Project;.</li> <li><b>Business Plan to be completed by end of August 2014.</b></li> <li>Adjust SCP at June 2014 Review</li> <li>Recurrent costs post 2016: \$60,000</li> </ul> <hr/> <b>Feasibility study completed</b> <ul style="list-style-type: none"> <li>Completion. (Note: The feasibility study will not proceed)</li> </ul> <b>Endorsement key agencies</b> Satisfaction Western Power, Public utilities Office
<b>13. Water Supply Development and Waste Water Plant Upgrade</b>  Project management 0.05 FTE  <b>Percentage Completed: 100%</b>	Medium	1.4.4, 2.1.1, 2.1.3	CEO	0	140,000	0	0	<ul style="list-style-type: none"> <li>Watercorp</li> </ul>	<b>Works for 2013/14:</b> <ul style="list-style-type: none"> <li>Set at \$70,000 for sewerage pond desludging;</li> <li>Scope of Works reduced to reflect budget;</li> <li>Works commenced 11 March 2014 and finished 31 March 2014 for \$32,000 (Leaving \$38,000). This means Stage 1 and 2 are now completed.</li> </ul> <b>Works for 2014/15</b> <ul style="list-style-type: none"> <li>One pond remaining (\$48,000);</li> <li>Consist of \$32,000 funds saved from 13/14 and \$10,000 from 14/15</li> </ul> <b>Recurrent costs post 2016:Unknown</b> <hr/> <b>Overflow managed in winter</b> <ul style="list-style-type: none"> <li>Nil events</li> </ul> <b>Improved use of waste water for irrigation</b> <ul style="list-style-type: none"> <li>Reduced potable water usage</li> </ul>
<b>14. Sustainability Program:</b> <ul style="list-style-type: none"> <li>Identify policies to manage carbon sequestration</li> <li>Implement the Climate</li> </ul>	Medium	2.1.5, 2.1.6, 2.2.1, 2.2.2, 2.2.3	DCEO	0	0	0	0	<ul style="list-style-type: none"> <li></li> </ul>	<b>2013/14</b> <ul style="list-style-type: none"> <li>Costs are as per in accordance with the EHO role;</li> <li>Sequestration policies to be included in LPS and Strategy;</li> </ul>

<p>Change and Adaption Plan</p> <ul style="list-style-type: none"> <li>• Continue to manage feral flora and fauna</li> <li>• Rehabilitate, protect and conserve Shire controlled land</li> <li>• Support and promote environmental management practices</li> </ul> <p>Project management 0.1 FTE</p> <p><b>Percentage Completed: 83%</b></p>									<ul style="list-style-type: none"> <li>• The Climate Change Risk Assessment &amp; Adaption Action Plan needs resources for this to happen in 2014/15;</li> <li>• Flora &amp; Fauna pests in conjunction with Department of Agriculture Bio-Security Officer in Morawa;</li> <li>• Shire has rehabilitation policy in place;</li> <li>• Environmental management practices are supported through implementation of relevant infrastructure: <ul style="list-style-type: none"> <li>◦ Continuing monitoring and upgrading of key facilities</li> </ul> </li> </ul> <hr/> <p><b>Sustainability initiatives achieved</b></p> <ul style="list-style-type: none"> <li>• Set of nominated activities achieved</li> </ul>
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**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)
<p><b>15. Develop Industry Training Centre</b></p> <p>Project management 0.1 FTE</p> <p><b>Percentage Completed: 20%</b></p>	High	1.2.8, 3.1.5	MEITA & Shire	0	508,404	0	0	<ul style="list-style-type: none"> <li>• MWDC, Durack Institute, Department of Training &amp; Workforce Development, Karara Mining Limited</li> </ul>	<ul style="list-style-type: none"> <li>• Training Centre expenditure: <ul style="list-style-type: none"> <li>◦ 2013/14 set at \$433,908;</li> <li>◦ Funded through Mid West Investment Plan;</li> <li>◦ Business case reviewed and submitted to MWRC Board 28 November 2013. Further changes completed: <ul style="list-style-type: none"> <li>▪ Improve in-kind contribution re project management;</li> <li>▪ Develop job description form for training coordinator.</li> </ul> </li> </ul> </li> <li>• 13 December 2013 the MWDC Board approved funding for this project;</li> <li>• Equipment costs queried before it con progress further;</li> <li>• <b>First part of funding should be received 2013/14, but works cannot commence at the Industrial units until the Ag School move out in August 2014;</b></li> <li>• Recurrent cost post 2016: \$80,000</li> </ul> <hr/> <p><b>Students demand training and gain jobs in the mining industry as a result</b></p> <ul style="list-style-type: none"> <li>• Annual student numbers, conversion to employment</li> </ul>

									<b>Specialist training provided through facility</b> <ul style="list-style-type: none"> <li>Educational staff numbers (increase)</li> </ul>
<b>16. Migration Settlement Scheme (Research)</b>  Project management 0.3 FTE  <b>Percentage Completed: N/A</b>	Medium	Super Town Growth Implementation Plan	CEO	0	0	0	0	<ul style="list-style-type: none"> <li>Department of Immigration,</li> <li>Department of Training and Workforce Development</li> </ul>	<ul style="list-style-type: none"> <li>Deferred post 2015/16</li> <li>Expected cost \$45,000</li> </ul> <hr/> <b>Sustainable increase in population</b> <ul style="list-style-type: none"> <li>Population trends</li> </ul>
<b>17. Develop Additional Business Incubator Units</b>  Project management 0.2 FTE  <b>Percentage Completed: N/A</b>	Medium	1.9.7	CEO	0	0	0	0	<ul style="list-style-type: none"> <li>MWDC, MEITS</li> </ul>	<ul style="list-style-type: none"> <li>Deferred post 2015/16</li> <li>Costs not identified</li> </ul> <hr/> <b>New business established</b> <ul style="list-style-type: none"> <li>New business establishment</li> </ul>
<b>18. Industry Attraction and Retention Project</b>  Regional Resource – Investment Coordinator: 1.25 FTE (Funded MWIP)  Project management 0.08 FTE  <b>Percentage Completed: 83%</b>	High	1.2.5, 1.5.2	Super Towns Project Manager	85,800	100,000	100,000	100,000	<ul style="list-style-type: none"> <li>MWDC, MWCCI, Other Shires</li> </ul>	<b>2011/12</b> <ul style="list-style-type: none"> <li>PRACYS developed Growth &amp; Implementation Plan</li> </ul> <b>2012/13</b> <ul style="list-style-type: none"> <li>PRACYS commenced North Midlands Economic Development Strategy (\$85,800 inc GST);</li> <li>Prospectus reviewed January 2013</li> </ul> <b>2013/14</b> <ul style="list-style-type: none"> <li>PRACYS developing North Midlands Economic Development Strategy: <ul style="list-style-type: none"> <li>Framework finalised December 2013</li> <li>Working Group established Feb 2014 (CEOs meeting 13 April 2014 for briefing);</li> </ul> </li> <li>Investment plan required (attraction process defined)?</li> <li>Funding of \$100,000 pa from CLGF/Mid West Investment Plan not requested?;</li> <li>Project requires revaluation</li> </ul> <b>2014</b> <ul style="list-style-type: none"> <li>Regional Resource Coordinator employed and prospectus issued?</li> </ul> <hr/> <b>Service gaps filled</b> <ul style="list-style-type: none"> <li>Reported by community</li> </ul> <b>Increased business activity</b> <ul style="list-style-type: none"> <li>Applications recorded</li> <li>Reported by CCI</li> </ul>

<b>19. Local Tourism Industry Development</b>  Support Visitor Information Centre 0.02 FTE  Project management 0.02 FTE  <b>Percentage Completed: 83%</b>	Medium	1.2.7, 1.2.10, 1.2.11	CEO	0	50,000	0	0	<ul style="list-style-type: none"> <li>Wildflower Way Committee, Local Tourism Group</li> </ul>	<b>2013/14</b> <ul style="list-style-type: none"> <li>CYDO is attending Wildflower Country Committee meetings. CEO attended June meeting.</li> <li>CEO has completed regional tourism project survey and attended the North Midlands Tourism Workshop 3 April 2014 (with CYDO and Tourism Centre members) as part of the Economic Blueprint process;</li> <li>Audit of 2010/11 Wildflower Way project completed 2 April 2014. Unfavourable report. A copy, including management responses, is attached.</li> <li>13/14 \$40,000 allocated for the Caravan park Caretaker transportable accommodation to be cfwd to 14/15.</li> <li>\$5,500 Wildflower Country Brochure to be completed by August. (\$5,329);</li> <li>\$1,928 Wildflower Country Drive Trail</li> </ul> <hr/> <b>Increase in visitor numbers</b> <ul style="list-style-type: none"> <li>Visitor numbers Caravan park</li> </ul> <b>Wildflower Way project</b> <ul style="list-style-type: none"> <li>Completion of project</li> </ul>

**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)
<b>20. Upgrade Morawa Airport</b>  Project development support 0.02 FTE 13/14  Project management: 0.2 FTE – External 14/15  Asset management: 0.2 FTE - ongoing  <b>Percentage Completed: 50%</b>	High	1.10.1, 1.10.2	Project Officer	0	40,000	1,000,000	1,500,000	RDAF	<b>2013/14</b> <ul style="list-style-type: none"> <li>Airport Masterplan:               <ul style="list-style-type: none"> <li>\$20,000 RADS - approved</li> <li>\$20,000 Shire funds</li> <li>Andrew Forte appointed to develop Masterplan.</li> </ul> </li> <li>Shire President, ACEO met with Gavin Treasure 9 December 2013 confirming that that the Airport project is an "above the line" project;</li> <li>New airport road sealed Feb 2014;</li> <li>Andrew Forte met with DCEO 28 March 2014 and completed preliminary discussions and assessment. <b>Draft management plan has been received</b></li> </ul>



									<ul style="list-style-type: none"> <li>and circulated to Elected Members.</li> <li>An EOI has been requested by MDC for \$900k funding. This was submitted by 11 July 2014.</li> <li><b>Business Plans have been requested by DRD for the reallocation of \$500k Solar Thermal funds and \$1m Blackspot funds. These will be completed by the end of August</b></li> </ul> <p><b>2014/15</b></p> <ul style="list-style-type: none"> <li>Seal and upgrade runways and apron</li> </ul> <p><b>2015/16</b></p> <ul style="list-style-type: none"> <li>Provide Terminal Building</li> </ul> <hr/> <p><b>Commencement commercial facility</b></p> <ul style="list-style-type: none"> <li>Commencement</li> </ul> <p><b>Improved transport hub to the region</b></p> <ul style="list-style-type: none"> <li>Volume traffic flow</li> </ul> <p><b>Service hub RFDS</b></p> <ul style="list-style-type: none"> <li>Usage</li> </ul>
<p><b>21. Upgrade Major Roads and Annual Road Program</b></p> <p>Project management: 0.9</p> <p>Percentage Completed: 100%</p>	Medium	1.8	Works Manager	1,580,000	1,580,000	1,580,000	1,580,000	Department of Main Roads	<p><b>2013/14 (\$1,694,555)</b> YTD: \$910,853</p> <ul style="list-style-type: none"> <li>Three Springs Rd completed;</li> <li>Yalgoo Rd completed</li> </ul> <hr/> <ul style="list-style-type: none"> <li>Recurrent cost post 2016: \$1.6M</li> </ul> <hr/> <p><b>Road safety</b></p> <ul style="list-style-type: none"> <li>Survey</li> </ul> <p><b>Asset maintenance</b></p> <ul style="list-style-type: none"> <li>Improvement in asset ratios</li> </ul>
<p><b>Program Area Operating Cost:</b></p> <p>Percentage Completed: 78%</p>	Ongoing		Works Manager	2,059,403	2,100,000	2,142,000	2,185,000		<p><b>2013/14 (\$1,734,194)</b> Staff Required: 11 FTE Cost YTD: \$1,663,483</p> <hr/> <p>Recurrent Cost post 2017: \$2.23M</p>

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)
<b>22. Key Worker Housing</b>  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
<b>23. Staff Housing</b>  Project management 0.1 FTE  Percentage Completed: N/A	High	1.9.5	CEO	0	0	350,000	350,000	Royalties for Regions - CLGF	<b>2013/14</b> <ul style="list-style-type: none"> <li>\$63,435 has been allocated for maintenance</li> <li>Recurrent cost post 2016: \$14,000</li> </ul> <hr/> <b>Houses constructed</b> <ul style="list-style-type: none"> <li>Houses in place</li> </ul> <b>Staff satisfaction with housing</b> <ul style="list-style-type: none"> <li>Staff satisfaction (annual survey)</li> </ul>
<b>24. Expansion Van Park</b>  Project management 0.2 FTE  Percentage Completed: N/A	Medium	1.2.9, 1.9.6	CEO	0	0	0	0		Project deferred until development of next corporate business plan: <ul style="list-style-type: none"> <li>4 dwellings constructed;</li> <li>Budget \$500,000 from Shire funds</li> </ul> <hr/> <b>Additional people stay in town</b> <ul style="list-style-type: none"> <li>Accommodation statistics</li> </ul> <b>Additional expenditure</b> <ul style="list-style-type: none"> <li>Increased estimated expenditure</li> </ul>
<b>25. Lifestyle Village for Aged Care</b>  Project management 0.3 FTE  Percentage Completed: N/A	Medium	1.9.1	CEO EDO	0	0	0	0	MWDC, RFR – CLGF, Morawa Community Care	Project deferred until development of next corporate business plan: <ul style="list-style-type: none"> <li>Plan and feasibility study for additional aged care housing;</li> <li>Budget \$10M from various sources.</li> </ul>

**Note:**

No key activity is occurring for this goal in 2013/14

Program Area: ?

Goal: ?

Project	Priority	SCP Link	Who	12/13 \$	13/14 \$	14/15 \$	15/16 \$	Stakeholders	Progress (Including Performance Indicators)
<p><b>26. Main Street Project</b></p> <p>Landcorp Project Management 1 FTE funded</p> <p>Project support: 0.5 FTE – External 13/14</p> <p><b>Percentage Completed: 45%</b>                      Stage 1: 95%                      Stage 2: 15%</p>	High	1.7.1, 1.7.5, 1.6.1	Project Officer	0	3,536,000	2,200,000	0	SuperTownns Project – R4R	<ul style="list-style-type: none"> <li>The main street of Morawa will be revitalised to provide new opportunities for community interaction and an increased level of retail and commercial services:                             <ul style="list-style-type: none"> <li>Freight Realignment (Stage 1) - 2013/14/15</li> <li>Civic Square (Stage 2) - 2013/14/15</li> <li>Recurrent costs of \$50,000</li> <li>Stage 3 deferred beyond 2015/16</li> <li>Stage 4 deferred beyond 2015/15</li> <li>Stage 5 commenced pending funding</li> </ul> </li> </ul> <p><b>2013/14</b></p> <ul style="list-style-type: none"> <li>Additional funding of \$2.536M announced 12 February 2014.</li> <li>Tenders for freight road re-alignment:                             <ul style="list-style-type: none"> <li>Awarded at OCM 20 Feb 2014;</li> <li>Site secured 4 March 2014;</li> <li>WBHO conducted meet and greet in town;</li> <li>Works commenced 17 March 2014;</li> <li>Drainage works nearing completion;</li> <li>Road base works to be completed in the next two weeks.</li> <li>Road seal commencing 16 June 2014.</li> </ul> </li> <li>Tender specifications for Civic square have been developed during May 2014;                             <ul style="list-style-type: none"> <li>Meeting held on site with PO 29 April 2014 to confirm requirements;</li> <li>Matters reviewed with CEO and WS on same day;</li> <li>Tender documents by 23 May</li> <li><b>Invitations for Tenders advertised closed on 1 July 2014. 5 submissions received by Emerge which are being assessed.</b></li> </ul> </li> </ul>

									<ul style="list-style-type: none"> <li>○ Preferred tenderer (BCL Group) selected by Emerge and endorsed by Council on 31 July 2014. Currently awaiting signed contract from BCL Group.</li> <li>• Expected completion for Stage 1 and 2 March 2015</li> </ul> <hr/> <p><b>Civic Square constructed</b></p> <ul style="list-style-type: none"> <li>• Project opening 2015</li> </ul> <p><b>Freight realignment constructed</b></p> <ul style="list-style-type: none"> <li>• Project opening 2014</li> </ul>
<p><b>27. Wireless and Mobile Blackspot Coverage</b></p> <p>Project involves Shires of Morawa, Mingenew, Perenjori and Three Springs and MWDC</p> <p>Project management: 0.1</p> <p>Percentage Completed: 50%</p>	High	1.3.2, 1.3.4	Project Officer	0	375,000	0	0	CLGF	<p>Shire of Morawa coordinating update to project business case. Funding required is as follows:</p> <ul style="list-style-type: none"> <li>○ Merkanooka (\$680,000) <ul style="list-style-type: none"> <li>▪ CLGF – R: \$ 83,333</li> <li>▪ MWIP: \$534,167</li> <li>▪ Shire Funds: \$ 62,500</li> </ul> </li> <li>○ Morawa East High (\$942,000): <ul style="list-style-type: none"> <li>▪ CLGF – R: \$500,000</li> <li>▪ MWIP: \$379,500</li> <li>▪ Shire Funds: \$ 62,500</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>• Business went to the MWDC Board on 28 February 2014;</li> <li>• Minister Redman announced 7 March 2014 \$1M approved from CLGF – R;</li> <li>• FAA for project received by CEO. Advised DRD awaiting outcome of MWIP decision before project milestones developed;</li> <li>• MWDC Board advised 19/03/14 it does not support EOI. Advice issued to participating shire presidents;</li> <li>• Issue also referred to Shane Love MLA to discuss with Minister Redman;</li> <li>• Council briefed on current position 20 March 2014. Indicated that funding should now go to the upgrading of the Morawa Airport;</li> <li>• CEOs have had preliminary discussions on allocation of funding to the Airport project;</li> <li>• Item will be required by Council to seek reallocation of funding (May OCM 2014);</li> <li>• Letter of support received from Shire of Mingenew 29 April 2014.</li> <li>• See comments under item 20.</li> </ul>

									<p><b>Note:</b> The 2013/14 Budget contains an additional \$250,000 from the Community Development Reserve for electrical works</p> <hr/> <p><b>Meets community standards</b></p> <ul style="list-style-type: none"> <li>Monitoring data speed</li> </ul> <p><b>Increase coverage and reliability</b></p> <ul style="list-style-type: none"> <li>Telstra</li> </ul>
<p><b>28. Power Line Upgrade</b></p> <p>Project management: 0.1</p> <p>Percentage Completed: N/A</p>	Medium	1.4.2	MWDC	0	0	0	0	Wester Power	<p>Project deferred until development of next corporate business plan:</p> <ul style="list-style-type: none"> <li>Must be externally funded;</li> <li>Budget \$7M</li> </ul>
<p><b>29. Land Development – Residential and Industrial</b></p> <p>Project management: Landcorp?</p> <p>Percentage Completed: 100%</p> <ul style="list-style-type: none"> <li>Residential: 100%</li> <li>Industrial: 100%</li> </ul>	High	1.1.2	CEO	800,000 Landcorp	900,000 Landcorp			Landcorp	<p>Costs for 2012/13, 13/14 met by Landcorp:</p> <ul style="list-style-type: none"> <li>38 residential lots</li> <li>50 industrial lots</li> </ul> <p><b>2013/14 Residential Sub-division</b></p> <ul style="list-style-type: none"> <li>First stage of residential sub-division completed – 8 blocks</li> </ul> <p><b>Industrial Sub-division</b></p> <ul style="list-style-type: none"> <li>First stage of industrial sub-division – 6 blocks. Clearing re Club Road completed 8 March 2014</li> <li>Stage two re headworks is now scheduled for November 2014</li> <li>Stage three – finalisation of roads</li> </ul> <hr/> <p><b>Lots successfully developed</b></p> <ul style="list-style-type: none"> <li>Sale of lots</li> </ul>
<p><b>30. Gateway Project Plans</b></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"> <li>Designs received previously. Matters to be determined: level of funding, Munckton Road, the design (tower)</li> <li>Funding sources : <ul style="list-style-type: none"> <li>Sinosteel: \$200,000. Stated in CBP confirmed. However, only \$30,000 put aside;</li> <li>Shire: \$50,000 to be budgeted. Has not happened.</li> <li>13/14 Budget \$250,000 Sinosteel?</li> </ul> </li> </ul>

									<ul style="list-style-type: none"> <li>o SMC are now offering \$100,000</li> <li>o <b>CEO &amp; SP have met with SMC on 17 July 2014 to discuss. SMC contribution to the gateway project. SMC agreed the contribution was not tied.</b></li> <li>• Recurrent costs post 2016 \$2,500</li> </ul> <hr/> <p><b>Formal entry will provide sense of place</b></p> <ul style="list-style-type: none"> <li>• Annual community survey</li> <li>• Visitor survey conducted visitor centre</li> </ul>
<b>31. Omnibus Scheme Development</b>  Project management: 0.2  <b>Percentage Completed: 60%</b> <ul style="list-style-type: none"> <li>• Omnibus: 80%</li> <li>• Urban Design: 75%</li> <li>• LP Strategy: 20%</li> </ul>	Medium	1.5.1	Planning Officer CEO	0	350,000	300,000	0	WAPC, EPA	<b>2013/14</b> \$232,844 in Budget <ul style="list-style-type: none"> <li>• Urban Design Guidelines developed: <ul style="list-style-type: none"> <li>o Individual meetings held with business owners;</li> <li>o Staff briefed 25 February 2014;</li> <li>o Community meeting to be rescheduled;</li> <li>o Mike Davis briefed Council 17 April 2014 – matter deferred pending corrections submitted to May meeting</li> </ul> </li> <li>• Omnibus amendments due 30/06/14, presented to Council 19 June 2014.</li> <li>• Public comment period closed 7 July 2014. No submissions received at present..</li> <li>• Scheme strategy changes due 30/09/14</li> </ul> <hr/> <p><b>LP Strategy and Scheme</b></p> <ul style="list-style-type: none"> <li>• Completed report WAPC</li> </ul> <p><b>Omnibus</b></p> <ul style="list-style-type: none"> <li>• Completed report WAPC</li> </ul> <p><b>Urban design guidelines</b></p> <ul style="list-style-type: none"> <li>• Endorsement by Shire of Morawa as policy</li> </ul>
<b>32. Old Morawa Hospital</b>  Project management: 0.05  <b>Percentage Completed: 80%</b>	Medium	1.9.4	CEO	0	50,000	0	0	MWDC, R4R	<b>2013/14</b> <ul style="list-style-type: none"> <li>• \$50,000 not budgeted;</li> <li>• Technical report received 16/11/13. Cost of report: \$3,900 funded from Consultancy Services Admin;</li> <li>• Scope of report discussed with Council 11 February 2014;</li> <li>• Separate site visit and briefing completed 20 March 2014;</li> <li>• Extension for management order (Intention to Take): <ul style="list-style-type: none"> <li>o Sort by CEO/DCEO/PO 3</li> </ul> </li> </ul>

										<p>April 2014 as current order expires in May 2014;</p> <ul style="list-style-type: none"> <li>○ Order approved until further notice</li> </ul> <ul style="list-style-type: none"> <li>● Further resolution on use of site required. CEO to follow up with the Health Department maintenance and security issues.</li> </ul> <hr/> <p><b>Hospital is renewed as community asset</b></p> <ul style="list-style-type: none"> <li>● Project completion and new community use</li> </ul>
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**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)
<b>33. Leadership and Mentoring – Young people</b>  Project management 0.01 FTE  Percentage Completed: 90%	High	3.1.9	CYDO	0	120,000	120,000	120,000	<ul style="list-style-type: none"> <li>Morawa Youth Centre</li> </ul>	<b>2013/14</b> <ul style="list-style-type: none"> <li>Operating \$112,634;</li> <li>Projects \$24,200 (Grants):                             <ul style="list-style-type: none"> <li>Crime Prevention Grant application to be submitted for CCTV and Skate Park lighting (\$24,000);</li> <li>LDAG Event: 160 people attended;</li> <li>National Youth Event (Music Festival) 4 April 2014</li> </ul> </li> <li>2013 Output: Youth Officer employed (completed)</li> </ul> <hr/> <b>Young people move into leadership role</b> <ul style="list-style-type: none"> <li>Number in community organisations and Council</li> </ul>
<b>34. Leadership and Advocacy Role:</b> <ul style="list-style-type: none"> <li>CBH to upgrade and extend facilities</li> <li>Lobby for access to education system</li> <li>Advocate with State Government to deliver NBN</li> <li>Advocate with Western Power for an upgrade of the Morawa Three Springs Feeder</li> <li>Lobby State Government to retain grain on rail</li> <li>Lobby for Roads Funding</li> <li>Engage with State Government re Kadji Kadji Station</li> <li>Advocate for visiting specialist and allied health</li> <li>Advocate for adequate police and emergency services</li> </ul> Project management 0.1 FTE  Percentage Completed: 83%	High	1.2.1, 1.3.4	CEO	0	0	0	0	<ul style="list-style-type: none"> <li>All major service providers,</li> <li>State and Australian Government Agencies</li> </ul>	Met through normal operating costs  <b>2013/14</b> <ul style="list-style-type: none"> <li>CBH: Has changed focus? No further action</li> <li>Education System: MEITA project – Interim Business Case completed;</li> <li>NBN: Satellite to Mt Campbell; Optic to Town;</li> <li>Western Power – Townsite has been upgraded, but feeder line under review see Status Report;</li> <li>Grain on Rail: Watching Brief;</li> <li>Kadji Kadji: Conservation watching brief;</li> <li>Specialist &amp; Allied Health:                             <ul style="list-style-type: none"> <li>GP expanding practice,</li> <li>RFDS Dental Van in place;</li> </ul> </li> <li>Police &amp; Emergency Services: LEMC and CESM Program in place;</li> <li>Participated in Northern Zone Conference;</li> <li>Regional Cooperation Workshop to be held 10 April 2014</li> </ul> <hr/> <b>Agencies and Service Providers meet community needs</b> <ul style="list-style-type: none"> <li>Annual community survey</li> </ul>



<p><b>35. Invest in Council's Capacity</b></p> <p>Oversee Management of Shire 0.1 FTE</p> <p>Integrated Strategic Planning Support: 0.2 FTE</p> <p>Annual Customer Survey: 0.1 FTE</p> <p><b>Percentage Completed: 83%</b></p>	<p>High</p>	<p>4.3.1, 4.3.2, 4.3.3, 4.4.1, 4.4.2, 4.5.1, 4.5.2, 4.5.3, 4.6.1, 4.6.2, 4.7.1, 4.7.2, 4.8.1, 4.8.3</p>	<p>CEO</p>	<p>0</p>	<p>0</p>	<p>0</p>	<p>0</p>		<p>Met through normal operating costs:</p> <p><b>Staff Training and Development</b></p> <ul style="list-style-type: none"> <li>Well Program: \$12,696 (MWRC dissolved – will affect training of staff)</li> <li>PWOH: \$26,578</li> <li>Other Property &amp; Services: \$8,438</li> </ul> <p><b>Professional Development Councillors</b></p> <ul style="list-style-type: none"> <li>\$8,000. Zone Conference 28/29 March - completed</li> </ul> <p><b>Traineeships</b></p> <ul style="list-style-type: none"> <li>\$0. CII Student 1 day a week engaged</li> </ul> <p><b>Whole of Life Costings</b></p> <ul style="list-style-type: none"> <li>12/13 Plant &amp; Equipment not finished</li> <li>13/14 Land &amp; Buildings</li> <li>14/15 Road Infrastructure</li> <li>15/15 Furniture &amp; Equipment</li> </ul> <p><b>Implemented IPR Framework</b></p> <ul style="list-style-type: none"> <li>SCP 21/06/12; CBP 20/06/13;</li> <li>Department requested modifications to SCP by 31 March 2014 – completed 25/03/14;</li> <li>Risk Management policy, compliance plan and strategy now required (Reg 17). To be undertaken in August 2014 by LGIS</li> </ul> <p><b>Review Council Policies and Local Laws</b></p> <ul style="list-style-type: none"> <li>Undertaken each March – completed for 2013/14</li> </ul> <p><b>Compliance with all Legislation and LG Act</b></p> <ul style="list-style-type: none"> <li>Annual Compliance Return undertaken and submitted to March OCM – completed for 2013.</li> <li>PID annual survey completed, 30 June 2014</li> <li>FOI annual return completed 30 June 2014</li> </ul> <p><b>Delivery of Services as Sub-Regional Hub</b></p> <ul style="list-style-type: none"> <li>Ongoing Shared Services, further discussions to take place.</li> </ul> <p><b>Website</b></p> <p>New design chosen. Went live on 3 June</p>
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									<p>2014. Staff training in content management has been completed.</p> <p><b>Annual Customer Surveys</b></p> <ul style="list-style-type: none"> <li>Process to be revisited during September 2014</li> </ul> <hr/> <p><b>Excellence in governance, management and leadership</b></p> <ul style="list-style-type: none"> <li>Annual community survey</li> </ul>
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<p><b>Program Area Operating Cost:</b></p> <p>Percentage Completed: 55%</p>	Ongoing		CEO	836,083	852,000	869,000	886,000		<p>2013/14 (\$508,806)</p> <p><b>Staff Required:</b> 1 FTE</p> <p><b>Cost YTD:</b> \$347,111</p> <p>Recurrent Cost post 2017: \$903,000</p> <p>Note:  <b>\$309,990 is set aside separately as a capital cost for the Old Town Hall upgrade</b></p>
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## Assessment

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

Criterion	Key Requirements	Progress/Comment	Tracking
Assessment of Projects	<p><b>Projects (35):</b></p> <p>Projects on-track: 14            Projects monitored: 5            Projects off-track: 7            Projects deferred: 9            Percentage Completed: <b>66%</b></p> <p><b>Program Areas-Operating (4):</b></p> <p>Monitor 2            Off-track 2</p>	<p><b>Projects</b></p> <ul style="list-style-type: none"> <li>Staff resourcing in terms of key roles has been a constant issue regarding consistency and progressing of goals i.e. the long term vacancy of the CEO position;</li> <li>The second key issue has been the constant waiting on the approval of funding or resources for key projects:               <ul style="list-style-type: none"> <li>State Cabinet – continual delays whilst it makes a decision (Town Centre Revitalisation and Freight Road Re-alignment);</li> <li>Scrapping of Commonwealth funding programs e.g. RADF5 (Town Hall project);</li> <li>Changes to Royalties for Regions (CLGF) funding or not meeting acquittal requirements (Includes key funding regarding the Morawa Swimming Pool);</li> <li>MWDC requirement to continually review business cases;</li> <li>Competition regarding the availability of bitumen for major road projects (has been secured for Feb 2014, so will be on track)</li> </ul> </li> <li>The majority of projects with monitoring status, although they have a low completion status, are on track in terms of where they are regarding the timeline of the project.</li> </ul> <p><b>Program Areas-Operating</b>            Each program area – operating although they have a monitoring status and off-track status, are on track in terms of normal operations for this time of year.</p>	
Resource Capability (Staff)	<ul style="list-style-type: none"> <li>CBP: 2.08 FTE</li> <li>Programs: 24.07 FTE</li> <li>Project Officer funded externally</li> <li>MWRC setting up support re:               <ul style="list-style-type: none"> <li>Human Resource Management</li> <li>Higher Level Financial Management</li> </ul> </li> </ul>	<p>The key issue here is that the MWRC has dissolved and so is no longer in a position to provide additional support. In particular:</p> <ul style="list-style-type: none"> <li>HRM appears to be lacking;</li> <li>Higher level financial management appears to be lacking;</li> <li>Engineering support has fallen over;</li> <li>Health and building support has fallen over.</li> <li>CEO is currently assessing these issues.</li> </ul>	

	<ul style="list-style-type: none"> <li>○ Engineering</li> <li>○ Health and Building</li> <li>● Succession planning/mentoring</li> </ul>	<p>The balance between SuperTowns and local government operations is impacting on staff. Key impacts include:</p> <ul style="list-style-type: none"> <li>● The struggle to provide consistent governance support;</li> <li>● Records management constantly suffers;</li> <li>● Front line services constantly interrupt administration support.</li> </ul> <p>Resource sharing with Shire of Perenjori is now being explored to help address the above. CEO has made contact with Perenjori CEO to discuss further.</p>	
<b>Assets of the Shire</b>	Whole of Life costs for the next 10 years are put at \$2,426,700 per annum	No change. However, this may change once the review of the asset management plans are completed	
<b>Financial Estimates of the SCP</b>	<p><b>Funding:</b></p> <ul style="list-style-type: none"> <li>● Shire Contribution \$3,041,238</li> <li>● CLGF – Regional: \$ 250,000</li> <li>● CLGF – Local: \$ 718,000</li> <li>● Mid West DC: \$3,049,980</li> <li>● Other: \$5,147,500</li> </ul> <p><b>Financial Ratios</b></p> <ul style="list-style-type: none"> <li>● It is not believed that the CBP will negatively impact on the ratios</li> <li>● Will need recalculation in line with the long term financial plan</li> </ul>	<p><b>Funding:</b></p> <p>As per Assessment of Projects:</p> <ul style="list-style-type: none"> <li>● CLGF – R for Mobile Blackspot Tower Project of \$583,333 (out of \$1M approved 7 March 2014);</li> <li>● CLGF – L 358,000 for 2012/13 is subject to reinstatement as part of the State Budget process for 2014/15</li> </ul> <p><b>Financial Ratios</b></p> <p>The 2013/14 auditor’s report puts three ratios within acceptable limits and three that are borderline</p>	
<b>Operational Risk Assessment</b>	<p>Consists of three key elements:</p> <ul style="list-style-type: none"> <li>● Systems</li> <li>● Processes</li> <li>● Resources</li> </ul>	<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). Now a requirement under R.17 by 31 Dec 2014. Quote for shared development received from LGIS, project should commence in August 2014.</p> <p><b>Document Management</b></p> <ul style="list-style-type: none"> <li>● Staff is in the process of setting up electronic records management.</li> </ul> <p><b>Project Management</b></p> <ul style="list-style-type: none"> <li>● Not in place</li> </ul> <p><b>Stakeholder Management System</b></p> <ul style="list-style-type: none"> <li>● Not in place</li> </ul>	

		<p><b>ICT System</b></p> <ul style="list-style-type: none"> <li>• Current system is adequate for needs. Requires optimisation of its use.</li> </ul> <p><b>HR Processes</b></p> <ul style="list-style-type: none"> <li>• Training and development is budgeted for;</li> <li>• Flexible work arrangements are in place;</li> <li>• Recruitment processes have been improved since November 2013 (recruitment start up sheet and interview assessment sheet introduced);</li> <li>• It is highly unlikely that HR support and high level financial support will come from the MWRC;</li> </ul> <p><b>Workforce Planning and Cost Modelling</b></p> <ul style="list-style-type: none"> <li>• Performance management system required;</li> <li>• A review of JDFs (PDs) required.</li> </ul> <p><b>Skills Development</b></p> <p>See HR processes and Workforce Planning and Cost Modelling</p> <p><b>Workforce</b></p> <ul style="list-style-type: none"> <li>• Corporate Business Plan monthly report developed and implemented December 2013;</li> <li>• Also see workforce planning and cost modelling.</li> </ul> <p><b>Council</b></p> <ul style="list-style-type: none"> <li>• Engagement of community regarding the role of the Shire and Council's responsibilities is required: <ul style="list-style-type: none"> <li>○ Review of the community engagement policy required;</li> </ul> </li> </ul> <p><b>Asset Base</b></p> <ul style="list-style-type: none"> <li>• Rationalisation of assets will occur with the adoption of the asset management plans;</li> <li>• Collaborative regional processes that optimise the revenue base is occurring</li> </ul>	
<p><b>Internal Analysis (Required Improvements)</b></p>	<p>There are 10 key improvements required:</p> <ol style="list-style-type: none"> <li>1. Invest in electronic data management</li> <li>2. Implement electronic project management</li> <li>3. Stakeholder relationships managed electronically</li> <li>4. Communication systems between staff and councillors</li> <li>5. Formal HR mentoring for senior staff</li> <li>6. Implement excellent HR systems</li> </ol>	<p>See Operational Risk Assessment</p>	

	<ul style="list-style-type: none"> <li>7. Effective job planning, detailed JDFs</li> <li>8. Implement work output monitoring systems</li> <li>9. Rationalise asset base at every opportunity</li> <li>10. Continue to invest in regional processes that optimise Shire revenue base</li> </ul>		
<b>Measuring Our Success</b>	<p>The Key Performance Measures are:</p> <ul style="list-style-type: none"> <li>• Community satisfaction telecommunication services (AS);</li> <li>• Community satisfaction town amenity (AS);</li> <li>• Community satisfaction housing supply (AS);</li> <li>• Community satisfaction other services (AS)</li> <li>• Number houses built per year;</li> <li>• Land availability for projects;</li> <li>• Nil waste targets achieved;</li> <li>• All residents able to access primary health care service within 24 hour target;</li> <li>• Number cultural events held;</li> <li>• Annual community satisfaction with cultural, heritage and recreation services (AS);</li> <li>• Volunteering rate each census period;</li> <li>• Community satisfaction with engagement with Council (AS);</li> <li>• Improvement in financial ratios</li> <li>• Low employee turnover</li> <li>• Successful fundraising for key projects 50% target</li> </ul>	<p><b>Annual Survey (AS) Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Survey process is in place. Satisfaction levels developed based on Shire of Morawa Community Engagement Report 2012.</li> </ul> <p><b>House Built Statistics:</b></p> <ul style="list-style-type: none"> <li>• To be determined (possibly 2 per annum)</li> </ul> <p><b>Waste Targets</b></p> <ul style="list-style-type: none"> <li>• Closure of Landfill by 2015; Subregional centre in place 2015</li> </ul> <p><b>Primary Health Care Access (24 hour)</b></p> <ul style="list-style-type: none"> <li>• Increase satisfaction rating from 2.23 – 2.93.</li> </ul> <p><b>Cultural Events</b></p> <ul style="list-style-type: none"> <li>• There are 12 – 15 events in place a year.</li> <li>• Arts festival in place</li> </ul> <p><b>Volunteering Rate (ABS Census)</b></p> <ul style="list-style-type: none"> <li>• To be ascertained</li> </ul> <p><b>Financial Ratios</b></p> <ul style="list-style-type: none"> <li>• These are now compiled and form part of the 2012/13 annual financial statements.</li> </ul> <p><b>Employee Turnover</b></p> <ul style="list-style-type: none"> <li>• Currently 7%. The benchmark for local government is 12%-16%</li> </ul> <p><b>Successful Fundraising for key Projects = 50%</b></p> <ul style="list-style-type: none"> <li>• Grants approved to date include: <ul style="list-style-type: none"> <li>○ RADS funding \$20,000 to develop Airport Masterplan. Shire contribution will be \$20,000;</li> <li>○ DER - Waste Management Strategic Plan: \$5,000. Shire's contribution \$5,000.</li> </ul> </li> <li>• It would be appropriate to develop a grants plan and matrix to Identify, track and summarise all grants received</li> </ul>	

**Legend**

Off-track (0-49% completed)

Monitor (50-69% completed)	Orange
On-track (70 – 100% completed)	Green
Projects deferred	Blue

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 18th September 2014