



CONFIRMED MINUTES FOR THE  
ORDINARY COUNCIL MEETING  
HELD ON THURSDAY  
**18 FEBRUARY 2016**



**CONFIRMED MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD IN THE  
COUNCIL CHAMBERS ON THURSDAY 18 FEBRUARY 2016**

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## **1 Declaration of Opening**

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

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

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

Mr J Roberts	Chief Executive Officer
Ms S Appleton	Executive Manager Development & Administration
Ms F Gledhill	Manager of Accounting and Finance
Mr P Buist	Principal Works Manager
Mr J Elliott	Project Officer

### **1.2 Apologies**

Cr J M Coaker  
Cr D S Agar

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

Nil

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

No visitors were present

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

Nil

## **2 Public Question Time**

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

Nil

### **2.2 Public question time**

Nil

## **3 Declaration of Interest**

No interests were declared.

**4 Confirmation of Minutes of Previous Meeting**

4.1 18 December 2015 – Ordinary Council Meeting

4.2 26 January 2016 – Special Council Meeting

**COUNCIL RESOLUTION**

**1602008 Moved: Cr Collins  
Seconded: Cr Stokes**

**That the Minutes - item 4.1 –18 December 2015 – Ordinary Council Meeting  
and item 4.2 - 26 January 2016 Special Meeting be confirmed.**

**CARRIED  
5/0**

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

Nil

**6 Method of Dealing with Agenda Business**

**7 Reports**

**7.1 Reports from Committees**

Nil

**7.2 Reports from the Chief Executive Officer**

**7.2.2 Manager Finance and Accounting**

**7.2.3 Community Youth Development Officer**

**7.2.4 Project Officer**

**7.2.5 Executive Manager**

**7.2.6 Chief Executive Officer - Other**

## 7.2 Reports from the Chief Executive Officer

<i>Date of Meeting:</i>	<b>18 February 2016</b>
<i>Item No:</i>	7.2.1
<i>Subject:</i>	<b>Status Report –January 2016</b>
<i>Date &amp; Author:</i>	<b>11 January 2016 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; Reference:</i>	<b>18 December 2015 (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 January 2016 Status Report.

### **BACKGROUND INFORMATION**

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

### **OFFICER'S COMMENT**

As per the Status Report

### **COMMUNITY CONSULTATION**

As per the Status Report

## **COUNCILLOR CONSULTATION**

As per the Status Report

## **STATUTORY ENVIRONMENT**

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

## **POLICY IMPLICATIONS**

Not Applicable

## **FINANCIAL IMPLICATIONS**

Not Applicable

## **STRATEGIC IMPLICATIONS**

Not Applicable

## **RISK MANAGEMENT**

Not Applicable

## **VOTING REQUIREMENT**

Simple Majority

## **OFFICER'S RECOMMENDATION**

That Council:

Accepts the Shire of Morawa Status Report for January 2016 as tabled.

## **COUNCIL RESOLUTION**

**1602009**      **Moved: Cr Stokes**  
                    **Seconded: Cr Collins**

**Accepts the Shire of Morawa Status Report for January 2016 as tabled.**

**CARRIED**  
**5/0**

<i>Item No/Subject:</i>	<b>7.2.2.1 Accounts Due For Payment</b>
<i>Date of Meeting:</i>	<b>18 February 2016</b>
<i>Date &amp; Author:</i>	<b>15 January 2016, Candice Smith Finance Officer</b>
<i>Responsible Officer:</i>	<b>Finance Officer</b>
<i>Applicant/Proponent:</i>	<b>Manager Accounting &amp; Finance Fred Gledhill</b>
<i>File Number:</i>	<b>ADM0135</b>
<i>Previous minute/s &amp; Reference:</i>	

### **SUMMARY**

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

### **DECLARATION OF INTEREST**

Nil

### **ATTACHMENTS**

List of accounts Due & Submitted to council 18 February 2016

### **BACKGROUND INFORMATION**

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996 – REG 13

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

### **OFFICER'S COMMENT**

Nil

### **STATUTORY ENVIRONMENT**

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996 – REG 13



## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

As per list of accounts

## **STRATEGIC IMPLICATIONS**

Nil

## **RISK MANAGEMENT**

Nil

## **VOTING REQUIREMENT**

Simple Majority

## **OFFICER'S RECOMMENDATION**

That Council endorses -

1. The list of accounts paid by the Chief Executive Officer under delegated authority, represented by:
  - Municipal EFT Payment Numbers EFT 8098 to EFT 8199 inclusive, amounting to \$610,115.37
  - Municipal Cheque Payments Numbered 11500 to 11513 totalling \$74,584.64
  - Municipal Direct Debit Payments Numbers DD4707.1 to DD4763.1 amounting to \$33,558.98
  - Payroll for December 2015
    - 02/12/2015 - \$55,630.78
    - 16/12/2015 - \$57,560.39
    - 30/12/2015 - \$51,964.60

**COUNCIL RESOLUTION**

**1602010      Moved: Cr Thornton  
                      Seconded: Cr Carslake**

**That Council endorses -**

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

- Municipal EFT Payment Numbers EFT 8098 to EFT 8199 inclusive, amounting to \$610,115.37**
- Municipal Cheque Payments Numbered 11500 to 11513 totalling \$74,584.64**
- Municipal Direct Debit Payments Numbers DD4707.1 to DD4763.1 amounting to \$33,558.98**
- Payroll for December 2015**
  - 02/12/2015 - \$55,630.78**
  - 16/12/2015 - \$57,560.39**
  - 30/12/2015 - \$51,964.60**

**CARRIED  
5/0**

Cr Collins requested a break down on Youth Centre activities, expenses and income.

<i>Item No/Subject</i>	<b>7.2.2.2 Reconciliations December, 2015</b>
<i>Date of Meeting:</i>	<b>18 February 2016</b>
<i>Date &amp; Author:</i>	<b>13 January 2016, Candice Smith Senior Finance Officer</b>
<i>Responsible Officer:</i>	<b>Fred Gledhill / Candice Smith</b>
<i>Applicant/Proponent:</i>	<b>Manager Accounting &amp; Finance Fred Gledhill</b>
<i>File Number:</i>	<b>ADM0189</b>
<i>Previous minute/s &amp; Reference:</i>	

### **SUMMARY**

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

### **DECLARATION OF INTEREST**

Nil

### **ATTACHMENTS**

Nil

### **BACKGROUND INFORMATION**

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

### **OFFICER'S COMMENT**

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

### **BANK BALANCES AS AT 31 December, 2015**

<b>Account</b>	<b>2015</b>
Municipal Account #	\$842,083.3
Trust Account	\$8,591.0
Business Telenet Saver (Reserve) Account	\$6,174,315.1
WA Treasury O/night Facility (Super Towns) Account	\$717,518.6

### **BANK RECONCILIATION BALANCES**

The Bank Reconciliation Balances for 31 December, 2015 with a comparison for 31 December, 2014 is as follows:

<b>Account</b>	<b>2015</b>	<b>2014</b>
Municipal Account #	\$856,332.1	\$842,083.3
Trust Account	\$9,423.2	\$8,591.0
Reserve Account	\$8,054,602.7	\$6,891,833.7

### **RESERVE ACCOUNT**

The Reserve Funds of \$6,891,833.77 as at 31 December, 2015 were invested in:-

- Bank of Western Australia \$6,174,315.15 in the Business Telenet Saver Account and
- \$717,518.62 in the WA Treasury O/Night Facility.

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

	<b>2014</b>	<b>2015</b>
Sports Complex Upgrade Reserve	\$0.00	\$0.00
Land & Building Reserve	\$5,096.06	\$5,201.38
Plant Reserve	\$686,080.24	\$848,023.21
Leave Reserve	\$219,249.09	\$279,292.69
Economic Development Reserve	\$104,960.39	\$107,129.77
Sewerage Reserve	\$78,816.75	\$123,029.03
Unspent Grants & Contributions Reserve	\$849,789.13	\$992,027.58
Community Development Reserve	\$1,479,012.63	\$1,384,916.74
Water Waste Management Reserve	\$0.00	\$0.00
Future Funds Reserve	\$2,139,263.58	\$2,175,881.96
Morawa Community Trust Reserve	\$18,732.88	\$11,045.59
Aged Care Units Reserve	\$8,767.97	\$8,949.20
Transfer Station Reserve	\$193,915.24	\$197,923.19
S/Towns Revitalisation Reserve	\$1,715,412.28	\$172,080.32
ST Solar Thermal Power Station Reserve	\$535,217.28	\$545,438.30
Business Units Reserve	\$20,289.25	\$40,894.81
<b>TOTAL</b>	<b>\$8,054,602.77</b>	<b>\$6,891,833.77</b>

### **TRANSFER OF FUNDS**

NIL

### **STATUTORY ENVIRONMENT**

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

### **POLICY IMPLICATIONS**

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

### **FINANCIAL IMPLICATIONS**

As presented

## **STRATEGIC IMPLICATIONS**

Nil

## **RISK MANAGEMENT**

As per Policy Section 3 – Finance 3.4.7 Risk Management Controls

## **VOTING REQUIREMENTS**

Simple Majority

## **OFFICER'S RECOMMENDATION**

That Council receive –

1. The bank reconciliation report for 31 December, 2015.

## **COUNCIL RESOLUTION**

**1602011      Moved: Cr Collins**  
**Seconded: Cr Thornton**

That Council receive –

1. The bank reconciliation report for 31 December, 2015.

**CARRIED**  
**5/0**

<i>Item No/Subject</i>	<b>7.2.2.3 Monthly Financial Statements</b>
<i>Date of Meeting:</i>	<b>18 February 2016</b>
<i>Date &amp; Author:</i>	<b>14 January, 2016; Candice Smith Senior Finance Officer</b>
<i>Responsible Officer: Applicant/Proponent:</i>	<b>Manager Accounting &amp; Finance Candice Smith Senior Finance Officer Manager Accounting &amp; Finance Fred Gledhill</b>
<i>File Number: Previous minute/s &amp; Reference:</i>	

### **SUMMARY**

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

### **DECLARATION OF INTEREST**

NIL

### **ATTACHMENTS**

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

### **OFFICER'S COMMENT**

NIL

### **STATUTORY ENVIRONMENT**

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

### **POLICY IMPLICATIONS**

NIL

### **FINANCIAL IMPLICATIONS**

As presented

### **STRATEGIC IMPLICATIONS**

Nil

## **RISK MANAGEMENT**

Nil

## **VOTING REQUIREMENTS**

Simple Majority

## **OFFICER'S RECOMMENDATION**

It is recommended that Council receive the Statement of Financial Activity and the Variance Report for the period ending the 31 December, 2016.

## **COUNCIL RESOLUTION**

**1602012      Moved: Cr Collins  
                  Seconded: Cr Stokes**

**It is recommended that Council receive the Statement of Financial Activity and the Variance Report for the period ending the 31 December, 2016.**

**CARRIED  
5/0**



<i>Item No/Subject:</i>	<b>7.2.2.4 Accounts Due For Payment</b>
<i>Date of Meeting:</i>	<b>18 February 2016</b>
<i>Date &amp; Author:</i>	<b>5 February 2016, Candice Smith Finance Officer</b>
<i>Responsible Officer:</i>	<b>Finance Officer</b>
<i>Applicant/Proponent:</i>	<b>Manager Accounting &amp; Finance Fred Gledhill</b>
<i>File Number:</i>	<b>ADM0135</b>
<i>Previous minute/s &amp; Reference:</i>	

### **SUMMARY**

A list of accounts is attached for all payments made for the month of January 2016.

### **DECLARATION OF INTEREST**

Nil

### **ATTACHMENTS**

List of accounts Due & Submitted to council 18 February 2016

### **BACKGROUND INFORMATION**

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996 – REG 13

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

### **OFFICER'S COMMENT**

Nil

### **STATUTORY ENVIRONMENT**

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996 – REG 13

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

As per list of accounts

## **STRATEGIC IMPLICATIONS**

Nil

## **RISK MANAGEMENT**

Nil

## **VOTING REQUIREMENT**

Simple Majority

## **OFFICER'S RECOMMENDATION**

That Council endorses -

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

- Municipal EFT Payment Numbers EFT 8198 to EFT 8294 inclusive, amounting to \$167,574.06
- Municipal Cheque Payments Numbered 11514 to 11523 and (3) totalling \$11,244.16
- Municipal Direct Debit Payments Numbers DD4782.1 to DD4805.1 amounting to \$25,084.20
- Payroll for January 2016  
13/01/2016 - \$54,287.40  
27/01/2016 - \$53,693.18



<i>Item No/Subject</i>	<b>7.2.2.5 Reconciliations January, 2016</b>
<i>Date of Meeting:</i>	<b>18 February 2016</b>
<i>Date &amp; Author:</i>	<b>04 February 2016, Candice Smith Senior Finance Officer</b>
<i>Responsible Officer:</i>	<b>Fred Gledhill / Candice Smith</b>
<i>Applicant/Proponent:</i>	<b>Manager Accounting &amp; Finance Fred Gledhill</b>
<i>File Number:</i>	<b>ADM0189</b>

### **SUMMARY**

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

### **DECLARATION OF INTEREST**

Nil

### **ATTACHMENTS**

Nil

### **BACKGROUND INFORMATION**

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

### **OFFICER'S COMMENT**

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

## **BANK BALANCES AS AT 31 January, 2016**

<b>Account</b>	<b>2016</b>
Municipal Account #	\$666,885.4
Trust Account	\$9,291.0
Business Telenet Saver (Reserve) Account	\$6,276,570.4
WA Treasury O/night Facility (Super Towns) Account	\$718,706.8

## **BANK RECONCILIATION BALANCES**

The Bank Reconciliation Balances for 31 January, 2016 with a comparison for 31 January, 2015 is as follows:

<b>Account</b>	<b>2016</b>	<b>2015</b>
Municipal Account #	\$856,332.1	\$665,264.9
Trust Account	\$9,423.2	\$9,291.0
Reserve Account	\$8,120,247.3	\$6,995,277.2

## **RESERVE ACCOUNT**

The Reserve Funds of \$6,995,277.29 as at 31 January, 2016 were invested in:-

- Bank of Western Australia \$6,276,570.44 in the Business Telenet Saver Account and
- \$718,706.85 in the WA Treasury O/Night Facility.

Breakdown for January, 2016 with a comparison for January, 2015 is as follows:-

	<b>2015</b>	<b>2016</b>
Sports Complex Upgrade Reserve	\$0.00	\$0.00
Land & Building Reserve	\$5,106.75	\$5,210.10
Plant Reserve	\$736,301.33	\$941,349.99
Leave Reserve	\$219,709.20	\$279,760.87
Economic Development Reserve	\$105,180.66	\$107,309.35
Sewerage Reserve	\$78,982.15	\$123,235.26
Unspent Grants & Contributions Reserve	\$851,572.48	\$993,690.52
Community Development Reserve	\$1,482,116.46	\$1,387,238.29
Water Waste Management Reserve	\$0.00	\$0.00
Future Funds Reserve	\$2,143,753.00	\$2,179,529.41
Morawa Community Trust Reserve	\$18,772.19	\$11,064.12
Aged Care Units Reserve	\$8,786.38	\$8,9464.20
Transfer Station Reserve	\$194,322.19	\$198,254.97
S/Towns Revitalisation Reserve	\$1,718,981.62	\$172,365.21
ST Solar Thermal Power Station Reserve	\$536,331.11	\$546,341.64
Business Units Reserve	\$20,331.83	\$40,963.36
<b>TOTAL</b>	<b>\$8,120,247.35</b>	<b>\$6,995,277.29</b>

### **TRANSFER OF FUNDS**

NIL

### **STATUTORY ENVIRONMENT**

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

### **POLICY IMPLICATIONS**

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

## **FINANCIAL IMPLICATIONS**

As presented

## **STRATEGIC IMPLICATIONS**

Nil

## **RISK MANAGEMENT**

As per Policy Section 3 – Finance 3.4.7 Risk Management Controls

## **VOTING REQUIREMENTS**

Simple Majority

## **OFFICER'S RECOMMENDATION**

**That Council receive –**

1. The bank reconciliation report for 31 January, 2016.

## **COUNCIL RESOLUTION**

**1602014      Moved: Cr Stokes  
                  Seconded: Cr Collins**

**That Council Receive:**

- 1. The bank reconciliation report for 31 January, 2016.**

**CARRIED  
5/0**

<i>Item No/Subject</i>	<b>7.2.2.6 Monthly Financial Statements</b>
<i>Date of Meeting:</i>	<b>18 February 2016</b>
<i>Date &amp; Author:</i>	<b>04 February, 2016; Candice Smith Senior Finance Officer</b>
<i>Responsible Officer: Applicant/Proponent:</i>	<b>Manager Accounting &amp; Finance Candice Smith Senior Finance Officer Manager Accounting &amp; Finance Fred Gledhill</b>
<i>File Number: Previous minute/s &amp; Reference:</i>	

### **SUMMARY**

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

### **DECLARATION OF INTEREST**

NIL

### **ATTACHMENTS**

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

### **OFFICER'S COMMENT**

NIL

### **STATUTORY ENVIRONMENT**

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

### **POLICY IMPLICATIONS**

NIL

### **FINANCIAL IMPLICATIONS**

As presented



## **STRATEGIC IMPLICATIONS**

Nil

## **RISK MANAGEMENT**

Nil

## **VOTING REQUIREMENTS**

Simple Majority

## **OFFICER'S RECOMMENDATION**

It is recommended that Council receive the Statement of Financial Activity and the Variance Report for the period ending the 31 January, 2016.

## **COUNCIL RESOLUTION**

**1600215      Moved: Cr Thornton  
                  Seconded: Cr Collins**

**It is recommended that Council receive the Statement of Financial Activity and the Variance Report for the period ending the 31 January, 2016.**

**CARRIED  
5/0**

<i>Item No/Subject:</i>	<b>7.2.2.7 Outstanding Rate Debtors – January 2016</b>
<i>Date of Meeting:</i>	<b>18 February 2016</b>
<i>Date &amp; Author:</i>	<b>3 February 2016, Katrina Kingston – Rates Officer</b>
<i>Responsible Officer:</i>	<b>Katrina Kingston</b>
<i>File Number:</i>	<b>ADM0055</b>
<i>Previous minute/s &amp; Reference:</i>	

### **SUMMARY**

Outstanding rate debtor's summary for the period ending 31 January 2016, is submitted to Council.

### **DECLARATION OF INTEREST**

Author has no interest

### **ATTACHMENTS**

Nil

### **BACKGROUND INFORMATION**

2015/2016 rates were issued on the 25 of August 2015 and the total levied was:

	<b>Current</b>	<b>Arrears</b>	<b>Total</b>
<b>UV:</b>	\$1,327,265.93	\$45,715.48	\$1,372,981.41
<b>GRV:</b>	\$168,432.67	\$53,823.17	\$222,255.84
<b>Total:</b>	\$1,495,698.60	\$99,538.65	\$1,595,237.25

The Following is a breakdown of the outstanding rates at 31 January 2016:

<b>Current 15/16</b>	Rates	\$213,587.65
	Refuse	\$ 26,934.02
	Sewerage	\$ 51,353.05
	Interest	\$ 13,036.26
	<b>Total Current Charges:</b>	<b>\$304,910.98</b>
<b>Arrears</b>	Rates	\$ 87,968.94
	Refuse	\$ 21,591.91
	Sewerage	\$ 41,850.87
	<b>Total Arrears:</b>	<b>\$151,411.72</b>

Pensioner rebates are being claimed.  
Interim rating is being carried out.

Mining tenement valuation updates are being completed.

**OFFICER'S COMMENT**

Nil

**STATUTORY ENVIRONMENT**

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

**POLICY IMPLICATIONS**

Section 3 – Finance 3.4.7 Risk Management Controls

**FINANCIAL IMPLICATIONS**

As presented

**STRATEGIC IMPLICATIONS**

Nil

**RISK MANAGEMENT**

As per Policy Section 3 – Finance 3.4.7 Risk Management Controls

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION**

It is recommended that the Outstanding Rate report for 31 January 2016 be received.

**COUNCIL RESOLUTION**

**1602016      Moved: Cr Carslake**

**Seconded: Cr Stokes**

**It is recommended that the Outstanding Rate report for 31 January 2016 be received.**

**CARRIED  
5/0**

### **7.2.3 COMMUNITY DEVELOPMENT OFFICER**

NIL

### **7.2.4 PROJECT OFFICER**

NIL

### **7.2.5 EXECUTIVE MANAGER DEVELOPMENT AND ADMINISTRATION**

<i>Item No/Subject</i>	<b>7.2.5.1 Compliance Audit Return</b>
<i>Date of Meeting:</i>	<b>9 February 2016</b>
<i>Date &amp; Author:</i>	<b>19 January 2016, Samantha Appleton</b>
<i>Responsible Officer:</i>	<b>Executive Manager Development and Administration</b>
<i>Applicant/Proponent:</i>	<b>Executive Manager Development and Administration</b>
<i>File Number:</i>	<b>ADM 0106</b>
<i>Previous minute/s &amp; Reference:</i>	<i>Ordinary Council 17 March 2015 Audit Committee Meeting 10 February 2015</i>

### **SUMMARY**

The Department of Local Government has distributed the 2015 Compliance Audit Return for completion by the Shire of Morawa. The Compliance Audit Return is one of the tools that allow Councils to monitor how the organisation is functioning.

Each local government is to carry out a compliance audit for the period 1 January to 31 December 2015 against the requirements included in the 2015.Compliance Audit Return.

### **DECLARATION OF INTEREST**

Nil

### **ATTACHMENTS**

Completed Compliance Audit Return for 2015

## **BACKGROUND INFORMATION**

This year's return places emphasis on the need to bring to Council's attention cases of non-compliance or where full compliance was not achieved. In addition to explaining or qualifying cases of non-compliance, the return also requires Council to endorse any remedial action taken or proposed to be taken in regard to instances of non-compliance.

This year's return has again been prepared by electronic means of Local Government access and submission.

The Compliance Audit Report for 2015 for the Shire of Morawa was presented for review by Council's Audit Committee on 10 February 2015.

## **OFFICER'S COMMENT**

The return was completed by the Executive Manager Development and Administration in conjunction with the CEO and other managers. Only one area of non-compliance was noted relating to the submission of annual returns. It should be noted that the response of staff relating to the non-compliance was in accordance with statutory requirements (5.76). The body to which the breach was reported, investigated the non-compliance and chose to take no action as the breach was deemed to be minor.

## **STATUTORY ENVIRONMENT**

Local Government (Audit) Regulations 1996

### **14. Compliance audits by local governments**

- (1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.
- (2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.
- (3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.
- (3) After the audit committee has reported to the council under sub regulation (3A), the compliance audit return is to be —
  - (a) presented to the council at a meeting of the council; and
  - (b) adopted by the council; and
  - (c) recorded in the minutes of the meeting at which it is adopted.

*[Regulation 14 inserted in Gazette 23 Apr 1999 p. 1724-5; amended in Gazette 30 Dec 2011 p. 5580-1.]*

### **15. Compliance audit return, certified copy of etc. to be given to Executive Director**

- (1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —

- (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and
  - (b) any additional information explaining or qualifying the compliance audit,
- is to be submitted to the Executive Director by 31 March next following the period to which the return relates.
- (2) In this regulation —
- Certified** in relation to a compliance audit return means signed by —
- (a) the mayor or president; and
  - (b) the CEO.

*[Regulation 15 inserted in Gazette 23 Apr 1999 p. 1725.]*

Local Government Act 1995 - Sect 5.76

#### **5.76 . Annual returns**

- (1) Each year, a relevant person other than the CEO must lodge with the CEO an annual return in the prescribed form by 31 August of that year.
- (2) Each year, a CEO must lodge with the mayor or president an annual return in the prescribed form by 31 August of that year.

Penalty applicable to subsections (1) and (2): \$10 000 or imprisonment for 2 years.

*[Section 5.76 amended by No. 1 of 1998 s. 18; No. 66 of 2006 s. 12.]*

#### **POLICY IMPLICATIONS**

Shire of Morawa Policy 3.11 Risk Management

#### **FINANCIAL IMPLICATIONS**

Nil

#### **STRATEGIC IMPLICATIONS**

Shire of Morawa Community Strategic Plan

4.3 A local government that is respected, professional and accountable.

4.5 Be compliant with relevant legislation.

## **RISK MANAGEMENT**

Shire of Morawa Risk Management Governance Framework

Governance

Appropriate governance of risk management within the Shire of Morawa (the "Shire") provides:

- Transparency of decision making
- Clear identification of the roles and responsibilities of the risk management functions
- An effective Governance Structure to support the risk framework.

## **VOTING REQUIREMENTS**

Simple Majority

## **OFFICER'S RECOMMENDATION**

That the 2015 Compliance Audit Return be adopted.

## **COUNCIL RESOLUTION**

**1602017      Moved: Cr Collins  
                  Seconded: Cr Thornton**

**That the 2015 Compliance Audit Return be adopted.**

**CARRIED  
5/0**

<i>Item No/Subject</i>	<b>7.2.5.2 Equal Employment Opportunity Policy</b>
<i>Date of Meeting:</i>	<b>18 February</b>
<i>Date &amp; Author:</i>	<b>20 January 2016, Samantha Appleton</b>
<i>Responsible Officer:</i>	<b>Executive Manager Development and Administration</b>
<i>Applicant/Proponent:</i>	<b>Executive Manager Development and Administration</b>
<i>File Number:</i>	<b>ADM0227</b>
<i>Previous minute/s &amp; Reference:</i>	<b>October 2015 Minutes – 7.2.5.2</b>

### **SUMMARY**

Council adopted the EEO Plan at its October meeting. It is now proposed to adopt a policy to reflect the plan and the requirements of the relevant legislation.

### **DECLARATION OF INTEREST**

Nil

### **ATTACHMENTS**

Proposed Equal Employment Opportunity Plan

### **BACKGROUND INFORMATION**

The Shire of Morawa currently does not have an EEO Policy. It is proposed that Council adopt a policy addressing the requirements of the EEO management plan adopted at the October ordinary meeting of Council on 15 October 2015.

### **OFFICER'S COMMENT**

The proposed policy is relatively simple and addresses the requirements of the EEO plan.

### **STATUTORY ENVIRONMENT**

Equal Opportunity Act 1984 Section 145

#### **145 . Preparation and implementation of management plans**

- (1) Each authority shall prepare and implement an equal opportunity management plan in order to achieve the objects of this Part.
- (2) The management plan of an authority shall include provisions relating to —
  - (a) the devising of policies and programmes by which the objects of this Part are to be achieved; and



(b) the communication of those policies and programmes to persons within the authority; and

(c) the collection and recording of appropriate information; and

(d) the review of personnel practices within the authority (including recruitment techniques, selection criteria, training and staff development programmes, promotion and transfer policies and patterns, and conditions of service) with a view to the identification of any discriminatory practices; and

(e) the setting of goals or targets, where these may reasonably be determined, against which the success of the management plan in achieving the objects of this Part may be assessed; and

(f) the means, other than those referred to in paragraph (e), of evaluating the policies and programmes referred to in paragraph (a); and

(g) the revision and amendment of the management plan; and

(h) the appointment of persons within the authority to implement the provisions referred to in paragraphs (a) to (g).

(3) The management plan of an authority may include provisions, other than those referred to in subsection (2), which are not inconsistent with the objects of this Part.

(4) The preparation of a management plan shall take place and the implementation of the management plan shall commence without delay and —

(a) in the case of an authority referred to in [section 139\(1\)\(a\)](#), (b), (c) or (d), other than an authority which is an institution of tertiary education, on or before such day as is specified in the regulations in respect of that authority and if no day is so specified in respect of an authority on or before the day that is 3 years after the day when this Part comes into operation; and

(b) in the case of an institution of tertiary education or an authority the subject of regulations under [section 139\(1\)\(e\)](#), on or before such day as is specified in the regulations.

(5) An authority may, from time to time, amend its management plan.

(6) Each authority shall send a copy of its management plan, and any amendment of the plan, to the Director as soon as practicable after the management plan or the amendment, as the case may be, has been prepared.

## **POLICY IMPLICATIONS**

Shire of Morawa Policy Manual

## **FINANCIAL IMPLICATIONS**

Nil

## **STRATEGIC IMPLICATIONS**

Shire of Morawa Community Strategic Plan:

4.3 A local government that is respected, professional and accountable.

4.5 Be compliant with relevant legislation.

## **RISK MANAGEMENT**

Adoption of and adherence to policy reduces risk related to industrial relations issues.

## **VOTING REQUIREMENTS**

Absolute Majority

## **OFFICER'S RECOMMENDATION**

**That Council adopt the proposed Equal Employment Opportunity Policy.**

### **COUNCIL RESOLUTION**

**1602018      Moved: Cr Stokes  
                  Seconded: Cr Thornton**

**CARRIED  
5/0**

<i>Item No/Subject</i>	<b>7.2.5.3 Ranger Services – Contract Extension</b>
<i>Date of Meeting:</i>	<b>18 February</b>
<i>Date &amp; Author:</i>	<b>20 January 2016, Samantha Appleton</b>
<i>Responsible Officer:</i>	<b>Executive Manager Development and Administration</b>
<i>Applicant/Proponent:</i>	<b>Executive Manager Development and Administration</b>
<i>File Number:</i>	<b>ADM0257</b>
<i>Previous minute/s &amp;</i>	<b>September 2011 Minutes – 8.1.1</b>
<i>Reference:</i>	

### **SUMMARY**

The purpose of this item is for Council to consider entering into a formal variation of an existing contractual arrangement for the provision of dog control/ranger services through Canine Control.

### **DECLARATION OF INTEREST**

Nil

### **ATTACHMENT**

Canine Control Offer to extend services expiring 30<sup>th</sup> June 2017  
Copy of existing Canine Control Contract

### **ATTACHMENTS**

Letter from Canine Control

### **BACKGROUND INFORMATION**

Mr Peter Smith of Canine Control has been undertaking dog control and ranging duties for the Shire of Morawa for the past 9 years. Canine Control and has again approached Council for a further extension of the current contract with Council for a further 3 years expiring 30 June 2020.

In March 2009 Council resolved:-

- 1. Morawa Shire Council enter into a Contract with Canine Control (Mr Peter Smith) for the provision of ranger services to Morawa for a three year contract term commencing from 1<sup>st</sup> July 2009 and expiring on 30<sup>th</sup> June 2012 under the proposed terms and conditions as contained in the draft deed.*

In July 2010 Council resolved:-

- 1. Morawa Shire Council enter into a Contract with Canine Control (Mr Peter Smith) for the provision of ranger services to Morawa for a five (5) year contract term*

*commencing from 1<sup>st</sup> July 2010 and expiring on 30<sup>th</sup> June 2015 under the proposed terms and conditions as contained in the draft deed.*

In September 2011 Council resolved:-

- 1. That Morawa Shire Council extend the entered into Contract with Canine Control (Mr Peter Smith) for the provision of ranger services to Morawa for a two (2) year contract term commencing from 1<sup>st</sup> July 2015 and expiring on 30<sup>th</sup> June 2017 under the proposed terms and conditions as contained in the draft deed.*

### **OFFICER'S COMMENT**

The service will still be cost effective for the Shire of Morawa as it is provided for a number of Councils. Mr Smith provides a professional service and has many years' experience in the provision of ranger services.

The new contract is for a longer period, with the same number of visits each year, at a revised cost to Council with CPI based increases to charges calculated annually.

Since the last contract renewal the Cat Act has been introduced, and a requirement to microchip dogs and cats has been mandated under associated regulations. Canine control is able to microchip animals when they visit to ensure compliance.

Since the date the letter was written Mr Smith has indicated that he will no longer be spraying for ticks, however an additional service has been introduced with annual vet visits being coordinated with little or no cost sterilisations and other treatments being undertaken. This is extremely beneficial for pets whose owners are on low incomes.

### **STATUTORY ENVIRONMENT**

Local Government Act 1995

Dog Act 1976

Cat Act 2011

Control of Vehicles (Off Road Areas) Act 1978

Caravan Parks and Camping Grounds Act 1995

Interpretation, Local Government (Miscellaneous Provisions) Act 1960

### **POLICY IMPLICATIONS**

Shire of Morawa Policy 3.11 Risk Management

### **FINANCIAL IMPLICATIONS**

Canine Control currently invoices the Shire of Morawa a set fee of \$855 (plus GST) per visit and charges are increased annually in line with the Consumer Price Index (CPI) at each annual anniversary of the contract. The proposed contract term is an additional 36 months.

Visits are currently conducted on a fortnightly basis. For the same set fee, Canine Control also offers an additional 3 visits per year for the same set price. These additional visits are at the discretion of the Shire of Morawa and are only triggered in emergency events or other time critical requirements.

*Shire of Morawa: confirmed Minutes of the Ordinary Meeting of Council held 18 February 2016*

## **STRATEGIC IMPLICATIONS**

Shire of Morawa Strategic Community Plan

4.6 Planned, affordable and effective service delivery and infrastructure.

## **RISK MANAGEMENT**

Provision of professional services addressing regulatory issues reduces risk.

## **VOTING REQUIREMENT**

Absolute Majority

## **OFFICER'S RECOMMENDATION**

That the Shire of Morawa Shire extend the Contract with Canine Control (Mr Peter Smith) for the provision of ranger services to Morawa for a three (3) year contract term commencing from 1 July 2017 and expiring on 30 June 2020 under the proposed terms and conditions.

## **COUNCIL RESOLUTION**

**1602019      Moved: Cr Collins  
                  Seconded: Cr Thornton**

**That the Shire of Morawa Shire extend the Contract with Canine Control (Mr Peter Smith) for the provision of ranger services to Morawa for a three (3) year contract term commencing from 1 July 2017 and expiring on 30 June 2020 under the proposed terms and conditions.**

**CARRIED  
5/0**

<i>Item No/Subject</i>	<b>7.2.5.4 Alcohol and Drug Policy</b>
<i>Date of Meeting:</i>	<b>18 February 2016</b>
<i>Date &amp; Author:</i>	<b>22 January 2016, Samantha Appleton</b>
<i>Responsible Officer:</i>	<b>Executive Manager Development and Administration</b>
<i>Applicant/Proponent:</i>	<b>Executive Manager Development and Administration</b>
<i>File Number:</i>	<b>ADM 0516</b>
<i>Previous minute/s &amp; Reference:</i>	

### **SUMMARY**

An alcohol and drug policy is presented for Council consideration.

### **DECLARATION OF INTEREST**

Nil

### **ATTACHMENTS**

Proposed Alcohol and Drugs Policy

### **BACKGROUND INFORMATION**

At a recent meeting of the Shire of Morawa the absence of a policy relating to alcohol and drug use in the workplace was discussed. A policy has been prepared to address this issue.

### **OFFICER'S COMMENT**

The proposed policy was prepared following an examination of a number of policies in place at other shires and relevant legislation including the Worksafe Guidance Note on Alcohol and Other Drugs in the Workplace. The proposed policy addresses the use of alcohol and drugs by employees, councillors, volunteers and contractors and proposes a regime of testing where appropriate, as well as processes to deal with issues arising from the testing.

If adopted the policy will be presented to new employees, councillors, volunteers and contractors as a part of their induction. It will also be presented to existing employees, councillors, volunteers and contractors. Who will be required to sign the policy before commencing work to acknowledge that they understand the expectations of the Shire of Morawa when they are working for the Shire.

### **STATUTORY ENVIRONMENT**

#### **OCCUPATIONAL SAFETY AND HEALTH ACT 1984 - SECT 20**

##### **20 . Duties of employees**

(1) An employee shall take reasonable care —

- (a) to ensure his or her own safety and health at work; and
  - (b) to avoid adversely affecting the safety or health of any other person through any act or omission at work.
- (2) Without limiting the generality of subsection (1), an employee contravenes that subsection if the employee —
- (a) fails to comply, so far as the employee is reasonably able, with instructions given by the employee's employer for the safety or health of the employee or for the safety or health of other persons; or
  - (b) fails to use such protective clothing and equipment as is provided, or provided for, by his or her employer as mentioned in section 19(1)(d) in a manner in which he or she has been properly instructed to use it; or
  - (c) misuses or damages any equipment provided in the interests of safety or health; or
  - (d) fails to report forthwith to the employee's employer —
    - (i) any situation at the workplace that the employee has reason to believe could constitute a hazard to any person that the employee cannot correct; or
    - (ii) any injury or harm to health of which he or she is aware that arises in the course of, or in connection with, his or her work.
- (3) An employee shall cooperate with the employee's employer in the carrying out by the employer of the obligations imposed on the employer under this Act.

*[Section 20 inserted by No. 43 of 1987 s. 13; amended by No. 30 of 1995 s. 14 and 47; No. 51 of 2004 s. 19, 79, 102(1) and (2).]*

### **POLICY IMPLICATIONS**

Shire of Morawa Policy Manual  
3.11 Risk Management Policy

### **FINANCIAL IMPLICATIONS**

Nil

### **STRATEGIC IMPLICATIONS**

Shire of Morawa Strategic Community Plan

4.3 A local government that is respected, professional and accountable.

4.5 Be compliant with relevant legislation

### **RISK MANAGEMENT**

Shire of Morawa Risk Management Governance Framework

### **VOTING REQUIREMENTS**

Absolute Majority

**OFFICER'S RECOMMENDATION**

That Council adopt the proposed Drug and Alcohol Policy.

**COUNCIL RESOLUTION**

**1602020      Moved: Cr Stokes  
                  Seconded: Cr Thornton**

**That Council adopt the proposed Drug and Alcohol Policy.**

**CARRIED  
5/0**



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

<i>Date of Meeting:</i>	<b>18 February 2016</b>
<i>Item No:</i>	7.2.6.1
<i>Subject:</i>	<b>Strategic Plan Update and Progress Report</b>
<i>Date &amp; Author:</i>	<b>11 February 2016 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; Reference:</i>	<b>18 December 2015 (Last update to Council)</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**

- 2015/16 Project Summary Report;
- Shire of Morawa January 2016 *Strategic Plan Update and Progress Report*.

## **BACKGROUND INFORMATION**

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

Currently, the Strategic Community Plan has 106 actions listed:

<b>Objective</b>	<b>Actions</b>	<b>Projects 2015/16</b>	<b>Programs 2015/16</b>	<b>Comment</b>
1. A diverse, resilient and innovative economy	44	9	3	This objective is divided into 2 sub-objectives with 9 key projects and 3 programs covering 27 of the 44 actions which are due for completion in 2014/15
2. Protect and enhance the natural environment	13	5	0	5 key projects covering 13 strategic actions are required to be completed for 2014/15
3. A community that is friendly, healthy and inclusive	26	5	0	5 key projects covering 17 of the 26 actions are due for completion for 2014/15
4. A connected community with strong leadership	23	3	1	3 key projects and one program area covering 18 actions are due for completion for 2014/15

**Table One: Summary of Strategic Actions**

Accordingly, the progress of the projects and program areas covering the strategic actions for 2015/16 are tracked within the Corporate Business Plan. This is because:

- This plan has the projects or actions the Shire is required to achieve over a four year period to meet the objectives listed in the Strategic Community Plan;
- This approach will also ensure there is a cross link with the Status Report where Council has made a decision regarding the projects listed in the Corporate Business Plan from time to time; and
- The Corporate Business Plan also acknowledges the key operating costs for each program area and the external stakeholders.

### **Informing Strategies**

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

#### Long Term Financial Plan

The long term financial plan will be reviewed early in 2016. A budget allocation has been included in the 2015/16 budget.

*Status*

No change - The Long Term Financial Plan (LTFP) requires updating. UHY Haines Norton have provided a quote which has been included in the 2015/16 Budget. The LTFP will be updated in early 2016 after the update of the Asset Management Plans – see below.

Asset Management Plan

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

*Status*

Greenfield Technical Services have undertaken a full assessment of road infrastructure condition and fair values.

Roman II has been updated with local road data.

A consultant, Ben Symmonds, has been engaged to update the Shire's Asset Management Plans in February/March 2016.

Workforce Plan

The Workforce Plan is monitored by the Department of Local Government and Communities. This plan requires an assessment by staff.

*Status*

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 required in line with the Local Government Audit Regulations - Regulation 17. The CEO will discuss with the Shire's IT contractor.

Other Key Informing Strategies

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

### **Risk Management Framework and Compliance Plan**

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

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

The CEO prepared a report to the audit committee on the appropriateness and effectiveness of the Shire's Risk Management systems and procedures in December 2014. This concluded the project.

### **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 have formed part of the SCP since March 2014. The key performance measures show the desired trend to be achieved for each objective (Economic, Environment, Social and Governance). The key performance measures were inserted into the SCP at the Council meeting on 20 March 2014.

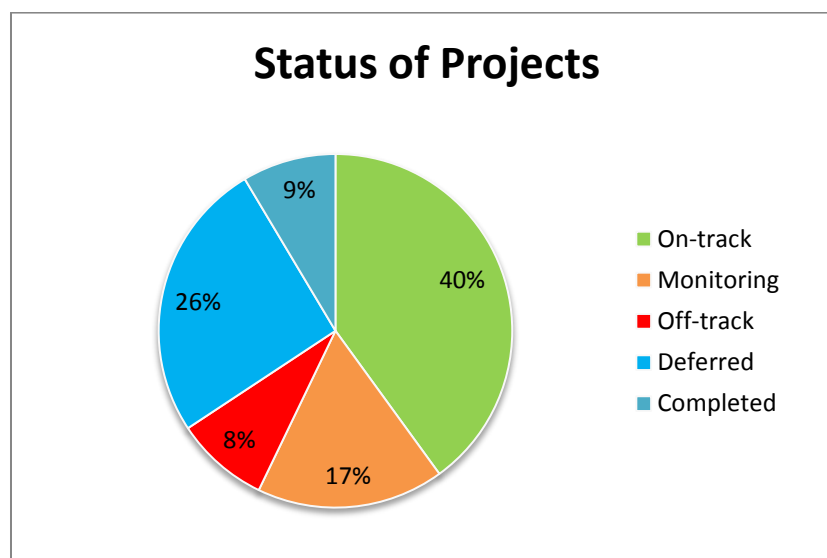
#### **Corporate Business Plan**

The Corporate Business Plan Report is provided to Council each month. Accordingly, a summary report and full copy of the Corporate Business Plan report for January 2016 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 2015/16**

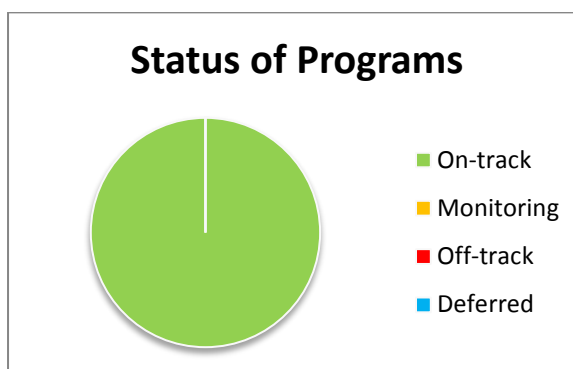
The key things to note regarding Chart 1 - Breakdown on Status of Projects are:

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 56.81%.	
On-track	There are 14 (40%) projects on track (3, 5, 7, 8, 12, 13, 14, 21, 29, 31, 32, 33, 34, & 35).	
Monitoring	6 (17%) projects are at the monitoring level (4, 10, 18, 19, 20 and 27)	
Off-track	In total there are 3 (8%) projects off track (9, 15 and 30).	<p>The impacts on these projects include:</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 (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.</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>
Completed	3 (9%) projects have been completed. (1, 2, and 26)	

Deferred	There are nine projects ( 26%) deferred due to fiscal constraints and other resourcing issues or because the priority has changed (6, 11, 16, 17, 22, 23, 24, 25 & 28);	There is no change to the status of these projects following the desktop review of the Strategic Community Plan in August 2014.
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## Programs

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



**Chart 2: Breakdown on Status of Programs for 2015/16**

Chart 2 indicates that four program areas on track i.e. the Roads (62%); Ongoing Health Care Provision (51%); Governance (50%); and Sports Facilities and Programs (60%). The programs on track are subject to key operational or day to day activities and are impacted by seasonal issues. The latter programs generally take time for the costs to come through.

## **COMMUNITY CONSULTATION**

As per the Strategic Plan Update and Progress Report

## **COUNCILLOR CONSULTATION**

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

## **STATUTORY ENVIRONMENT**

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

## **POLICY IMPLICATIONS**

Not Applicable

## **FINANCIAL IMPLICATIONS**

Nil

## **STRATEGIC IMPLICATIONS**

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

## **RISK MANAGEMENT**

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

## **VOTING REQUIREMENT**

Simple Majority

## **OFFICER'S RECOMMENDATION**

That Council:

Accepts the Shire of Morawa Strategic Plan Update and Progress Report for January 2016, as tabled.

## **COUNCIL RESOLUTION**

**1602021      Moved: Cr Stokes  
                  Seconded: Cr Collins**

**That Council:**

**Accepts the Shire of Morawa Strategic Plan Update and Progress Report for January 2016, as tabled.**

**CARRIED  
5/0**

## 7.2.6 Reports from the Chief Executive Officer

<i>Date of Meeting:</i>	<b>18 February 2016</b>
<i>Item No:</i>	7.2.6.2
<i>Subject:</i>	<b>Tree Removal</b>
<i>Date &amp; Author:</i>	<b>11 January 2016 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; Reference:</i>	<b>18 December 2015 (Last Update to Council)</b>

### **SUMMARY**

An area situated on the Mullewa-Wubin Road south of the Caltex Roadhouse has been identified as a truck parking area. To improve safety and amenity at the location it is seen as necessary to remove a large river gumtree from the site.

### **DECLARATION OF INTEREST**

The author has no interest to declare in this report.

### **ATTACHMENTS**

Site photos

### **BACKGROUND INFORMATION**

A site for a suitable truck parking area in close proximity to the town centre has been a high priority community requirement.

Following the completion of the freight road re-alignment project providing suitable funding for the earthworks, \$25,000, Shire staff is keen to complete this project.



## **OFFICER'S COMMENT**

The identified site has been cleared of all scrub vegetation however to improve safety and parking space it is seen as necessary to remove a large river gumtree from the site.

The tree is of some age and is not native to the area. Attachment 2 clearly shows significant dead branches in the tree which may cause injury or damage if they fall.

As can be seen in attachment 1 the tree impedes clear access to the parking area when travelling north on the Mullewa Wubin Rd.

## **COMMUNITY CONSULTATION**

Nil

## **COUNCILLOR CONSULTATION**

Councillor Briefing Session 10 February 2016

## **STATUTORY ENVIRONMENT**

Not Applicable

## **POLICY IMPLICATIONS**

Not Applicable

## **FINANCIAL IMPLICATIONS**

Cost of removal will be funded from \$25,000 surplus from the Town Centre revitalisation project.

## **STRATEGIC IMPLICATIONS**

Not Applicable

## **RISK MANAGEMENT**

The tree has a significant number of dead branches which may fall onto vehicles or pedestrians below causing injury or damage.

## **VOTING REQUIREMENT**

Simple Majority

## **OFFICER'S RECOMMENDATION**

That Council:

Authorise the removal of the large river gum tree situated in the proposed truck parking area south of the Caltex Road house, as identified in the attached photos.

## **COUNCIL RESOLUTION**

**1602022      Moved: Cr Stokes  
                  Seconded: Cr Thornton**

**That Council:**

**Authorise the removal of the large river gum tree situated in the proposed truck parking area south of the Caltex Road house, as identified in the attached photos.**

**CARRIED  
4/1**

7.2.6.3 Correspondence

Nil

7.2.6.4 Information Bulletin

**8. New Business of an Urgent Nature**

Nil

**9. Applications for Leave of Absence**

Nil

**10. Motions of Which Previous Notice Has Been Given**

Nil

**11. Questions from Members without Notice**

Nil

**12. Meeting Closed**

12.1 Matters for which the meeting may be closed

12.2 Public reading of resolutions that may be made public

**13. Closure**

The Shire President closed the meeting at 5.50 pm.

.....**Presiding Person**

**14. Next Meeting**

Ordinary Meeting 17th March 2016