



## **CONFIRMED MINUTES**

### **ORDINARY COUNCIL MEETING**

**HELD ON**

**THURSDAY, 23 FEBRUARY 2017**

**2.40<sup>PM</sup>**

**SHIRE COUNCIL CHAMBERS**



**WESTERN AUSTRALIA'S  
WILDFLOWER COUNTRY**

**CONFIRMED MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD  
IN THE COUNCIL CHAMBERS ON THURSDAY 23 FEBRUARY 2017**

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## **1 Declaration of Opening**

The Shire President to declare that the meeting open at 2.40pm

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

Cr K J Chappel	President
Cr D S Carslake	Deputy President
Cr J M Coaker	
Cr D S Agar	
Cr M J Thornton	
Cr K P Stokes	
Mr J Roberts	Chief Executive Officer
Ms S Appleton	Executive Manager Development & Administration
Ms C Smith	Senior Finance Officer
Mr P Buist	Principal Works Manager
Mrs S Adams	Executive Assistant to CEO

### **1.2 Apologies**

Nil

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

Cr D B Collins

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

Nil

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

Nil

## **2 Public Question Time**

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

### **2.2 Public question time**

## **3 Declaration of Interest**

7.2.5.3 Cr Agar, Cr Stokes and Cr Thornton declared an impartial interest and the President declared a financial interest.

## **4 Confirmation of Minutes of Previous Meetings**

### **4.1 Confirmation of Minutes 19 December 2016 - Ordinary Council Meeting**



**COUNCIL RESOLUTION**

**1702001**

<b>Moved:</b>	<b>Cr Thornton</b>
<b>Seconded:</b>	<b>Cr Agar</b>

#### **4.1 Confirmation of Minutes 19 December 2016 - Ordinary Council Meeting**

**CARRIED 6/0**

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

Nil

## 6 Method of Dealing with Agenda Business

Nil

## 7 Reports

## 7.1 Reports from Committees

Nil

## 7.2 Reports from the Chief Executive Officer

### 7.2.2 Manager Accounting and Finance

### 7.2.3 Community Youth Development Officer

Nil

#### 7.2.4 Executive Manager

### 7.2.5 Chief Executive Officer - Other

## **7.2 Reports from the Chief Executive Officer**

<i>Item No/ Subject:</i>	<b>7.2.1 Status Report</b>
<i>Date of Meeting:</i>	<b>23 February 2017</b>
<i>Date &amp; Author:</i>	<b>17 February 2017 - 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 2016 (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 2017 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 2017 as tabled.

## **COUNCIL RESOLUTION**

1702002	Moved:	Cr Agar
	Seconded:	Cr Thornton

That Council:

Accepts the Shire of Morawa Status Report for January 2017 as tabled.

CARRIED 6/0

## Council Resolutions for Actioning or Attention Completed

MEETING	ITEM	ACTION REQUIRED	RESPONSE	OFFICER	TIME FRAME
Mar-08	8.1.2	Sinosteel Midwest Corporation Ltd – Entry Statement Project (Gateway Project)	<ul style="list-style-type: none"> <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</li> </ul> </li> </ul>	CEO	Dec-13

			<p>February 2014.</p> <ul style="list-style-type: none"> <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>SP, CEO &amp; Stuart Griffiths (SMC) met on 17 July 2014 to discuss the Gateway Project and the Future Fund.. SMC stated that the \$100,000 allocation was not tied to the Gateway Project. It was suggested it could be used for community benefit infrastructure such as a childrens' playground.</li> <li>CEO met with Stuart Griffiths on 19 May 2015. CEO was advised that \$40,000 is available for allocation. Discussions took place about purpose. The possibility of using the funding for adventure equipment in the Town Square was received favourably.</li> <li>Sinosteel are reviewing the Minister's Order to see if the obligation is still valid. The CEO discussed the opportunity to use the funds for the Bush Trail.</li> <li>The Shire CEO has invoiced Sinosteel for \$30,000.</li> </ul>		
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>Consideration required to start funding actions in 2015/16</li> <li>No further action at this time.</li> </ul>	CEO	Jun-13
Mar 2014	12.1.1	Proposal to Reallocate Solar Thermal Feasibility Funding (\$500,000)	<ul style="list-style-type: none"> <li>The CEO has requested a further extension of this funding until 30 March 2017.</li> </ul>	CEO	In Progress
			<ul style="list-style-type: none"> <li></li> </ul>		

### Council Resolutions for Actioning or Attention Completed

	Chief Executive Officer				
June 2016	1606016	Shire President and CEO to enter into discussions with State Government representatives in relation to the Shire of Morawa's current and future interests in the	Appropriate representatives identified. Need to arrange suitable times for Shire President and CEO to attend. Shire President and CEO to meet with the Dept of Health CEO on Tuesday 20 December 2016.		

		Old Morawa Hospital			
June 2016	<b>1606019</b>	Designs plans and cost estimates to be obtained for a relocated Evaside/Stephens Road intersection including constructed width and height of the road and intersection	Design received. To be presented at the October 2016 Briefing Session for discussion on options.		

### Legend

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

## 7.2.2 Manager Accounting and Finance

<i>Item No/Subject:</i>	<b>7.2.2.1 Accounts Due For Payment - December</b>
<i>Date of Meeting:</i>	<b>23 February 2017</b>
<i>Date &amp; Author:</i>	<b>15 February 2017 Candice Smith – Senior Finance Officer</b>
<i>Responsible Officer:</i>	<b>Senior Finance Officer</b>
<i>Applicant/Proponent:</i>	<b>Fred Gledhill - Manager Accounting &amp; Finance</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 2016

### **DECLARATION OF INTEREST**

Nil

### **ATTACHMENTS**

List of accounts Due & Submitted to council 23 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

**COMMUNITY CONSULTATION**

Nil

**COUNCILLOR CONSULTATION**

Nil

**STATUTORY ENVIRONMENT**

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996 –  
REG 13

**POLICY IMPLICATIONS**

Section 3 – Finance 3.6 Use of Corporate Credit Cards Policy

**FINANCIAL IMPLICATIONS**

As per list of accounts

**STRATEGIC IMPLICATIONS**

Nil

**RISK MANAGEMENT**

As per Policy Section 3 – Finance 3.11 Risk Management Controls

**VOTING REQUIREMENT**

Simple Majority



## **OFFICER'S RECOMMENDATION**

That Council endorses:

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

- Municipal EFT Payment Numbers EFT 9257 to EFT 9327 inclusive, amounting to \$852,873.40
- Municipal Cheque Payments Numbered 11645 to 11654 and (15) amounting to \$21,024.01
- Municipal Direct Debit Payments Numbers DD5354.1 to DD5384.3 amounting to \$22,943.94
- Payroll for December 2016

14/12/2016 - \$49,775.20

28/12/2016 - \$47,286.06

## **COUNCIL RESOLUTION**

1702003

Moved: Cr Coaker

Seconded: Cr Carslake

That Council endorses:

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

- Municipal EFT Payment Numbers EFT 9257 to EFT 9327 inclusive, amounting to \$852,873.40
- Municipal Cheque Payments Numbered 11645 to 11654 and (15) amounting to \$21,024.01
- Municipal Direct Debit Payments Numbers DD5354.1 to DD5384.3 amounting to \$22,943.94
- Payroll for December 2016

14/12/2016 - \$49,775.20

28/12/2016 - \$47,286.06

**CARRIED 6/0**

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<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
15	15/12/2016	Shire of Morawa	Petty Cash Recoup Dec 2016	1		306.05
EFT9257	01/12/2016	Australian Services Union	Payroll deductions	1		79.05
EFT9258	01/12/2016	Department of Human Services	Payroll deductions	1		262.18
EFT9259	05/12/2016	Courier Australia	Various Freight	1		758.89
EFT9260	05/12/2016	Greenfield Technical Services	Professional services 2015 Flood Damage Construction	1		3,708.91
EFT9261	05/12/2016	Strategic Teams	Professional Services Sean Fletcher - Acting CEO Week ending 4th December 2016	1		4,400.00
EFT9262	09/12/2016	Moore Stephens	Review Risk Management, Internal Controls and Legislative Compliance (audit Reg 17)	1		5,442.80
EFT9263	09/12/2016	BL & MJ Thornton Waste Removal Services	Waste Removal November 2016	1		7,917.36
EFT9264	09/12/2016	Landgate	Mining Tenement Schedule M2016/6	1		37.90
EFT9265	09/12/2016	McDonalds Wholesalers	Coffee sticks Caravan Park	1		51.55
EFT9266	09/12/2016	Refuel Australia	Fuel Costs November 2016	1		26,458.43
EFT9267	09/12/2016	Canine Control	Ranger Services 10 August 2016	1		2,887.50
EFT9268	09/12/2016	CS Legal	Professional fees	1		2,756.90
EFT9269	09/12/2016	Neverfail Springwater Limited	Monthly Cooler Rental	1		14.30
EFT9270	09/12/2016	Alinta Sales Pty Ltd	Caulfield Street Electricity Nov 2016	1		254.02
EFT9271	09/12/2016	RSM Bird Cameron	Audit 2015/16	1		21,414.71
EFT9272	09/12/2016	Medical Director	Annual Development & Support Fee	1		1,133.00
EFT9273	09/12/2016	Incite Security	Monthly Monitoring Service	1		116.99

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EFT9274	09/12/2016	Colliers	Commercial Office Rent	1		423.85
EFT9275	09/12/2016	Morawa News & Gifts	November purchases 2016	1		589.88
EFT9276	09/12/2016	Star Track Express	Freight Perth - Morawa	1		92.67
EFT9277	09/12/2016	Think Water Geraldton	Supply 3 Hunter 50 mm ICV solenoid valve	1		707.35
EFT9278	09/12/2016	Hitachi Construction Machinery (Australia) Pty Ltd	Parts	1		432.26
EFT9279	09/12/2016	S & K Electrical Contracting Pty Ltd	Check power rec centre	1		213.40
EFT9280	09/12/2016	GH Country Courier	Freight - Westrac to Morawa	1		41.88
EFT9281	09/12/2016	Winchester Industries	Supply and deliver blue metal	1		33,591.53
EFT9282	09/12/2016	Geraldton Mower & Repairs Specialists	Supply two diamond cutting disc for Stihl Wet Saw	1		360.00
EFT9283	09/12/2016	Atom Supply	Supply 1 free standing hand operator shower & hand & foot operated eyewash code no ECE090	1		1,622.50
EFT9284	09/12/2016	CMS Plumbing & Gas	Supply and install new 50mm polyethylene water line pipe at pool as per quoted	1		3,960.00
EFT9285	13/12/2016	BPH	Flood Repairs - 28/11/2016 - 11/12/2016	1		323,691.50
EFT9286	13/12/2016	Landmark Operations Limited	Cemeteries operations - Parts	1		28.16
EFT9287	13/12/2016	WesTrac Equipment Pty Ltd	Parts	1		5,018.64
EFT9288	13/12/2016	Everlastings Guest Homes Morawa	Catering Morning Tea - Age Care Units Opening	1		484.00
EFT9289	13/12/2016	S & K Electrical Contracting Pty Ltd	Install power point and upgrade	1		5,582.84
EFT9290	13/12/2016	Shire of Perenjori	Team Leader Training - Central West Tafe	1		1,500.00
EFT9291	13/12/2016	Aerodrome Management Services Pty Ltd	Aerodrome Safety Inspection, Travel and Accommodation and meals	1		5,225.00

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<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
EFT9292	13/12/2016	Covs Parts Pty Ltd	Parts	1		235.42
EFT9293	13/12/2016	ASK Waste Management	Site review visit and options report -	1		8,422.78
EFT9294	13/12/2016	Government of Western Australia Road Safety Commission	Return of - 2014/15 Unspent grant form RSC	1		6,847.60
EFT9295	13/12/2016	Johnette Hazel Sasse	Rates refund for assessment A11 9 CAULFIELD ROAD MORAWA WA 6623	1		687.93
EFT9296	15/12/2016	J.R. & A. Hersey Pty Ltd	Parts	1		732.46
EFT9297	15/12/2016	Reliance Petroleum	Fuel Card usage Nov 2016	1		899.55
EFT9298	15/12/2016	WA Local Government Association	Local Government Act - Advanced	1		984.50
EFT9299	15/12/2016	Courier Australia	Freight - Perth to Morawa	1		42.41
EFT9300	15/12/2016	Burgess Rawson (WA) Pty Ltd	Rent 01/01/2017 to 31/03/2017	1		137.50
EFT9301	15/12/2016	Geraldton Toyota	Parts	1		81.07
EFT9302	15/12/2016	Geraldton Mower & Repairs Specialists	Parts	1		453.00
EFT9303	15/12/2016	Covs Parts Pty Ltd	Parts	1		372.90
EFT9304	15/12/2016	Trisley's Hydraulic Services Pty. Ltd.	Chemicals to reinstate Swimming Pool	1		7,568.00
EFT9305	15/12/2016	Morawa Rural Enterprises Two	Various Tyres, parts and rags for depot	1		9,915.95
EFT9306	15/12/2016	Australian Services Union	Payroll deductions	1		79.05
EFT9307	15/12/2016	Department of Human Services	Payroll deductions	1		262.18
EFT9308	16/12/2016	Deans Contracting WA Pty Ltd	Supervisor Flood Damage 28/11/2016 - 11/12/2016	1		18,474.28
EFT9309	20/12/2016	BPH	Flood Damage Repairs 12/12/2016 - 18/12/2016	1		170,728.80

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EFT9310	21/12/2016	Deans Contracting WA Pty Ltd	Flood Damage Supervisor 12/12/2016 - 18/12/2016	1		9,748.64
EFT9311	21/12/2016	All-Firm Pty Ltd	Paving around pools	1		64,768.48
EFT9312	21/12/2016	Kats Rural	Parts	1		1,285.24
EFT9313	21/12/2016	S & K Electrical Contracting Pty Ltd	Repairs	1		2,287.10
EFT9314	21/12/2016	Canine Control	Ranger service - 15/12/2016	1		962.50
EFT9315	21/12/2016	Royal Life Saving Australia	Pool Code of Safety Assessment	1		245.00
EFT9316	21/12/2016	Sigma Companies Group Pty Ltd	Hose	1		299.00
EFT9317	21/12/2016	Bunnings Group Limited	Various equipment for refuse site office	1		154.32
EFT9318	21/12/2016	Jason Signmakers	Signs	1		1,315.82
EFT9319	21/12/2016	DTE Enterprises Pty Ltd	Training	1		4,300.00
EFT9320	21/12/2016	Bitutek Pty Ltd	Supply an Spray bitumen 2 coat seel	1		68,071.61
EFT9321	21/12/2016	Geoff Ninnas Fong and Partners	Morawa Pool Upgrade	1		3,850.00
EFT9322	21/12/2016	DALLYWATER CONSULTING	Contract EHO Work - 12/12/2016 to 13/12/2016	1		2,519.00
EFT9323	21/12/2016	Strategic Teams	Professional Services	1		275.00
EFT9324	21/12/2016	Star Track Express	Freight	1		214.96
EFT9325	21/12/2016	Kats Rural	Various parts	1		1,399.65
EFT9326	21/12/2016	S & K Electrical Contracting Pty Ltd	Various Repairs	1		2,991.75
EFT9327	21/12/2016	Atom Supply	Fire Extinguishers and brackets	1		261.97
11645	09/12/2016	Shire of Morawa	Rates - 24 Harley Street	1		3,557.32

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11646	09/12/2016	Morawa Licensed Post Office Emmlee's	Postage November 2016	1		104.88
11647	09/12/2016	Shire of Irwin	Staff training - Customer service and complaints handling	1		489.50
11648	13/12/2016	Shire of Morawa	Vehicle Licensing 12 months	1		434.15
11649	13/12/2016	Telstra Corporation Limited	Phone Charges Dec 2016	1		370.15
11650	15/12/2016	Synergy	Power Usage - 01/11 to 07/12 2016	1		3,561.05
11651	15/12/2016	Telstra Corporation Limited	Phone Charges December 2016	1		956.56
11652	19/12/2016	Synergy	Synergy 14/10/2016 - 13/12/2016	1		9,598.45
11653	19/12/2016	Synergy	Synergy 14/10/2016 - 13/12/2016	1		134.60
11654	21/12/2016	OCLC (UK) Ltd	Amlib Annual Maintenance	1		1,511.30
DD5354.1	14/12/2016	WA Local Government Superannuation Plan	Payroll deductions	1		8,313.62
DD5354.2	14/12/2016	AMP LIFE LTD - SUPERANNUATION	Superannuation contributions	1		488.32
DD5354.3	14/12/2016	BT FINANCIAL GROUP	Superannuation contributions	1		300.94
DD5354.4	14/12/2016	MLC Nominees Pty Ltd	Superannuation contributions	1		222.87
DD5354.5	14/12/2016	HOSTPLUS	Superannuation contributions	1		171.72
DD5354.6	14/12/2016	Concept One	Superannuation contributions	1		274.37
DD5354.7	14/12/2016	Australian Super	Superannuation contributions	1		214.53
DD5366.1	28/12/2016	WA Local Government Superannuation Plan	Payroll deductions	1		8,226.62
DD5366.2	28/12/2016	AMP LIFE LTD - SUPERANNUATION	Superannuation contributions	1		488.32

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<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
DD5366.3	28/12/2016	BT FINANCIAL GROUP	Superannuation contributions	1		300.94
DD5366.4	28/12/2016	MLC Nominees Pty Ltd	Superannuation contributions	1		222.87
DD5366.5	28/12/2016	HOSTPLUS	Superannuation contributions	1		142.72
DD5366.6	28/12/2016	Concept One	Superannuation contributions	1		189.95
DD5366.7	28/12/2016	Australian Super	Superannuation contributions	1		214.53
DD5384.1	05/12/2016	Bank West	November CC 2016	1		2,645.71
DD5384.2	12/12/2016	BOQ Finance	Copier Lease Dec 2016	1		301.16
DD5384.3	01/12/2016	Westnet Pty Ltd	Westnet Dec 2016	1		224.75

**REPORT TOTALS**

<b>EFT</b>	<b>\$ 853,135.37</b>
<b>Cheque</b>	<b>\$ 21,024.01</b>
<b>Direct Debits</b>	<b>\$ 22,943.94</b>
<b>Payroll</b>	<b>\$ 97,061.26</b>
<b>Credit Card</b>	<b>\$ 2,645.71</b>
<b>TOTAL</b>	<b>\$996,810.29</b>

Date: 16/02/2017  
Time: 12:30:11PM

SHIRE OF MORAWA

USER: Finance Officer  
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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Nov-16

Business Credit Card - John Roberts Bankwest Mastercard

Date	Description	Accounts	Account Description	Amount	GST
8/11/2016	Parking CEO LGMA State Conference	1146120.502	Travel and Accommodation	11.00	1.00
9/11/2016	Parking CEO LGMA State Conference	1146120.502	Travel and Accommodation	11.00	1.00
10/11/2016	Parking CEO LGMA State Conference	1146120.502	Travel and Accommodation	11.00	1.00
11/11/2016	LGMA State Conference Accommodation CEO	1146120.502	Travel and Accommodation	725.46	65.95
14/11/2016	Office 365 Home Yearly Subscription	1146200.521	Computer Software Support and Licenses	119.00	10.82

	Total Purchases for J. Roberts	877.46	79.77
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Business Credit Card - Fred Gledhill Bankwest Mastercard

Date	Description	Accounts	Account Description	Amount	GST
17/11/2016	Artbelt domain registration	1132060.521	Area Promotion	139.70	12.70
			Total Purchases for F. Gledhill	139.70	12.70



Date: 16/02/2017  
Time: 12:30:11PM

SHIRE OF MORAWA

USER: Finance Officer  
PAGE: 1

Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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Business Credit Card - Sam Appleton

Date	Description	Accounts	Account Description	Amount	GST
31/10/2016	Roadwise Bumper Sticker Competition - printing bumper stickers	1086050.520	Youth Development Projects	631.40	57.40
6/11/2016	Various Keys	Various	Caravan Park Chalets	21.60	1.96
8/11/2016	Heavy Duty Bucket - Smokers	B14615	Office Building Maintenance	19.80	1.80
8/11/2016	Remembrance Day Wreath	1042010.520	Public Relations	89.95	8.18
9/11/2016	Audio Visual Equipment	1113090.521	Other Expenses	680.00	61.82
18/11/2016	Prepaid Acting CEO phone	1146230.522	Telecommunications Admin	50.00	4.55
21/11/2016	Accommodation - Staff training	1146120.502	Travel and Accommodation	135.80	12.35

	Total Purchases for S.Appleton	1628.55	148.05
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	Total Fees and Charges	2645.71	240.52
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<i>Item No/Subject</i>	<b>7.2.2.2 Reconciliations - December 2016</b>
<i>Date of Meeting:</i>	<b>23 February 2017</b>
<i>Date &amp; Author:</i>	<b>15 February 2017 Candice Smith - Senior Finance Officer</b>
<i>Responsible Officer:</i>	<b>Fred Gledhill - Manager Accounting &amp; Finance</b>
<i>Applicant/Proponent:</i>	<b>Manager Accounting &amp; Finance</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 2016**

<b>Account</b>	<b>2016</b>
Municipal Account #	\$422,765.24
Trust Account	\$12,845.29
Business Telenet Saver (Reserve) Account	\$3,133,228.06
WA Treasury O/night Facility (Super Towns) Account	\$729,151.19
Reserve Term Deposit (Community Development)	\$500,000.00
Reserve Term Deposit (Future Funds 1)	\$800,000.00
Reserve Term Deposit (Future Funds 2)	\$800,000.00

**BANK RECONCILIATION BALANCES**

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

<b>Account</b>	<b>2015</b>	<b>2016</b>
Municipal Account #	\$842,083.30	\$411,281.39
Trust Account	\$8,591.08	\$13,058.29
Reserve Account	\$6,891,833.77	\$6,009,221.62

## **RESERVE ACCOUNT**

The Reserve Funds of \$6,009,221.62 as at 31 December 2016 were invested in:-

- Bank of Western Australia \$3,178,331.03 in the Business Telenet Saver Account and
- \$730,890.59 in the WA Treasury O/Night Facility
- Term Deposit (Future Funds 1) \$800,000.00
- Term Deposit (Future Funds 2) \$800,000.00
- Term Deposit (Community Development Fund) \$500,000.00

Breakdown for December 2016 with a comparison for December 2015 is as follows:

	<b>2015</b>	<b>2016</b>
Sports Complex Upgrade Reserve	\$0.00	\$0.00
Land & Building Reserve	\$5,201.38	\$79,543.38
Plant Reserve	\$848,023.21	\$985,969.28
Leave Reserve	\$279,292.69	\$288,458.43
Economic Development Reserve	\$107,129.77	\$108,715.55
Sewerage Reserve	\$123,029.03	\$145,512.90
Unspent Grants & Contributions Reserve	\$992,027.58	\$24,782.64
Community Development Reserve	\$1,384,916.74	\$1,183,834.45
Water Waste Management Reserve	\$0.00	\$0.00
Future Funds Reserve	\$2,175,881.96	\$2,150,814.05
Morawa Community Trust Reserve	\$11,045.59	\$55,049.60
Aged Care Units Reserve	\$8,949.20	\$9,081.68
Transfer Station Reserve	\$197,923.19	\$28,966.33
S/Towns Revitalisation Reserve	\$172,080.32	\$175,287.13
ST Solar Thermal Power Station Reserve	\$545,438.30	\$555,603.46
Business Units Reserve	\$40,894.81	\$61,626.16
Legal Reserve	\$0.00	\$15,094.51
Road Reserve	\$0.00	\$140,882.07
<b>TOTAL</b>	<b>\$6,891,833.77</b>	<b>\$6,009,221.62</b>

## **TRANSFER OF FUNDS**

- \$27,898.75 from Unspent Grants to Municipal Fund being for Interest earned on MWIP S/Towns up to and including 30/06/2014,30/06/2015. 5<sup>th</sup> August 2016
- \$12,606.63 from Unspent Grants to Municipal Fund being for Interest earned on S/Towns Interest 15/16. 10<sup>th</sup> August 2016
- \$106,179.00 from Transfer Station Funds to Municipal Fund less interest earned being for New Transfer Station. 31<sup>st</sup> October 2016
- \$200,000.00 from Community Development Fund to Municipal Fund being for contribution towards major works on Town Swimming Pool. 31<sup>st</sup> October 2016
- \$27,816.09 from Unspent Grant to Municipal Fund being for Cloud Chasing Grant Unspent EOY 15/16. 31<sup>st</sup> October 2016
- **Investment Transfers**
- \$500,000.00 from Community Development Fund to Term Deposit Community Development for 11 months and 30 days @ 3% interest
- \$800,000.00 from Future Funds to Term Deposit Future Funds1 for 11 months and 30 days @ 3% interest
- \$800,000.00 from Future Funds to Term Deposit Future Funds2 for 11 months and 30 days @ 3% interest
- \$500,000.00 from Municipal Funds to Term Deposit Municipal Account for 47 days @ 1.5% interest

## **COMMUNITY CONSULTATION**

Nil

## **COUNCILLOR CONSULTATION**

Nil

## **STATUTORY ENVIRONMENT**

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

## **POLICY IMPLICATIONS**

Section 3 – Finance 3.11 Risk Management Controls

Section 3 – Finance 3.4.3 Investment Policy – Delegated Authority

### **FINANCIAL IMPLICATIONS**

As presented

### **STRATEGIC IMPLICATIONS**

Nil

### **RISK MANAGEMENT**

As per Policy Section 3 – Finance 3.11 Risk Management Controls

### **VOTING REQUIREMENTS**

Simple Majority

### **OFFICER'S RECOMMENDATION**

That Council:

Receive the bank reconciliation report for 31 December 2016.

### **COUNCIL RESOLUTION**

**1702004**                      **Moved:        Cr Coaker**  
                                     **Seconded: Cr Carslake**

**That Council:**

**Receive the bank reconciliation report for 31 December 2016.**

**CARRIED 6/0**

<i>Item No/Subject:</i>	<b>7.2.2.3 Monthly Financial Statements - December</b>
<i>Date of Meeting:</i>	<b>23 February 2017</b>
<i>Date &amp; Author:</i>	<b>15 February 2017 Candice Smith - Senior Finance Officer</b>
<i>Responsible Officer:</i>	<b>Fred Gledhill - Manager Accounting &amp; Finance</b>
<i>Applicant/Proponent:</i>	<b>Senior Finance Officer Manager Accounting &amp; Finance</b>
<i>File Number:</i>	
<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**

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

### **BACKGROUND INFORMATION**

Nil

### **OFFICER'S COMMENT**

Nil

### **COMMUNITY CONSULTATION**

Nil

### **COUNCILLOR CONSULTATION**

Nil

## **STATUTORY ENVIRONMENT**

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

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

As presented

## **STRATEGIC IMPLICATIONS**

Nil

## **RISK MANAGEMENT**

Nil

## **VOTING REQUIREMENTS**

Simple Majority

## **OFFICER'S RECOMMENDATION**

That Council:

Receive the Statement of Financial Activity and the Variance Report for the period ending the 31 December 2016.

## **COUNCIL RESOLUTION**

1702005	Moved:	Cr Coaker
	Seconded:	Cr Carslake

That Council:

Receive the Statement of Financial Activity and the Variance Report for the period ending the 31 December 2016.

**CARRIED 6/0**





## SHIRE OF MORAWA

### MONTHLY STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 DECEMBER 2016

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## SHIRE OF MORAWA

## STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 DECEMBER 2016

	NOTE	December 2016 Actual \$	December 2016 Y-T-D Budget \$	2016/17 Budget \$	Variances Actuals to Budget \$	Variances Actual Budget to Y-T-D %	
<b>Operating</b>							
<b>Revenues/Sources</b>	1,2						
Governance		4	0	10	4	0.00%	
General Purpose Funding		805,889	891,917	1,786,445	(86,028)	(9.65%)	
Law, Order, Public Safety		380,935	11,123	44,720	369,812	3324.75%	▲
Health		1,167	2,000	8,000	(833)	(41.65%)	
Education and Welfare		30,619	18,396	45,500	12,223	66.44%	▲
Housing		38,568	27,684	142,711	10,884	39.32%	▲
Community Amenities		435,311	449,122	611,431	(13,811)	(3.08%)	
Recreation and Culture		63,380	52,523	346,031	10,857	20.67%	▲
Transport		3,080,707	3,108,589	3,591,841	(27,882)	(0.90%)	
Economic Services		88,404	74,032	192,699	14,372	19.41%	▲
Other Property and Services		39,485	40,084	123,722	(599)	(1.49%)	
		4,964,469	4,675,470	6,893,110	288,999	6.18%	
<b>(Expenses)/(Applications)</b>	1,2						
Governance		(222,631)	(250,723)	(485,349)	(222,631)	0.00%	
General Purpose Funding		(97,272)	(91,020)	(198,855)	(6,252)	(6.87%)	
Law, Order, Public Safety		(73,314)	(82,729)	(147,658)	9,415	11.38%	
Health		(66,992)	(80,982)	(154,150)	13,990	17.28%	▼
Education and Welfare		(117,644)	(153,423)	(299,878)	35,779	23.32%	▼
Housing		(67,127)	(67,244)	(178,753)	117	0.17%	
Community Amenities		(225,279)	(336,661)	(616,434)	111,382	33.08%	▼
Recreation & Culture		(636,472)	(601,235)	(1,143,712)	(35,237)	(5.86%)	
Transport		(3,648,246)	(887,543)	(1,769,563)	(2,760,703)	(311.05%)	▲
Economic Services		(234,208)	(357,076)	(628,406)	122,868	34.41%	▼
Other Property and Services		(23,317)	(38,108)	(29,715)	14,791	38.81%	▼
		(5,412,502)	(2,946,744)	(5,652,470)	(2,716,481)	83.68%	
<b>Net Result Excluding Rates</b>		(448,033)	1,728,726	1,240,640	(2,427,482)		
<b>Adjustments for Non-Cash (Revenue) and Expenditure</b>							
(Profit)/Loss on Asset Disposals	4	0	9,187	18,259	(9,187)	100.00%	
Movement in Leave Reserve (Added Back)		1,806	0	0	1,806	0.00%	
Movement in Deferred Pensioner Rates/ESL (no)		2,871	0	0	2,871	0.00%	
Movement in Employee Benefit Provisions (non-)		0	0	0	0	0.00%	
Rounding Adjustment		0	0	0	0	0.00%	
Depreciation on Assets		746,877	841,500	1,683,278	(94,623)	11.24%	▼
<b>Capital Revenue and (Expenditure)</b>							
Purchase Land Held for Resale	3	0	0	0	0	0.00%	
Purchase Land and Buildings	3	(76,946)	(221,855)	(869,434)	144,909	65.32%	▼
Purchase Plant and Equipment	3	(466,704)	(357,000)	(387,000)	(109,704)	(30.73%)	▲
Purchase Furniture and Equipment	3	0	(2,870)	(2,870)	2,870	100.00%	
Purchase Infrastructure Assets - Roads	3	(588,219)	(1,280,432)	(1,877,746)	692,213	54.06%	▼
Purchase Infrastructure Assets - Footpaths	3	0	0	0	0	0.00%	
Purchase Infrastructure Assets - Drainage	3	0	0	0	0	0.00%	
Purchase Infrastructure Assets - Parks & Oval	3	0	0	0	0	0.00%	
Purchase Infrastructure Assets - Airfields	3	0	(2,600,000)	(2,600,000)	2,600,000	100.00%	▼
Purchase Infrastructure Assets - Play Equip	3	0	0	0	0	0.00%	
Purchase Infrastructure Assets - Sewerage	3	0	0	0	0	0.00%	
Purchase Infrastructure Assets - Dams	3	0	0	0	0	0.00%	
Purchase Infrastructure Assets - Other	3	(1,042,960)	(481,400)	(966,000)	(561,560)	(116.65%)	▲
Proceeds from Disposal of Assets	4	15,000	135,500	135,500	(120,500)	(88.93%)	▼
Repayment of Debentures	5	(44,414)	(46,164)	(68,175)	1,750	3.79%	
Proceeds from New Debentures	5	0	0	0	0	0.00%	
Advances to Community Groups		0	0	0	0	0.00%	
Self-Supporting Loan Principal Income	5	0	0	0	0	0.00%	
Transfers to Restricted Assets (Reserves)	6	(75,200)	(315,154)	(519,121)	239,954	76.14%	▼
Transfers from Restricted Asset (Reserves)	6	374,500	755,204	1,472,931	(380,704)	(50.41%)	▼
ADD Net Current Assets July 1 B/Fwd	7	1,081,055	1,088,809	1,088,809	(7,754)	(0.71%)	
LESS Net Current Assets Year to Date	7	1,132,686	910,774	0	221,912	(24.37%)	
<b>Amount Raised from Rates</b>	8	(1,653,053)	(1,656,723)	(1,650,929)	3,670	(0.22%)	

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

**Material Variances Symbol**

Above Budget Expectations

Below Budget Expectations

▲

▼

Greater than 10,000 and greater than 10%

Less than 10,000 and less than 10%

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 DECEMBER 2016

**1. SIGNIFICANT ACCOUNTING POLICIES**

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

**(a) Basis of Accounting**

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

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

**(b) The Local Government Reporting Entity**

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

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

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

**(c) Rounding Off Figures**

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

**(d) Rates, Grants, Donations and Other Contributions**

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

**(e) Goods and Services Tax**

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

**(f) Superannuation**

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

**(g) Cash and Cash Equivalents**

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

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



SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 DECEMBER 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(h) Trade and Other Receivables

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

(i) Inventories

*General*

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

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

*Land Held for Resale*

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

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

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

(j) Fixed Assets

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

*Initial Recognition*

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

*Revaluation*

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

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

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

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

# SHIRE OF MORAWA

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 DECEMBER 2016

### 1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### (j) Fixed Assets (Continued)

##### **Land Under Roads**

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

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

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

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

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

##### **Depreciation of Non-Current Assets**

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

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

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

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

##### **Depreciation of Non-Current Assets (Continued)**

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

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



## SHIRE OF MORAWA

### NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 DECEMBER 2016

#### 1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

##### (j) Fixed Assets (Continued)

###### **Capitalisation Threshold**

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

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

###### **Capitalisation Threshold**

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

##### (k) Financial Instruments

###### **Initial Recognition and Measurement**

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

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

###### **Classification and Subsequent Measurement**

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

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

Amortised cost is calculated as:

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

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

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 DECEMBER 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(k) Financial Instruments (Continued)

Classification and Subsequent Measurement (Continued)

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

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

*(ii) Loans and receivables*

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

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

*(iii) Held-to-maturity investments*

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

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

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

*(iv) Available-for-sale financial assets*

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

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

*(v) Financial liabilities*

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

**Impairment**

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

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 DECEMBER 2016

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(l) Estimation of Fair Value**

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

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

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

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

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

**(m) Impairment**

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

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

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

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

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

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

**(n) Trade and Other Payables**

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



SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 DECEMBER 2016

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(o) Employee Benefits**

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

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

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

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

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

**(p) Borrowing Costs**

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

**(q) Provisions**

Provisions are recognised when:

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

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

Provisions are not recognised for future operating losses.

**(r) Current and Non-Current Classification**

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

**(s) Comparative Figures**

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

## SHIRE OF MORAWA

### NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 DECEMBER 2016

#### 2. STATEMENT OF OBJECTIVE

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

##### GOVERNANCE

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

##### GENERAL PURPOSE FUNDING

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

##### LAW, ORDER, PUBLIC SAFETY

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

##### HEALTH

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

##### EDUCATION AND WELFARE

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

##### HOUSING

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

##### COMMUNITY AMENITIES

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

##### RECREATION AND CULTURE

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

##### TRANSPORT

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

##### ECONOMIC SERVICES

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

##### OTHER PROPERTY & SERVICES

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

## SHIRE OF MORAWA

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 DECEMBER 2016

	2016/17 Budget \$	December 2016 YTD Budget \$	December 2016 Actual \$
<b>3. ACQUISITION OF ASSETS</b>			
The following assets have been acquired during the period under review:			
<b><u>By Program</u></b>			
<b>Governance</b>			
Upgrade to Old Council Chambers	539,434	134,855	0.00
<b>Law, Order, Public Safety</b>			
New fire truck	0	0	370,940.46
<b>Housing</b>			
Aged Person Units x 4 - water metres	30,000	12,000	0.00
<b>Community Amenities</b>			
Construction of Refuse Transfer Station	0	0	-5.82
New Tip Site Construction	0	0	-0.01
Closure/Rehabilitation Old Tip Site	0	0	0.00
Compactors/Transfer Bins for Transfer Station	0	0	43,820.00
Refuse Transfer Station - Storage Shed	0	0	72,992.96
Purchase Land For New Waste Site	300,000	75,000	0.00
<b>Recreation and Culture</b>			
Upgrade to Pool Pump House	0	0	0.00
Swimming Pool Bowls (Adults/Childrens Pools) - Contract	950,000	475,000	971,225.48
Swimming Pool Bowls (Adults/Childrens Pools) - Grant Expenses	0	0	0.00
Swimming Pool Bowls (Adults/Childrens Pools) - Shire Expenses	0	0	0.00
Sports Complex Water upgrade	0	0	3,951.87
<b>Transport</b>			
Road Construction			
- Rural Roads Construction	1,522,442	1,065,233	587,712.72
- Townsite Roads Construction	206,504	140,799	506.14
Plant & Equipment - Road Plant Purchases	237,000	237,000	0.00
Airfield Infrastructure	2,600,000	2,600,000	0.00
<b>Economic Services</b>			
Caravan Park Camp Kitchen/Caretakers Cabin	50,000	20,000	51,943.93
WIFI System - Caravan Park/Main ST	16,000	6,400	0.00
Phase 1 - Civic Square/Pedestrian Crossing	0	0	71,740.17
Phase 2 - Road Freight Alignment	148,800	74,400	0.00
<b>Other Property &amp; Services</b>			
Purchase of Lot 9000, White Ave	0	0	1.00
Administration Furniture & Equipment	2,870	2,870	0.00
CEO/DCEO/MAF Vehicles	100,000	100,000	0.00



<u>6,703,050</u>	<u>4,943,557</u>	<u>2,174,828.90</u>
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**SHIRE OF MORAWA**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY 2016 TO 31 DECEMBER 2016**

<b>3. ACQUISITION OF ASSETS (Continued)</b>	<b>2016/17 Budget \$</b>	<b>December 2016 YTD Budget \$</b>	<b>December 2016 Actual \$</b>
The following assets have been acquired during the period under review:			
<b><u>By Class</u></b>			
Land Held for Resale	0	0	0.00
Investments	0	0	0.00
Land	300,000	75,000	0.00
Buildings	569,434	146,855	76,945.83
Plant and Equipment	387,000	357,000	466,704.39
Furniture and Equipment	2,870	2,870	0.00
Infrastructure Assets - Roads	1,877,746	1,280,432	588,218.86
Infrastructure Assets - Footpaths	0	0	0.00
Infrastructure Assets - Drainage/Dams	0	0	0.00
Infrastructure Assets - Parks & Ovals	0	0	0.00
Infrastructure Assets - Airfields	2,600,000	2,600,000	0.00
Infrastructure Assets - Playground Equipment	0	0	0.00
Infrastructure Assets - Sewerage	0	0	0.00
Infrastructure Assets - Dams	0	0	0.00
Infrastructure Assets - Other	966,000	481,400	1,042,959.82
	<u>6,703,050</u>	<u>4,943,557</u>	<u>2,174,828.90</u>

**SHIRE OF MORAWA**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2016 TO 31 DECEMBER 2016**

**4. DISPOSALS OF ASSETS**

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

<u>By Program</u>	Written Down Value		Sale Proceeds		Profit(Loss)	
	2016/17 Budget \$	December 2016 Actual \$	2016/17 Budget \$	December 2016 Actual \$	2016/17 Budget \$	December 2016 Actual \$
<b>Law, Order &amp; Public Safety</b> (Asset 292) Canna Fire Truck Isuzu FSS550 MO33	0	0.00	0	15,000.00	0	0.00
<b>Transport</b> (Asset 45) 1999 Ford Courier Tray Top	0	0.00	1,500	0.00	1,500	0.00
(Asset 272) - Backhoe Case P192	46,300	0.00	35,000	0.00	(11,300)	0.00
(Asset 476) - Ford Ranger - PWS	28,838	0.00	22,000	0.00	(6,838)	0.00
<b>Other Property &amp; Services</b> (Asset 600) Kluger AWD V6 Wagon - CEO	44,111	0.00	42,000	0.00	(2,111)	0.00
(Asset 580) 2013 - Nissan Patrol Wagon - EM	34,510	0.00	35,000	0.00	490	0.00
	153,759	0.00	135,500	15,000.00	(18,259)	0.00

<u>By class of asset</u>	Written Down Value		Sale Proceeds		Profit(Loss)	
	2016/17 Budget \$	December 2016 Actual \$	2016/17 Budget \$	December 2016 Actual \$	2016/17 Budget \$	December 2016 Actual \$
<b>Plant &amp; Equipment</b> (Asset 45) 1999 Ford Courier Tray Top	0	0.00	1,500	0.00	1,500	0.00
(Asset 272) - Backhoe Case P192	46,300	0.00	35,000	0.00	(11,300)	0.00
(Asset 476) - Ford Ranger - PWS	28,838	0.00	22,000	0.00	(6,838)	0.00
(Asset 600) Kluger AWD V6 Wagon - CEO	44,111	0.00	42,000	0.00	(2,111)	0.00
(Asset 580) 2013 - Nissan Patrol Wagon - EM	34,510	0.00	35,000	0.00	490	0.00
(Asset 292) Canna Fire Truck Isuzu FSS550 MO33	0	0.00	0	15,000.00	0	0.00
	153,759	0.00	135,500	15,000.00	(18,259)	0.00

**Summary**

Profit on Asset Disposals  
Loss on Asset Disposals

December 2016	
2016/17 Budget \$	Actual \$
1,990	0.00
(20,249)	0.00
(18,259)	0.00

**SHIRE OF MORAWA**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY 2016 TO 31 DECEMBER 2016**

**5. INFORMATION ON BORROWINGS**

(a) Debenture Repayments

Particulars	Principal 1-Jul-16	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		2016/17 Budget \$	2016/17 Actual \$	2016/17 Budget \$	2016/17 Actual \$	2016/17 Budget \$	2016/17 Actual \$	2016/17 Budget \$	2016/17 Actual \$
<b>Housing</b>									
Loan 133 - GEHA House	102,614	0	0	31,993	15,735	70,621	86,879	6,206	3,361
Loan 134 - 2 Broad Street	72,564	0	0	24,158	22,726	48,406	49,838	3,090	4,499
Loan 135 - Staff Housing	0	0	0	0	0	0	0	0	0
Loan 136 - 24 Harley Street - Staff Housing	344,161	0	0	12,024	5,953	332,137	338,208	13,408	6,245
<b>Transport</b>									
Loan 138 - Plant Replacement	0	0	0	0	0	0	0	0	0
	519,339	0	0	68,175	44,414	451,164	474,925	22,704	14,105

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

(b) New Debentures - 2016/17

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

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 DECEMBER 2016

	2016/17 Budget \$	December 2016 Actual \$
<b>6. RESERVES - CASH BACKED</b>		
<b>(a) Leave Reserve</b>		
Opening Balance	286,652	286,652
Amount Set Aside / Transfer to Reserve	14,088	1,806
Amount Used / Transfer from Reserve	(39,000)	0
	<u>261,740</u>	<u>288,458</u>
<b>(b) Sports and Recreation Facilities Reserve</b>		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>0</u>	<u>0</u>
<b>(c) Plant Reserve</b>		
Opening Balance	941,344	941,344
Amount Set Aside / Transfer to Reserve	198,998	44,626
Amount Used / Transfer from Reserve	(201,500)	0
	<u>938,842</u>	<u>985,969</u>
<b>(d) Building Reserve</b>		
Opening Balance	79,045	79,045
Amount Set Aside / Transfer to Reserve	22,506	498
Amount Used / Transfer from Reserve	0	0
	<u>101,551</u>	<u>79,543</u>
<b>(e) Economic Development Reserve</b>		
Opening Balance	108,035	108,035
Amount Set Aside / Transfer to Reserve	3,425	681
Amount Used / Transfer from Reserve	0	0
	<u>111,460</u>	<u>108,715</u>
<b>(f) Community Development Reserve</b>		
Opening Balance	1,376,593	1,376,593
Amount Set Aside / Transfer to Reserve	43,642	7,242
Amount Used / Transfer from Reserve	(400,000)	(200,000)
	<u>1,020,235</u>	<u>1,183,834</u>
<b>(g) Sewerage Reserve</b>		
Opening Balance	144,602	144,602
Amount Set Aside / Transfer to Reserve	74,584	911
Amount Used / Transfer from Reserve	0	0
	<u>219,186</u>	<u>145,513</u>
<b>(h) Unspent Grants and Contributions Reserve</b>		
Opening Balance	92,743	92,743
Amount Set Aside / Transfer to Reserve	2,940	362
Amount Used / Transfer from Reserve	(55,505)	(68,321)
	<u>40,178</u>	<u>24,783</u>



SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 DECEMBER 2016

	2016/17 Budget \$	December 2016 Actual \$
<b>6. RESERVES (Continued)</b>		
<b>(i) Business Units Reserve</b>		
Opening Balance	61,240	61,240
Amount Set Aside / Transfer to Reserve	21,942	386
Amount Used / Transfer from Reserve	0	0
	<u>83,182</u>	<u>61,626</u>
<b>(j) Morawa Future Funds Interest</b>		
Opening Balance	54,705	54,705
Amount Set Aside / Transfer to Reserve	31,701	345
Amount Used / Transfer from Reserve	0	0
	<u>86,406</u>	<u>55,050</u>
<b>(k) Morawa Community Future Funds Reserve</b>		
Opening Balance	2,140,600	2,140,600
Amount Set Aside / Transfer to Reserve	67,861	10,214
Amount Used / Transfer from Reserve	(57,682)	0
	<u>2,150,779</u>	<u>2,150,814</u>
<b>(l) Refuse Transfer Station Reserve</b>		
Opening Balance	134,515	134,515
Amount Set Aside / Transfer to Reserve	4,265	630
Amount Used / Transfer from Reserve	-	(106,179)
	<u>138,780</u>	<u>28,966</u>
<b>(m) Aged Care Units Reserve</b>		
Opening Balance	9,025	9,025
Amount Set Aside / Transfer to Reserve	286	57
Amount Used / Transfer from Reserve	-	0
	<u>9,311</u>	<u>9,082</u>
<b>(n) ST-N/Midlands Solar Thermal Power</b>		
Opening Balance	550,687	550,687
Amount Set Aside / Transfer to Reserve	17,459	4,916
Amount Used / Transfer from Reserve	(540,000)	0
	<u>28,146</u>	<u>555,603</u>
<b>(o) ST-Morawa Revitalisation Reserve</b>		
Opening Balance	173,736	173,736
Amount Set Aside / Transfer to Reserve	5,508	1,551
Amount Used / Transfer from Reserve	(179,244)	0
	<u>0</u>	<u>175,287</u>
<b>(p) Legal Fees Reserve</b>		
Opening Balance	15,000	15,000
Amount Set Aside / Transfer to Reserve	5,478	95
Amount Used / Transfer from Reserve	0	0
	<u>20,478</u>	<u>15,095</u>



**SHIRE OF MORAWA**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2016 TO 31 DECEMBER 2016**

	2016/17 Budget \$	December 2016 Actual \$
<b>6. RESERVES (Continued)</b>		
<b>(q) Road Reserve</b>		
Opening Balance	140,000	140,000
Amount Set Aside / Transfer to Reserve	4,438	882
Amount Used / Transfer from Reserve	0	0
	<u>144,438</u>	<u>140,882</u>
 Total Cash Backed Reserves	 <b>5,354,712</b>	 <b>6,009,222</b>
 <b>Summary of Transfers To Cash Backed Reserves</b>		
<b>Transfers to Reserves</b>		
Leave Reserve	14,088	1,806
Sports and Recreation Facilities Reserve	0	0
Plant Reserve	198,998	44,626
Building Reserve	22,506	498
Economic Development Reserve	3,425	681
Community Development Reserve	43,642	7,242
Sewerage Reserve	74,584	911
Unspent Grants and Contributions Reserve	2,940	362
Business Units Reserve	21,942	386
Morawa Community Future Funds Interest	31,701	345
Morawa Community Future Fund Reserve	67,861	10,214
Refuse Transfer Station Reserve	4,265	630
Aged Care Units Reserve	286	57
ST-N/Midlands Solar Thermal Power	17,459	4,916
ST-Morawa Revitalisation Reserve	5,508	1,551
Legal Fees Reserve	5,478	95
Road Reserve	4,438	882
	<u><b>519,121</b></u>	<u><b>75,200</b></u>
 <b>Transfers from Reserves</b>		
Leave Reserve	(39,000)	0
Sports and Recreation Facilities Reserve	0	0
Plant Reserve	(201,500)	0
Building Reserve	0	0
Economic Development Reserve	0	0
Community Development Reserve	(400,000)	(200,000)
Sewerage Reserve	0	0
Unspent Grants and Contributions Reserve	(55,505)	(68,321)
Business Units Reserve	0	0
Morawa Community Future Funds Interest	0	0
Morawa Community Future Fund Reserve	(57,682)	0
Refuse Transfer Station Reserve	0	(106,179)
Aged Care Units Reserve	0	0
ST-N/Midlands Solar Thermal Power	(540,000)	0
ST-Morawa Revitalisation Reserve	(179,244)	0
Legal Fees Reserve	0	0
Road Reserve	0	0
	<u><b>(1,472,931)</b></u>	<u><b>(374,500)</b></u>
 Total Transfer to/(from) Reserves	 <u><b>(953,810)</b></u>	 <u><b>(299,300)</b></u>

## SHIRE OF MORAWA

### NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 DECEMBER 2016

#### 6. RESERVES (Continued)

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

**Leave Reserve**

To be used to fund leave requirements.

**Sportsground Complex Upgrade Reserve**

To be used to upgrade the Sporting Complex Facilities.

**Plant Reserve**

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

**Building Reserve**

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

**Economic Development Reserve**

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

**Community Development Reserve**

To be used for Community Projects within the Shire of Morawa

**Sewerage Reserve**

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

**Unspent Grants and Contributions Reserve**

To be used as a quarantine for unspent committed funds.

**Business Units Reserve**

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

**Morawa Community Future Funds Interest**

To be used for Morawa Community Projects

**Morawa Community Future Fund Reserve**

To be used to provide an ongoing conduit for benefits to the people and environment of the Morawa Shire through the Sinosteel Midwest Corporation Morawa Future Fund Foundation

Memorandum

**Refuse Transfer Station Reserve**

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

**Aged Persons Units Reserve**

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

**ST - N/Midlands Solar Thermal Power Reserves**

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

**ST-Morawa Revitalisation Reserve**

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

**Legal Fees Reserve**

to be utilised for unforeseen Legal Fees

**Road Reserve**

to be utilised for future Road Construction and Maintenance

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

## SHIRE OF MORAWA

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 DECEMBER 2016

	2015/16 B/Fwd Per 2016/17 Budget \$	2015/16 B/Fwd Per Financial Report \$	2016/17 Actual \$
<b>7. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	(9,447)	(213,515)	11,831
Cash - Restricted Unspent Grants	0	317,600	400,000
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	6,308,522	6,308,522	6,009,222
Rates - Current	377,248	374,377	734,046
Sundry Debtors	998,442	998,442	42,150
GST Receivable	75,083	75,084	78,572
Accrued Income/Prepayments	6,882	6,882	0
Provision for Doubtful Debts	(15,595)	(15,595)	(15,595)
Other Current Debtors	0	0	0
Inventories	1,335	1,335	1,335
	<u>7,742,470</u>	<u>7,853,132</u>	<u>7,261,561</u>
<b>LESS: CURRENT LIABILITIES</b>			
Sundry Creditors	(136,955)	(250,489)	(341)
Income Received in Advance	0	0	(14,957)
GST Payable	(56,092)	(56,092)	577
Payroll Creditors	0	0	0
Accrued Expenditure	0	0	0
Other Payables	(6,025)	(6,025)	(20,115)
Withholding Tax Payable	0	0	0
Payg Payable	(48,960)	(48,960)	(28,655)
Accrued Interest on Debentures	0	(4,870)	0
Accrued Salaries and Wages	(38,370)	(38,370)	0
Current Employee Benefits Provision	(345,401)	(345,401)	(345,401)
Current Loan Liability	(60,904)	(66,743)	(16,490)
	<u>(692,707)</u>	<u>(816,950)</u>	<u>(425,382)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>7,049,763</b>	<b>7,036,182</b>	<b>6,836,179</b>
Less: Cash - Reserves - Restricted	(6,308,522)	(6,308,522)	(6,009,222)
Less: Cash - Unspent Grants - Restricted	0	0	0
Adjustment for Trust Transactions Within Muni	12	0	781
Add Back : Component of Leave Liability not Required to be Funded	286,652	286,652	288,458
Add Back : Current Loan Liability	60,904	66,743	16,490
<b>SURPLUS/(DEFICIENCY) C/FWD</b>	<u><b>1,088,809</b></u>	<u><b>1,081,055</b></u>	<u><b>1,132,686</b></u>



# SHIRE OF MORAWA

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD 1 JULY 2016 TO 31 DECEMBER 2016

### 8. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2016/17 Rate Revenue \$	2016/17 Interim Rates \$	2016/17 Back Rates \$	2016/17 Total Revenue \$	2016/17 Budget \$
<b>General Rate</b>								
GRV Residential/Commercial	0.07415	268	2,912,592	215,960	0	0	215,960	215,960
UV Rural	0.02257	204	57,874,600	1,306,461	0	0	1,306,461	1,306,461
UV Mining	0.28968	16	469,309	135,950	0	0	135,950	135,950
<b>Sub-Totals</b>		488	61,256,501	1,658,371	0	0	1,658,371	1,658,371
<b>Minimum Rates</b>								
GRV Residential/Commercial	279	48	39,055	13,392	0	0	13,392	13,392
UV Rural	279	7	55,400	1,953	0	0	1,953	1,953
UV Mining	656	11	10,939	7,216	0	0	7,216	7,216
<b>Sub-Totals</b>		66	105,394	22,561	0	0	22,561	22,561
<b>Discounts</b>								
<b>Total amount raised from general rates</b>							(27,879)	(30,000)
Ex-Gratia Rates							1,653,053	1,650,932
Rates Written Off							5,792	5,792
Specified Area Rates							(72)	(2,500)
Movement in Excess Rates							0	0
							0	0
<b>Total Rates</b>							1,658,773	1,654,224

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

The general rates detailed above for the 2016/17 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

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

**SHIRE OF MORAWA**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY 2016 TO 31 DECEMBER 2016**

**9. TRUST FUNDS**

Funds held at balance date over which the Municipality has no control and which are not included in this statement are as follows:

Detail	Balance 01-Jul-16 \$	Amounts Received \$	Amounts Paid (\$)	Balance \$
Housing Bonds	2,000	0	0	2,000
Dreghorn Unit Bonds	498	404	0	902
Bonds Hall/Rec Centre Hire	0	0	0	0
Aged Care - Bond Karl Strudwick Number 5	0	656	0	656
Youth Centre	865	0	0	865
Council Nominations	0	0	0	0
Bill Johnson Unit 1 Bond	0	0	0	0
Haulmore Trailers Land Dep	4,641	0	0	4,641
Social Club Payments	0	0	0	0
Local Drug Action Group	660	0	0	660
BCITF/BRB Training Levy	427	364	0	791
Daphne Little - Excess Rent	0	781	0	781
Morawa Oval Function Centre	1,762	0	0	1,762
	<u>10,853</u>	<u>2,205</u>	<u>0</u>	<u>13,059</u>

## SHIRE OF MORAWA

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 DECEMBER 2016

## 10. OPERATING STATEMENT

	December 2016 Actual \$	2016/17 Budget \$	2015/16 Actual \$
<b>OPERATING REVENUES</b>			
Governance	4	10	85,353
General Purpose Funding	2,458,942	3,437,377	2,375,239
Law, Order, Public Safety	395,935	44,720	47,691
Health	1,167	8,000	59,064
Education and Welfare	30,619	45,500	17,905
Housing	38,568	142,711	46,856
Community Amenities	435,311	611,431	538,402
Recreation and Culture	63,380	346,031	260,759
Transport	3,080,707	3,591,841	2,756,444
Economic Services	88,404	192,699	210,929
Other Property and Services	39,485	123,722	93,296
<b>TOTAL OPERATING REVENUE</b>	<b>6,632,522</b>	<b>8,544,042</b>	<b>6,491,937</b>
<b>OPERATING EXPENSES</b>			
Governance	222,631	485,349	453,942
General Purpose Funding	97,272	198,855	193,155
Law, Order, Public Safety	73,314	147,658	147,445
Health	66,992	154,150	274,928
Education and Welfare	117,644	299,878	285,792
Housing	67,127	178,753	121,158
Community Amenities	225,279	616,434	482,500
Recreation & Culture	636,472	1,143,712	1,155,380
Transport	3,648,246	1,769,563	3,228,997
Economic Services	234,208	628,406	538,733
Other Property and Services	23,317	29,715	39,141
<b>TOTAL OPERATING EXPENSE</b>	<b>5,412,502</b>	<b>5,652,470</b>	<b>6,921,171</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b><u>1,220,020</u></b>	<b><u>2,891,572</u></b>	<b><u>(429,234)</u></b>

**SHIRE OF MORAWA**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY 2016 TO 31 DECEMBER 2016**

**11. BALANCE SHEET**

	December 2016 Actual \$	2015/16 Actual \$
<b>CURRENT ASSETS</b>		
Cash Assets	6,421,053	6,412,607
Receivables	839,173	1,439,191
Inventories	1,335	1,335
<b>TOTAL CURRENT ASSETS</b>	<u>7,261,561</u>	<u>7,853,133</u>
<b>NON-CURRENT ASSETS</b>		
Receivables	11,064	13,935
Inventories	0	0
Property, Plant and Equipment	26,705,329	26,518,884
Infrastructure	44,338,843	43,097,335
<b>TOTAL NON-CURRENT ASSETS</b>	<u>71,055,236</u>	<u>69,630,154</u>
<b>TOTAL ASSETS</b>	<u>78,316,797</u>	<u>77,483,287</u>
<b>CURRENT LIABILITIES</b>		
Payables	63,491	404,807
Interest-bearing Liabilities	16,490	66,743
Provisions	345,401	345,401
<b>TOTAL CURRENT LIABILITIES</b>	<u>425,382</u>	<u>816,951</u>
<b>NON-CURRENT LIABILITIES</b>		
Interest-bearing Liabilities	458,435	452,597
Provisions	37,661	37,661
<b>TOTAL NON-CURRENT LIABILITIES</b>	<u>496,096</u>	<u>490,258</u>
<b>TOTAL LIABILITIES</b>	<u>921,478</u>	<u>1,307,209</u>
<b>NET ASSETS</b>	<u>77,395,319</u>	<u>76,176,078</u>
<b>EQUITY</b>		
Retained Surplus	34,391,608	32,872,289
Reserves - Cash Backed	6,009,222	6,308,522
Reserves - Asset Revaluation	36,995,271	36,995,271
<b>TOTAL EQUITY</b>	<u>77,396,101</u>	<u>76,176,082</u>

**SHIRE OF MORAWA**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY 2016 TO 31 DECEMBER 2016**

**12. FINANCIAL RATIO**

	2016 YTD	2015	2014	2013
Current Ratio	6.220	3.530	7.880	1.870

The above rates are calculated as follows:

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



## **Purpose**

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

### **The Materiality variances adopted by Council are:**

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

## **REPORTABLE OPERATING REVENUE VARIATIONS**

### **Law, Order, Public Safety - Variance above budget expectations**

New Fire Truck obtained, not in budget - expense offset

### **Education and Welfare - Variance above budget expectations**

Small grants for Youth Centre received and invoiced ahead of budget expectations

### **Housing - Variance above budget expectations**

Aged Care housing not rented out as yet - below budget expectations

### **Recreation & Culture - Variance above budget expectations.**

Income relating to Public Halls and Civic Centres higher than budget

### **Economic Services - Variance above budget expectations.**

Tourism - Caravan Park income higher than budget expectations

## **REPORTABLE OPERATING EXPENSE VARIATIONS**

### **Health - Variance below budget expectations.**

Doctor Office Operating expenses lower than budget

### **Education and Welfare - Variance below budget expectations**

Youth Centre employee and maintenance expenses under budget due to the loss of Community Development Officer and Youth Centre not open

### **Community Amenities - Variance below budget expectations.**

General Community Amenities costs down on YTD budget

### **Transport - Variance above budget expectations.**

Flood damage costs not budgeted for offset by income

### **Economic Services - Variance below budget expectations**

Caravan Park operation expenses under budget

### **Other Property & Services - Variance below budget expectations.**

Fuel and Oils, Tyres and Tubes underspent - timing

## **REPORTABLE NON-CASH VARIATIONS**

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

## **REPORTABLE CAPITAL EXPENSE VARIATIONS**

### **Purchase of Land & Buildings - Variance below budget expectations.**

Purchase of land for tip site not complete - timing

### **Purchase of Plant & Equipment - Variance above budget expectations.**

Swimming Pool Plant & Equipment in progress

### **Purchase of Infrastructure Assets Roads - Variance below budget expectations.**

Capital Road Works for roads under budget - timing

## **REPORTABLE CAPITAL INCOME VARIATIONS**

### **Proceeds from Disposal of Assets - Variance within budget expectations.**

### **Transfer from Reserves - Variance below budget expectations.**

Transfers to Municipal Fund - timing on completion of projects

<i>Item No/Subject:</i>	<b>7.2.2.4 Accounts Due For Payment - January</b>
<i>Date of Meeting:</i>	<b>23 February 2017</b>
<i>Date &amp; Author:</i>	<b>15 February 2017 Candice Smith – Senior Finance Officer</b>
<i>Responsible Officer:</i>	<b>Senior Finance Officer</b>
<i>Applicant/Proponent:</i>	<b>Fred Gledhill - Manager Accounting &amp; Finance</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 2017

### **DECLARATION OF INTEREST**

Nil

### **ATTACHMENTS**

List of accounts Due & Submitted to council 23 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

### **COMMUNITY CONSULTATION**

Nil

## **COUNCILLOR CONSULTATION**

Nil

## **STATUTORY ENVIRONMENT**

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996 –  
REG 13

## **POLICY IMPLICATIONS**

Section 3 – Finance 3.6 Use of Corporate Credit Cards Policy

## **FINANCIAL IMPLICATIONS**

As per list of accounts

## **STRATEGIC IMPLICATIONS**

Nil

## **RISK MANAGEMENT**

As per Policy Section 3 – Finance 3.11 Risk Management Controls

## **VOTING REQUIREMENT**

Simple Majority

## **OFFICER'S RECOMMENDATION**

That Council endorses:

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

- Municipal EFT Payment Numbers EFT 9328 to EFT 9403 inclusive, amounting to \$558,819.45
- Municipal Cheque Payments Numbered 11655 to 11665 and (16,17) amounting to \$33,701.89
- Municipal Direct Debit Payments Numbers DD5396.1 to DD5430.1 amounting to \$20,346.42
- Payroll for January 2017

11/01/2017 - \$46,011.72  
25/01/2017 - \$48,363.22

## **COUNCIL RESOLUTION**

**1702006**

<b>Moved:</b>	<b>Cr Coaker</b>
<b>Seconded:</b>	<b>Cr Carslake</b>

**That Council endorses:**

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

- **Municipal EFT Payment Numbers EFT 9328 to EFT 9403 inclusive, amounting to \$558,819.45**
- **Municipal Cheque Payments Numbered 11655 to 11665 and (16,17) amounting to \$33,701.89**
- **Municipal Direct Debit Payments Numbers DD5396.1 to DD5430.1 amounting to \$20,346.42**
- **Payroll for January 2017**

**11/01/2017 - \$46,011.72**

**25/01/2017 - \$48,363.22**

**CARRIED 6/0**

Date: 17/02/2017  
Time: 9:06:21AM

**SHIRE OF MORAWA**  
**January 2017 Account for Payment**

USER: Finance Officer  
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<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
1	12/01/2017	BOQ Finance	Copier Lease January 2017	1		301.16
16	11/01/2017	Shire of Morawa	Petty Cash Recoup January 2016	1		275.95
17	11/01/2017	Dixie Holt	Refund of Tennis Club Meeting Room 07/01/2017	1		200.00
EFT9328	05/01/2017	Australian Services Union	Payroll deductions	1		79.05
EFT9329	05/01/2017	Department of Human Services	Payroll deductions	1		262.18
EFT9330	05/01/2017	Star Track Express	Freight - Sigma Chemicals to Morawa	1		360.36
EFT9331	05/01/2017	Moore Stephens	Final Account in relation to the Review of Risk Management,	1		5,527.50
EFT9332	05/01/2017	BL & MJ Thornton Waste Removal Services	Waste Collection December 2016	1		8,546.23
EFT9333	05/01/2017	Courier Australia	Freight - Jason Sign Makers to Morawa	1		63.99
EFT9334	05/01/2017	PMB Technologies Pty Ltd	Supply of 8000l IBC,s polymer modified bitumen	1		23,678.00
EFT9335	05/01/2017	Colliers	Commercial office Rent 01/01/2017-31/01/2017	1		423.85
EFT9336	05/01/2017	Ashdown Ingram	24V Alternator Plant P202	1		803.00
EFT9337	05/01/2017	Westrac Equipment Pty Ltd	Various Parts for Cat 938G Loader 1B1D658	1		1,520.65
EFT9338	05/01/2017	Think Water Geraldton	Supply one box 25 pros-06-prs30 hunter sprinklers	1		544.00
EFT9339	05/01/2017	Australian Safety Engineers	Annual Service & Test Set	1		220.00
EFT9340	05/01/2017	Geraldton Mower & Repairs Specialists	Various parts	1		241.80
EFT9341	05/01/2017	Statewide Bearings	Various Parts for P135	1		70.40
EFT9342	05/01/2017	Staples	Meter Charges Dec 2016	1		1,040.07

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**SHIRE OF MORAWA**  
**January 2017 Account for Payment**

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<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
EFT9343	05/01/2017	Griffin Valuation Advisory	50% of agreed fee for professional Valuation of Land & Building Assets	1		7,700.00
EFT9344	11/01/2017	Safeway Building & Renovations PTY LTD	Morawa Swimming Pool Re-Tiling 3rd Progress Claim for all works completed	1		193,311.59
EFT9345	11/01/2017	IT Vision Australia Pty Ltd	New General Disposal Authority - Records	1		495.00
EFT9346	11/01/2017	Sigma Companies Group Pty Ltd	Repair to pool cleaner	1		717.90
EFT9347	11/01/2017	Greenfield Technical Services	2015 Flood Damage Construction Work Package #2	1		3,930.39
EFT9348	11/01/2017	Neverfail Springwater Limited	Monthly Cooler Rental	1		14.30
EFT9349	11/01/2017	Wallis Computer Solutions	Agreement - Its Gold Annual	1		9,178.40
EFT9350	11/01/2017	Trisley's Hydraulic Services Pty. Ltd.	2 x 45kg containers of chemicals	1		343.20
EFT9351	11/01/2017	Morawa News & Gifts	Dec Stationery and Papers 2016	1		160.00
EFT9352	11/01/2017	Star Track Express	Freight	1		93.46
EFT9353	11/01/2017	Morawa Medical Centre	Hep B shots for outside crew	1		130.00
EFT9354	11/01/2017	Morawa Traders	Various Items	1		162.96
EFT9355	11/01/2017	Midwest Chemical & Paper Distributors	Various Goods for Cleaning	1		531.28
EFT9356	11/01/2017	Refuel Australia	Dec Fuel Costs 2016	1		897.03
EFT9357	11/01/2017	Sigma Companies Group Pty Ltd	Various Chemicals and brushes	1		977.00
EFT9358	11/01/2017	Bob Waddell Consultant	Assistance with 16/17 Budget Review	1		264.00
EFT9359	11/01/2017	Alinta Sales Pty Ltd	Power Usage 01/12/2016 - 31/12/2016	1		302.68
EFT9360	11/01/2017	Landgate	Land Enquiry	1		24.85

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**SHIRE OF MORAWA**  
**January 2017 Account for Payment**

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<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
EFT9361	11/01/2017	Hitachi Construction Machinery (Australia) Pty Ltd	Probe oil sample pack	1		808.64
EFT9362	11/01/2017	GH Country Courier	Freight	1		61.59
EFT9363	11/01/2017	Austral Mercantile Collections Pty Ltd	Debt collection services	1		181.70
EFT9364	11/01/2017	Winchester Industries	Supply 50 ton 5mm blue metal washed delivered to Gutha Hall	1		3,461.54
EFT9365	11/01/2017	Morawa Rural Enterprises	Bearings	1		345.65
EFT9366	11/01/2017	Central West Pump Service	Parts	1		500.00
EFT9367	17/01/2017	Landmark Operations Limited	Water valve for sewerage scheme	1		621.09
EFT9368	17/01/2017	Everlastings Guest Homes Morawa	Accommodation for stop and go training	1		450.00
EFT9369	17/01/2017	Austral Mercantile Collections Pty Ltd	Shortfall on Invoice 66375 – GST portion	1		1,635.30
EFT9370	17/01/2017	Geraldton Toyota	Parts for Community Bus repairs	1		1,741.51
EFT9371	17/01/2017	IGA Morawa	December invoices 2016	1		605.28
EFT9372	18/01/2017	Kats Rural	2 x ovens - staff houses	1		2,380.04
EFT9373	18/01/2017	Purcher International Pty Ltd	Fuel Cap	1		307.23
EFT9374	18/01/2017	S & K Electrical Contracting Pty Ltd	Repairs to cool room at sports ground	1		12,847.81
EFT9375	18/01/2017	GH Country Courier	Various Freight	1		402.96
EFT9376	18/01/2017	Marketforce	Advertising of Tender 01-2017	1		420.79
EFT9377	18/01/2017	Courier Australia	Freight	1		10.68
EFT9378	18/01/2017	Vidguard Security Systems	Monitoring Fees 1/01/2017 - 31/03/2017	1		102.00
EFT9379	18/01/2017	Bob Waddell Consultant	Assistance with 16/17 Annual Budget Review	1		1,155.00

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**SHIRE OF MORAWA**  
**January 2017 Account for Payment**

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<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
EFT9380	18/01/2017	Leading Edge Computers Dongara & Geraldton	Ink cartridges for computers	1		314.00
EFT9381	18/01/2017	Cekas Pest Management P.H.L 2101	Removal of Wasp nest at 20 Barnes Street	1		89.70
EFT9382	18/01/2017	Morawa Rural Enterprises Two	Parts	1		6,033.70
EFT9383	18/01/2017	Central Regional TAFE	Skid Steer Training	1		329.12
EFT9384	18/01/2017	Australian Services Union	Payroll deductions	1		79.05
EFT9385	18/01/2017	Department of Human Services	Payroll deductions	1		262.18
EFT9386	23/01/2017	St John Ambulance	1st Aid supplies recoup for Shire Office	1		107.15
EFT9387	23/01/2017	Star Track Express	Freight Hitachi - Morawa	1		98.17
EFT9388	23/01/2017	Kats Rural	Parts	1		24.21
EFT9389	23/01/2017	Midwest Chemical & Paper Distributors	Cleaning Supplies	1		338.13
EFT9390	23/01/2017	Purcher International Pty Ltd	Parts	1		735.17
EFT9391	23/01/2017	Think Water Geraldton	Parts	1		76.55
EFT9392	23/01/2017	Hitachi Construction Machinery (Australia) Pty Ltd	Various parts for both John Deer Graders	1		4,481.90
EFT9393	23/01/2017	Reliance Petroleum	Fuel Usage December 2016	1		697.56
EFT9394	23/01/2017	S & K Electrical Contracting Pty Ltd	44 Winfield Street Upgrade switchboard	1		581.49
EFT9395	23/01/2017	Canine Control	Ranger Services 3rd January 2017	1		1,925.00
EFT9396	23/01/2017	Geraldton Toyota	12mths - 20,000km Service MAF OMO	1		298.54
EFT9397	23/01/2017	Geraldton Mower & Repairs Specialists	Petrol Blower for Swimming Pool	1		399.00



Date: 17/02/2017  
Time: 9:06:21AM

**SHIRE OF MORAWA**  
**January 2017 Account for Payment**

USER: Finance Officer  
PAGE: 1

<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
EFT9398	23/01/2017	Central West Pump Service	Square D Pressure Switch	1		71.50
EFT9399	23/01/2017	CS Legal	Debt Recovery	1		975.70
EFT9400	23/01/2017	Hoppys Parts R Us	Parts	1		748.77
EFT9401	23/01/2017	BPH	Flood Damage Repairs 06/01/2017 - 15/01/2017	1		249,157.70
EFT9402	24/01/2017	Australian Services Union	Payroll deductions	1		79.05
EFT9403	24/01/2017	Department of Human Services	Payroll deductions	1		262.18
11655	05/01/2017	Telstra Corporation Limited	Account 079 6895 500 Dec 2016	1		1,951.66
11656	05/01/2017	Synergy	17/11/2016 - 14/12/2016	1		2,146.90
11657	05/01/2017	Water Corporation	Water Usage October 13/10/16 to 14/12/2016	1		24,321.80
11658	11/01/2017	Synergy	Power Usage 11/08/2016 - 7/12/2016	1		883.60
11659	11/01/2017	Telstra Corporation Limited	Phone Usage Dec 2016	1		5.78
11660	11/01/2017	Water Corporation	Water Usage Charges 13/12/2016 to 30/12/2016	1		4.76
11661	11/01/2017	Telstra Corporation Limited	Phone Usage Dec 2016	1		335.91
11662	11/01/2017	Morawa Licensed Post Office Emmlee's	December Postage Expenses 2016	1		370.88
11663	11/01/2017	McLeods Barristers and Solicitors	Preparation of lease contract Morawa Aged Units	1		322.60
11664	23/01/2017	Telstra Corporation Limited	Phone Usage - January 2017	1		2,320.77
11665	23/01/2017	City of Greater Geraldton	Surveying Services	1		561.28
DD5396.1	11/01/2017	WA Local Government Superannuation Plan	Payroll deductions	1		8,250.34
DD5396.2	11/01/2017	AMP LIFE LTD - SUPERANNUATION	Superannuation contributions	1		488.32

Date: 17/02/2017  
Time: 9:06:21AM

**SHIRE OF MORAWA**  
**January 2017 Account for Payment**

USER: Finance Officer  
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<b>Cheque /EFT No</b>	<b>Date</b>	<b>Name</b>	<b>Invoice Description</b>	<b>Bank Code</b>	<b>INV Amount</b>	<b>Amount</b>
DD5396.3	11/01/2017	BT FINANCIAL GROUP	Superannuation contributions	1		300.94
DD5396.4	11/01/2017	MLC Nominees Pty Ltd	Superannuation contributions	1		222.87
DD5396.5	11/01/2017	Concept One	Superannuation contributions	1		168.84
DD5396.6	11/01/2017	Australian Super	Superannuation contributions	1		214.53
DD5408.1	25/01/2017	WA Local Government Superannuation Plan	Payroll deductions	1		8,531.23
DD5408.2	25/01/2017	AMP LIFE LTD - SUPERANNUATION	Superannuation contributions	1		488.32
DD5408.3	25/01/2017	BT FINANCIAL GROUP	Superannuation contributions	1		300.94
DD5408.4	25/01/2017	MLC Nominees Pty Ltd	Superannuation contributions	1		222.87
DD5408.5	25/01/2017	Commonwealth Bank Group Super	Superannuation contributions	1		205.73
DD5408.6	25/01/2017	Concept One	Superannuation contributions	1		211.05
DD5408.7	25/01/2017	Australian Super	Superannuation contributions	1		214.53
DD5430.1	03/01/2017	Westnet Pty Ltd	Westnet January 2017	1		224.75

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SHIRE OF MORAWA  
January 2017 Account for Payment

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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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REPORT TOTALS

EFT	\$ 558,819.45
Cheque	\$ 33,701.89
Direct Debits	\$ 20,346.42
Payroll	\$ 94,374.94
Credit Card	\$ 2,025.65
TOTAL	\$709,268.35

Dec-16

Business Credit Card - John Roberts Bankwest Mastercard

Date	Description	Accounts	Account Description	Amount	GST
22/12/2016	Ridge Star Pty Ltd - Fuel	P229	CEO - Vehicle	52.03	4.73
					0.00
					0.00
					0.00
					0.00

	Total Purchases for J. Roberts	52.03	4.73
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Date: 17/02/2017  
Time: 9:06:21AM

**SHIRE OF MORAWA**  
**January 2017 Account for Payment**

USER: Finance Officer  
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Cheque /EFT No	Date	Name	Invoice Description	Bank Code	INV Amount	Amount
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**Business Credit Card - Fred Gledhill Bankwest Mastercard**

Date	Description	Accounts	Account Description	Amount	GST
					0.00
				<b>Total Purchases for F. Gledhill</b>	0.00
					0.00

**Business Credit Card - Sam Appleton**

Date	Description	Accounts	Account Description	Amount	GST
1/12/2016	RLSSWA - Swimming Pool Signs	B11205	Swimming Pool	1215.40	110.49
2/12/2016	Slimline Warehouse - Mountings for evecuation plan signage	Various	Various	750.23	68.20
11/12/2016	BCF Geraldton - Rod Holder for Swimming Pool	B11205	Swimming Pool	7.99	0.73
					0.00
				<b>Total Purchases for S.Appleton</b>	1973.62
					179.42
				<b>Total Fees and Charges</b>	2025.65
					184.15

<i>Item No/Subject</i>	<b>7.2.2.5 Reconciliations - January 2017</b>
<i>Date of Meeting:</i>	<b>23 February 2017</b>
<i>Date &amp; Author:</i>	<b>16 February 2017 Candice Smith - Senior Finance Officer</b>
<i>Responsible Officer:</i>	<b>Fred Gledhill - Manager Accounting &amp; Finance</b>
<i>Applicant/Proponent:</i>	<b>Manager Accounting &amp; Finance</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 January 2017**

<b>Account</b>	<b>2017</b>
Municipal Account #	\$541,437.78
Trust Account	\$13,058.29
Business Telenet Saver (Reserve) Account	\$3,181,467.55
WA Treasury O/night Facility (Super Towns) Account	\$731,819.53
Reserve Term Deposit (Community Development)	\$500,000.00
Reserve Term Deposit (Future Funds 1)	\$800,000.00
Reserve Term Deposit (Future Funds 2)	\$800,000.00

**BANK RECONCILIATION BALANCES**

The Bank Reconciliation Balances for 31 January 2017 with a comparison for 31 January 2016 is as follows:

<b>Account</b>	<b>2016</b>	<b>2017</b>
Municipal Account #	\$665,264.99	\$540,900.53
Trust Account	\$9,291.08	\$13,200.29
Reserve Account	\$6,995,277.29	\$6,013,287.08

## **RESERVE ACCOUNT**

The Reserve Funds of \$6,013,287.08 as at 31 January 2017 were invested in:-

- Bank of Western Australia \$3,181,467.55 in the Business Telenet Saver Account and
- \$731,819.53 in the WA Treasury O/Night Facility
- Term Deposit (Future Funds 1) \$800,000.00
- Term Deposit (Future Funds 2) \$800,000.00
- Term Deposit (Community Development Fund) \$500,000.00

Breakdown for January 2017 with a comparison for January 2016 is as follows:

	<b>2016</b>	<b>2017</b>
Sports Complex Upgrade Reserve	\$0.00	\$0.00
Land & Building Reserve	\$5,210.10	\$79,621.88
Plant Reserve	\$941,349.99	\$986,942.28
Leave Reserve	\$279,760.87	\$288,743.09
Economic Development Reserve	\$107,309.35	\$108,822.84
Sewerage Reserve	\$123,235.26	\$145,656.50
Unspent Grants & Contributions Reserve	\$993,690.52	\$24,807.10
Community Development Reserve	\$1,387,238.29	\$1,184,509.29
Water Waste Management Reserve	\$0.00	\$0.00
Future Funds Reserve	\$2,179,529.41	\$2,151,357.62
Morawa Future Funds Interest Reserve	\$11,064.12	\$55,103.93
Aged Care Units Reserve	\$8,946.20	\$9,090.64
Transfer Station Reserve	\$198,254.97	\$28,994.92
S/Towns Revitalisation Reserve	\$172,365.21	\$175,509.85
ST Solar Thermal Power Station Reserve	\$546,341.64	\$556,309.68
Business Units Reserve	\$40,963.36	\$61,686.98
Legal Reserve	\$0.00	\$15,109.41
Road Reserve	\$0.00	\$141,021.07
<b>TOTAL</b>	<b>\$6,995,277.29</b>	<b>\$6,013,287.08</b>

## **TRANSFER OF FUNDS**

- \$27,898.75 from Unspent Grants to Municipal Fund being for Interest earned on MWIP S/Towns up to and including 30/06/2014,30/06/2015. 5<sup>th</sup> August 2016
- \$12,606.63 from Unspent Grants to Municipal Fund being for Interest earned on S/Towns Interest 15/16. 10<sup>th</sup> August 2016
- \$106,179.00 from Transfer Station Funds to Municipal Fund less interest earned being for New Transfer Station. 31<sup>st</sup> October 2016
- \$200,000.00 from Community Development Fund to Municipal Fund being for contribution towards major works on Town Swimming Pool. 31<sup>st</sup> October 2016
- \$27,816.09 from Unspent Grant to Municipal Fund being for Cloud Chasing Grant Unspent EOY 15/16. 31<sup>st</sup> October 2016
- **Investment Transfers**
- \$500,000.00 from Community Development Fund to Term Deposit Community Development for 11 months and 30 days @ 3% interest
- \$800,000.00 from Future Funds to Term Deposit Future Funds1 for 11 months and 30 days @ 3% interest
- \$800,000.00 from Future Funds to Term Deposit Future Funds2 for 11 months and 30 days @ 3% interest
- \$500,000.00 from Municipal Funds to Term Deposit Municipal Account for 47 days @ 1.5% interest

## **COMMUNITY CONSULTATION**

NIL

## **COUNCILLOR CONSULTATION**

NIL

## **STATUTORY ENVIRONMENT**

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

## **POLICY IMPLICATIONS**

Section 3 – Finance 3.11 Risk Management Controls

Section 3 – Finance 3.4.3 Investment Policy – Delegated Authority



### **FINANCIAL IMPLICATIONS**

As presented

### **STRATEGIC IMPLICATIONS**

Nil

### **RISK MANAGEMENT**

As per Policy Section 3 – Finance 3.11 Risk Management Controls

### **VOTING REQUIREMENTS**

Simple Majority

### **OFFICER'S RECOMMENDATION**

That Council:

Receive the bank reconciliation report for 31 January 2017.

### **COUNCIL RESOLUTION**

**1702007**                      **Moved:        Cr Coaker**  
                                     **Seconded:   Cr Carslake**

**That Council:**

**Receive the bank reconciliation report for 31 January 2017.**

**CARRIED 6/0**

<i>Item No/Subject:</i>	<b>7.2.2.6 Monthly Financial Statements - January</b>
<i>Date of Meeting:</i>	<b>23 February 2017</b>
<i>Date &amp; Author:</i>	<b>16 February 2017 Candice Smith - Senior Finance Officer</b>
<i>Responsible Officer:</i>	<b>Fred Gledhill - Manager Accounting &amp; Finance</b>
<i>Applicant/Proponent:</i>	<b>Senior Finance Officer Manager Accounting &amp; Finance</b>
<i>File Number:</i>	
<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**

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

### **BACKGROUND INFORMATION**

Nil

### **OFFICER'S COMMENT**

Nil

### **COMMUNITY CONSULTATION**

Nil

### **COUNCILLOR CONSULTATION**

Nil

**STATUTORY ENVIRONMENT**

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

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

As presented

**STRATEGIC IMPLICATIONS**

Nil

**RISK MANAGEMENT**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER'S RECOMMENDATION**

That Council:

Receive the Statement of Financial Activity and the Variance Report for the period ending the 31 January 2017.

**COUNCIL RESOLUTION**

1702008	Moved:	Cr Coaker
	Seconded:	Cr Carslake

That Council:

Receive the Statement of Financial Activity and the Variance Report for the period ending the 31 January 2017.

**CARRIED 6/0**



**SHIRE OF MORAWA**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2016 TO 31 JANUARY 2017**

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## SHIRE OF MORAWA

## STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 JANUARY 2017

	NOTE	January 2017 Actual \$	January 2017 Y-T-D Budget \$	2016/17 Budget \$	Variances Actuals to Budget \$	Variances Actual Budget to Y-T-D %	
<b>Operating</b>							
<b>Revenues/Sources</b>	1,2						
Governance		4	0	10	4	0.00%	
General Purpose Funding		815,776	916,457	1,786,445	(100,681)	(10.99%)	▼
Law, Order, Public Safety		385,956	32,987	44,720	352,969	1070.02%	▲
Health		2,438	4,000	8,000	(1,562)	(39.05%)	
Education and Welfare		32,218	22,912	45,500	9,306	40.62%	
Housing		43,166	32,288	142,711	10,888	33.65%	▲
Community Amenities		435,438	450,971	611,431	(15,533)	(3.44%)	
Recreation and Culture		251,526	61,872	346,031	189,654	306.53%	▲
Transport		3,595,702	3,119,880	3,591,841	475,822	15.25%	▲
Economic Services		96,645	120,434	192,699	(23,789)	(19.75%)	▼
Other Property and Services		49,198	46,683	123,722	2,515	5.39%	
		5,708,067	4,808,494	6,893,110	899,573	18.71%	
<b>(Expenses)/(Applications)</b>	1,2						
Governance		(244,619)	(274,542)	(485,349)	(244,619)	0.00%	
General Purpose Funding		(112,692)	(106,190)	(198,855)	(6,502)	(6.12%)	
Law, Order, Public Safety		(80,679)	(93,406)	(147,658)	12,727	13.63%	▼
Health		(83,017)	(93,097)	(154,150)	10,080	10.83%	▼
Education and Welfare		(130,163)	(180,994)	(299,878)	50,831	28.08%	▼
Housing		(82,290)	(67,099)	(178,753)	(15,191)	(22.64%)	▲
Community Amenities		(275,497)	(382,130)	(616,434)	106,633	27.90%	▼
Recreation & Culture		(734,672)	(687,917)	(1,143,712)	(46,755)	(6.80%)	
Transport		(4,002,169)	(1,029,475)	(1,789,563)	(2,972,694)	(288.76%)	▲
Economic Services		(267,463)	(399,934)	(628,406)	132,471	33.12%	▼
Other Property and Services		(23,906)	(36,931)	(29,715)	13,025	35.27%	▼
		(6,037,167)	(3,351,715)	(5,652,470)	(2,959,994)	60.12%	
<b>Net Result Excluding Rates</b>		(329,100)	1,456,778	1,240,640	(2,080,420)		
<b>Adjustments for Non-Cash (Revenue) and Expenditure</b>							
(Profit)/Loss on Asset Disposals	4	0	10,698	18,259	(10,698)	100.00%	▼
Movement in Leave Reserve (Added Back)		2,091	0	0	2,091	0.00%	
Movement in Deferred Pensioner Rates/ESL (no		2,871	0	0	2,871	0.00%	
Movement in Employee Benefit Provisions (non-		0	0	0	0	0.00%	
Rounding Adjustment		0	0	0	0	0.00%	
Depreciation on Assets		872,709	981,750	1,683,278	(109,041)	11.11%	▼
<b>Capital Revenue and (Expenditure)</b>							
Purchase Land Held for Resale	3	0	0	0	0	0.00%	
Purchase Land and Buildings	3	(76,998)	(434,710)	(869,434)	357,712	82.29%	▼
Purchase Plant and Equipment	3	(465,704)	(362,000)	(387,000)	(104,704)	(28.92%)	▲
Purchase Furniture and Equipment	3	0	(2,870)	(2,870)	2,870	100.00%	
Purchase Infrastructure Assets - Roads	3	(690,892)	(1,379,949)	(1,877,746)	689,057	49.93%	▼
Purchase Infrastructure Assets - Footpaths	3	0	0	0	0	0.00%	
Purchase Infrastructure Assets - Drainage	3	0	0	0	0	0.00%	
Purchase Infrastructure Assets - Parks & Ovals	3	0	0	0	0	0.00%	
Purchase Infrastructure Assets - Airfields	3	0	(2,600,000)	(2,600,000)	2,600,000	100.00%	▼
Purchase Infrastructure Assets - Play Equip	3	0	0	0	0	0.00%	
Purchase Infrastructure Assets - Sewerage	3	0	0	0	0	0.00%	
Purchase Infrastructure Assets - Dams	3	0	0	0	0	0.00%	
Purchase Infrastructure Assets - Other	3	(1,225,126)	(483,000)	(966,000)	(742,126)	(153.65%)	▲
Proceeds from Disposal of Assets	4	15,000	135,500	135,500	(120,500)	(88.93%)	▼
Repayment of Debentures	5	(44,414)	(46,164)	(68,175)	1,750	3.79%	
Proceeds from New Debentures	5	0	0	0	0	0.00%	
Advances to Community Groups		0	0	0	0	0.00%	
Self-Supporting Loan Principal Income	5	0	0	0	0	0.00%	
Transfers to Restricted Assets (Reserves)	6	(79,266)	(349,129)	(519,121)	269,863	77.30%	▼
Transfers from Restricted Asset (Reserves)	6	374,500	1,131,488	1,472,931	(756,988)	(66.90%)	▼
ADD Net Current Assets July 1 B/Fwd	7	1,081,055	1,088,809	1,088,809	(7,754)	(0.71%)	
LESS Net Current Assets Year to Date	7	1,088,780	803,924	0	284,856	(35.43%)	
<b>Amount Raised from Rates</b>	8	(1,653,053)	(1,656,723)	(1,650,929)	3,670	(0.22%)	

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

**Material Variances Symbol**

Above Budget Expectations

▲

Greater than 10,000 and greater than 10%

Below Budget Expectations

▼

Less than 10,000 and less than 10%

## SHIRE OF MORAWA

### NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 JANUARY 2017

#### 1. SIGNIFICANT ACCOUNTING POLICIES

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

##### (a) Basis of Accounting

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

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

##### (b) The Local Government Reporting Entity

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

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

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

##### (c) Rounding Off Figures

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

##### (d) Rates, Grants, Donations and Other Contributions

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

##### (e) Goods and Services Tax

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

##### (f) Superannuation

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

##### (g) Cash and Cash Equivalents

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

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

## SHIRE OF MORAWA

### NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD 1 JULY 2016 TO 31 JANUARY 2017

#### 1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

##### (h) Trade and Other Receivables

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

##### (i) Inventories

###### **General**

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

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

###### **Land Held for Resale**

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

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

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

##### (j) Fixed Assets

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

###### **Initial Recognition**

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

###### **Revaluation**

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

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

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

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



## SHIRE OF MORAWA

### NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 JANUARY 2017

#### 1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

##### (j) Fixed Assets (Continued)

###### **Land Under Roads**

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

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

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

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

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

###### **Depreciation of Non-Current Assets**

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

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

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

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

###### **Depreciation of Non-Current Assets (Continued)**

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

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

## SHIRE OF MORAWA

### NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 JANUARY 2017

#### 1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

##### (j) Fixed Assets (Continued)

###### **Capitalisation Threshold**

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

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

###### **Capitalisation Threshold**

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

##### (k) Financial Instruments

###### **Initial Recognition and Measurement**

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

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

###### **Classification and Subsequent Measurement**

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

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

Amortised cost is calculated as:

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

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

## SHIRE OF MORAWA

### NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 JANUARY 2017

#### 1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

##### (k) Financial Instruments (Continued)

###### Classification and Subsequent Measurement (Continued)

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

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

###### *(ii) Loans and receivables*

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

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

###### *(iii) Held-to-maturity investments*

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

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

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

###### *(iv) Available-for-sale financial assets*

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

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

###### *(v) Financial liabilities*

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

###### **Impairment**

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

## SHIRE OF MORAWA

### NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 JANUARY 2017

#### 1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

##### (l) Estimation of Fair Value

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

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

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

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

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

##### (m) Impairment

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

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

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

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

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

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

##### (n) Trade and Other Payables

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

**SHIRE OF MORAWA**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY 2016 TO 31 JANUARY 2017**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(o) Employee Benefits**

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

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

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

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

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

**(p) Borrowing Costs**

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

**(q) Provisions**

Provisions are recognised when:

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

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

Provisions are not recognised for future operating losses.

**(r) Current and Non-Current Classification**

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

**(s) Comparative Figures**

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

## **SHIRE OF MORAWA**

### **NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY 2016 TO 31 JANUARY 2017**

#### **2. STATEMENT OF OBJECTIVE**

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

##### **GOVERNANCE**

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

##### **GENERAL PURPOSE FUNDING**

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

##### **LAW, ORDER, PUBLIC SAFETY**

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

##### **HEALTH**

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

##### **EDUCATION AND WELFARE**

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

##### **HOUSING**

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

##### **COMMUNITY AMENITIES**

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

##### **RECREATION AND CULTURE**

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

##### **TRANSPORT**

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

##### **ECONOMIC SERVICES**

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

##### **OTHER PROPERTY & SERVICES**

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

## SHIRE OF MORAWA

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 JANUARY 2017

	2016/17 Budget \$	January 2017 YTD Budget \$	January 2017 Actual \$
<b>3. ACQUISITION OF ASSETS</b>			
The following assets have been acquired during the period under review:			
<b><u>By Program</u></b>			
<b>Governance</b>			
Upgrade to Old Council Chambers	539,434	269,710	0.00
<b>Law, Order, Public Safety</b>			
New fire truck	0	0	370,940.46
<b>Housing</b>			
Aged Person Units x 4 - water metres	30,000	15,000	0.00
<b>Community Amenities</b>			
Construction of Refuse Transfer Station	0	0	0.00
New Tip Site Construction	0	0	6,407.42
Closure/Rehabilitation Old Tip Site	0	0	0.00
Compactors/Transfer Bins for Transfer Station	0	0	43,820.00
Refuse Transfer Station - Storage Shed	0	0	73,045.01
Purchase Land For New Waste Site	300,000	150,000	0.00
<b>Recreation and Culture</b>			
Upgrade to Pool Pump House	0	0	0.00
Swimming Pool Bowls (Adults/Childrens Pools) - Contract	950,000	475,000	1,146,978.62
Swimming Pool Bowls (Adults/Childrens Pools) - Grant Expenses	0	0	0.00
Swimming Pool Bowls (Adults/Childrens Pools) - Shire Expenses	0	0	0.00
Sports Complex Water upgrade	0	0	3,951.87
<b>Transport</b>			
Road Construction			
- Rural Roads Construction	1,522,442	1,141,413	690,385.64
- Townsite Roads Construction	206,504	151,736	506.14
Plant & Equipment - Road Plant Purchases	237,000	237,000	0.00
Airfield Infrastructure	2,600,000	2,600,000	0.00
<b>Economic Services</b>			
Caravan Park Camp Kitchen/Caretakers Cabin	50,000	25,000	51,943.93
WIFI System - Caravan Park/Main ST	16,000	8,000	0.00
Phase 1 - Civic Square/Pedestrian Crossing	0	0	71,740.17
Phase 2 - Road Freight Alignment	148,800	86,800	0.00
<b>Other Property &amp; Services</b>			
Purchase of Lot 9000, White Ave	0	0	1.00
Administration Furniture & Equipment	2,870	2,870	0.00
CEO/DCEO/MAF Vehicles	100,000	100,000	0.00

<u>6,703,050</u>	<u>5,262,529</u>	<u>2,459,720.26</u>
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**SHIRE OF MORAWA**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY 2016 TO 31 JANUARY 2017**

<b>3. ACQUISITION OF ASSETS (Continued)</b>	<b>2016/17 Budget \$</b>	<b>January 2017 YTD Budget \$</b>	<b>January 2017 Actual \$</b>
The following assets have been acquired during the period under review:			
<b><u>By Class</u></b>			
Land Held for Resale	0	0	0.00
Investments	0	0	0.00
Land	300,000	150,000	0.00
Buildings	569,434	284,710	76,997.88
Plant and Equipment	387,000	362,000	466,704.39
Furniture and Equipment	2,870	2,870	0.00
Infrastructure Assets - Roads	1,877,746	1,379,949	690,891.78
Infrastructure Assets - Footpaths	0	0	0.00
Infrastructure Assets - Drainage/Dams	0	0	0.00
Infrastructure Assets - Parks & Ovals	0	0	0.00
Infrastructure Assets - Airfields	2,600,000	2,600,000	0.00
Infrastructure Assets - Playground Equipment	0	0	0.00
Infrastructure Assets - Sewerage	0	0	0.00
Infrastructure Assets - Dams	0	0	0.00
Infrastructure Assets - Other	966,000	483,000	1,225,126.21
	<u>6,703,050</u>	<u>5,262,529</u>	<u>2,459,720.26</u>



**SHIRE OF MORAWA**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2016 TO 31 JANUARY 2017**

**4. DISPOSALS OF ASSETS**

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

<b>By Program</b>	<b>Written Down Value</b>		<b>Sale Proceeds</b>		<b>Profit(Loss)</b>	
	<b>2016/17 Budget \$</b>	<b>January 2017 Actual \$</b>	<b>2016/17 Budget \$</b>	<b>January 2017 Actual \$</b>	<b>2016/17 Budget \$</b>	<b>January 2017 Actual \$</b>
<b>Law, Order &amp; Public Safety</b> (Asset 292) Canna Fire Truck Isuzu FSS550 MO33	0	0.00	0	15,000.00	0	0.00
<b>Transport</b> (Asset 45) 1999 Ford Courier Tray Top (Asset 272) - Backhoe Case P192	0 46,300	0.00 0.00	1,500 35,000	0.00 0.00	1,500 (11,300)	0.00 0.00
(Asset 476) - Ford Ranger - PWS	28,838	0.00	22,000	0.00	(6,838)	0.00
<b>Other Property &amp; Services</b> (Asset 600) Kluger AWD V6 Wagon - CEO (Asset 580) 2013 - Nissan Patrol Wagon - EM	44,111 34,510	0.00 0.00	42,000 35,000	0.00 0.00	(2,111) 490	0.00 0.00
	<b>153,759</b>	<b>0.00</b>	<b>135,500</b>	<b>15,000.00</b>	<b>(18,259)</b>	<b>0.00</b>

<b>By class of asset</b>	<b>Written Down Value</b>		<b>Sale Proceeds</b>		<b>Profit(Loss)</b>	
	<b>2016/17 Budget \$</b>	<b>January 2017 Actual \$</b>	<b>2016/17 Budget \$</b>	<b>January 2017 Actual \$</b>	<b>2016/17 Budget \$</b>	<b>January 2017 Actual \$</b>
<b>Plant &amp; Equipment</b> (Asset 45) 1999 Ford Courier Tray Top (Asset 272) - Backhoe Case P192 (Asset 476) - Ford Ranger - PWS (Asset 600) Kluger AWD V6 Wagon - CEO (Asset 580) 2013 - Nissan Patrol Wagon - EM (Asset 292) Canna Fire Truck Isuzu FSS550 MO33	0 46,300 28,838 44,111 34,510 0	0.00 0.00 0.00 0.00 0.00 0.00	1,500 35,000 22,000 42,000 35,000 0	0.00 0.00 0.00 0.00 15,000.00	1,500 (11,300) (6,838) (2,111) 490 0	0.00 0.00 0.00 0.00 0.00 0.00
	<b>153,759</b>	<b>0.00</b>	<b>135,500</b>	<b>15,000.00</b>	<b>(18,259)</b>	<b>0.00</b>

**Summary**

Profit on Asset Disposals  
Loss on Asset Disposals

	<b>2016/17 Budget \$</b>	<b>January 2017 Actual \$</b>
Profit on Asset Disposals	1,990	0.00
Loss on Asset Disposals	(20,249)	0.00
	<b>(18,259)</b>	<b>0.00</b>

**SHIRE OF MORAWA**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY 2016 TO 31 JANUARY 2017**

**5. INFORMATION ON BORROWINGS**

(a) Debenture Repayments

Particulars	Principal 1-Jul-16	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		2016/17 Budget \$	2016/17 Actual \$	2016/17 Budget \$	2016/17 Actual \$	2016/17 Budget \$	2016/17 Actual \$	2016/17 Budget \$	2016/17 Actual \$
<b>Housing</b>									
Loan 133 - GEHA House	102,614	0	0	31,993	15,735	70,621	86,879	6,206	3,361
Loan 134 - 2 Broad Street	72,564	0	0	24,158	22,726	48,406	49,838	3,090	4,499
Loan 135 - Staff Housing	0	0	0	0	0	0	0	0	0
Loan 136 - 24 Harley Street - Staff Housing	344,161	0	0	12,024	5,953	332,137	338,208	13,408	6,245
<b>Transport</b>									
Loan 138 - Plant Replacement	0	0	0	0	0	0	0	0	0
	519,339	0	0	68,175	44,414	451,164	474,925	22,704	14,105

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

(b) New Debentures - 2016/17

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

**SHIRE OF MORAWA**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY 2016 TO 31 JANUARY 2017**

	<b>2016/17 Budget \$</b>	<b>January 2017 Actual \$</b>
<b>6. RESERVES - CASH BACKED</b>		
<b>(a) Leave Reserve</b>		
Opening Balance	286,652	286,652
Amount Set Aside / Transfer to Reserve	14,088	2,091
Amount Used / Transfer from Reserve	(39,000)	0
	<u>261,740</u>	<u>288,743</u>
<b>(b) Sports and Recreation Facilities Reserve</b>		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>0</u>	<u>0</u>
<b>(c) Plant Reserve</b>		
Opening Balance	941,344	941,344
Amount Set Aside / Transfer to Reserve	198,998	45,599
Amount Used / Transfer from Reserve	(201,500)	0
	<u>938,842</u>	<u>986,942</u>
<b>(d) Building Reserve</b>		
Opening Balance	79,045	79,045
Amount Set Aside / Transfer to Reserve	22,506	577
Amount Used / Transfer from Reserve	0	0
	<u>101,551</u>	<u>79,622</u>
<b>(e) Economic Development Reserve</b>		
Opening Balance	108,035	108,035
Amount Set Aside / Transfer to Reserve	3,425	788
Amount Used / Transfer from Reserve	0	0
	<u>111,460</u>	<u>108,823</u>
<b>(f) Community Development Reserve</b>		
Opening Balance	1,376,593	1,376,593
Amount Set Aside / Transfer to Reserve	43,642	7,916
Amount Used / Transfer from Reserve	(400,000)	(200,000)
	<u>1,020,235</u>	<u>1,184,509</u>
<b>(g) Sewerage Reserve</b>		
Opening Balance	144,602	144,602
Amount Set Aside / Transfer to Reserve	74,584	1,055
Amount Used / Transfer from Reserve	0	0
	<u>219,186</u>	<u>145,657</u>
<b>(h) Unspent Grants and Contributions Reserve</b>		
Opening Balance	92,743	92,743
Amount Set Aside / Transfer to Reserve	2,940	386
Amount Used / Transfer from Reserve	(55,505)	(68,321)
	<u>40,178</u>	<u>24,807</u>

**SHIRE OF MORAWA**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY 2016 TO 31 JANUARY 2017**

	2016/17 Budget \$	January 2017 Actual \$
<b>6. RESERVES (Continued)</b>		
<b>(i) Business Units Reserve</b>		
Opening Balance	61,240	61,240
Amount Set Aside / Transfer to Reserve	21,942	447
Amount Used / Transfer from Reserve	0	0
	<u>83,182</u>	<u>61,687</u>
<b>(j) Morawa Future Funds Interest</b>		
Opening Balance	54,705	54,705
Amount Set Aside / Transfer to Reserve	31,701	399
Amount Used / Transfer from Reserve	0	0
	<u>86,406</u>	<u>55,104</u>
<b>(k) Morawa Community Future Funds Reserve</b>		
Opening Balance	2,140,600	2,140,600
Amount Set Aside / Transfer to Reserve	67,861	10,758
Amount Used / Transfer from Reserve	(57,682)	0
	<u>2,150,779</u>	<u>2,151,358</u>
<b>(l) Refuse Transfer Station Reserve</b>		
Opening Balance	134,515	134,515
Amount Set Aside / Transfer to Reserve	4,265	659
Amount Used / Transfer from Reserve	-	(106,179)
	<u>138,780</u>	<u>28,995</u>
<b>(m) Aged Care Units Reserve</b>		
Opening Balance	9,025	9,025
Amount Set Aside / Transfer to Reserve	286	66
Amount Used / Transfer from Reserve	-	0
	<u>9,311</u>	<u>9,091</u>
<b>(n) ST-N/Midlands Solar Thermal Power</b>		
Opening Balance	550,687	550,687
Amount Set Aside / Transfer to Reserve	17,459	5,622
Amount Used / Transfer from Reserve	(540,000)	0
	<u>28,146</u>	<u>556,310</u>
<b>(o) ST-Morawa Revitalisation Reserve</b>		
Opening Balance	173,736	173,736
Amount Set Aside / Transfer to Reserve	5,508	1,774
Amount Used / Transfer from Reserve	(179,244)	0
	<u>0</u>	<u>175,510</u>
<b>(p) Legal Fees Reserve</b>		
Opening Balance	15,000	15,000
Amount Set Aside / Transfer to Reserve	5,478	109
Amount Used / Transfer from Reserve	0	0
	<u>20,478</u>	<u>15,109</u>

**SHIRE OF MORAWA**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2016 TO 31 JANUARY 2017**

	2016/17 Budget \$	January 2017 Actual \$
<b>6. RESERVES (Continued)</b>		
<b>(q) Road Reserve</b>		
Opening Balance	140,000	140,000
Amount Set Aside / Transfer to Reserve	4,438	1,021
Amount Used / Transfer from Reserve	0	0
	<u>144,438</u>	<u>141,021</u>
 Total Cash Backed Reserves	 <b>5,354,712</b>	 <b>6,013,287</b>
 <b>Summary of Transfers To Cash Backed Reserves</b>		
<b>Transfers to Reserves</b>		
Leave Reserve	14,088	2,091
Sports and Recreation Facilities Reserve	0	0
Plant Reserve	198,998	45,599
Building Reserve	22,506	577
Economic Development Reserve	3,425	788
Community Development Reserve	43,642	7,916
Sewerage Reserve	74,584	1,055
Unspent Grants and Contributions Reserve	2,940	386
Business Units Reserve	21,942	447
Morawa Community Future Funds Interest	31,701	399
Morawa Community Future Fund Reserve	67,861	10,758
Refuse Transfer Station Reserve	4,265	659
Aged Care Units Reserve	286	66
ST-N/Midlands Solar Thermal Power	17,459	5,622
ST-Morawa Revitalisation Reserve	5,508	1,774
Legal Fees Reserve	5,478	109
Road Reserve	4,438	1,021
	<u><b>519,121</b></u>	<u><b>79,266</b></u>
 <b>Transfers from Reserves</b>		
Leave Reserve	(39,000)	0
Sports and Recreation Facilities Reserve	0	0
Plant Reserve	(201,500)	0
Building Reserve	0	0
Economic Development Reserve	0	0
Community Development Reserve	(400,000)	(200,000)
Sewerage Reserve	0	0
Unspent Grants and Contributions Reserve	(55,505)	(68,321)
Business Units Reserve	0	0
Morawa Community Future Funds Interest	0	0
Morawa Community Future Fund Reserve	(57,682)	0
Refuse Transfer Station Reserve	0	(106,179)
Aged Care Units Reserve	0	0
ST-N/Midlands Solar Thermal Power	(540,000)	0
ST-Morawa Revitalisation Reserve	(179,244)	0
Legal Fees Reserve	0	0
Road Reserve	0	0
	<u><b>(1,472,931)</b></u>	<u><b>(374,500)</b></u>
 <b>Total Transfer to/(from) Reserves</b>	 <u><b>(953,810)</b></u>	 <u><b>(295,235)</b></u>

## SHIRE OF MORAWA

### NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 JANUARY 2017

#### 6. RESERVES (Continued)

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

**Leave Reserve**

To be used to fund leave requirements.

**Sportsground Complex Upgrade Reserve**

To be used to upgrade the Sporting Complex Facilities.

**Plant Reserve**

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

**Building Reserve**

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

**Economic Development Reserve**

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

**Community Development Reserve**

To be used for Community Projects within the Shire of Morawa

**Sewerage Reserve**

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

**Unspent Grants and Contributions Reserve**

To be used as a quarantine for unspent committed funds.

**Business Units Reserve**

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

**Morawa Community Future Funds Interest**

To be used for Morawa Community Projects

**Morawa Community Future Fund Reserve**

To be used to provide an ongoing conduit for benefits to the people and environment of the Morawa Shire through the Sinosteel Midwest Corporation Morawa Future Fund Foundation Memorandum

**Refuse Transfer Station Reserve**

To be used for Morawa Landfill closure and Refuse Transfer Station implementation project - R4

**Aged Persons Units Reserve**

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

**ST - N/Midlands Solar Thermal Power**

**Reserves**

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

**ST-Morawa Revitalisation Reserve**

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

**Legal Fees Reserve**

to be utilised for unforeseen Legal Fees

**Road Reserve**

to be utilised for future Road Construction and Maintenance

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

**SHIRE OF MORAWA**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY 2016 TO 31 JANUARY 2017**

	<b>2015/16 B/Fwd Per 2016/17 Budget \$</b>	<b>2015/16 B/Fwd Per Financial Report \$</b>	<b>2016/17 Actual \$</b>
<b>7. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	(9,447)	(213,515)	141,451
Cash - Restricted Unspent Grants	0	317,600	400,000
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	6,308,522	6,308,522	6,013,287
Rates - Current	377,248	374,377	667,559
Sundry Debtors	998,442	998,442	54,768
GST Receivable	75,083	75,084	60,881
Accrued Income/Prepayments	6,882	6,882	0
Provision for Doubtful Debts	(15,595)	(15,595)	(15,595)
Other Current Debtors	0	0	0
Inventories	1,335	1,335	1,335
	<u>7,742,470</u>	<u>7,853,132</u>	<u>7,323,686</u>
<b>LESS: CURRENT LIABILITIES</b>			
Sundry Creditors	(136,955)	(250,489)	(74,741)
Income Received in Advance	0	0	(17,942)
GST Payable	(56,092)	(56,092)	(22,313)
Payroll Creditors	0	0	0
Accrued Expenditure	0	0	0
Other Payables	(6,025)	(6,025)	(21,730)
Withholding Tax Payable	0	0	0
Payg Payable	(48,960)	(48,960)	(29,158)
Accrued Interest on Debentures	0	(4,870)	0
Accrued Salaries and Wages	(38,370)	(38,370)	0
Current Employee Benefits Provision	(345,401)	(345,401)	(345,401)
Current Loan Liability	(60,904)	(66,743)	(16,490)
	<u>(692,707)</u>	<u>(816,950)</u>	<u>(527,775)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>7,049,763</b>	<b>7,036,182</b>	<b>6,795,911</b>
Less: Cash - Reserves - Restricted	(6,308,522)	(6,308,522)	(6,013,287)
Less: Cash - Unspent Grants - Restricted	0	0	0
Adjustment for Trust Transactions Within Muni	12	0	923
Add Back : Component of Leave Liability not Required to be Funded	286,652	286,652	288,743
Add Back : Current Loan Liability	60,904	66,743	16,490
<b>SURPLUS/(DEFICIENCY) C/FWD</b>	<u><b>1,088,809</b></u>	<u><b>1,081,055</b></u>	<u><b>1,088,780</b></u>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 31 JANUARY 2017

8. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2016/17 Rate Revenue \$	2016/17 Interim Rates \$	2016/17 Back Rates \$	2016/17 Total Revenue \$	2016/17 Budget \$
<b>General Rate</b>								
GRV Residential/Commercial	0.07415	268	2,912,592	215,960	0	0	215,960	215,960
UV Rural	0.02257	204	57,874,600	1,306,461	0	0	1,306,461	1,306,461
UV Mining	0.28968	16	469,309	135,950	0	0	135,950	135,950
<b>Sub-Totals</b>		488	61,256,501	1,658,371	0	0	1,658,371	1,658,371
<b>Minimum Rates</b>	<b>Minimum \$</b>							
GRV Residential/Commercial	279	48	39,055	13,392	0	0	13,392	13,392
UV Rural	279	7	55,400	1,953	0	0	1,953	1,953
UV Mining	656	11	10,939	7,216	0	0	7,216	7,216
<b>Sub-Totals</b>		66	105,394	22,561	0	0	22,561	22,561
<b>Discounts</b>								
<b>Total amount raised from general rates</b>							(27,879)	(30,000)
Ex-Gratia Rates							1,653,053	1,650,932
Rates Written Off							5,792	5,792
Specified Area Rates							(72)	(2,500)
Movement in Excess Rates							0	0
<b>Total Rates</b>							1,658,773	1,654,224

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

The general rates detailed above for the 2016/17 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

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



**SHIRE OF MORAWA**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY 2016 TO 31 JANUARY 2017**

**9. TRUST FUNDS**

Funds held at balance date over which the Municipality has no control and which are not included in this statement are as follows:

<b>Detail</b>	<b>Balance 01-Jul-16 \$</b>	<b>Amounts Received \$</b>	<b>Amounts Paid (\$)</b>	<b>Balance \$</b>
Housing Bonds	2,000	0	0	2,000
Dreghorn Unit Bonds	498	404	0	902
Bonds Hall/Rec Centre Hire	0	0	0	0
Aged Care - Bond Karl Strudwick Number 1	0	656	0	656
Youth Centre	865	0	0	865
Council Nominations	0	0	0	0
Bill Johnson Unit 1 Bond	0	0	0	0
Haulmore Trailers Land Dep	4,641	0	0	4,641
Social Club Payments	0	0	0	0
Local Drug Action Group	660	0	0	660
BCITF/BRB Training Levy	427	364	0	791
Daphne Little - Excess Rent	0	781	0	781
Morawa Oval Function Centre	1,762	0	0	1,762
	<b>10,853</b>	<b>2,205</b>	<b>0</b>	<b>13,059</b>

**SHIRE OF MORAWA**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY 2016 TO 31 JANUARY 2017**

**10. OPERATING STATEMENT**

	<b>January 2017 Actual \$</b>	<b>2016/17 Budget \$</b>	<b>2015/16 Actual \$</b>
<b>OPERATING REVENUES</b>			
Governance	4	10	85,353
General Purpose Funding	2,468,829	3,437,377	2,375,239
Law, Order, Public Safety	400,956	44,720	47,691
Health	2,438	8,000	59,064
Education and Welfare	32,218	45,500	17,905
Housing	43,166	142,711	46,856
Community Amenities	435,438	611,431	538,402
Recreation and Culture	251,526	346,031	260,759
Transport	3,595,702	3,591,841	2,756,444
Economic Services	96,645	192,699	210,929
Other Property and Services	49,198	123,722	93,296
<b>TOTAL OPERATING REVENUE</b>	<b>7,376,120</b>	<b>8,544,042</b>	<b>6,491,937</b>
<b>OPERATING EXPENSES</b>			
Governance	244,619	485,349	453,942
General Purpose Funding	112,692	198,855	193,155
Law, Order, Public Safety	80,679	147,658	147,445
Health	83,017	154,150	274,928
Education and Welfare	130,163	299,878	285,792
Housing	82,290	178,753	121,158
Community Amenities	275,497	616,434	482,500
Recreation & Culture	734,672	1,143,712	1,155,380
Transport	4,002,169	1,769,563	3,228,997
Economic Services	267,463	628,406	538,733
Other Property and Services	23,906	29,715	39,141
<b>TOTAL OPERATING EXPENSE</b>	<b>6,037,167</b>	<b>5,652,470</b>	<b>6,921,171</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b><u>1,338,953</u></b>	<b><u>2,891,572</u></b>	<b><u>(429,234)</u></b>

**SHIRE OF MORAWA**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY 2016 TO 31 JANUARY 2017**

**11. BALANCE SHEET**

	January 2017 Actual \$	2015/16 Actual \$
<b>CURRENT ASSETS</b>		
Cash Assets	6,554,738	6,412,607
Receivables	767,614	1,439,191
Inventories	1,335	1,335
<b>TOTAL CURRENT ASSETS</b>	<u>7,323,687</u>	<u>7,853,133</u>
<b>NON-CURRENT ASSETS</b>		
Receivables	11,064	13,935
Inventories	0	0
Property, Plant and Equipment	26,645,200	26,518,884
Infrastructure	44,558,031	43,097,335
<b>TOTAL NON-CURRENT ASSETS</b>	<u>71,214,295</u>	<u>69,630,154</u>
<b>TOTAL ASSETS</b>	<u>78,537,982</u>	<u>77,483,287</u>
<b>CURRENT LIABILITIES</b>		
Payables	165,884	404,807
Interest-bearing Liabilities	16,490	66,743
Provisions	345,401	345,401
<b>TOTAL CURRENT LIABILITIES</b>	<u>527,775</u>	<u>816,951</u>
<b>NON-CURRENT LIABILITIES</b>		
Interest-bearing Liabilities	458,435	452,597
Provisions	37,661	37,661
<b>TOTAL NON-CURRENT LIABILITIES</b>	<u>496,096</u>	<u>490,258</u>
<b>TOTAL LIABILITIES</b>	<u>1,023,871</u>	<u>1,307,209</u>
<b>NET ASSETS</b>	<u>77,514,111</u>	<u>76,176,078</u>
<b>EQUITY</b>		
Retained Surplus	34,506,554	32,872,289
Reserves - Cash Backed	6,013,209	6,308,522
Reserves - Asset Revaluation	36,995,271	36,995,271
<b>TOTAL EQUITY</b>	<u>77,515,034</u>	<u>76,176,082</u>

**SHIRE OF MORAWA**

**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY 2016 TO 31 JANUARY 2017**

**12. FINANCIAL RATIO**

	<b>2016 YTD</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>
Current Ratio	3.810	3.530	7.880	1.870

The above rates are calculated as follows:

Current Ratio equals	$\frac{\text{Current assets minus restricted current assets}}{\text{Current liabilities minus liabilities associated with restricted assets}}$
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**SHIRE OF MORAWA**  
**FOR THE PERIOD 1 JULY 2016 TO 31 JANUARY 2017**  
**Report on Significant variances Greater than 10% and \$10,000**

**Purpose**

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

**The Materiality variances adopted by Council are:**

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

**REPORTABLE OPERATING REVENUE VARIATIONS**

**General Purpose Funding - Variance below budget expectations**

Reserve Funds put on Term Deposit for 12 months. Interest paid on maturity making revenue for Reserves under budget at this time

**Law, Order, Public Safety - Variance above budget expectations**

New Fire Truck obtained, not in budget - expense offset

**Housing - Variance below budget expectations**

Single units only recently rented. Income below budget expectations  
Aged Care units not rented out - below budget expectations

**Recreation & Culture - Variance above budget expectations.**

Income relating to Public Halls and Civic Centres higher than budget  
Out of round grant for Swimming Pool retiling 85% received - not budgeted for

**Transport - Variance above expectations.**

Flood damage reimbursements not budgeted for

**Economic Services - Variance below budget expectations.**

Sale of water under budget expectations

**REPORTABLE OPERATING EXPENSE VARIATIONS**

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

Timing - SES expenses less than anticipated

**Health - Variance above budget expectations.**

Doctors Operating Expenses lower than budget

**Education and Welfare - Variance below budget expectations**

Youth Centre employee and maintenance expenses under budget due to the loss of Community Development Officer and Youth Centre not open

**Housing - Variance above budget expectations.**

Expenditure on Aged Care Units up on YTD budget- new shade sails

**Community Amenities - Variance below budget expectations.**

General Community Amenities costs down on YTD budget

**Transport - Variance above budget expectations.**

Flood damage costs not budgeted for offset by income

**Economic Services - Variance below budget expectations**

Caravan Park operation expenses under budget

**Other Property & Services - Variance below budget expectations.**

Fuel and Oils, Tyres and Tubes underspent - timing

**SHIRE OF MORAWA**  
**FOR THE PERIOD 1 JULY 2016 TO 31 JANUARY 2017**  
**Report on Significant variances Greater than 10% and \$10,000**

**REPORTABLE NON-CASH VARIATIONS**

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

**REPORTABLE CAPITAL EXPENSE VARIATIONS**

*Purchase of Land & Buildings - Variance below budget expectations.*

Purchase of land for tip site not complete - Timing

*Purchase of Plant & Equipment - Variance above budget expectations.*

Swimming Pool Plant & Equipment in progress

*Purchase of Infrastructure Assets Roads - Variance below budget expectations.*

Capital Road Works for roads under budget - timing

*Transfer to Reserves - Variance below budget expectations.*

Transfers to Reserves - timing

**REPORTABLE CAPITAL INCOME VARIATIONS**

*Proceeds from Disposal of Assets - Variance within budget expectations.*

*Transfer from Reserves - Variance below budget expectations.*

Transfers to Municipal Fund - timing on completion of projects

<i>Item No/ Subject:</i>	<b>7.2.2.7 Deceased Estate Property Gutha</b>
<i>Date of Meeting:</i>	<b>23 February 2017</b>
<i>Date &amp; Author:</i>	<b>11 January 2017 - Fred Gledhill</b>
<i>Responsible Officer:</i>	<b>Fred Gledhill - Manager Accounting and Finance</b>
<i>Applicant/Proponent:</i>	<b>Manager Accounting and Finance</b>
<i>File Number:</i>	<b>ADM 0055</b>
<i>Previous minute/s &amp; Reference:</i>	<b>1603004</b>

### **SUMMARY**

Lot 12 Simpson Street Gutha (vacant block used for parking at Gutha Hall) has unpaid rates since 2009. Currently it is in the ownership of the Estate of PWJ Sermon.

### **DECLARATION OF INTEREST**

Nil

### **ATTACHMENTS**

CS Legal letter dated 7 December 2016

### **BACKGROUND INFORMATION**

CS Legal have been acting on Council's behalf to ensure that due process is followed in taking possession of Lot 12 Simpson Street Gutha and initially advised that the deceased estate never went to probate and for Council to obtain ownership/control of the property that Council was entitled to sell the property for unpaid rates. This was carried out by the following resolution at the March 2016 meeting

1603004                      *Moved:*        *Cr Agar*  
                                     *Seconded:*    *Cr Coaker*

*That:*

- (1) Lot 12 Simpson Street Gutha, be put up for sale due to unpaid rates of more than 3 years.*
- (2) Should the property not be sold within 12 months, the property is to be transferred to the ownership of the Shire of Morawa and the Outstanding rates be written off.*

**CARRIED 7/0**

The Shire of Morawa has since been advised by CS Legal that

*Despite their original advice that Probate of the Estate of the Deceased was granted in 2000, they have since been advised by the Supreme Court of Western Australia that there is no record of an application for Probate of the Estate of Percy William Joseph Sermon and that the Shire has made all reasonable attempt to locate the Owner and that the Shire is not required to commence proceedings for the recovery of the rates and charges.*

### **COMMENT**

As the Shire of Morawa has not made any attempt to recover the outstanding money under section 6.56 of the Local Government Act 1995 (WA) because the owner is deceased and no executor or administrator of the estate can be located the Shire can take possession of the property.

### **COMMUNITY CONSULTATION**

Nil

### **COUNCILLOR CONSULTATION**

Nil

### **STATUTORY ENVIRONMENT**

The Local Government Act 1995 (WA) section 6.68(2)(b) and section 6.64(2).

### **STRATEGIC IMPLICATIONS**

Nil

### **RISK MANAGEMENT**

Section 3 – Finance 3.4.7 Risk Management Controls

### **VOTING REQUIREMENTS**

**Absolute Majority**



## **OFFICER'S RECOMMENDATION**

That Council :

(1) Rescind motion 1603004 –

*Lot 12 Simpson Street Gutha, be put up for sale due to unpaid rates of more than 3 years.*

*Should the property not be sold within 12 months, the property is to be transferred to the ownership of the Shire of Morawa and the Outstanding rates be written off.*

**CARRIED 7/0**

(2) Resolves to exercise its power of sale under Part 6 Subdivision of Local Government Act 1995 (WA) over Lots 12 & 13 on Deposited Plan 142516 being all that piece of land contained in Certificate of Title Volume 1035 Folio 876, more commonly known as Lots 12 & 13 Simpson Street Gutha.

## **COUNCIL RESOLUTION**

**1702009**

**Moved: Cr Thornton**

**Seconded: Cr Coaker**

That Council :

(1) Rescind motion 1603004 –

***Lot 12 Simpson Street Gutha, be put up for sale due to unpaid rates of more than 3 years.***

***Should the property not be sold within 12 months, the property is to be transferred to the ownership of the Shire of Morawa and the Outstanding rates be written off.***

**CARRIED 7/0**

**(2) Resolves to exercise its power of sale under Part 6 Subdivision of Local Government Act 1995 (WA) over Lots 12 & 13 on Deposited Plan 142516 being all that piece of land contained in Certificate of Title Volume 1035 Folio 876, more commonly known as Lots 12 & 13 Simpson Street Gutha.**

**CARRIED 6/0**

7 December 2016

Your Ref: 683  
Our Ref: NJ:JO:16138  
Partner: Narinder Jessy  
Contact: Jason O'Meara  
Email: jomeara@cslegal.com.au

Shire of Morawa  
PO Box 14  
MORAWA WA 6623

Attention: Katrina Kingston

By Email: [rates@morawa.wa.gov.au](mailto:rates@morawa.wa.gov.au)  
& By Post

Dear Katrina,

**Local Government Act Sale of 12 Simpson Street, Gutha ("Property")**

We refer to our letter dated 4 October 2016.

Our searches indicate that Percy William Joseph Sermon was born in 1896 and died on 15 July 1985.

Despite our original advice that Probate of the Estate of the Deceased was granted in 2000, we have since been advised by the Supreme Court of Western Australia that there is no record of an application for Probate of the Estate of Percy William Joseph Sermon.

We do not believe that there are any other steps the Shire can take to locate the Owner. For the purposes of section 6.68(2)(b) of the *Local Government Act 1995* (WA) ("LGA"), we believe that the Shire has made all reasonable attempts to locate the Owner and that the Shire is not required to commence proceedings for the recovery of the rates and charges.

Under section 6.68(3A) of the LGA, if the Shire decides to forego the requirement to commence proceedings on the basis that the Shire cannot locate the owner, the Shire will be required to record this decision in the minutes of the meeting at which the decision is made.

We are of the view that council resolution no. 1603004 is insufficient for the purposes of satisfying the Shire's requirements under section 6.68(3A) of the LGA and we **enclose** a suggested agenda item incorporating a suggested resolution, for your assistance.

We recommend that council pass a new resolution in accordance with our suggest agenda item.

**Taking Possession of the Property**

Once the Shire has passed the resolution, prior to exercising the Shire's power of sale:

1. the Shire must first take possession of the Property; and
2. upon taking possession of the Property, section 6.64(2) of the LGA requires the Shire to:
  - (a) deliver to the owner of the land a Form 2 Notice; and
  - (b) affix a Form 3 Notice on a conspicuous part of the Property.

**Bunbury**

10A Ommanney St, Bunbury WA 6230  
PO Box 1599, Bunbury WA 6231

T: (08) 9721 2022  
F: (08) 9792 5059

**Fremantle**

Suite 29(1<sup>st</sup> Flr) 35 William St,  
Fremantle Malls, Fremantle WA 6160  
PO Box 1234, Fremantle WA 6959

T: (08) 9335 6686  
F: (08) 9336 6827

**Joondalup**

7/80 Grand Blvd, Joondalup WA 6027  
PO Box 741, Joondalup DC WA 6919

T: (08) 9301 4422  
F: (08) 9301 1000

**Perth**

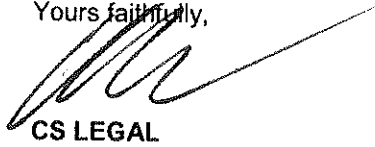
321 Murray Street Perth WA 6000  
PO Box 7489, Cloisters Square PO WA 6850

T: (08) 9476 4499  
F: (08) 9325 4174

Copies of the above forms will be provided to you upon confirmation of the Shire's resolution.

Please advise us the date of the meeting at which the agenda item will be considered by council and if you have any queries, please contact our Jason O'Meara on (08) 9476 4407.

Yours faithfully,



CS LEGAL

### **Background**

1. Percy William Joseph Sermon ("**Owner**") is the registered proprietor of Lots 12 and 13 on Deposited Plan 142516, being the whole of the land contained in Certificate of Title Volume 1035 Folio 876, more commonly known as Lots 12 and 13 Simpson Street, Gutha ("**Property**").
2. The Owner currently owes the Shire the sum of \$\_\_\_\_\_ being unpaid rates, service charges, interest and legal costs.
3. The sum of \$1,494.99 has been outstanding for over 3 years.
4. CS Legal conducted a search of the Metropolitan Cemeteries Board website which failed to return a record for Percy William Joseph Sermon.
5. Further ancestry searches were conducted by CS Legal which identified details of a Percy William Joseph Sermon who was born in 1896 and died on or around 15 July 1985..
6. CS Legal also conducted a probate search which failed to identify any application for a grant of probate or administration in respect of the Owner's estate.

### **Resolution**

That pursuant to section 6.68(2)(b) of the *Local Government Act 1995* (WA) Council resolves to exercise its power of sale under Part 6 Subdivision 6 of the *Local Government Act 1995* (WA) over Lots 12 & 13 on Deposited Plan 142516 being all that piece of land contained in Certificate of Title Volume 1035 Folio 876, more commonly known as Lots 12 & 13 Simpson Street, Gutha, noting that the Shire of Morawa has not made any attempt to recover the outstanding money under section 6.56 of the *Local Government Act 1995* (WA) because the owner is believed to be deceased and no executor or administrator of the estate can be located.

<i>Item No/ Subject:</i>	<b>7.2.2.8 Outstanding Rate Debtors – December 2016</b>
<i>Date of Meeting:</i>	<b>23 February 2017</b>
<i>Date &amp; Author:</i>	<b>11 January 2017- Katrina Kingston - Rates Officer</b>
<i>Responsible Officer:</i>	<b>Fred Gledhill - Manager Accounting and Finance</b>
<i>Applicant/Proponent:</i>	<b>Rates Officer</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 December 2016, is submitted to Council.

### **DECLARATION OF INTEREST**

Nil

### **ATTACHMENTS**

Overdue Rates Report Summary.

### **BACKGROUND INFORMATION**

Rates were issued on the 30 of August 2016 and the total levied was:

	UV: \$1,451,580.03
GRV:	<u>\$229,351.90</u>
<b>Total</b>	<b>\$1,680,931.93</b>

The arrears outstanding as at the issue of rate notice was:

	UV: \$112,468.43
GRV:	<u>\$85,813.21</u>
<b>Total</b>	<b>\$198,281.64</b>

The total outstanding rates at 31 of December 2016 are as follows:

On Instalments	\$ 1,540.86
Not on instalments	<u>\$619,758.38</u>
<b>Total Rates Outstanding</b>	<b>\$621,299.24</b>

Austral Mercantile currently have 30 assessments for management, a total of **\$276,519.05** and a review is underway for more non-ratepayers to go to Austral Mercantile.

The following is a breakdown of the outstanding rates:

Current 16/17	Rates	\$192,860.65
	Refuse	\$ 34,466.16
	Sewerage	\$ 63,167.25
	Interest	\$ 70,507.30
	ESL	\$ 10,603.74
	ESL Penalty Interest	\$ 483.88
	Excess	\$ 0.00
	Instalment Admin Fee	\$ 0.00
	<b>Total Current Charges:</b>	<b>\$361,485.24</b>
Arrears	Rates	\$153,751.00
	Refuse	\$ 34,538.09
	Sewerage	\$ 63,659.42
	ESL	\$ 6,624.81
	ESL Penalty Interest	\$ 1,240.68
	<b>Total Arrears:</b>	<b>\$259,814.00</b>

Pensioner rebates have been claimed, including curtilage.

Interim rating is being carried out monthly.

Mining tenement valuation updates are being completed monthly.

#### **OFFICER'S COMMENT**

Nil

#### **COMMUNITY CONSULTATION**

Nil

#### **COUNCILLOR CONSULTATION**

Nil

#### **STATUTORY ENVIRONMENT**

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

#### **POLICY IMPLICATIONS**

Section 3 – Finance 3.4.7 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**

That Council:

Receive the Outstanding Rate Report for 31 December 2016.

### **COUNCIL RESOLUTION**

**1702010**                      **Moved:      Cr Agar**  
                                     **Seconded: Cr Stokes**

**That Council:**

**Receive the Outstanding Rate Report for 31 December 2016.**

**CARRIED 6/0**

## OVERDUE RATES REPORT

RATES

CRITERIA =====	GRAND TOTALS =====				
	Charges	Cur/Arr	Levied	Receipted	Balance
Ratepayers: All Ratepayers					
Balances prior to 31.12.16.					
Assessment Range from:                      to:	Rates	C	322583.08	129722.43	192860.65
Balance Range from       :                      to:	Rates	A	197854.59	44103.59	153751.00
Bals: O/S Y, Credit N, Zero N	Interest	C	83169.09	12661.79	70507.30
Back Rated ONLY N, Interim Rated ONLY N	Excess	C	0.00	0.00	0.00
Instalment Payer ONLY N, Non-instalment Payer ONLY N	Commercial Rubbish Service	C	15498.00	2293.52	13204.48
Ward Code                      , Rate Code	Commercial Rubbish Service	A	14942.58	1640.70	13301.88
Service Code                      , Other Code	Domestic Rubbish Service	C	37638.00	16376.32	21261.68
Owner Code	Domestic Rubbish Service	A	25367.14	4130.93	21236.21
Totals ONLY Y, Phone N, All Owners N	ESL Penalty	C	534.91	51.03	483.88
Lots N, Order by Ward	ESL Penalty	A	1509.94	269.26	1240.68
	Installment Admin Fee	C	405.00	405.00	0.00
	Installment Interest	C	1161.08	1161.08	0.00
	Sewerage - First Fixture	C	772.10	217.45	554.65
	Emergency Services Levy	C	11504.80	4683.11	6821.69
	Emergency Services Levy	A	8409.12	1784.31	6624.81
	Sewerage Levy - Commercial	C	19747.91	2842.24	16905.67
	Sewerage Levy - Commercial	A	24677.23	1488.30	23188.93
	Sewerage Levy - Residential	C	54888.53	17208.11	37680.42
	Sewerage Levy - Residential	A	46919.56	8796.66	38122.90
	Sewerage Levy - Vacant Land	C	3601.20	2396.38	1204.82
	Sewerage Levy - Vacant Land	A	3785.31	1437.72	2347.59
	-----				
	171 properties		874969.17	253669.93	621299.24
	=====				



<i>Item No/ Subject</i>	<b>7.2.2.9 Rates and Charges</b>
<i>Date of Meeting:</i>	<b>23 February 2017</b>
<i>Date &amp; Author:</i>	<b>11 January 2017- Katrina Kingston – Rates Officer</b>
<i>Responsible Officer:</i>	<b>Fred Gledhill - Manager Accounting and Finance</b>
<i>Applicant/Proponent:</i>	<b>Rates Officer</b>
<i>File Number:</i>	<b>ADM0055</b>
<i>Previous minute/s &amp; Reference:</i>	<b>1512004</b>

### **SUMMARY**

As with the 15/16 rating year the Shire has received a letter from the CWA again stating that they are struggling with low membership, going through hardship and are having trouble paying for their building at 24 Dreghorn St Morawa. Currently the CWA have 7 members. The CWA are asking council to waive all of their fees.

### **DECLARATION OF INTEREST**

Nil

### **ATTACHMENTS**

CWA Letter dated 24 November 2016.

### **BACKGROUND INFORMATION**

Under section 6.47 of the Local Government Act 1995 a council may waive a service charge. When a property does not fall into any category of Section 6.26 but the Council may wish to waive a service charge because of the nature of the undertaking of the organisation. This would be a case by case decision and for each individual Council to determine.

Council resolved in December 2015 to waive the sewerage service fee of \$772.10 for the CWA for the 2015/2016 billing cycle.

Council also approved the write-off of \$772.10 for the CWA. This was in accordance with section 6.47 of the Local Government Act 1995.

### **OFFICER'S COMMENT**

As the CWA is a 'Not-for-profit' organisation & membership is low, it would be appropriate for council to consider waiving all fees for this organisation. Interest is accrued at 18.84 cents / day for this assessment.

## **COMMUNITY CONSULTATION**

Nil

## **COUNCILLOR CONSULTATION**

Nil

## **STATUTORY ENVIRONMENT**

Local Government Act 1995 and Local Government (Financial Management) Regulations 1996, (Section 6.47)

Subject to the Rates and Charges (*Rebates and Deferments Act 1992*), a local government may at the time of imposing a rate or service charge or at a later date resolve to waive a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.

*Absolute majority required.*

## **POLICY IMPLICATIONS**

Section 3 – Finance

## **FINANCIAL IMPLICATIONS**

As presented

## **STRATEGIC IMPLICATIONS**

Nil

## **RISK MANAGEMENT**

Nil

## **VOTING REQUIREMENTS**

**Absolute Majority**

## **OFFICER'S RECOMMENDATION**

That Council:

Waive all fees for the CWA for the 2016/2017 billing cycle:

Sewerage:	\$772.10
ESL:	\$ 71.00
Interest as at 7 February 2017:	\$ 24.47

**COUNCIL RESOLUTION**

**1702011**

<b>Moved:</b>	<b>Cr Stokes</b>
<b>Seconded:</b>	<b>Thornton</b>

### That Council:

**Waive all fees for the CWA for the 2016/2017 billing cycle:**

<b>Sewerage:</b>	<b>\$772.10</b>
<b>ESL:</b>	<b>\$ 71.00</b>
<b>Interest as at 7 February 2017:</b>	<b>\$ 24.47</b>

**CARRIED 6/0**



Mrs Karen Chappel  
Shire President  
Morawa Shire Council  
Winfield St  
Morawa 6623  
WA

Morawa Branch CWA  
P.O. Box 186  
Morawa 6623  
WA

24th November 2016

Dear Mrs Chappel, Mr Roberts and ~~Shire~~ Councillors, *SKD*

The Morawa Branch of the CWA continues to face severe financial difficulties in 2016, which is of grave concern to our members.

The yearly expense of Annual Levy Rates to the Shire of Morawa is the prime reason for our financial difficulties. We are a service organisation with limited membership (7 members) and few fundraising opportunities due to the age or work status of our members.

We have been able to pay the first instalment of the rates, the amount of \$217.45 which was paid on the 19th of October 2016.

We enclose partial payment of the second instalment, \$117.35 and should finances permit we will endeavour to pay the balance of the second instalment.

However it is unlikely that we can pay the remaining instalments and therefore we seek support from the Shire for our volunteer service organisation by exempting our group from further payments.

Please find enclosed our cheque for \$117.35

Yours Sincerely,

Mrs Helen Walter  
Hon. Treasurer  
Morawa Branch CWA

*Fred,*

*Please discuss*

*28/11*

## **7.2.4 Executive Manager Development and Administration**

### **COUNCIL RESOLUTION**

**1702012**                      **Moved:        Cr Coaker**  
                                     **Seconded: Cr Carslake**

**That Standing Orders be suspended at 2.52pm.**

**CARRIED 6/0**

### **COUNCIL RESOLUTION**

**1702013**                      **Moved:        Cr Agar**  
                                     **Seconded: Cr Coaker**

**That Standing Orders be resumed at 2.56pm.**

**CARRIED 6/0**

<i>Item No/ Subject:</i>	<b>7.2.4.1 Telstra Tower Replacement</b>
<i>Date of Meeting:</i>	<b>23 February 2017</b>
<i>Date &amp; Author:</i>	<b>16 February 2017 - John Roberts</b>
<i>Responsible Officer:</i>	<b>Samantha Appleton – Executive Manager Development &amp; Administration</b>
<i>Applicant/Proponent:</i>	<b>Executive Manager Development &amp; Administration</b>
<i>File Number:</i>	<b>ADM 0627</b>
<i>Previous minute/s &amp; Reference:</i>	

### **SUMMARY**

This report seeks Council support to commence the consultation period relating to a proposed replacement of the Lot M1547 Franco Road Merkanooka tower.

### **DECLARATION OF INTEREST**

Nil

## **ATTACHMENTS**

Documentation from Telstra contractor relating to proposed upgrade.  
Map of location of site and property title information.

## **BACKGROUND INFORMATION**

A Development/Planning Application (Application) has been lodged on behalf of Telstra.

The Application seeks approval to install a 60m Guyed mast to accommodate four Argus UNA010F-0 Omni Antennas with three RRU's located behind the antennas together with an equipment room located at the base of the structure all as shown in the attachments. The mast and associated equipment will be located at 433 Franco Road, Merkanooka WA 6629.

## **OFFICER'S COMMENT**

The construction of this type of tower is not subject to building approval as it is classed as a class 10 structure in a rural area. It is also exempt from the requirement for planning approval under the current Shire of Morawa Town planning Scheme No 2. However section 6.3 of State Planning Policy 5.2 requires planning approval and a period of consultation.

As part of the twenty one day consultation process the following will be required;

- advertising in local papers
- placement of a notice at the location
- advise owners of neighbouring properties in writing of the proposal

Upon the expiry of the consultation period, all submissions from the public will be presented to Council and an item will be prepared for Council to give planning approval.

## **COMMUNITY CONSULTATION**

Nil

## **COUNCILLOR CONSULTATION**

Nil

## **STATUTORY ENVIRONMENT**

State Planning Policy 5.2 - Telecommunications Infrastructure

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

Nil

## **STRATEGIC IMPLICATIONS**

Shire of Morawa Strategic Community Plan

1.4 Provide essential services and infrastructure to support population growth.

## **RISK MANAGEMENT**

Failure to comply with legislation

## **VOTING REQUIREMENTS**

Simple majority

## **OFFICER'S RECOMMENDATION**

That Council:

Approve the commencement of the required consultation period upon receipt of the planning approval application for the tower located at 433 Franco Road Merkanooka WA 6629.

## **COUNCIL RESOLUTION**

1702014

Moved: Cr Stokes

Seconded: Cr Coaker

That Council:

Approve the commencement of the required consultation period upon receipt of the planning approval application for the tower located at 433 Franco Road, Merkanooka WA 6629.

**CARRIED 6/0**

# Deighton Pty. Ltd.

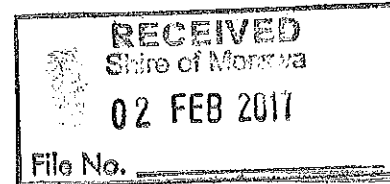
ABN39 220 486 601 ACN 009 001 076

P.O. Box 81  
NORTH DANDALUP WA 6207  
Telephone: (08) 9530 1550  
Email: srb@southwest.com.au

31<sup>st</sup> January, 2017.

Our Ref: Blackspot GF 69

The Chief Executive Officer,  
Shire of Morawa  
P.O. Box 14,  
MORAWA WA 6623



Dear Sirs/Madam,

**Development/Planning Application for the Black Spot Government Funded Project**  
**Proposed Emergency Services and Mobile Phone Base Station**  
**Lot M1547 on Plan 6188, Franco Rd, Merkanooka WA 6625**  
**(-29.126667 115.717778)**

Telstra is working on a Commonwealth Government and State Government funded project to put emergency services and mobile telephone communications in areas where current coverage is deficient and is proposing a site at the above location. This program is known as the Black Spot Program and Telstra has been contracted to undertake the construction of the sites

Deighton Pty Ltd, act on behalf of Aurecon in regard to the above matter. Aurecon have been instructed by their client Telstra Corporation Limited to prepare and lodge a proposal for the installation.

Following intensive investigations between Government Emergency Services Agencies and Telstra utilizing radio frequency engineers, property and planning consultants and general engineering expertise Telstra has identified a location for the construction of a site under the above project.

The proposal is to install a 60m guyed mast to accommodate four (4) Argus UNA010F-0 Omni Antennas panel antennas with three (3) RRU's located behind the antennas together with an equipment room located at the base of the structure all as shown on drawings W108183 Sheet S3 and S1 Issue 1.

Additionally the lower area of the structure is to be reserved for the Emergency Services Organisations for potential future requirements.

This Application has been prepared having regard for the Planning Laws and Regulations encompassed within Town Planning Scheme administered by Council that apply to the proposed site.



As a Licensed Carrier under the Commonwealth Telecommunications Act 1997, Telstra is also obliged to comply with the Industry Code on the Deployment of Radiocommunications Infrastructure (the Code) in relation to this proposal. Sections 5.1 and 5.2 of the Code are relevant to the preparation of this Development/Planning Application.

Selection of the site has been made utilising the policy provisions encompassed within the WAPC Statement of Planning Policy No 5.2.

With regard to Section 5.3 of the above policy we advise the following:

- **Proposed Materials and Colour** – It is proposed that the antennas be installed utilising the colour as supplied by the manufacturer.
- **Fencing** – As per drawing.

### **Telstra and EME**

- Telstra places high importance on effective and responsible management of EME issues.
- Telstra acknowledges some people are genuinely concerned about possible health effects from the EME generated by radio frequency technology and is committed to addressing these concerns responsibly.
- Telstra's responsible approach to EME is demonstrated through compliance with relevant radio frequency standards and comprehensive policies and procedures to protect the health and safety of the community and employees.
- Telstra operates responsibly in the design, operation and management of mobile base stations in order to minimise community impact and comply with the industry code of practice (ACIF Code) for base station deployment and operation.
- Telstra also maintains a comprehensive EME research program, monitors international research developments and provides assistance to other research institutions on Australian research into EME. This enables Telstra to have accurate and substantiated scientific information to guide its actions.

### **EME Safety Standard**

In Australia, the EME safety standard is set by ARPANSA and regulated by the Australian Communications Authority (ACA) – the independent regulator of the nation's telecommunications industry.

It is based on careful analysis of the scientific literature (both thermal and non-thermal effects) and is designed to offer protection against identified health effects of EME with a large in-built safety margin. The standard covers EME emissions from all antennas on a single tower, or group of towers.

Compliance with all applicable EME standards is part of Telstra's responsible approach to EME and mobile phone technology.

Further information on EME can be obtained through the ARPANSA Website  
[www.arpansa.gov.au](http://www.arpansa.gov.au)

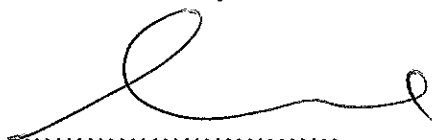
A copy of the ACMA EME fact sheet is available at [www.acma.gov.au/consumer/info/fact\\_sheets/consumer\\_fact\\_sheets/fsc91.htm](http://www.acma.gov.au/consumer/info/fact_sheets/consumer_fact_sheets/fsc91.htm) and a copy of the ACMA EME and Health Video is available at [www.acma.gov.au/csds\\_compliance/electromagnetic\\_radiation/emr\\_videos/index.htm](http://www.acma.gov.au/csds_compliance/electromagnetic_radiation/emr_videos/index.htm)

Telstra confirms that it has applied the Precautionary Approach in selecting the proposed site at the above location in accordance with Section 5.1 of the Code. Further, that the Precautionary Approach has also been applied to the design of this proposed monopole installation in accordance with Section 5.2 of the Code.

We have enclosed the fully signed Development Application Form from the owner forward Please advise the amount of the Application Fee and will pay immediately.

Should you wish to discuss this proposal please do not hesitate to contact the undersigned.

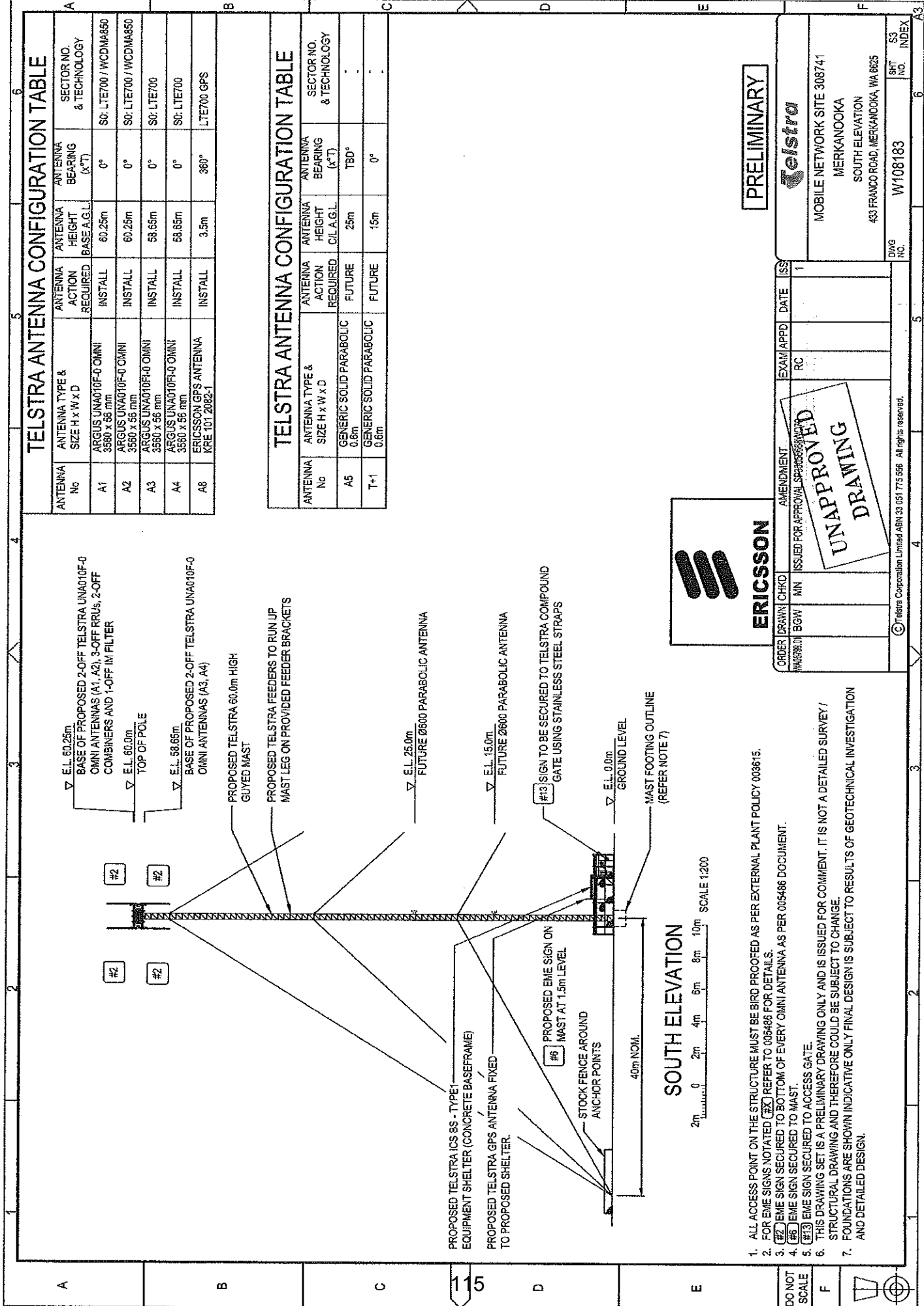
Yours faithfully,



.....  
Steve Bruce,  
DIRECTOR

DEIGHTON PTY LTD

Enclosures



TELSTRA ANTENNA CONFIGURATION TABLE

ANTENNA No	ANTENNA TYPE & SIZE H x W x D	ANTENNA ACTION REQUIRED BASE A.G.L.	ANTENNA BEARING (x°T)	SECTOR NO. & TECHNOLOGY
A1	ARGUS UNAO10F-0 OMNI 3560 x 56 mm	INSTALL	0°	S0: LTE700 / WCDMA850
A2	ARGUS UNAO10F-0 OMNI 3560 x 56 mm	INSTALL	0°	S0: LTE700 / WCDMA850
A3	ARGUS UNAO10F-0 OMNI 3560 x 56 mm	INSTALL	0°	S0: LTE700
A4	ARGUS UNAO10F-0 OMNI 3560 x 56 mm	INSTALL	0°	S0: LTE700
A8	ERICSSON GPS ANTENNA KRE 101 2082-1	INSTALL	360°	LTE700 GPS

TELSTRA ANTENNA CONFIGURATION TABLE

ANTENNA No	ANTENNA TYPE & SIZE H x W x D	ANTENNA ACTION REQUIRED	ANTENNA HEIGHT CIL A.G.L.	ANTENNA BEARING (x°T)	SECTOR NO. & TECHNOLOGY
A5	GENERIC SOLID PARABOLIC 0.6m	FUTURE	25m	TBD°	-
T+1	GENERIC SOLID PARABOLIC 0.6m	FUTURE	15m	0°	-

PRELIMINARY

MOBILE NETWORK SITE 308741  
MERKANOOKA  
SOUTH ELEVATION  
433 FRANCO ROAD, MERKANOOKA, WA 6025

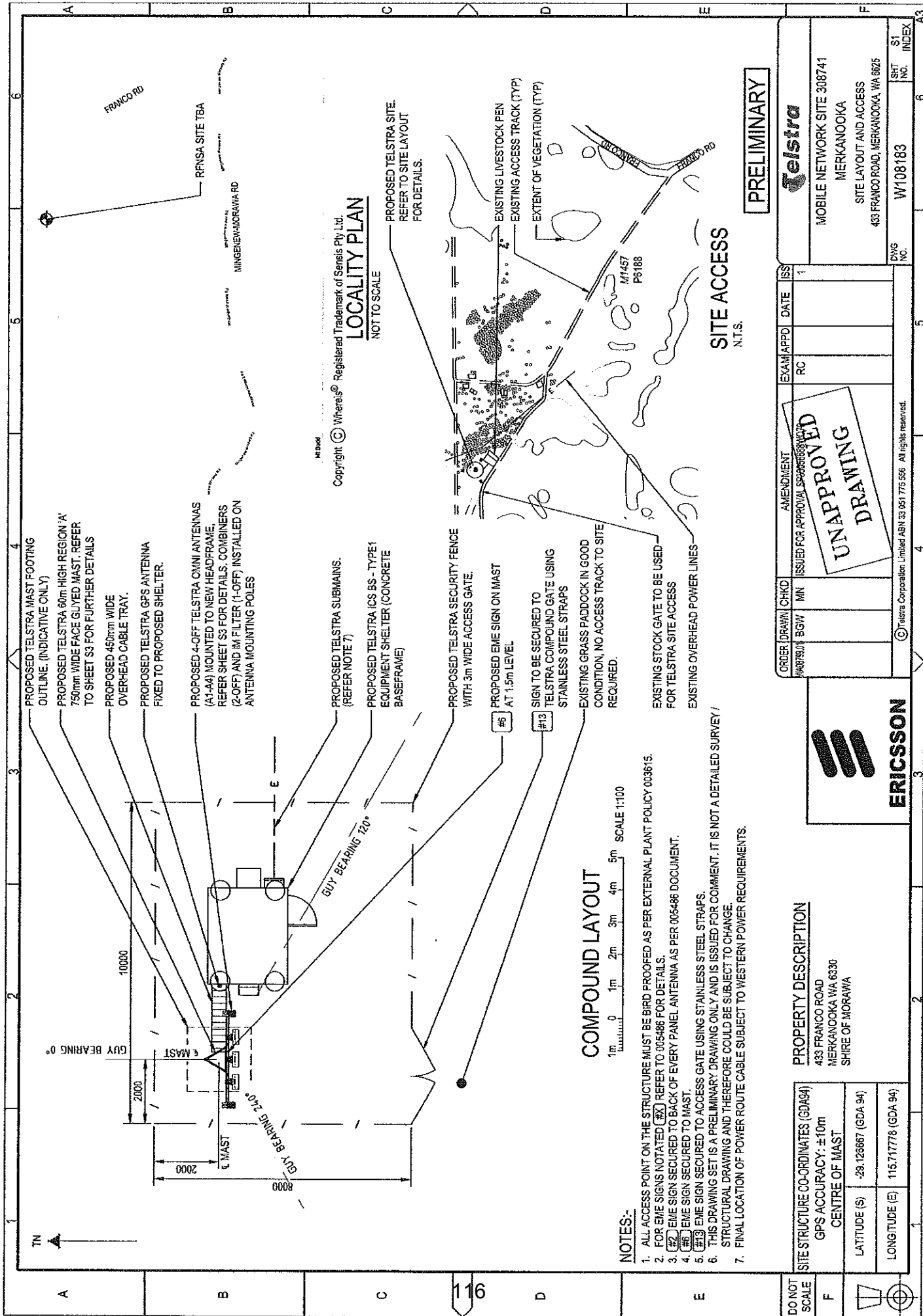
DWG NO. W108183  
SIT NO. INDEX A3

ORDER DRAWN CHKD AMENDMENT  
W108183 IN BGV MN ISSUED FOR APPROVAL SPRING 2013

EXAM/APPD DATE ISS  
RC 1

UNAPPROVED DRAWING

1. ALL ACCESS POINT ON THE STRUCTURE MUST BE BIRD PROOFED AS PER EXTERNAL PLANT POLICY 003615.
2. FOR EME SIGNS NOTATED (#2) REFER TO 005486 FOR DETAILS.
3. (#2) EME SIGN SECURED TO BOTTOM OF EVERY OMNI ANTENNA AS PER 005486 DOCUMENT.
4. (#6) EME SIGN SECURED TO MAST.
5. (#13) EME SIGN SECURED TO ACCESS GATE.
6. THIS DRAWING SET IS A PRELIMINARY DRAWING ONLY AND IS ISSUED FOR COMMENT. IT IS NOT A DETAILED SURVEY / STRUCTURAL DRAWING AND THEREFORE COULD BE SUBJECT TO CHANGE.
7. FOUNDATIONS ARE SHOWN INDICATIVE ONLY FINAL DESIGN IS SUBJECT TO RESULTS OF GEOTECHNICAL INVESTIGATION AND DETAILED DESIGN.



PRELIMINARY

SITE ACCESS  
N.T.S.

DO NOT SCALE	F		A3	
<p><b>Ericsson</b></p> <p><b>Ericsson</b></p>				
<p><b>PROPERTY DESCRIPTION</b></p> <p>433 FRANCO ROAD MERKANOOKA WA 6330 SHIRE OF MORAWA</p>				
<p><b>SITE STRUCTURE CO-ORDINATES (GDA94)</b></p> <p>GPS ACCURACY: ±10m</p> <p>CENTRE OF MAST</p>		<p><b>Ericsson</b></p> <p>MOBILE NETWORK SITE 308741 MERKANOOKA SITE LAYOUT AND ACCESS 433 FRANCO ROAD, MERKANOOKA, WA 6325</p>		
<p>LATITUDE (S) -23.126667 (GDA 94)</p> <p>LONGITUDE (E) 115.717778 (GDA 94)</p>		<p><b>UNAPPROVED DRAWING</b></p> <p>ORDER DRAWN: CHKD BGW MN</p> <p>AMENDMENT ISSUED FOR APPROVAL 03/08/2010</p> <p>EXAM/APP/ DATE RC 1</p> <p>ISS</p>		
<p>DWG NO. W108183</p> <p>SHT NO. 6</p> <p>INDEX</p>		<p>© Telstra Corporation Limited ABN 33 051 775 556 All rights reserved.</p>		

# NOTES:-

1. ALL ACCESS POINT ON THE STRUCTURE MUST BE BIRD PROOFED AS PER EXTERNAL PLANT POLICY 003615.
2. FOR EME SIGNS NOTATED (E) REFER TO 005486 FOR DETAILS.
3. (E) EME SIGN SECURED TO BACK OF EVERY PANEL ANTENNA AS PER 005486 DOCUMENT.
4. (E) EME SIGN SECURED TO MAST.
5. (E) EME SIGN SECURED TO ACCESS GATE USING STAINLESS STEEL STRAPS.
6. THIS DRAWING SET IS A PRELIMINARY DRAWING ONLY AND IS ISSUED FOR COMMENT. IT IS NOT A DETAILED SURVEY / STRUCTURAL DRAWING AND THEREFORE COULD BE SUBJECT TO CHANGE.
7. FINAL LOCATION OF POWER ROUTE CABLE SUBJECT TO WESTERN POWER REQUIREMENTS.

## COMPOUND LAYOUT

1m 0 1m 2m 3m 4m 5m SCALE 1:100

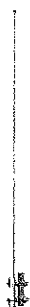
## LOCALITY PLAN

NOT TO SCALE

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# Product Specifications

COMMScope®



## UNA010F-0-V2

Single Band Omni Antenna, 694–896 MHz.

### Electrical Specifications

Frequency Band, MHz	694–896
Gain, dBi	11.1
Beamwidth, Horizontal, degrees	360
Beamwidth, Vertical, degrees	7.2
Beam Tilt, degrees	0
USLS (First Lobe), dB	19
VSWR   Return Loss, dB	1.5   14.0
PIM, 3rd Order, 2 x 20 W, dBc	-150
Input Power per Port, maximum, watts	100
Polarization	Vertical
Impedance	50 ohm

### Electrical Specifications, BASTA\*

Frequency Band, MHz	694–896
Gain by all Beam Tilts, average, dBi	10.8
Gain by all Beam Tilts Tolerance, dB	±0.5
Beamwidth, Vertical Tolerance, degrees	±1
USLS, beampeak to 20° above beampeak, dB	18

\* CommScope® supports NGMN recommendations on Base Station Antenna Standards (BASTA). To learn more about the benefits of BASTA, download the whitepaper [Time to Raise the Bar on BSAs](#).

### General Specifications

Operating Frequency Band	694 – 896 MHz
Antenna Type	Omni
Band	Single band
Performance Note	Outdoor usage
Total Input Power, maximum	100 W @ 50 °C

### Mechanical Specifications

RF Connector Quantity, total	1
RF Connector Quantity, low band	1
RF Connector Interface	7-16 DIN Female
Color	Light gray
Grounding Type	RF connector inner conductor and body grounded to reflector and mounting bracket
Radome Material	Fiberglass, UV resistant
RF Connector Location	Bottom

# Product Specifications

COMMScope®

UNA010F-0V2

Wind Loading, maximum	240.0 N @ 150 km/h 54.0 lbf @ 150 km/h
Wind Speed, maximum	200 km/h   124 mph

## Dimensions

Length	3414.0 mm   134.4 in
Outer Diameter	56.0 mm   2.2 in
Net Weight, without mounting kit	9.1 kg   20.1 lb

## Packed Dimensions

Length	3850.0 mm   151.6 in
Width	88.0 mm   3.5 in
Depth	88.0 mm   3.5 in
Shipping Weight	15.8 kg   34.8 lb

## Regulatory Compliance/Certifications

### Agency

RoHS 2011/65/EU  
China RoHS SJ/T 11364-2006  
ISO 9001:2008

### Classification

Compliant by Exemption  
Above Maximum Concentration Value (MCV)  
Designed, manufactured and/or distributed under this quality management system



## Included Products

F-129-S4 — Fixed Tilt Pipe Mounting Kit for 2.0"-4.5" (50-115mm) OD round members for omni antennas. Includes 2 clamp sets.

## \* Footnotes

Performance Note	Severe environmental conditions may degrade optimum performance
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APPENDIX NO. 4

APPLICATION FOR PLANNING APPROVAL

SHIRE OF MORAWA  
LOCAL PLANNING SCHEME NO. 2  
DISTRICT SCHEME

OFFICE USE

Application Number: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Notice of Application \_\_\_\_\_

Application for Planning Consent

I/We DEIGHTON PTY LTD  
(Full Name of Applicant)  
of P.O. BOX 81, NORTH DANDALUP P/Code 6207  
(Address for Correspondence)

hereby apply for planning consent to:

1. Use the land/premises situated at and described as:  
A MOBILE TELEPHONE BASE STATION
2. Erect, alter or carry out development on land described hereunder in accordance with the accompanying plans (3 copies).

The existing use of the land/building is FARMING

The approximate cost of the proposed development is \$ 130,000

The estimated time of completion is APPROXIMATELY NINETY DAYS FROM APPROVAL

The approximate number of persons to be housed/employed when the development is completed is  
NIL

DESCRIPTION OF LAND

LOCALITY PLAN

House No. 433 Street Franco Rd (indicate distance to nearest intersecting street)

Lot No. M1547 Plan or Diagram Plan 6188 Location \_\_\_\_\_

Certificate of Title: Volume 1276 Folio 846

Dimensions: Site Area \_\_\_\_\_ sq. metres Frontage \_\_\_\_\_ metres Depth \_\_\_\_\_ m north

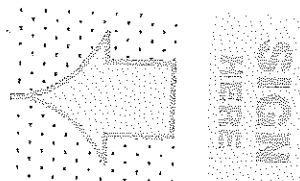
Signature of Applicant \_\_\_\_\_

Date: 13th December, 2016

Where the applicant is not the owner the owner's signature is required.

Signature of Owner: \_\_\_\_\_

Date: 25-1-17



THIS FORM IS TO BE SUBMITTED IN DUPLICATE, TOGETHER WITH THREE COPIES OF PLANS, COMPRISING THE INFORMATION SPECIFIED IN THE PARTICULARS REQUIRED WITH APPLICATION ON PAGE 2 HEREOF.

Note: This is not an application for a building licence.

### PARTICULARS REQUIRED WITH APPLICATIONS

Where an application involves the erection or alteration of a building or a change in levels of a site, the plans accompanying an application for planning consent must, unless otherwise required by the Council.

1. indicate the position and describe the existing buildings and improvements on the site and indicate those which are to be removed;
2. indicate the position and describe the buildings and improvements proposed to be constructed, their appearance, height and proposed used in relation to existing and proposed contours;
3. indicate the position, type and height of all existing trees on the site and indicate those to be retained and those to be removed;
4. indicate the areas to be landscaped and the location and type of shrubs, trees and other treatment proposed;
5. indicate site contours and details of any proposed alteration to the natural contour of the area;
6. indicate car parking areas, their layout and accessways, dimensions and the position of existing and proposed crossovers;
7. indicate site dimensions and be to metric scale.



<i>Item No/ Subject:</i>	<b>7.2.4.2 Confidential Item - Cleaning Tender 02/2016</b>
<i>Date of Meeting:</i>	<b>23 February 2017</b>
<i>Date &amp; Author:</i>	<b>17 February 2017, Sandy Adams Development &amp; Administration Officer</b>
<i>Responsible Officer:</i>	<b>Executive Manager Development &amp; Administration Samantha Appleton</b>
<i>Applicant/Proponent:</i>	<b>Executive Manager Development &amp; Administration Samantha Appleton</b>
<i>File Number:</i>	<b>ADM 0388</b>
<i>Previous minute/s &amp; Reference:</i>	

**COUNCIL RESOLUTION**

**1702015**      **Moved:**      **Cr Stokes**  
**Seconded:**   **Cr Coaker**

## That Council:

**Award the tender to Prestige Cleaning Services for a period of three years commencing Monday 3 April 2017.**

**CARRIED 6/0**

<i>Item No/ Subject:</i>	<b>7.2.4.3 Public Health Act Stage 3</b>
<i>Date of Meeting:</i>	<b>23 February 2017</b>
<i>Date &amp; Author:</i>	<b>3 February 2017 – Gordon Houston Environmental Health Officer</b>
<i>Responsible Officer:</i>	<b>Executive Manager Development &amp; Administration</b>
<i>Applicant/Proponent:</i>	<b>Executive Manager Development &amp; Administration</b>
<i>File Number:</i>	
<i>Previous minute/s &amp; Reference:</i>	

## **SUMMARY**

The purpose of this report is for Council to be aware of the implementation of the Public Health Act 2016.

## **DECLARATION OF INTEREST**

Nil

## **ATTACHMENTS**

Nil

## **BACKGROUND INFORMATION**

The implementation of the **Public Health Act 2016** (PHA) is being conducted in stages to facilitate a smooth transition from the old Act to the new legislation. Stage 3 of the **Public Health Act 2016** (PHA) commenced operation on the 24th January 2017 and during this phase, the newly titled Health (Miscellaneous Provisions) Act 1911 (the old Health Act 1911) will continue to remain in operation at the same time as the limited provisions of the Public Health Act 2016.

The Health (Miscellaneous Provisions) Act 1911, and subsidiary legislation, will continue to be the main enforcement tool for local government, until further provisions of the Public Health Act 2016 are proclaimed during stages 4 and 5.

It is noted that limited preparation is expected for local government for stage 4. However, further communications will be provided in the lead up to stage 4 and 5 regarding the key changes and the role of enforcement agencies. Stage 4 is expected to occur 6 months following the 24 January 2017 in approximately July 2017.

## **COMMENT**

As part of the implementation of Stage 3, the Shire needs to be cognisant of the following information, and undertake the relevant actions.

### **1. Changes to Terminology [Health (Consequential Provisions) Act 2016]**

Terminology under the Health Act and all subsidiary regulations, as well as any WA legislation that references the Health Act, has changed to reflect new terms coming into effect under the Public Health Act 2016. This includes:

- the “Health Act 1911” has been renamed the “Health (Miscellaneous Provisions) Act 1911”
- “Executive Director, Public Health” is now referred to as the “Chief Health Officer”
- “environmental health officer” is now referred to as “authorised officer”

The latest versions of the relevant legislation should be considered as all terminology changes are reflected in the amended legislation and have been made available online. In addition, any form prescribed under legislation must now be updated and changes to the new terminology will need to be updated on any council correspondence. This would include:

- Standard letters
- Council website content
- Information resources and guides
- Standard forms

### **2. Designation of “Authorised Officers”**

The designation of authorised officers and the appointment of environmental health officers is now the responsibility of local government (enforcement agencies). The Department of Health no longer has a role in the designation or appointment of EHOs/authorised officers. An authorised officer is a person or class of persons who are designated under section 24 of the Act the authority to administer and enforce provisions of the Act or another specified Act on behalf of an enforcement agency.

Now that Stage 3 of the PHA implementation process has come into effect, all designations must be made under the *Public Health Act 2016*, and no longer under the *Health Act 1911* [which has been renamed the *Health (Miscellaneous Provisions) Act 1911*].

For the Shire’s current EHO appointment, that officer will be automatically designated as an Authorised Officer under the Act [section 312]. The Shire is not required to designate the officer in writing but is required to prepare a certificate of authority template (ID card) for the officer and maintain a record of the delegation on a delegation of authority register.

For future appointments of EHOs under section 17 of the Public Health Act, the incumbent must have at least one of the qualifications and/or experience gazetted by the Chief Health Officer under section 18 of the PHA. The appointment of an EHO is

the responsibility of local government and does not need to be in writing. The appointment can be done in accordance with whatever process is used by a local government for employing staff or contractors.

Under section 30(2), the certificate of authority is to be signed by both the person who issues it and by the authorised officer to whom it is issued. Using section 21(1)(b)(i), the Council can delegate the power to issue certificates of authority to the CEO. As the authorised delegate, the CEO can then sign the certificate along with the authorised officer being issued with the certificate.

Therefore, a formal delegation of the powers referred to in 21(1)(b)(i) of the PHA to the CEO is required.

For continuation of the current powers of the EHO, the Certificate of Authority will include the following statement:

“The authorised officer is so designated for the purposes conferred by:

(i) Part 8, 9, 14, 16 of the *Public Health Act 2016*

(i) *Health (Miscellaneous Provisions) Act 1911* sections 145(1), 157(2), 173 (paragraph (a) of the definition of authorised person), 181, 183, 184(1), 227(1), 228(1), 234(1), 257, 262(3), 265(1), 267(1)(c), 268(a), 277(1)(b) and (3), 280(2), 349(1), 351(1), (2) and (5), 352(1) and (2), 358(2) and 375;

(ii) *Food Act 2008*”

### **3. Health (Asbestos) Regulations 1992 amendments**

On 24 January 2017 the Health (Asbestos) Regulations 1992 were amended to

- increase the penalties for offences under the regulations; and
- enable local governments to issue infringement notices for specified offences.

Although the Regulations will eventually be repealed as part of the broader implementation of the Public Health Act 2016 (PHA), this will not occur until the final stages of implementation which is still approximately 3 to 5 years away. Therefore, as an interim measure until the modern penalty framework of the PHA applies, the penalties under the Regulations are to be increased in accordance with the penalty framework of the Health (Miscellaneous) Provisions Act 1911 and local governments are being given the ability to issue infringement notices for offences.

Local government authorised officers who are designated under the new PHA, are responsible for managing public health risks to the local community. Where an authorised officer suspects that a person is creating a risk to the public's health by the incorrect management and disposal of asbestos-containing materials, they now have the powers to issue an infringement notice as a measure to deal with offences created under the Health (Asbestos) Regulations 1992.

The local government must issue a person authorised to issue infringement notices with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices under the Regulations.

Where Council is happy for the EHO to act in that capacity, the certificate of authority card issued under the PHA must now include wording identifying that the person is an authorised officer appointed to issue infringement notices under the Health (Asbestos) Regulations 1992. This requires wording to the following effect:

*“[Insert name of officer] is appointed by the Shire of Morawa under regulation 15D(5) of the Health (Asbestos) Regulations 1992 as an officer who is authorised to issue infringement notices for the offences specified under Schedule 1 of those regulations.*

It is the CEO’s recommendation that the Environmental Health Officer be ascribed this responsibility.

#### **4. Future Reporting Requirements [Sections 16 and 22]**

Local governments are now required to report on their performance of functions under the PHA.

The reporting period is annually on a financial year basis with reports required in October each year.

A local government’s responsibilities in relation to the administration of the Public Health Act are:

- To report on the performance of its functions under the Public Health Act; and
- To report on any proceedings for an offence undertaken under the Public Health Act.

In addition, a local government is required to:

- initiate, support and manage public health planning for its local government district (i.e. in accordance with the PHA and the Local Government Act 1995);
- develop and implement policies and programmes to achieve the objects of this Act within its local government district;
- perform the functions that are conferred on local governments by or under the PHA; and
- administer and enforce the PHA within its local government district in accordance with the objects and principles of the PHA.

The Department of Health will release at the completion of each financial year a reporting template which will include details on what a local government will be required to report on. Initially reporting will be done through either a form or online survey and this will vary for each stage of implementation.

While the Public Health Act is in Stage 3 of implementation, the reporting requirements under the Public Health Act will relate to:

- Details of Authorised Officers;
- Details of work associated with enforcing the Public Health Act 2016; and
- Details relating to proceedings commenced and finalised under the Public Health Act 2016.

The CEO will determine who will have responsibility within the organisation to undertake the reporting and to assess current record keeping systems and their ability to assist with the reporting process.

### **COMMUNITY CONSULTATION**

Nil

### **COUNCILLOR CONSULTATION**

Nil

### **STATUTORY ENVIRONMENT**

Public Health Act 2016  
Local Government Act 1995  
Health (Asbestos) Regulations 1992  
Health (Miscellaneous) Provisions Act 1911  
Food Act 2008

### **STRATEGIC IMPLICATIONS**

Shire of Morawa Strategic Community Plan  
4.5 Be compliance with relevant legislation

### **RISK MANAGEMENT**

Failure to implement as required may lead to legislative sanctions.

### **VOTING REQUIREMENTS**

Simple Majority

### **OFFICER'S RECOMMENDATION**

That Council:

1. Under the provisions of Section 21(1)(b)(i) of the Public Health Act 2016, delegates authority to the CEO for the purposes of the issuance of Certificates of Authority under that Act; and
2. Supports the authorities for the purposes conferred by the following legislation being assigned to the EHO;
  - a. Part 8, 9, 14, 16 of the Public Health Act 2016;
  - b. Health (Miscellaneous Provisions) Act 1911 sections 145(1), 157(2), 173 (paragraph (a) of the definition of authorised person), 181, 183, 184(1), 227(1), 228(1), 234(1), 257, 262(3), 265(1), 267(1)(c), 268(a), 277(1)(b) and (3), 280(2), 349(1), 351(1), (2) and (5), 352(1) and (2), 358(2) and 375;

c. Food Act 2008; and

d. Regulation 15D (5) of the Health (Asbestos) Regulations 1992.

### **COUNCIL RESOLUTION**

**1702016            Moved:        Cr Stokes  
                         Seconded:   Cr Agar**

**That Council:**

- 1. Under the provisions of Section 21(1)(b)(i) of the Public Health Act 2016, delegates authority to the CEO for the purposes of the issuance of Certificates of Authority under that Act; and**
- 2. Supports the authorities for the purposes conferred by the following legislation being assigned to the EHO;**
  - a. Part 8, 9, 14, 16 of the Public Health Act 2016;**
  - b. Health (Miscellaneous Provisions) Act 1911 sections 145(1), 157(2), 173 (paragraph (a) of the definition of authorised person), 181, 183, 184(1), 227(1), 228(1), 234(1), 257, 262(3), 265(1), 267(1)(c), 268(a), 277(1)(b) and (3), 280(2), 349(1), 351(1), (2) and (5), 352(1) and (2), 358(2) and 375;**
  - c. Food Act 2008; and**
  - d. Regulation 15D (5) of the Health (Asbestos) Regulations 1992.**

**CARRIED 6/0**

<i>Item No/ Subject:</i>	<b>7.2.4.4 Town Clean-Up Initiative</b>
<i>Date of Meeting:</i>	<b>23 February 2017</b>
<i>Date &amp; Author:</i>	<b>3 February 2017 – Gordon Houston Environmental Health Officer</b>
<i>Responsible Officer:</i>	<b>Samantha Appleton – Executive Manager Development &amp; Administration</b>
<i>Applicant/Proponent:</i>	<b>Executive Manager Development &amp; Administration</b>
<i>File Number:</i>	
<i>Previous minute/s &amp; Reference:</i>	

## **SUMMARY**

The purpose of this report is to provide a current status of the various properties subject of the town clean-up initiative and the actions pertaining thereto, to describe the next actions and seek Council endorsement of the program and intended actions.

## **DECLARATION OF INTEREST**

Nil

## **ATTACHMENTS**

Table detailing the current status of the various actions

## **BACKGROUND INFORMATION**

It is noted that in all cases, in the absence of any arrangement/agreement (suitable to staff) between the owners and Council, the recommended action (in the first instance, in lieu of prosecution) is for Council to enter onto the properties to remove the subject material and recoup the cost of those activities from the owners of the lands.

A table detailing the current status of the various actions is attached.

In addition to the ongoing works below, additional inspections have been conducted of the townsite and only two streets on the west side of town remain to be inspected. The properties which have become subject of this program have been selected because of obvious non-compliance issues generally obvious from a street-side assessment.



## **COMMENT**

It is noted that this work has never been done so comprehensively in the Morawa townsite and while the process may appear to be slow and painstaking, the program has been implemented in such a manner that every opportunity has been granted to all property owners (or tenants) to bring their properties up to scratch and to comply with Council direction. The longer remediation process makes allowances for those who may be socially disadvantaged or unable to respond with the immediacy which could (rightly) be expected in a usual prosecutorial framework, however the results are forthcoming and while everyone has been dealt with in the same manner, those with the wherewithal to comply but who have tested the process are now being brought to task.

### **Compliant Properties**

The properties which have complied with their orders and cleared their sites satisfactorily are:

- 55 Valentine Street
- 51 Dreghorn Street
- 57 Dreghorn Street
- 23 Solomon Terrace
- Davis Marian Convent

### **Non-Compliant Properties**

Due to the lack of works undertaken subsequent to the issuing of formal orders, it's recommended that the following properties be inspected by Council Works staff and the CEO to determine the likely costs of removing the materials specified in the orders, and a letter be sent to those property owners advising of a date upon which the works will be conducted with the formal advice that all costs associated with the clean ups will be recovered from them.

- 7 Stokes Road
- 22 Richter Street
- 55 Dreghorn Street

### **Additional Works Required – Unoccupied Buildings**

Responses have been requested of owners for their intentions for the following unoccupied dilapidated properties and if they are not received by the EHO's next visit, Unfit for Human Habitation notices will be served on those premises:

- 51 Dreghorn Street – Asbestos Shed
- 57 Dreghorn Street – Residence
- 43 Valentine Street – Residence (subject to negotiation with Shire)

### **Additional Works Required – Occupied Buildings**

A letter is being sent to the owner/agent for 23 Solomon Terrace (which is occupied) to determine if the works required in previous letters has been carried out. If no response is received by the EHO's next visit, an Unfit for Human Habitation notice will be served on the premises and the building will have to be vacated.

### **Additional Property Inspections**

In addition to the current properties subject of the recent inspections, further inspections have revealed several additional properties that will be included in the ongoing clean-up program.

They are listed at the bottom of the table. It should be noted that the property addresses are yet to be formally confirmed and no correspondence has yet been entered into with the owners or occupiers.

An inspection was also conducted of the LIA and letters will be sent to a couple of the premises in that area.

### **COMMUNITY CONSULTATION**

Nil

### **COUNCILLOR CONSULTATION**

Nil

### **STATUTORY ENVIRONMENT**

Local Government Act 1995

### **STRATEGIC IMPLICATIONS**

Shire of Morawa Strategic Community Plan  
3 A community that is friendly, healthy and inclusive.

### **RISK MANAGEMENT**

Nil

### **VOTING REQUIREMENTS**

Simple Majority

## **OFFICER'S RECOMMENDATION**

That Council:

1. That Council endorse the ongoing Town Clean-Up Initiative; and
2. That Council endorse the actions proposed by staff, namely to enter upon the properties at 7 Stokes Road, 22 Richter Street and 55 Dreghorn Street (if required) to undertake the works specified in the notices served on the owners of those premises, and to recover the costs for those works in the prescribed manner.

## **COUNCIL RESOLUTION**

**1702017            Moved:        Cr Carslake**  
**Seconded:    Cr Coaker**

That Council:

1. That Council endorse the ongoing Town Clean-Up Initiative; and
2. That Council endorse the actions proposed by staff, namely to enter upon the properties at 7 Stokes Road, 22 Richter Street and 55 Dreghorn Street (if required) to undertake the works specified in the notices served on the owners of those premises, and to recover the costs for those works in the prescribed manner.

**CARRIED 6/0**

## **COUNCIL RESOLUTION**

1702021                      Moved:      Cr Stokes  
                                         Seconded:   Cr Agar

**That Council:**

**Move to accept a late item.**

**CARRIED 6/0**

<i>Item No/ Subject:</i>	<b>7.2.4.5 Late Item – Industrial Land Development</b>
<i>Date of Meeting:</i>	<b>23 February 2017</b>
<i>Date &amp; Author:</i>	<b>21 February 2017, Samantha Appleton</b>
<i>Responsible Officer:</i>	<b>Executive Manager Development &amp; Administration</b>
<i>Applicant/Proponent:</i>	<b>Executive Manager Development &amp; Administration</b>
<i>File Number:</i>	<b>CP.ACQ.1</b>
<i>Previous minute/s &amp; Reference:</i>	

## **SUMMARY**

The purpose of this report is for Council to select an option for the ongoing development of Morawa Industrial land.

## **DECLARATION OF INTEREST**

Nil

## **ATTACHMENTS**

- Letter from Landcorp.
- Plan of proposed estate showing 3 options for development.

## **BACKGROUND INFORMATION**

The development of industrial land for future use is being undertaken jointly, by Landcorp and Porter Consulting Engineers. Issues have arisen with the supply of water to the development, particularly for stage one of the project. Other issues are related to entry from the Morawa Yalgoo Road and Club Road as well as having utilities traversing through the railway reserve.

Landcorp is now seeking direction on which option the Shire of Morawa would prefer as the roll out of the land is staged. Three options are presented, these are:

**Option 1** proposes the creation of a centralized development node on the site and the connection of the Morawa Yalgoo Road to Club Road using the eastern access point. A five or seven lot development could be undertaken to provide a mix of lot sizes and an additional lot could be created to contain the speedway and the Shire's future depot. Future stages would likely occur to the north-east or south-east of the initial stage. Development of the western end of the site could be restricted to lay-down activities (no structures) and the area leased by the Shire to businesses until a review of the water supply arrangements would be justified.

**Option 2** creates the western road connection between Club Road and the Morawa Yalgoo Road and proposes a "one sided" development to that road, plus the creation of a cul-de-sac to the east. Either a five or six lot development to that road, plus the speedway and depot super-lot could be excised for the parent lot. Future stages could be created to the north, east or south of this development, depending upon market requirements. The full frontage to Lots 1 to 6 would be serviced by a sealed road, making it more attractive as a lay-down facility, but a single sided road in this location is of limited value for future stage releases. Access to the speedway and several lots would be along the cul-de-sac under this option.

**Option 3** provides a conventional market solution to staging, with the initial six lots having direct exposure to Morawa Yalgoo Road. The developed "industrial" road network would be restricted to that which is required for the intended development (shown in tan). A lower standard road connection (either gravel or rural standard bitumen surface and shown shaded yellow) would connect the development back to Road and the speedway and the depot lot would still be provided. Future expansion would occur to the west under the scenario.

### **COMMENT**

The Shire CEO briefed Council on the options and understands there is a preference for Option 2. This will mean access will be from either Club Road or Morawa Yalgoo road with the new road connecting Club Road and Morawa Yalgoo Road. This option also excludes lots 1 – 6 which have potential water service issues.

### **COMMUNITY CONSULTATION**

Nil

### **COUNCILLOR CONSULTATION**

Briefing Session – 16 February 2016

### **STATUTORY ENVIRONMENT**

Local Government Act 1995

## **FINANCIAL IMPLICATIONS**

Nil

## **STRATEGIC IMPLICATIONS**

Shire of Morawa Strategic Community Plan

1.4 Provide essential services and infrastructure to support population growth.

## **RISK MANAGEMENT**

Nil

## **VOTING REQUIREMENTS**

Simple Majority

## **OFFICER'S RECOMMENDATION**

That Council:

1. Support the proposed Option 2 for the first stage of the development of the Morawa Industrial Subdivision.
2. Communicate to Landcorp the preferred option to allow the development of the industrial lots to continue.

## **COUNCIL RESOLUTION**

**1702022**                      **Moved:      Cr Coaker**  
                                     **Seconded: Cr Carslake**

**That Council:**

- 1. Support the proposed Option 2 for the first stage of the development of the Morawa Industrial Subdivision.**
- 2. Communicate to Landcorp the preferred option to allow the development of the industrial lots to continue.**

**CARRIED 6/0**



LANDCORP

**Our Ref:** 1202706  
**Enquiries:** Robert Fenn (9482 7471)  
**Date:** 4 November 2016

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

Dear John,

### **MORAWA INDUSTRIAL LAND DEVELOPMENT – *Local* RDAP APPLICATION**

Consistent with previous undertakings, LandCorp and Porter Consulting Engineers have been actively working to finalise the design and secure the requisite approvals for the Morawa Industrial development. Our collective aim is to advance the project to a "shovel ready" status so that it can easily be transitioned in a construction contract.

For several months, Porter Consulting Engineers has been negotiating with the Water Corporation to create a water supply solution for stage 1 of the industrial estate. LandCorp was continuously being told that the expansion of the water supply boundary, to include the industrial estate, would necessitate the placement of a pressure pump onto the town's water supply system and the construction of an elevated tank (on a 3m high mound to the west of proposed lots 1 and 2) to provide water flow to the future lots. All costs associated with designing and constructing a water supply solution that would ultimately be capable of servicing all 50 potential lots was to be funded from the first stage of the proposed development; from a practical perspective, LandCorp highlighted that compliance with those Water Corporation standards would have resulted in the majority of the constructed infrastructure being under-utilized for decades to come.

This week, LandCorp has been advised that the existing Morawa town water supply system can support the development of "most" of the planned industrial estate without the need for the tank and booster, provided the development is located below 285m AHD. On the attachment, I have highlighted (in blue) the area at the western end of the site above that contour (lots 1 to 6 could not be serviced under those arrangements) and I am assuming that any new industrial buildings will not need to be constructed on imported fill.

Irrespective of the staging option selected, and due to the low turnover of water in the supplying water-main, the Water Corporation would also require future lot owners to enter into a "service by agreement" for both the continuity of supply and for water quality.

LandCorp has also been advised that the development of a first stage land release for the Morawa industrial estate could generate a number of potential "off-site" impacts that will need to be addressed;

- the Public Transport Authority will not support the utilization of Club Road as a truck entry to the estate, due to the potential of vehicle stacking at the northern rail

- crossing and trailers extending across local roads;
- the western entry road onto the Morawa-Yalgoo Road has been moved to the east at the request of the Public Transport Authority to allow for truck stacking on the eastern approach to the rail crossing, with no access permitted from lot 1 onto the Morawa-Yalgoo Road;
- the western entry road onto the Morawa-Yalgoo Road (a Shire of Morawa road) is located opposite an existing entry road to the rail storage yard and pavement upgrading is required for the western entry road upon the Morawa-Yalgoo Road;
- should water storage facilities be built to the west of Lots 1 and 2, an access reserve will need to be provided to that facility between lots 1 and 2; and
- the Public Transport Authority is generally opposed to any activities that interfere with the rail corridor adjacent to the site. It is proposed to extend the reticulated water main to the site within Club Road and to provide power from the overhead power line on the western boundary of the land, rather than run services beneath the rail corridor.

The current Western Australian Planning Commission subdivision approval notice for the industrial development is soon to expire and an opportunity exists to review how stage 1 of the proposed development could be delivered. Therefore, I have looked at the current staging plan and noted that the majority of the intended lots were to be located within the area that the Water Corporation cannot service from the existing town supply.

Attached are a series of sketches on alternate staging scenarios and they can be described as follows;

**Option 1** proposes the creation of a centralized development node on the site and the connection of the Morawa-Yalgoo Road to Club Road using the eastern access point. A five or seven lot development could be undertaken to provide a mix of lot sizes and an additional lot could be created to accommodate the speedway and the Shire's future depot. Future stages would likely occur to the north-east or south-east of the initial stage. Development of the western end of the site could be restricted to lay-down activities (no structures) and the area leased by the Shire to businesses until a review of the water supply arrangements would be justified.

**Option 2** creates the western road connection between Club Road and the Morawa-Yalgoo Road and proposes a "one-sided" development to that road, plus the creation of a cul-de-sac to the east. Either a five or six lot development could be created, plus the speedway and depot super-lot could be excised for the parent lot. Future stages could be created to the north, east or south of this development, depending upon market requirements. The full frontage to Lots 1 to 6 would be serviced by a sealed road, making it more attractive as a lay-down facility, but a single sided road in this location is of limited value for future stage releases. Access to the speedway and several lots would be along a cul-de-sac under this option.

**Option 3** provides a conventional market solution to staging, with the initial six lots having direct exposure to Morawa-Yalgoo Road. The developed "industrial" road network would be restricted to that which is required for the intended development (shown in tan). A lower standard road connection (either gravel or rural standard bitumen surface and shown shaded yellow) would connect the development back to Club Road and the speedway and



depot lot would still be provided. Future expansion would occur to the south or west under this scenario.

Please note that I have not included in the above options a complete redesign of the site to remove any future development potential over the area above 285m AHD. I am assuming that the Shire will want to look at the maximum development potential it can achieve from the existing lot, as it is the town's only zoned long term industrial land supply option. I am also assuming that if multiple stages of development are undertaken, with approximately 40 businesses located on-site, the Shire would be working with the Water Corporation to review the viability of installing a storage tank and to improve service delivery, bringing lots 1 to 6 back into the development cycle.

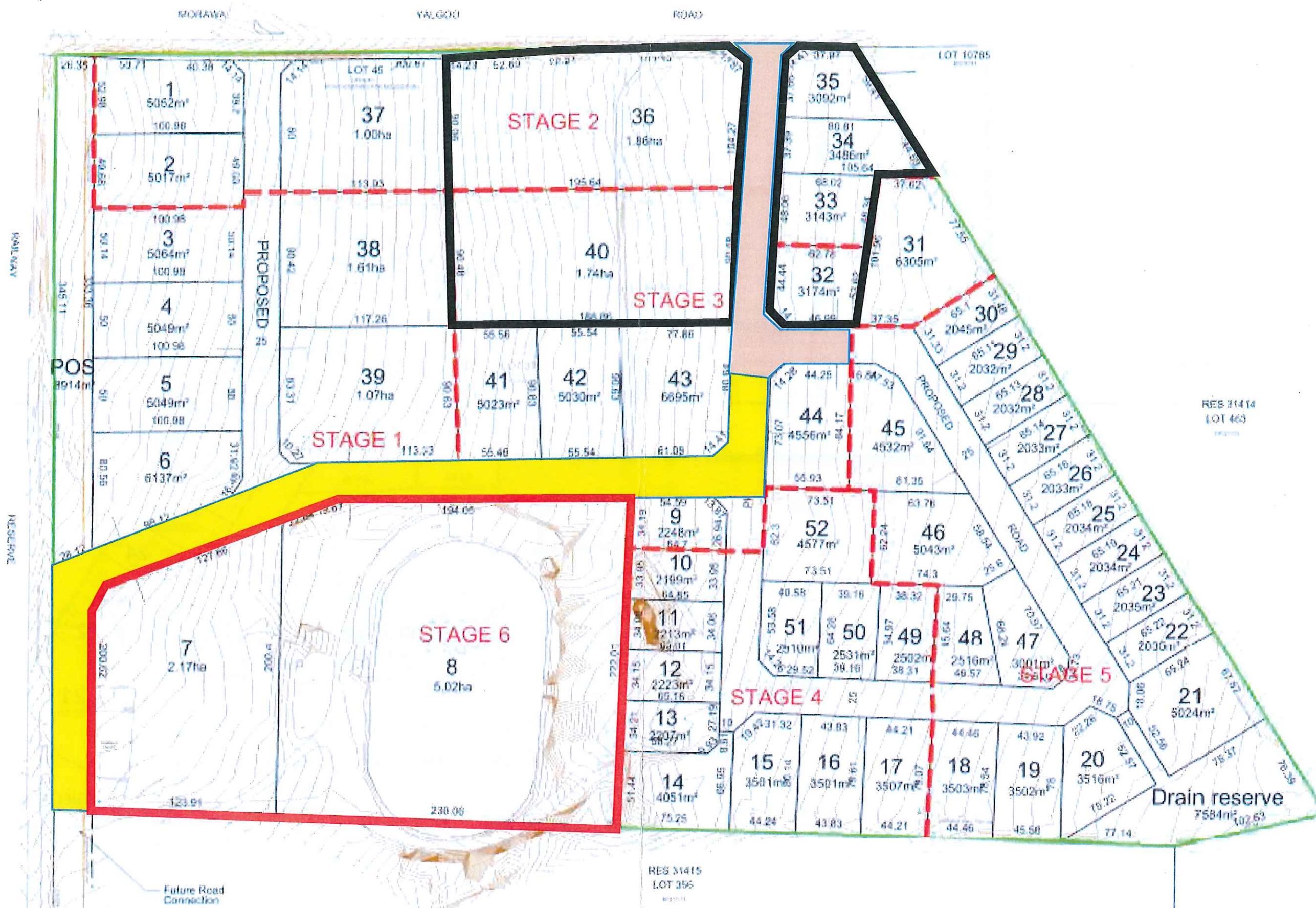
Your thoughts on these options and a way forward would be appreciated. As detailed above, a fresh WAPC subdivision approval will need to be secured and I would prefer to be lodging that application, on behalf of the Shire, for a staging solution that best meets both LandCorp's and the Shire's requirements.

Yours sincerely



Robert Fenn  
Senior Development Manager

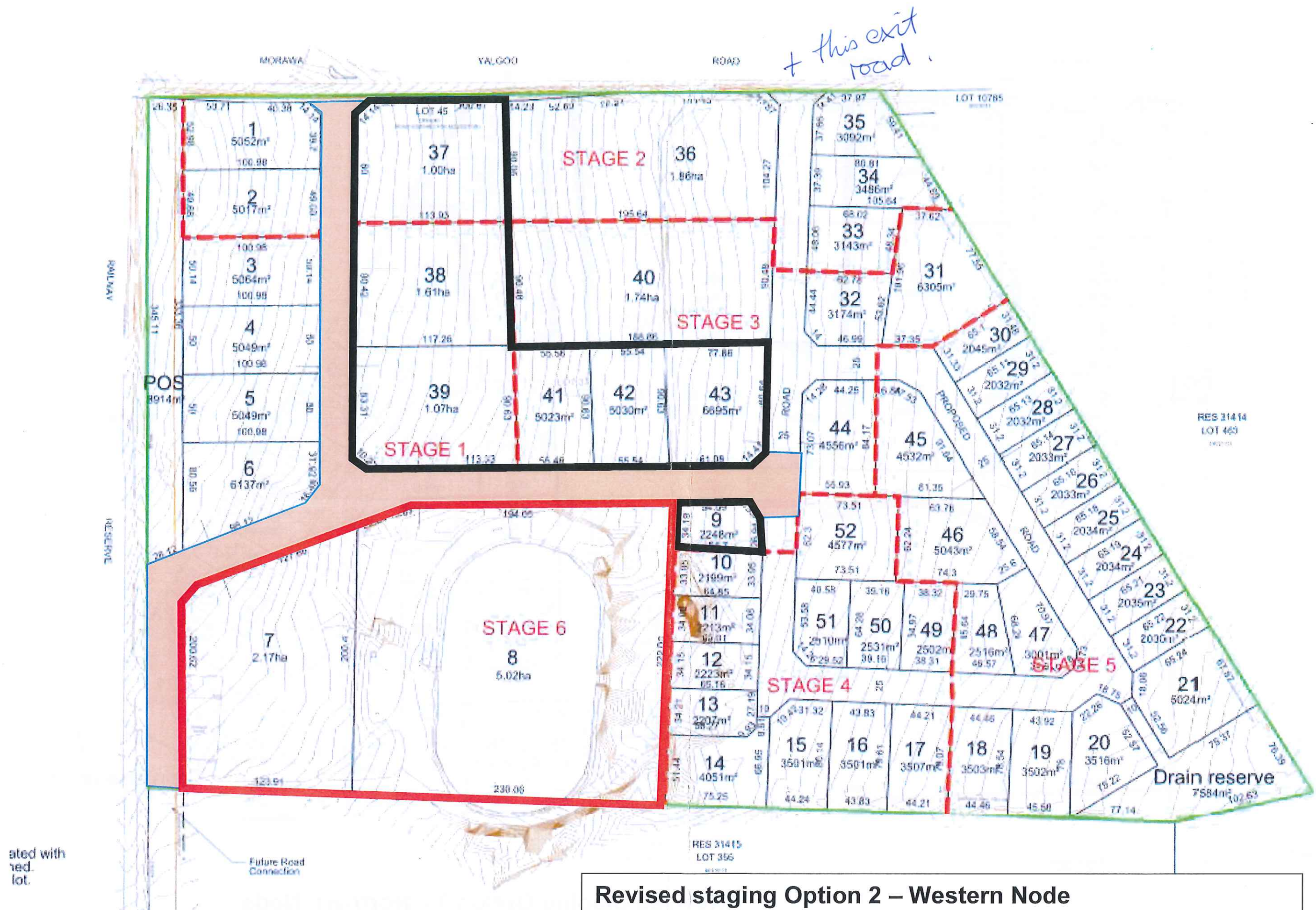
***Attach; sketches of development options***



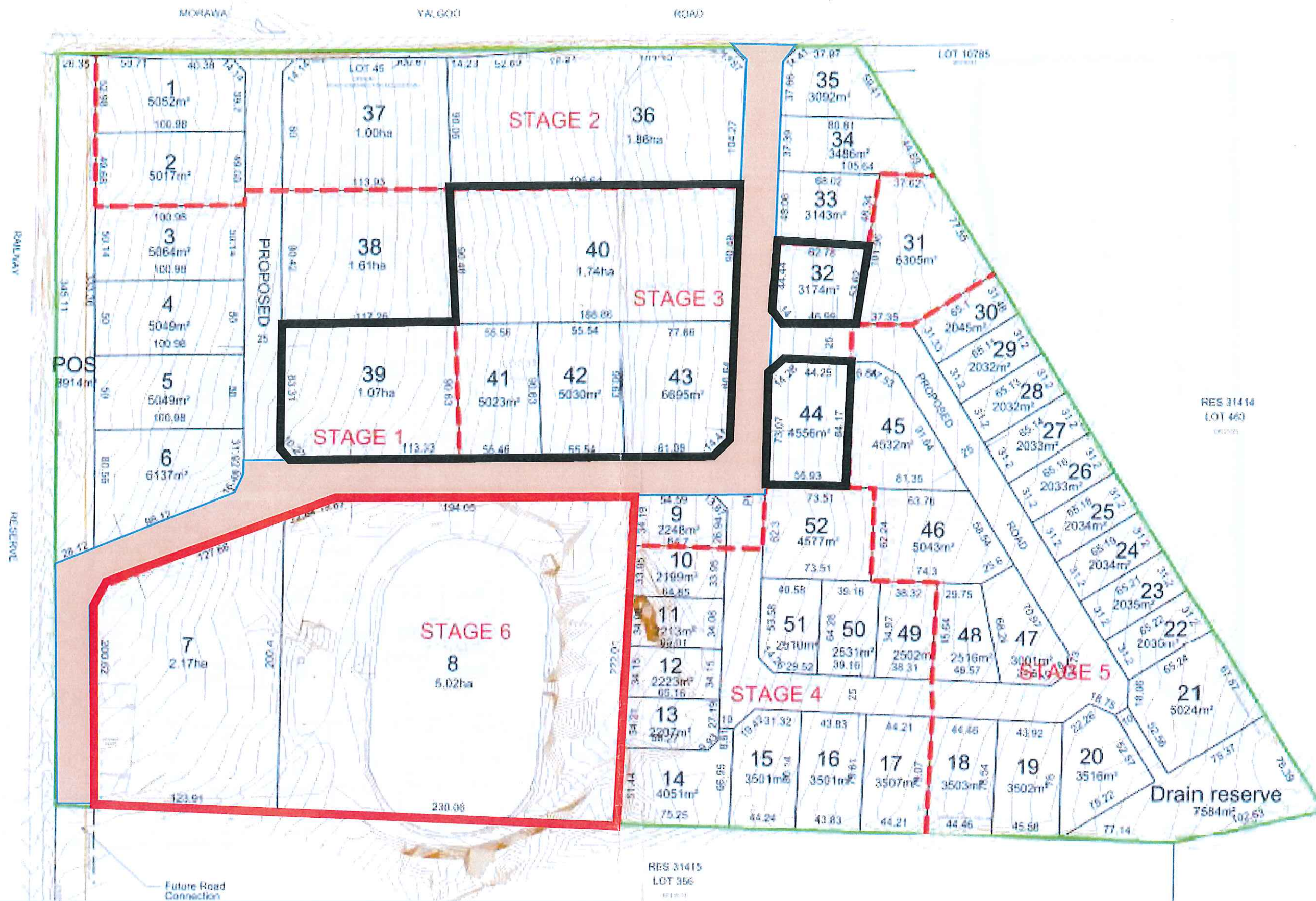
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lot.

Revised Staging Option 3 – Northern Node



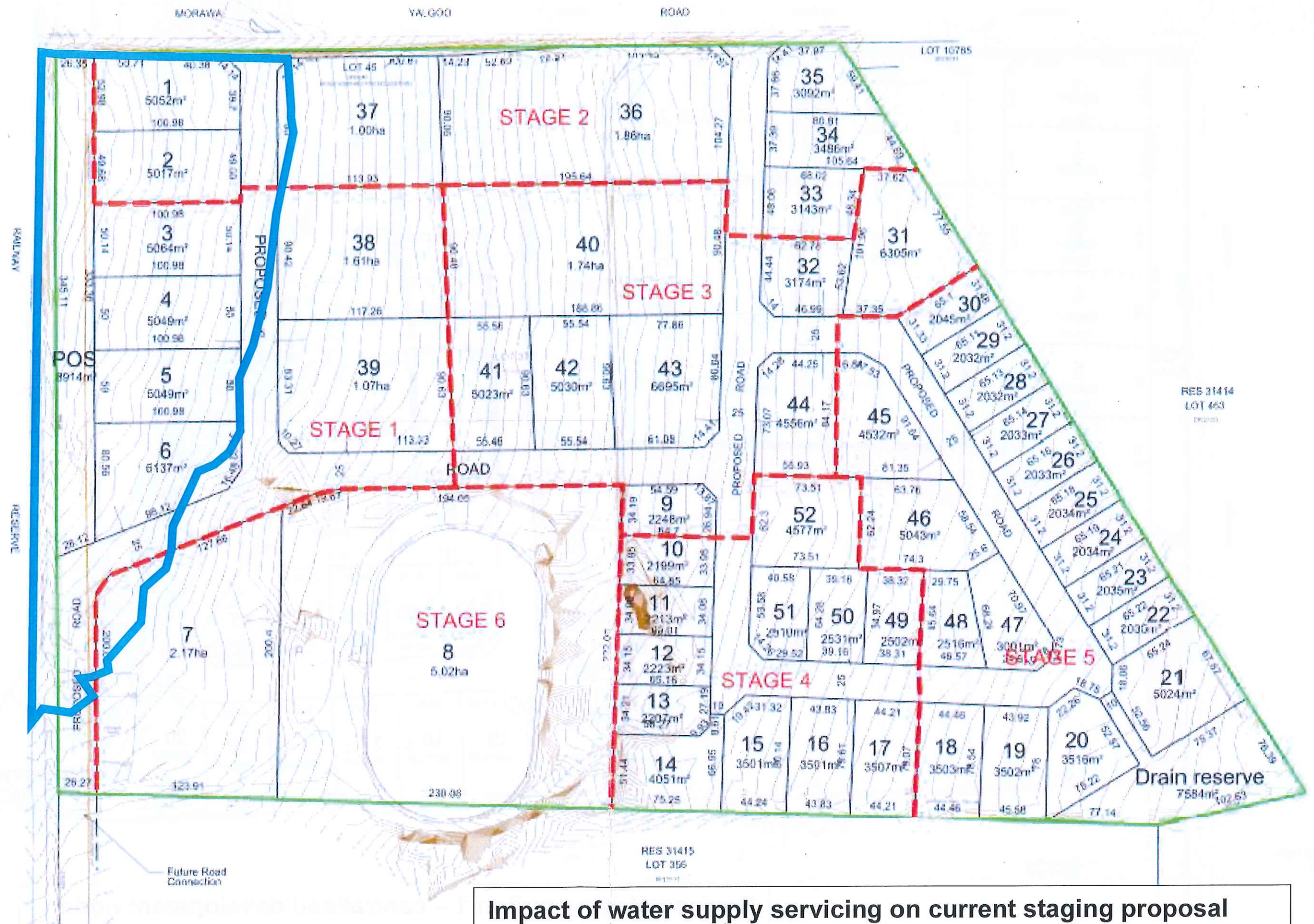






Revised staging option 1 – centralised development node





Impact of water supply servicing on current staging proposal

## 7.2.5 Chief Executive Officer - Other

<i>Item No/Subject:</i>	<b>7.2.5.1 Strategic Plan Update and Progress Report</b>
<i>Date of Meeting:</i>	<b>23 February 2017</b>
<i>Date &amp; Author:</i>	<b>20 February 2017 - John Roberts</b>
<i>Responsible Officer:</i>	<b>Chief Executive Officer – John Roberts</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>19 December 2016 (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.

**Please note:**

**The Shire of Morawa Integrated Plans are all currently under review. As a consequence of this, reporting is shown against the existing actions. This will occur until the new plans have been endorsed by Council after which new reporting matrix will be prepared.**

### **DECLARATION OF INTEREST**

The author has no interest to declare in this report.

### **ATTACHMENTS**

- 2016/17 Project Summary Report;



- Shire of Morawa September 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. A desktop review was undertaken on 12 September 2014 and adopted by Council on 18 September 2014. The four year review of the Strategic Community Plan has commenced with an Elected Member workshop held on the 10 March 2016. Council undertook a review of the current Corporate Business Plan (CBP). Council decided to seek suggestions from the community of items they wished to be considered for inclusion in the new CBP.

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 2016/17 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 currently being reviewed. A budget allocation has been included in the 2016/17 budget.

#### *Status*

Moore Stephens have been engaged to update the LTFP. Discussions between Moore Stephens and the Executive Management Team took place on 18 July 2016 to review the initial draft prior to being presented to Council for further input. Moore Stephens gave a presentation to Council on 9 August 2016. The LTFP will be updated further in conjunction with the development of the CBP.

#### Asset Management Plan

All of the Asset Management Plan (AMP) have now been reviewed.

#### *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. A meeting took place on 3 August 2016 to clarify issues raised by Ben Symmonds and Moore Stephens. Attendees were Michael Keane (Greenfields), Ben Symmonds, CEO, MAF and PWS.

The meeting was very productive and clarified a number of topics.



### 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. The four year review of the Strategic Community Plan has commenced with an Elected Member workshop held on the 10 March 2016. A draft of the updated strategic directions has been compiled and distributed to Elected Members for comment. A community survey will be circulated in the near future followed by a community consultation presentation.

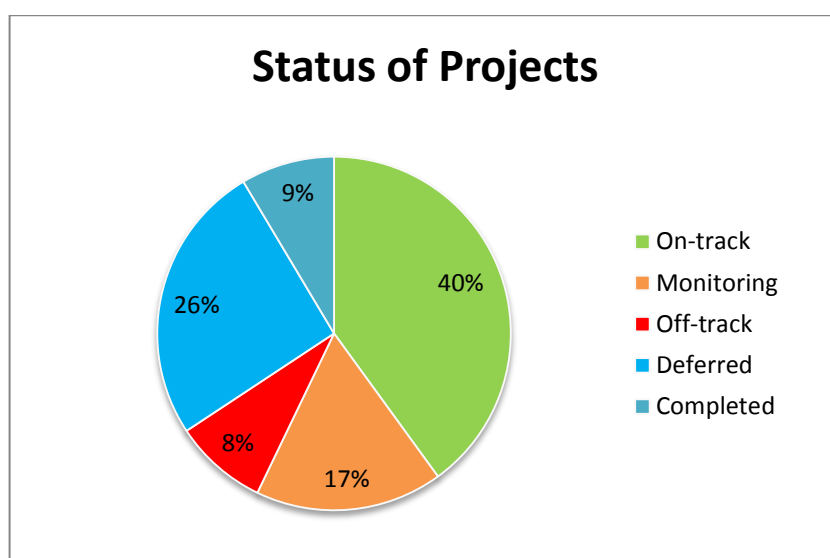
### **Corporate Business Plan**

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 November 2016 is attached. The new CBP will be adopted in March 2017.

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:



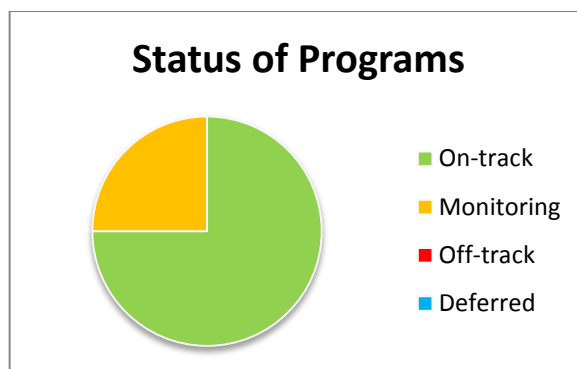
### Chart 1: Breakdown on Status of Projects for 2015/16

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.

### Programs

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



**Chart 2: Breakdown on Status of Programs for 2016/17**

Chart 2 indicates that of the four program areas, three are on track; Governance (98%); Roads (92%); and Ongoing Health Care Provision (115%); The programs on track are subject to key operational or day to day activities and are affected by seasonal issues. One program area is being reviewed, Sports Facilities and Programs (115%).

Some Flood Damage costs are at present included in the Roads costings, and the Health Care provision is high due to unbudgeted expenses for medical centre renovations.

### **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 2017, as tabled.

## **COUNCIL RESOLUTION**

1702018                      Moved:      Cr Agar  
                                    Seconded:   Cr Thornton

That Council:

**Accepts the Shire of Morawa Strategic Plan Update and Progress Report, for January 2017, as tabled.**

**CARRIED 6/0**

SUMMARY OF CORPORATE BUSINESS PLAN STATUS 2015/2016

No.	Project	Who	Start	Cost	Cost Remaining	% Completed	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Greater Sports Ground Development	PO				100												
2	Sports Club Development Officer	CEO				100												
3	Recreational Facility Development	PO				100												
4	Morawa Community Care	EMDA				95												
5	Refurbish Old Chambers	CEO				85												
6	Childcare Centre Development	CEO				0												
7	Community Group Support	CDO				39												
8	Community Engagement & Communication	CEO				50												
9	Trails Strategy	CEO				20												
10	Waste Management Project	CEO				45												
11	Water Supply Development	CEO				0												
12	Solar Thermal Power Station - Feasibility Study	CEO				95												
13	Waste Water Plant Upgrade	EMDA				90												
14	Sustainability Program	EMDA				0												
15	Develop Industry Training Centre	PO				25												
16	Migration Settlement Scheme (Research)	CEO				0												
17	Develop Additional Business Incubator Units	CEO				0												
18	Industry Attraction & Retention Project	CEO				83												
19	Local Tourism Industry Development	CDO				0												
20	Upgrade Morawa Airport	CEO				50												
21	Upgrade Major Roads and Annual Road Program	PWS				100												
22	Key Worker Housing	CEO				0												
23	Staff Housing	EMDA				0												
24	Expansion Van Park	CEO				0												
25	Lifestyle Village for the Aged	CEO				0												
26	Main Street Project	PO				100												
27	Wireless and Mobile Blackspot Coverage	CEO				50												
28	Powerline Upgrade	CEO				0												
29	Land Development	CEO				75												
30	Gateway Project Plans	CEO				10												
31	Omnibus Scheme Development	PO				93												
32	Old Morawa Hospital	CEO				80												
33	Leadership and Mentoring Young People	CDO				60												
34	Leadership and Advocacy Role	CEO				83												
35	Invest in Council's Capacity	CEO				83												
	Total					65.81												

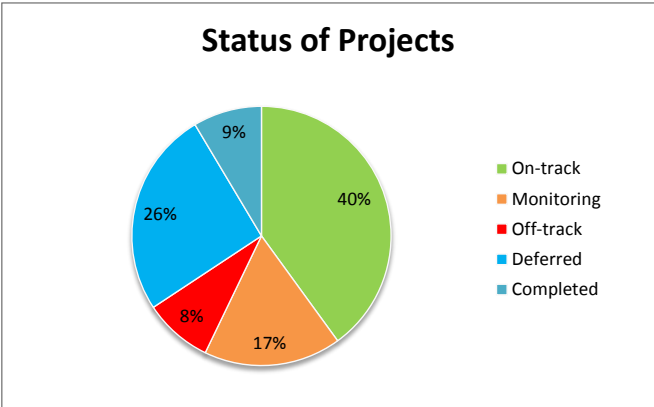
	Program Areas						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Sports Facilities and Programs	CDO				115												
2	Ongoing Healthcare Provision	CEO				115												
3	Roads	PWS				92												
4	Governance	CEO				98												
	Total					105.00												

Status

On-track  
Monitoring  
Off-track  
Deferred  
Completed

Projects

14  
6  
3  
9  
3

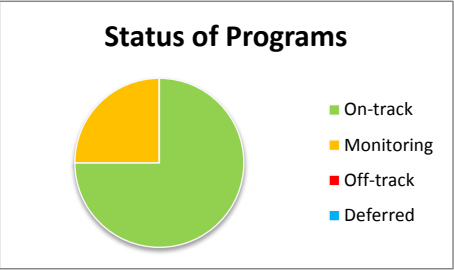


Status

On-track  
Monitoring  
Off-track  
Deferred

Programs

3  
1  
0  
0



## Overview

The Shire of Morawa Corporate Business Plan Report sets out the key objectives to be achieved for the reporting year in question based on the Shire's Strategic Community Plan. In this case it is 2015/16. The report is presented to Council each month with an update on the status of each project and relevant program area and an assessment of the Corporate Business Plan (CBP) overall.

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

**Program Area:** Recreation & Leisure

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

Project	Priority	SCP Link	Who	12/13 \$	13/14 \$	14/15 \$	15/16 \$	Stakeholders	Progress (Including Performance Indicators)
<ul style="list-style-type: none"> <li><b>Greater Sports Ground Project</b></li> </ul> <p>Project management 0.0 FTE 2014/15</p> <p>Percentage Completed: 100%</p>	High	3.5.2	CEO	0	2,800,000	0	0	Department of Sport and Recreation	<ul style="list-style-type: none"> <li>The ramp adjacent to the playground has proved problematic due to regulations regarding disabled access. Council has decided that steps are to be installed as opposed to the ramp due to cost. Shire staff are applying for a Community Inclusion and Participation Grant to fund a ramp.</li> <li>Shire staff has received acquittal documentation from MWDC to formally finalise the project.</li> </ul> <p><b>Increased Sporting Participation</b></p> <ul style="list-style-type: none"> <li>Club membership numbers reported by clubs</li> </ul> <p><b>Increased Usage</b></p> <ul style="list-style-type: none"> <li>Additional events reported by Sporting Committee. To date: two events held</li> </ul>
<ul style="list-style-type: none"> <li><b>Sports Club Development Officer – Regional Project</b></li> </ul> <p>Project management 0 FTE</p> <p>Percentage Completed: 100%</p>	Medium	3.1.7	CEO, Shire of Three Springs	0	12,500	12,500	12,500	<ul style="list-style-type: none"> <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>Lara Stanley has resigned from the role. Interviews for a replacement were held on 6 September 2016. A job offer is being made with a proposed start date of 31 October 2016.</li> </ul> <p><b>Increased Support for Members &amp; Volunteers</b></p> <ul style="list-style-type: none"> <li>Membership numbers</li> </ul> <p><b>Club Officials trained in financial and corporate governance</b></p> <ul style="list-style-type: none"> <li>Clubs report improvement</li> </ul>
<ul style="list-style-type: none"> <li><b>Recreational Facility</b></li> </ul>	Medium	3.5.3	CEO	0				Department of Sport	<b>Swimming Pool (Works 2015/16 -</b>

<b>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:</b> <b>100%</b> 3.1: 100% 3.2 100%					800,000	400,000	0	and Recreation	<b>\$566,605)</b> <b>Completed</b>  <b>Swimming Pool (Works 2015/16 - \$)</b> Completed  <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>
<b>Program Area Operating Cost:</b> <ul style="list-style-type: none"> <li>Undertake ongoing maintenance and management of the Sports facilities and programs</li> </ul> <b>Percentage Completed:</b> <b>115%</b>	Ongoing			775,000	790,000	805,000	821,000		<b>Recurrent Cost post 2017:</b> \$905,233 <b>Staff Required:</b> 3 FTE <b>2015/16 Budget</b> \$953,065 <b>Cost YTD:</b> \$1,100,635  <b>Note:</b> (Swimming Pools & Other Recreation)

### Program Area: Health Provision

**Goal:** Support ongoing health care provision through existing arrangements

Project	Priority	SCP Link	Who	12/13 \$	13/14 \$	14/15 \$	15/16 \$	Stakeholders	Progress (Including Performance Indicators)
<b>Program Area Operating Cost:</b> <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> <b>Percentage Completed:</b> <b>115%</b>	Ongoing	3.1.1, 3.1.2, 3.1.3, 3.1.4		251,884	256,900	262,000	267,000		<b>Note:</b> <ul style="list-style-type: none"> <li>Budget 2015/16: \$150,639</li> <li>Expenditure for 2015/16: \$173,530;</li> </ul> <b>Recurrent Cost post 2017:</b> \$272,000 <b>Staff Required:</b> 0.02 FTE

### Program Area: Community Amenities

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

Project	Priority	SCP Link	Who	12/13 \$	13/14 \$	14/15 \$	15/16 \$	Stakeholders	Progress (Including Performance Indicators)
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<ul style="list-style-type: none"> <li><b>Morawa Community Care</b></li> </ul> <p>Project management 0.6 FTE</p> <p><b>Percentage Completed: 95%</b>  4 Units: 100%  Management: 90%</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.</li> <li>Transfer of land management order underway.</li> <li>The Department of Housing are proposing a deed of assignment transferring the interests of the MCC to the Shire. This option negates the need for a new JV agreement which has caused a significant time delay.</li> <li>Application and information packs have been prepared and will be marketed.</li> <li>A Deed of Novation has been presented to the 18 December 2015 OCM.</li> <li>The Management Order has been received.</li> <li>Shire staff is now working to complete the final agreements with a view to concluding the transfer of the JV and MCC units by 30 June 2016. This has been delayed due to CS Legal delays.</li> <li>The Shire has now taken receipt of keys for 2 vacant JV units. Shire staff will view these properties on 15 August 2016 to assess work needing to be undertaken prior to letting.</li> <li>Emily Sutherland has produced a marketing document for use in securing tenants in the Asset Based units.</li> <li>Council resolved at the September OCM to reduce the weekly rental to \$185.</li> <li>Unit 9 now occupied.</li> </ul> <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>
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									<ul style="list-style-type: none"> <li>Increase in number aged people staying in community</li> </ul>
<ul style="list-style-type: none"> <li>Refurbish Old Council Chambers</li> </ul> <p>Percentage Completed: 85%</p>	High	1.7.3	CEO	0	220,000			LotteryWest	<ul style="list-style-type: none"> <li>Capital Works for 2015/16 set at \$181,011. Funded:               <ul style="list-style-type: none"> <li>Municipal 45,026</li> <li>Lotterywest: 90,595</li> <li>Reserve: 45,026</li> </ul> </li> <li>Quotes have now been obtained for the remaining works.</li> <li>Use for the building to be discussed at the October briefing session</li> <li>This work has now been placed on-hold as the funds may be needed to fund the unexpected swimming pool works.</li> <li>Future use of the old Shire office was discussed at the SCP workshop held on 10 March 2016. It was agreed the future use was to be tourism and cultural purposes.</li> <li>It is proposed to request the reallocation of the Solar Thermal Feasibility Study funds to this project. This option has now been placed on hold pending the outcome of an amended business case for the airstrip.</li> <li>There is an option to apply for a grant in the next RGS round.</li> </ul> <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>
<ul style="list-style-type: none"> <li>Childcare Centre development</li> </ul> <p>Project management 0.2 FTE</p> <p>Percentage Completed: N/A</p>	Medium	3.1.8	CEO	0	0	0	0	<ul style="list-style-type: none"> <li>Department of Communities</li> <li>Mid West Development Commission</li> <li>LotteryWest</li> </ul>	<ul style="list-style-type: none"> <li>Deferred post 2015/16</li> <li>Expected cost \$750,000</li> <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> <b>Employment opportunities in the caring industry</b> <ul style="list-style-type: none"> <li>Number of people employed</li> </ul> <b>Respite care available to parents</b> <ul style="list-style-type: none"> <li>Respite visits number per annum</li> </ul>
<ul style="list-style-type: none"> <li><b>Community Group Support:</b> <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> </li> </ul> <p>Project management 0.1 FTE <b>Percentage Completed: 39%</b></p>	Medium	3.2.2, 3.2.4, 3.2.5, 3.4.1	CEO	35,000	35,000	35,000	35,000		<ul style="list-style-type: none"> <li>Future Fund agreement has been completed. The fund will be accessible in 2015/16 based on 2014/15 interest earnings.</li> <li>CEO has engaged with CCIWA</li> <li>Power supply has been connected to the new Historical Society shed.</li> </ul> <b>Budget 2015/16</b> <ul style="list-style-type: none"> <li>YTD: <ul style="list-style-type: none"> <li>Arts Festival \$10,000</li> <li>Museum: \$1,000</li> <li>Depreciation: \$8,307</li> </ul> </li> </ul> <b>Costs 2015/16</b> <ul style="list-style-type: none"> <li>YTD: <ul style="list-style-type: none"> <li>Arts Festival \$5,260</li> <li>Museum: \$3,293</li> <li>Depreciation: \$9,908</li> </ul> </li> <li>Recurrent costs post 2016 are \$35,000 per annum</li> </ul> <hr/> <b>Community events enhance liveability of community</b> <ul style="list-style-type: none"> <li>Reports to Council community groups</li> </ul> <b>Community feedback on events</b> <ul style="list-style-type: none"> <li>Annual community survey</li> </ul>
<ul style="list-style-type: none"> <li><b>Community Engagement and Communication</b></li> </ul> <p>Project management 0.05 FTE</p> <p><b>Percentage Completed: 50%</b></p>	Medium	4.1.1, 4.1.2	CEO	1,020	1,020	1,020	1,020		<b>Costs 2014/15</b> <ul style="list-style-type: none"> <li>Met through Public Relations Budget (\$21,000)</li> <li>Recurrent costs post 2016 are \$1,020 per annum</li> <li>Communication strategy and media consultant (Left of Centre LOC) have been included in the 15/16 budget at \$11,000. LOC have set up a Facebook page and are preparing content for media and Shire Snippets.</li> </ul> <hr/> <b>Good relationship between community and Council</b> <ul style="list-style-type: none"> <li>Annual community survey</li> </ul>
<ul style="list-style-type: none"> <li><b>Trails Strategy</b></li> </ul>	Medium	1.7.2	CEO	0	0	260,000	0	<ul style="list-style-type: none"> <li>LotteryWest</li> </ul>	<b>Morawa Perenjori Wildflower Drive Trail</b>

Project management 0.1 FTE  <b>Percentage Completed: 20%</b>								<ul style="list-style-type: none"> <li>Department of Regional Development</li> </ul>	<ul style="list-style-type: none"> <li>R4R Grant required listed in 2013/14 Budget: \$467,000 - Pending</li> </ul> <b>Town Heritage Walk Trails 2014/15</b> <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> <b>Bush Trails 2014/15?</b> <ul style="list-style-type: none"> <li>\$65,000 application "parked" with Lotterywest subject to Council contribution ;</li> <li>\$65,000 Shire contribution required Recurrent cost post 2016: \$5,000 PA</li> </ul> <b>2015/16</b> <ul style="list-style-type: none"> <li>Wildflower Drive trail \$138,915</li> <li>Town Heritage Walk \$128,970</li> <li>Bush Trail \$198,690</li> <li>Total \$467,000 has been included in the budget but only \$65,000 is funded. This is to be amended in the 15/16 mid year review.</li> <li>Funding is to sought from Lotterywest, DRD are funding \$40,000 ( from town centre revitalisation project) and it hoped this will be matched by Sinosteel.</li> </ul> <b>Increased level of community activity and activation trails</b> <ul style="list-style-type: none"> <li>Annual community survey</li> </ul>
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<b>Objective:</b> Protect and enhance the natural environment and sense of place									
<b>Program Area:</b> Environment									
<b>Goal:</b> Protect and enhance the natural environment									
Project	Priority	SCP Link	Who	12/13 \$	13/14 \$	14/15 \$	15/16 \$	Stakeholders	Progress (Including Performance Indicators)
<ul style="list-style-type: none"> <li><b>Waste Management – Regional Project</b></li> </ul> Project management 0.15 FTE  <b>Percentage Completed: 45%</b>	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 \$265,000. 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> </ul> </li> </ul>

									<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <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. The assessment has been concluded and unfortunately the application was not successful. The application was highly regarded but lack of site and proximity to Geraldton went against the proposal.</li> <li>• The CEO has met with CEOs from Morawa, Perenjori, Three Springs and Mingenew to discuss a regional solution. The meeting took place on 14 April 2015.</li> <li>• CEO has received data from neighbouring Shires and is in the process of collating it.</li> <li>• CEO has discussed with Karara and Sinosteel the possibility of purchasing or leasing a portion of Dingle Dell as a possible site for location of a landfill site.</li> <li>• CEO has received six proposed sites on Karara land. CEO to further discuss with Karara.</li> <li>•</li> </ul> <p><b>Transfer Station</b></p> <ul style="list-style-type: none"> <li>• CEO has met with Avon Waste and Dallywater to determine the optimum size of transfer bins and collection methods.</li> <li>• The shed has been constructed, earthworks are complete and the office has been installed</li> <li>• It is proposed to man the Transfer Station for a trial period of 6 months subject to Council approval.</li> <li>• Transfer now operation Friday to Monday.</li> </ul> <hr/> <p><b>Coordinated waste management by Shires</b></p> <ul style="list-style-type: none"> <li>• Removal of waste to sub-regional</li> </ul>
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<ul style="list-style-type: none"> <li><b>Water Supply Development</b></li> </ul> <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>	<b>station</b> <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> <hr/> <b>Future water needs secured</b> <ul style="list-style-type: none"> <li>Water storage constructed</li> </ul>
<ul style="list-style-type: none"> <li><b>Solar Thermal Power Station Feasibility Study</b></li> </ul> <p>Project management 0.1 FTE</p> <p>Percentage Completed: 95%</p>	Medium	1.3.1	Project Officer	0	500,000	0	0	<ul style="list-style-type: none"> <li>Western Power</li> <li>Public utilities Office</li> </ul>	<ul style="list-style-type: none"> <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>Adjusted the SCP at September 2014 Review</li> <li>A letter was sent to DRD in June 2016 requested these funds be held available for 2016/17.</li> <li>A response has been received providing an extension to 30 September 2016 to ascertain the status of the Aerodrome Business Case. This has been further extended to September 2017.</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
<ul style="list-style-type: none"> <li><b>Water Supply Development and Waste Water Plant Upgrade</b></li> </ul> <p>Project management 0.05 FTE</p>	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 2015/16</b> <ul style="list-style-type: none"> <li>One pond remaining (\$49,681). This was completed in April 2016.</li> <li>Funding from Reserve.</li> </ul> <hr/> <b>Recurrent costs post 2016: Unknown</b>

Percentage Completed: 90%									<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>
<ul style="list-style-type: none"> <li><b>Sustainability Program:</b> <ul style="list-style-type: none"> <li>Identify policies to manage carbon sequestration</li> <li>Implement the Climate Change and Adaption Plan</li> <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> </li> </ul> <p>Project management 0.1 FTE</p> <p>Percentage Completed: 0%</p>	Medium	2.1.5, 2.1.6, 2.2.1, 2.2.2, 2.2.3	DCEO	0	0	0	0	<ul style="list-style-type: none"> <li></li> </ul>	<b>2015/16</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> <li>The Climate Change Risk Assessment &amp; Adaption Action Plan was included in the 2015/16 budget but will be removed in the mid-year review;</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;</li> <li>Continuing monitoring and upgrading of key facilities</li> </ul> <hr/> <b>Sustainability initiatives achieved</b> <ul style="list-style-type: none"> <li>Set of nominated activities achieved</li> </ul>

**Objective:** A diverse, resilient and innovative economy

**Program Area:** Economic Services

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

Project	Priority	SCP Link	Who	12/13 \$	13/14 \$	14/15 \$	15/16 \$	Stakeholders	Progress (Including Performance Indicators)
<ul style="list-style-type: none"> <li><b>Develop Industry Training Centre</b></li> </ul> <p>Project management 0.1 FTE</p> <p>Percentage Completed: 25%</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>Final estimate received Business Case reviewed and submitted to MWDC. The business case needs to be</li> </ul>

									<ul style="list-style-type: none"> <li>re-drafted following discussions with the MWDC.</li> <li>Design and specifications have been prepared by EPS.</li> <li>CEO has received updated letters of support from Doray, Karara and Marrak.</li> <li>The project was shelved on the advice of MWDC, however following discussions between the CEO and SP the business is being updated by LOC.</li> <li>It was agreed at the SCP workshop held on 10 March 2016 that further submissions for grant funding will not be made at present.</li> <li>Recurrent cost post 2016: \$80,000</li> </ul> <hr/> <b>Students demand training and gain jobs in the mining industry as a result</b> <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>
<ul style="list-style-type: none"> <li><b>Migration Settlement Scheme (Research)</b></li> </ul> <p>Project management 0.3 FTE</p> <p>Percentage Completed: N/A</p>	Medium	Super Town Growth Implementation Plan	CEO	0	0	0	0	<ul style="list-style-type: none"> <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>
<ul style="list-style-type: none"> <li><b>Develop Additional Business Incubator Units</b></li> </ul> <p>Project management 0.2 FTE</p> <p>Percentage Completed: N/A</p>	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>
<ul style="list-style-type: none"> <li><b>Industry Attraction and Retention Project</b></li> </ul> <p>Regional Resource – Investment Coordinator: 1.25 FTE (Funded MWIP)</p> <p>Project management 0.08 FTE</p> <p>Percentage Completed: 83%</p>	High	1.2.5, 1.5.2	Super Towns Project Manager	85,800	100,000	100,000	100,000	<ul style="list-style-type: none"> <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> <p><b>2014</b></p> <ul style="list-style-type: none"> <li>Regional Resource Coordinator employed and prospectus issued?</li> </ul> <p><b>2015</b></p> <p>No further progress</p> <hr/> <p><b>Service gaps filled</b></p> <ul style="list-style-type: none"> <li>Reported by community</li> </ul> <p><b>Increased business activity</b></p> <ul style="list-style-type: none"> <li>Applications recorded</li> <li>Reported by CCI</li> </ul>
<ul style="list-style-type: none"> <li><b>Local Tourism Industry Development</b></li> </ul> <p>Support Visitor Information Centre 0.02 FTE</p> <p>Project management 0.02 FTE</p> <p><b>Percentage Completed: 50%</b></p>	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> <p><b>2015/16</b></p> <ul style="list-style-type: none"> <li>CEO &amp; CDO are attending Wildflower Country Committee meetings</li> <li>\$40,000 allocated for the Caravan park Caretaker accommodation to be cfwd from 14/15 to 15/16. This has now been delivered.</li> <li>A temporary caretaker was appointed for the period July to September 2016. This was a huge success in 2015 and again in 2016.</li> </ul> <hr/> <p><b>Increase in visitor numbers</b></p> <ul style="list-style-type: none"> <li>Visitor numbers Caravan park</li> </ul> <p><b>Wildflower Way project</b></p> <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)
<ul style="list-style-type: none"> <li><b>Upgrade Morawa Airport</b></li> </ul> <p>Project development support 0.02 FTE 13/14</p> <p>Project management: 0.2 FTE – External 14/15</p> <p>Asset management: 0.2 FTE - ongoing</p> <p><b>Percentage Completed: 50%</b></p>	High	1.10.1, 1.10.2	Project Officer	0	40,000	1,000,000	1,500,000	RDAF	<p><b>2013/14</b></p> <ul style="list-style-type: none"> <li>New airport road sealed Feb 2014;</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 are now complete and were endorsed by Council at the December 2014 OCM.</b></li> </ul> <p><b>2014/15</b></p> <ul style="list-style-type: none"> <li>CEO has received letters of support from Doray, Karara., RFDS and Marrak.</li> <li>CEO has received letter from DRD informing the Shire that the reallocation of mobile blackspot funding has not been approved.</li> </ul> <p><b>2015/16</b></p> <ul style="list-style-type: none"> <li>Following discussions with the MWDC and DRD the CEO has prepared a new business case which will include a number of funding options.</li> <li>The business case option 1 (full upgrade) was endorsed by the MWDC subject to a commitment by Doray to use the airstrip.</li> <li>The CEO is to discuss the project again with the MWDC on 14 March 2016, following the receipt of 2 letters received from DRD regarding the reallocation of the Solar Thermal Funding.</li> <li>Discussions with DRD and MWDC indicate this project will not be supported.</li> <li>MWDC have significantly amended the airport business case with a focus on Community Benefit.</li> <li>Three RADS applications were lodged on 5 August 2016 for components of the upgrade.</li> <li>The amended business case was endorsed by Council on 18 August</li> </ul>

									2016. The business case has been presented to MWDC and DRD. • 2017 RAAP Grant application has been rejected as co-funding not secured. • <b>Commencement commercial facility</b> • Commencement <b>Improved transport hub to the region</b> • Volume traffic flow <b>Service hub RFDS</b> • Usage
• <b>Upgrade Major Roads and Annual Road Program</b>  Project management:  <b>Percentage Completed:</b> 100%	Medium	1.8	Works Manager	1,580,000	1,580,000	1,580,000	1,580,000	Department of Main Roads	<b>2015/16 (\$1,666,911)</b> YTD: \$1,174,968  Completed • Recurrent cost post 2016: \$1.6M  <b>Road safety</b> • Survey <b>Asset maintenance</b> • Improvement in asset ratios
•									

<b>Program Area Operating Cost:</b>  Percentage Completed: 92%	Ongoing		Works Manager	2,059,403	2,100,000	2,142,000	2,185,000		<b>2015/16 (\$1,625,054)</b> Staff Required: 11 FTE Cost YTD: \$1,502,030  Recurrent Cost post 2017: \$2.23M
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Program Area: Housing									
Goal: Provide housing for all needs (staff, aged, tourism) to facilitate growth and development									
Project	Priority	SCP Link	Who	12/13 \$	13/14 \$	14/15 \$	15/16 \$	Stakeholders	Progress (Including Performance Indicators)
• <b>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>Staff Housing</b>	High	1.9.5	CEO	0	0	350,000	350,000	Royalties for Regions - CLGF	<b>2014/15</b> • \$139,316 has been allocated for

Project management 0.1 FTE Percentage Completed: N/A									maintenance • Recurrent cost post 2016: \$14,000 <hr/> <b>Houses constructed</b> • Houses in place <b>Staff satisfaction with housing</b> • Staff satisfaction (annual survey)
• <b>Expansion Caravan 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: o 4 dwellings constructed; o Budget \$500,000 from Shire funds <hr/> <b>Additional people stay in town</b> • Accommodation statistics <b>Additional expenditure</b> • Increased estimated expenditure
• <b>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: o Plan and feasibility study for additional aged care housing; o Budget \$10M from various sources.

**Note:**

No key activity is occurring for this goal in 2015/16

Program Area: Town Centre Revitalisation									
Goal:									
Project	Priority	SCP Link	Who	12/13 \$	13/14 \$	14/15 \$	15/16 \$	Stakeholders	Progress (Including Performance Indicators)
• <b>Main Street Project</b> Landcorp Project Management 1 FTE funded Project support: 0.5 FTE – External 13/14	High	1.7.1, 1.7.5, 1.6.1	Project Officer	0	3,536,000	2,200,000	0	SuperTowns Project – R4R	• The main street of Morawa will be revitalised to provide new opportunities for community interaction and an increased level of retail and commercial services: o Freight Realignment (Stage 1) - 2013/14/15 o Civic Square (Stage 2) -

<p><b>Percentage Completed:</b> 100% Stage 1: 100% Stage 2: 100%</p>									<p>2013/14/15</p> <ul style="list-style-type: none"> <li>o Recurrent costs of \$50,000</li> <li>o Stage 3 deferred beyond 2015/16</li> <li>o Stage 4 deferred beyond 2015/15</li> <li>o Stage 5 commenced pending funding</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>• ; <ul style="list-style-type: none"> <li>o Preferred tenderer (BCL Group) selected by Emerge and endorsed by Council on 31 July 2014.</li> </ul> </li> </ul> <p><b>2014/15</b></p> <ul style="list-style-type: none"> <li>o Work has commenced on project.</li> <li>o BCL proposed a redesign due to ground levels. New design not acceptable to Council. Emerge have been requested to keep amended design close to the original. Amended design went to OCM in October.</li> </ul> <p><b>2015/16</b></p> <ul style="list-style-type: none"> <li>o</li> <li>• Projects completed. Now in defects period.</li> <li>• Morawa Stone and the clock are outstanding items. The clock controls are to be relocated and a UPS purchased.</li> </ul> <hr/> <p><b>Civic Square constructed</b></p> <ul style="list-style-type: none"> <li>• Project opened 30 April 2015. A commemorative plaque has been installed under the clock tower.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Wireless and Mobile Blackspot Coverage</b></li> </ul> <p>Project involves Shires of Morawa, Mingenew, Perenjori and Three Springs and MWDC</p> <p>Project management: 0.1</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>o 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>o Morawa East High (\$942,000): <ul style="list-style-type: none"> <li>▪ CLGF – R: \$500,000</li> </ul> </li> </ul>

Percentage Completed: 50%									<ul style="list-style-type: none"> <li>MWIP: \$379,500</li> <li>Shire Funds: \$ 62,500</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 contained 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>
<ul style="list-style-type: none"> <li><b>Power Line Upgrade</b></li> </ul> <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>
<ul style="list-style-type: none"> <li><b>Land Development – Residential and Industrial</b></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> </ul>

<p>Project management: Landcorp?</p> <p><b>Percentage Completed:</b> 100%</p> <ul style="list-style-type: none"> <li>• Residential: 100%</li> <li>• Industrial: 50%</li> </ul>									<ul style="list-style-type: none"> <li>• 50 industrial lots</li> </ul> <p><b>2014/15</b> <b>Residential Sub-division</b></p> <ul style="list-style-type: none"> <li>• First stage of residential sub-division completed – 8 blocks. Non yet sold.</li> </ul> <p><b>2015/16</b> <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. Part of the surplus from the Town Centre projects is being used to fund the sealing of Club Road.</li> <li>• An amount of \$174,000 has been included in the 15/16 draft budget to relocate Club Road</li> <li>• The realignment and sealing of Club road has been completed. Kerbing has occurred. Brookfield and Landcorp have been advised.</li> <li>• Landcorp have provided 3 options for changes to the first release of the industrial land.</li> </ul> <hr/> <p><b>Lots successfully developed</b></p> <ul style="list-style-type: none"> <li>• Sale of lots</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Gateway Project Plans</b></li> </ul> <p>Project management: 0.1</p> <p><b>Percentage Completed: 10%</b></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> <li>○ SMC are now offering \$100,000</li> <li>○ <b>The CEO and SP have met with SMC on 17 July 2014 to discuss. SMC contribution to the gateway project. SMC agreed the contribution was not tied.</b></li> <li>○ <b>CEO has requested Emerge to develop a nature playground concept for the town square.</b></li> </ul> </li> <li>• Recurrent costs post 2016 \$2,500</li> </ul>

									<b>Formal entry will provide sense of place</b> <ul style="list-style-type: none"> <li>Annual community survey</li> <li>Visitor survey conducted visitor centre</li> </ul>
<ul style="list-style-type: none"> <li><b>Omnibus Scheme Development</b></li> </ul> <p>Project management: 0.2</p> <p>Percentage Completed: 93%</p> <ul style="list-style-type: none"> <li>Omnibus: 100%</li> <li>Urban Design: 90%</li> <li>LP Strategy: 90%</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>Individual meetings held with business owners;</li> <li>Staff briefed 25 February 2014;</li> <li>Community meeting to be rescheduled;</li> <li>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> <b>2015/16</b> <ul style="list-style-type: none"> <li>Council will be fully briefed at the November 2016 briefing session to conclude the project.</li> </ul> <b>Budget \$79,450</b> <b>YTD \$41,761</b> <ul style="list-style-type: none"> <li></li> </ul> <b>LP Strategy and Scheme</b> <ul style="list-style-type: none"> <li>Completed report WAPC</li> </ul> <b>Omnibus</b> <ul style="list-style-type: none"> <li>Completed report WAPC</li> </ul> <b>Urban design guidelines</b> <ul style="list-style-type: none"> <li>Endorsement by Shire of Morawa as policy</li> </ul>
<ul style="list-style-type: none"> <li><b>Old Morawa Hospital</b></li> </ul> <p>Project management: 0.05</p> <p>Percentage Completed: 80%</p>	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> </ul>



									<ul style="list-style-type: none"> <li>Extension for management order (Intention to Take): <ul style="list-style-type: none"> <li>Sort by CEO/DCEO/PO 3 April 2014 as current order expires in May 2014;</li> <li>Order approved until further notice</li> </ul> </li> <li>Further resolution on use of site required.</li> <li>The CEO to arrange a meeting with the Department of Health for himself and the Shire President to attend.</li> </ul> <hr/> <b>Hospital is renewed as community asset</b> <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)
<ul style="list-style-type: none"> <li><b>Leadership and Mentoring – Young people</b></li> </ul> <p>Project management 0.01 FTE</p> <p>Percentage Completed: 88%</p>	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):</li> </ul> <b>2014/15</b> <ul style="list-style-type: none"> <li>Operating \$158,892</li> <li>YTD \$15,396;</li> </ul> <b>2015/16</b> <ul style="list-style-type: none"> <li>Operating \$268,205</li> <li>Projects \$96,275 (Grants \$42,500)</li> <li>YTD \$236,235</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>
<ul style="list-style-type: none"> <li><b>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</li> </ul> </li> </ul>	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>	<p>Met through normal operating costs</p> <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> </ul>

<p>NBN</p> <ul style="list-style-type: none"> <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> <p>Project management 0.1 FTE</p> <p><b>Percentage Completed: 83%</b></p>								<ul style="list-style-type: none"> <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> </ul> <hr/> <p><b>Agencies and Service Providers meet community needs</b></p> <ul style="list-style-type: none"> <li>Annual community survey</li> </ul>
<ul style="list-style-type: none"> <li><b>Invest in Council's Capacity</b></li> </ul> <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>	High	4.3.1, 4.3.2, 4.3.3, 4.4.1, 4.4.2, 4.5.1, 4.5.2, 4.5.3, 4.6.1, 4.6.2, 4.7.1, 4.7.2, 4.8.1, 4.8.3	CEO	0	0	0	0	<p>Met through normal operating costs:</p> <p><b>Staff Training and Development</b></p> <ul style="list-style-type: none"> <li>PWOH: \$34,438</li> <li>Administration \$10,000</li> </ul> <p><b>Professional Development Councillors</b></p> <ul style="list-style-type: none"> <li>\$4,000.</li> </ul> <p><b>Traineeships</b></p> <ul style="list-style-type: none"> <li>\$21,700. CII Student 5 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</li> <li>13/14 Land &amp; Buildings</li> <li>14/15 Road Infrastructure</li> <li>15/16 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>SCP reviewed in September 2014. A full review will occur in February 2016.</li> <li>Risk Management policy, compliance plan and strategy now complete. Endorsed by Council November 2014.</li> </ul>

									<ul style="list-style-type: none"> <li>(Reg. 17). Commenced and completed in August 2014 by LGIS. Endorsed by Council in December 2014</li> </ul> <p><b>Review Council Policies and Local Laws</b></p> <ul style="list-style-type: none"> <li>The review of policies is underway and will be presented to Council October 2016.</li> <li>Local Laws review will be undertaken in 2016/17.</li> </ul> <p><b>Compliance with all Legislation and LG Act</b></p> <ul style="list-style-type: none"> <li>Annual Compliance Return 2014 completed and submitted in March 2016.</li> <li>PID annual survey completed, 30 June 2016</li> <li>FOI annual return completed 30 June 2016</li> <li>A governance calendar has been compiled. A consultant has been engaged to provide an electronic calendar.</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>Annual Customer Surveys</b></p> <ul style="list-style-type: none"> <li>Process to be revisited during 2015/16</li> </ul> <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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<b>Program Area Operating Cost:</b>  Percentage Completed: 98%	Ongoing		CEO	836,083	852,000	869,000	886,000		2015/16 YTD (\$47,072) <b>Staff Required:</b> 1 FTE <b>Members of Council</b> <b>Budget:</b> \$331,127 <b>Actual</b> \$380,603  <b>Governance – General</b> <b>Budget</b> \$122,475 <b>YTD Actual</b> \$62,409  Recurrent Cost post 2017: \$903,000
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## Assessment

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

Criterion	Key Requirements	Progress/Comment	Tracking
Assessment of Projects	<b>Projects (35):</b> Projects on-track: 14 Projects monitored: 5 Projects off-track: 4 Projects deferred: 9 Projects completed: 3 Percentage Completed: <b>65.81%</b>	<b>Projects</b> <ul style="list-style-type: none"> <li>Staff resourcing in terms of key roles had 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.</li> </ul> </li> </ul>	

	<b>Program Areas-Operating (4):</b>  Monitor 1 On-track 3 Off-track 0	RADF5 (Town Hall project); <ul style="list-style-type: none"> <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> <ul style="list-style-type: none"> <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>	
<b>Resource Capability (Staff)</b>	<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> <li>Engineering</li> <li>Health and Building</li> </ul> </li> <li>Succession planning/mentoring</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. Now using City of Greater Geraldton, however this is proving a difficult relationship.</li> <li>CEO is currently assessing these issues.</li> </ul> <p>The balance between SuperTownships 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 at the end of 2015.	
<b>Financial Estimates of the SCP</b>	<b>Funding:</b> <ul style="list-style-type: none"> <li>Shire Contribution \$3,041,238</li> <li>CLGF – Regional: \$ 250,000</li> </ul>	<b>Funding:</b> As per Assessment of Projects: <ul style="list-style-type: none"> <li>CLGF – R for Mobile Blackspot Tower Project of \$583,333 (out of</li> </ul>	

	<ul style="list-style-type: none"> <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>\$1M approved 7 March 2014);</p> <ul style="list-style-type: none"> <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 2014/15 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 has been prepared for the Shire</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>• A project management policy has been prepared and was endorsed by Council at the October 2014 Council Meeting</li> </ul> <p><b>Stakeholder Management System</b></p> <ul style="list-style-type: none"> <li>• Not in place. CEO is currently developing this.</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. An ICT Strategic Plan is required.</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>• Performance review process has been developed.</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) is being undertaken and is due to be completed by end of December 2016.</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>	

		<b>Council</b> <ul style="list-style-type: none"> <li>Engagement of community regarding the role of the Shire and Council's responsibilities is required;</li> <li>Review of the community engagement policy required;</li> </ul> <b>Asset Base</b> <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>	
<b>Internal Analysis (Required Improvements)</b>	<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. Microsoft Project software purchased.</li> <li>3. Stakeholder relationships managed electronically. A stakeholder schedule will be developed early 2016/17</li> <li>4. Communication systems between staff and councillors</li> <li>5. Formal HR mentoring for senior staff</li> <li>6. Implement HR systems</li> <li>7. Effective job planning, detailed JDFs are being developed.</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> </ol>	See Operational Risk Assessment	
<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> </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 2016; Subregional centre in place 2016</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>	

	<ul style="list-style-type: none"> <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>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 2015/1 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>	
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<b>Legend</b>	
Off-track (0-49% completed)	
Monitor (50-69% completed)	
On-track (70–100% completed)	
Projects deferred until a later date	
Project completed	



The President left the meeting at 3.05pm.

<i>Item No/Subject:</i>	<b>7.2.5.2 Morawa Golf &amp; Bowling Club Inc. DSR CSRFF grant application</b>
<i>Date of Meeting:</i>	<b>23 February 2017</b>
<i>Date &amp; Author:</i>	<b>20 February 2017 John Roberts</b>
<i>Responsible Officer:</i>	<b>Chief Executive Officer</b>
<i>Applicant/Proponent:</i>	<b>Chief Executive Officer</b>
<i>File Number:</i>	
<i>Previous minute/s &amp; Reference:</i>	

### **SUMMARY**

The Morawa Golf & Bowling Club Inc. is seeking support from Council to make application to apply for a Department of Sport & Recreation grant (CSRFF) to resurface the existing bowling green.

### **DECLARATION OF INTEREST**

The author has no interest to declare in this report.

### **ATTACHMENTS**

CSRFF Small Grants completed application

### **BACKGROUND INFORMATION**

The Morawa Golf & Bowling Club Inc. currently has 20 members for season 2016/17. It is made up of mostly local families and provides a valuable service not only for recreation but also as a social outlet within the community.

### **OFFICER'S COMMENT**

The Morawa Golf & Bowling Club Inc., through their President Mr Lindsay Chappel, is making application for a CSRFF grant to enable the club to carry out the greens resurfacing project. The grant request is one third (1/3) funded through Department of Sport & Recreation, two thirds (2/3) funded by the Club.

The Morawa Golf & Bowling Club Inc. has obtained a quotation from Berry Bowling Systems Pty Ltd, for the works which comprise of the removal of the exiting 50m x

37m carpet bowling green surface and replacing with new green surface. The quotation is \$161,838 GST exc. (\$178,021 GST inc.).

A quotation was received from Evergreen Synthetic Grass. This was rejected as the cost was \$174,986 GST exc.

### **COMMUNITY CONSULTATION**

Nil

### **COUNCILLOR CONSULTATION**

Nil

### **STATUTORY ENVIRONMENT**

Nil

### **FINANCIAL IMPLICATIONS**

The project will be funded:

Morawa Golf & Bowling Club Inc. \$107,892 GST ex (\$118,681 GST inc)  
CSRFF Grant. \$53,946 GST ex (\$59,340 GST inc)

### **STRATEGIC IMPLICATIONS**

Strategic Community Plan 2012

Outcome 3.5 Improved and well maintained community, recreational and civic infrastructure.

### **RISK MANAGEMENT**

The bowling surface is located on Shire of Morawa property and the current condition of the surface creates a potential for injury to members playing bowls.

### **VOTING REQUIREMENTS**

Simple Majority

### **OFFICERS RECOMMENDATION**

That Council:

Support the Morawa Golf and Bowling Club Inc. CSRFF grant application for the purposes of replacing the carpet bowling surfaces.

**COUNCIL RESOLUTION**

**1702019**

**Moved: Cr Agar  
Seconded: Cr Thornton**

**That Council:**

**Support the Morawa Golf and Bowling Club Inc. CSRFF grant application for the purposes of replacing the carpet bowling surfaces.**

**CARRIED 5/0**

The President returned to the meeting.



# CSRFF Small Grants Application Form

**For projects up to \$200,000 to be acquitted by 15 June 2018**

**You MUST discuss your project with an officer from your nearest Department of Sport and Recreation office before completing and submitting your application. Failure to do so will render your project ineligible.**

**All applications MUST be submitted to your local government. Contact your local government to determine the cut-off date for the submission of applications.**

DSR Contact: Richard Malacari

Date: 31.1.2017

Office: Midwest

## Applicant's Details:

Organisation Name:	Morawa Golf and Bowling Club ( Morawa Lawn Bowls )				
Postal Address:	PO Box 28				
Suburb:	Morawa	State:	WA	Postcode:	6623
Street Address:	Club Road				
Suburb:	Morawa	State:	WA	Postcode:	6623

## Preferred Contact Person:

*All application correspondence will be directed to this person*

Name:	Lindsay Chappel	Title:	Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	President		
Business Phone:	0428 715011	Facsimile:	0899715023
Mobile Phone:	0428 715011	Email:	lchappel@wn.com.au

## Organisation Business Details:

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	ABN: 28 350 293 026
Is your organisation registered for GST?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	* Note, in order to be eligible for funding you must attach a copy of the Incorporation Certificate. LGA's exempt
Is your organisation not-for-profit?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Is your organisation incorporated?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Incorporation #: A0530014U
Bank details:	Bank: BankWest	BSB: 306-024 A/c: 012352-3

## Local Government Authority Details:

LGA:	Shire of Morawa		
Contact:	John Roberts	Title:	Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	CEO		
Business Phone:	0899 711204	Facsimile:	0899711284
Mobile Phone:	0427 711204	Email:	ceo@morawa.wa.gov.au

## PROJECT DETAILS

### Project Description:

Resurfacing of existing bowling green . .

### How did you establish a need for your project?

Original surface has deteriorated to the extent that is unplayable.

**Project location:** Club Road Morawa

### Land ownership:

Who owns the land on which your facility will be located? Shire of Morawa

Lease Expiry (if applicable): N/A

### Planning approvals

N/A

If no, provide the date it will be applied for:

### Where applicable, has planning permission been granted? (LGA)

Yes ☐ No ☐ \_\_\_/\_\_\_/\_\_\_

### Department of Aboriginal Affairs?

Yes ☐ No ☐ \_\_\_/\_\_\_/\_\_\_

### Department of Parks and Wildlife? (Environmental, Swan River)

Yes ☐ No ☐ \_\_\_/\_\_\_/\_\_\_

### Native Vegetation Clearing Permit?

Yes ☐ No ☐ \_\_\_/\_\_\_/\_\_\_

### Please list any other approvals that are required?

N/A

Yes ☐ No ☐ \_\_\_/\_\_\_/\_\_\_

**How will your project increase physical activity?** The project will provide a continuous venue for the practice and playing of bowls .If the green was to further deteriorate to the stage where it is unusable then the almost daily playing of bowls would cease.

**Do you share your facility with other groups?** Yes ☐ No ☒ If so, who:

List the main sport and recreation activities (maximum of 3) which will benefit from your proposal. Please indicate the approximate % usage of the facility (or part of the facility relating to this proposal).

Sport/community organisation	% use of the facility	Hours per week
Morawa Lawn Bowls	95	12
Corporate bowls	5	.5

Activity/sport membership numbers over the past three years relevant to your project. For example, if a bowls project, golf members not relevant; social membership numbers not applicable.

Note: if membership is not applicable, ie recreation facility or aquatic centre, enter the number of users of the facility.

2014/15	23	2015/16	20	2016/17	20
---------	----	---------	----	---------	----

State Sporting Associations are involved in the assessment of applications and may be able to provide valuable information when planning you project, particularly in relation to technical design issues. They should be consulted as part of the application process. A complete list of State Sporting Associations and their contact details are available on the department's website: <http://www.dsr.wa.gov.au/contact-us/find-a-sport-or-recreation-association>

### What is the name of the State Sporting Association for your activity/sport?

Bowls WA

### Have you discussed your project with your State Sporting Association?

Yes ☐ No ☒

Contact Name:

Date of contact:



## PROJECT DELIVERY

Please indicate key milestones of your project. The key milestones need to be realistic and demonstrate that the project can be delivered in the timeframe.

Task	Date
Attainment of Council approvals	23.2.2017
Preparation of tender/quotes for the major works contract	1.1.2017
Issuing of tender for major works	1.7.2017
Signing of major works contract	31.7.2017
Site works commence	1.8.2017
Construction of project starts	1.8.2017
Project 50% complete	5.8.2017
Project Completed	10.8.2017
Project hand over and acquittal	21.8.2017

Are there any operational constraints that would impact on the construction phase of your project? (such as your sporting season, major annual event or inclement weather) – provide details.  
No

## GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

## PRIVACY STATEMENT AND STATEMENT OF DISCLOSURE

The Organisation acknowledges and agrees that this Application and information regarding it is subject to the *Freedom of Information Act 1992* and that the Grantor may publicly disclose information in relation to this Application, including its terms and the details of the Organisation.

Any information provided by you to DSR can be accessed by you during standard office hours and updated by writing to DSR or calling (08) 9492 9700. All information provided on this form and gathered throughout the assessment process will be stored on a database that will only be accessed by authorised departmental personnel and is subject to privacy restrictions.

DSR may wish to provide certain information to the media for promotional purposes. The information will only include the applicant's club name, sport, location, grant purpose and grant amount.

## APPLICANT'S CERTIFICATION

I certify that the information supplied is to the best of my knowledge, true and correct.

Name:

LINDSAY CHAPPEL

Position Held:

PRESIDENT

Signature:

L.S. Chapel

Date:

2.2.2016

## LODGEMENT OF YOUR APPLICATION

- Applications are to be received in **hard copy** and should be clipped at the top left-hand corner, please do not bind. In **addition to the hard copy an electronic copy is encouraged** to be provided.
- It is recommended that you **photocopy your completed application form**, including attachments for your own records and future audit purposes.
- All **attachments** and supporting documentation (see next section) should be **clearly identified** and securely attached to the application form.
- **Applications must be submitted to your Local Government Authority** by the Local Government's advertised cut-off date to ensure inclusion at the relevant Council Meeting.

The following documentation must be included with your application. Applicants may wish to supply additional RELEVANT information.

### Grants up to \$66,666:

<input checked="" type="checkbox"/>	<b>Application form.</b>
<input checked="" type="checkbox"/>	<b>Incorporation Certificate.</b>
<input checked="" type="checkbox"/>	<b>Two written quotes.</b>
<input checked="" type="checkbox"/>	If your project involves the upgrade of an existing facility, include <b>photograph/s</b> of this facility.
<input checked="" type="checkbox"/>	<b>Locality map, site map and building plans</b> (in relevant constructions projects), including where the proposed facility is located in relation to other sport and recreation infrastructure.
<input type="checkbox"/>	<b>Income and expenditure statements</b> for the current and next financial years. (LGAs exempted).
<input checked="" type="checkbox"/>	<b>Written confirmation of financial commitments</b> from other sources including copies of <b>council minutes</b> . (If a club is contributing financially then evidence of their cash at hand must be provided).
<input checked="" type="checkbox"/>	For resurfacing projects, a written guarantee from the supplier of the product that clearly identifies the product's life expectancy.
<input checked="" type="checkbox"/>	<b>Itemised project cost for components</b> and identified on the relevant quote for each (including cost escalation).
<input checked="" type="checkbox"/>	For floodlighting projects, a <b>lighting plan</b> must be supplied showing lux, configuration and sufficient power supply

### Your application will be considered not eligible if:

- You have not discussed your project with the Department of Sport and Recreation and your State Sporting Association.
- You do not meet the eligibility criteria for the grant category to which you are applying.
- You have not included with your application all the relevant required supporting documentation. There is no onus on Department staff to pursue missing documentation.
- Applicants/projects that have received a CSRFF grant in the past and have not satisfactorily acquitted that grant. In some cases this may apply to localities where other significant projects have not been progressed or have not completed a previous project in accordance with the conditions of the grant provided. An assessment will be made in November and if no physical progress has occurred, new applications may not be recommended.
- It is not on the correct application form.
- The project for which application is made is specifically excluded from receiving CSRFF support.

## DEVELOPMENT BONUS APPLICANTS ONLY

If you applied for a CSRFF grant for more than one third of the cost of the project, please provide evidence of meeting at least one of the following criteria.

**You MUST contact your local DSR office to determine eligibility before applying.**

Category		Details
Geographical location	<input type="checkbox"/> Regional/remote location <input type="checkbox"/> Growth local government	
Co-location	<input type="checkbox"/> New <input type="checkbox"/> Existing	
Sustainability initiative	<input type="checkbox"/> Water saving <input type="checkbox"/> Energy reduction <input type="checkbox"/> Other	
Increased participation	<input type="checkbox"/> New participants <input type="checkbox"/> Existing participants – higher level <input type="checkbox"/> Special interest <input type="checkbox"/> Other	





- Projects that do not meet **Australian Standards** are ineligible for funding.

## PROJECT FUNDING

Source of funding	\$ Amount ex GST	\$ Amount inc GST		Funding confirmed Y / N	Comments to support claim (please attach relevant support)
Local government			LGA cash and in-kind		
Applicant cash	\$107,892	\$118,681	Organisation's cash	Yes	
Volunteer labour			Cannot exceed applicant cash and LGA contribution – max \$50,000		
Donated materials			Cannot exceed applicant cash and LGA contribution		
Other State Government funding					
Federal Government funding					
Other funding – to be listed			Loans, sponsorship etc		
CSRFF requested	\$53,946	\$59,340	up to 1/3 project cost		
Development Bonus			Up to 1/2 project cost		
b) Total project funding					
*Note: If the funding approved is less than funding requested for this project, or the project is more expensive than indicated in this budget, where would the extra funds be sourced from?					
Morawa Golf and Bowling Club reserves.					

## GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

## FINANCIAL SUMMARY

a) Total project expenditure (ex GST)	\$161,838
b) Total project funding	\$161,838
c) Project variance*	0

\*Balance between a) and b) should be \$0



## PROJECT ASSESSMENT SHEET

This page is for the use of the relevant Local Government Authority to be used for both community and LGA projects. Please **attach copies of council minutes** relevant to the project approval.

<b>Name of Local Government Authority:</b> Shire of Morawa
<b>Name of Applicant:</b> Morawa Golf and Bowling Club

Note: The applicant's name cannot be changed once the application is lodged at DSR.

### Section A

The CSRFF principles have been considered and the following assessment is provided:  
(Please include below your assessment of how the applicant has addressed the following criteria)

#### All applications

	Satisfactory	Unsatisfactory	Not relevant
Project justification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planned approach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community input	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access and opportunity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial viability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-ordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential to increase Physical activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### Development applications only

	Satisfactory	Unsatisfactory	Not relevant
Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Interest Group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Section B

LGA – priority ranking of this project	
Priority ranking of no of applications received	of applications received
Is this project consistent with the	<input type="checkbox"/> Local Plan <input type="checkbox"/> Regional Plan <input type="checkbox"/> State Plan
Have all planning and building approvals been given for this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, what approvals are still outstanding?	

#### Project Rating (Please tick the most appropriate box to describe the project)

- |   |                                                |                          |
|---|------------------------------------------------|--------------------------|
| A | Well planned and needed by municipality        | <input type="checkbox"/> |
| B | Well planned and needed by applicant           | <input type="checkbox"/> |
| C | Needed by municipality, more planning required | <input type="checkbox"/> |
| D | Needed by applicant, more planning required    | <input type="checkbox"/> |
| E | Idea has merit, more planning work needed      | <input type="checkbox"/> |
| F | Not recommended                                | <input type="checkbox"/> |

**LGA comments (Required):**

**Signed**

**Position**

**Date**

Applications for CSRFF funding must be submitted to your Department of Sport and Recreation office by **4pm on the last working day in March**. Late applications cannot be accepted in any circumstances.

## **DSR OFFICES**

### **PERTH OFFICE**

246 Vincent Street  
Leederville WA 6007  
PO Box 329  
Leederville WA 6903  
Tel: (08) 9492 9700  
Fax: (08) 9492 9711

### **PEEL**

Suite 94  
16 Dolphin Drive  
PO Box 1445  
Mandurah WA 6210  
Tel: (08) 9550 3100  
Fax: (08) 9550 3199

### **PILBARA**

Karratha Leisureplex  
Dampier Hwy  
PO Box 941  
Karratha WA 6714  
Tel: (08) 9182 2100  
Fax: (08) 9182 2199

### **SOUTH WEST**

80A Blair Street  
PO Box 2662  
Bunbury WA 6230  
Tel: (08) 9792 6900  
Fax: (08) 9792 6999

### **GREAT SOUTHERN**

22 Collie Street  
Albany WA 6330  
Tel: (08) 9892 0100  
Fax: (08) 9892 0199

### **GASCOYNE**

4 Francis Street  
PO Box 140  
Carnarvon WA 6701  
Tel: (08) 9941 0900  
Fax: (08) 9941 0999

### **GOLDFIELDS**

106 Hannan Street  
PO Box 1036  
Kalgoorlie WA 6430  
Tel: (08) 9022 5800  
Fax: (08) 9022 5899

### **KIMBERLEY – Broome**

Unit 2, 23 Coghlan Street  
PO Box 1476  
Broome WA 6725  
Telephone (08) 9195 5750  
Facsimile (08) 9166 4999  
Mobile 0427 357 774

### **WHEATBELT - NORTHAM**

298 Fitzgerald Street  
PO Box 55  
Northam WA 6401  
Tel: (08) 9690 2400  
Fax: (08) 9690 2499

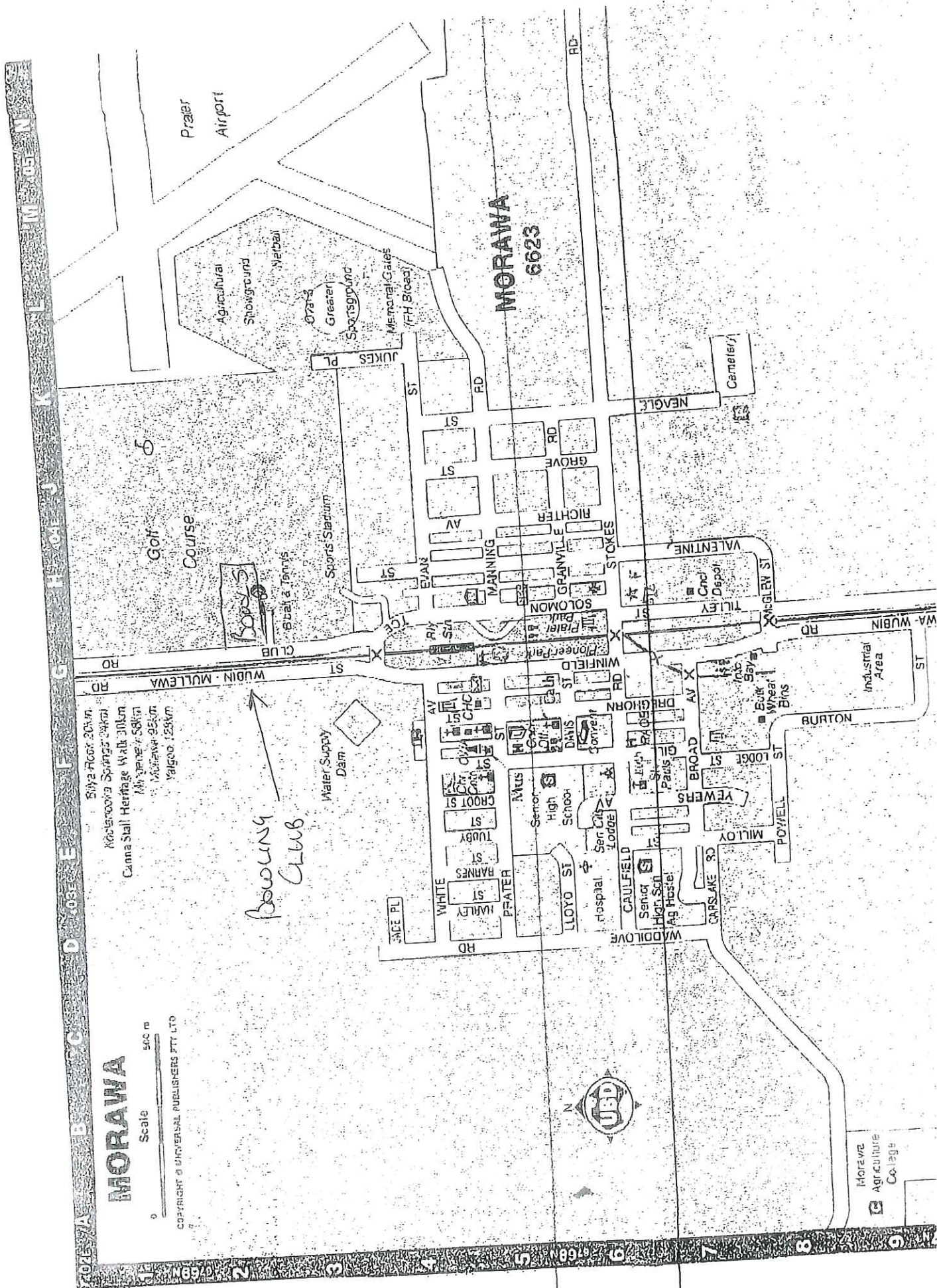
### **WHEATBELT – NARROGIN**

Government Offices  
Level 2, 11-13 Park Street  
Narrogin WA 6312  
Telephone 0429 881 369  
Facsimile (08) 9881 3363

### **MID-WEST**

Level 1, 268-270  
Foreshore Drive  
PO Box 135  
Geraldton WA 6531  
Tel: (08) 9956 2100  
Fax: (08) 9956 2199









Government of **Western Australia**  
Department of **Commerce**

**WESTERN AUSTRALIA**  
*Associations Incorporation Act 2015*  
(Section 10)

Registered No: A0530014U

## **Replacement Certificate of Incorporation**

This is to certify that

**MORAWA GOLF AND BOWLING CLUB INCORPORATED**

is an association incorporated under the  
*Associations Incorporation Act 2015*

The date of incorporation is the thirty first day of August 1965

A handwritten signature in black ink, appearing to read 'David Hillyard'.

David Hillyard  
Acting Commissioner for Consumer Protection

**This replacement certificate is issued on the 03 February 2017**

**CERTIFICATE**













Established 1996

[www.evergreensyntheticgrass.com.au](http://www.evergreensyntheticgrass.com.au)

Email: evergreenwa@bigpond.com

23 Langar Way, Landsdale 6065 WA PHONE (08) 93032130 FAX (08) 93032129

ABN 36068981162

06/02/17

Morawa Golf and Bowling Club(INC)

Club Road ,Morawa WA 6623

We have pleasure in submitting our QUOTATION for the supply and installation of 1 (one) x **EVERGREEN Woven Carpet** bowling green surface size 50m x 37m, conforming to Bowls W.A for Pennant Play.

**Evergreen scope of works**

Establish equipment and personnel on site

Roll up existing carpet and underlay. Club to keep .Negotiable –Club can do (\$2,525.00)

Supply grit and re level existing base

Supply and install Evergreen **Woven Carpet** , under lay and gripper strip

Accommodation, living away and food allowance

Freight of materials

Provide written maintenance and club member training..Provide 7 bowling green mats

---

**TOTAL inc G.S.T \$192,485.00**



# BERRY BOWLING SYSTEMS PTY LTD

3 Cochrane Street Mitcham Victoria 3132

ACN 143 857 309

5 Luculia Drive, Mt Maunganui, Tauranga, Bay of Plenty, New Zealand 3116

IRD 108-603-038

Email: [info@berrybowlingsystems.com.au](mailto:info@berrybowlingsystems.com.au)

[www.berrybowlingsystems.com.au](http://www.berrybowlingsystems.com.au)



BERRY BOWLING  
SYSTEMS

Designers, Constructors and Installers of Bowling Greens  
Over 300 World Bowls Approved Greens



WORLD BOWLS

## Provisional Quotation for Upgrading of Bowling Green To World Bowls Approved Artificial Lawn Bowling Green System

**For:** Morawa Bowls Club Inc.  
**Dimensions:** 50.0 x 37.0 (existing dimensions)  
**Location:** Club road, Morawa WA, 6623

### Preliminaries:

The Club is to undertake a site survey and we provide our submission as provisional only awaiting the results of such survey. Our final costs may vary depending on these results.

### Scope of Works:

- 1 Removal of the existing surface and stored on site.

**Should disposal of surface be to local tip.**

**-Tip fees and any additional cartage costs will apply as they fall, and will be invoiced as a separate item should they be required.**

- 2 Re-newal of the plinths will be undertaken as required. The accuracy of the new base will depend upon the accuracy of the height and level of the plinths. This level will provide the minimum height of 230mm but any variation in height of the outer bank will mean actual bank heights may vary above this minimum.
- 3 No allowance has been made in regards to any works required to the outer bank formation should restoring to correct line and level be necessary.
- 4 Minor regulation of the existing base profile to repair any defects. A fine levelling layer will be hand screeded as required to ensure accurate matching with the existing plinths and to obtain a final flatness tolerance of 3mm under a 3 metre straight edge.

Please note, that until the existing surface has been removed there is no guarantee to the condition of the current base and it may require extra remedial work which would be costed as a variation to the contract.



Australia's Most Respected  
Synthetic Sport Field Company



**OPTION "A" Dales "Pro-Green Plus" Needle Punch Carpet System**

Or

**OPTION "B" Dales "Pro-Weave 1000" weave**

- 5 Over the completed base the Dales under pad will be laid in an east/west direction. After careful trimming, the matching edges will be neatly joined.
- 6 The Dales "Pro-Green Plus" or "Pro-Weave 1000" playing surface will then be installed and accurately joined by sewing. Orientation of joins will be east/west, but with the joint lines offset from those of the under-pad.
- 7 After appropriate "smoothing" of the surface towards each side of the green, the overlapping surface material will be suitably screwed to ensure retention within the ditch/plinth structure.
- 8 On completion, we are to supply and install our Bowling Green Speed indicator sign, enabling daily player information to be displayed. The position of the speed sign is important to ensure it is visible to bowlers and by agreement with the club management.
- 9 It is the responsibility of the club to undertake all markings and setting out of the green upon completion.
- 10 Should State Bowling Authority be required, it is the responsibility of the club to notify the Authority on practical completion and Berry Bowling Systems Pty Ltd of the date of testing and further that the club agrees to allow for the supply and installation of our designated greens speed indicator sign
- 11 At any stage should we discover the presence of asbestos on site, the client is responsible for the safe removal from the site. All asbestos must be removed in accordance with current regulations prevailing at the time, and at the client's cost. Berry Bowling Systems Pty Ltd is not responsible for removal of asbestos, nor any time delays due to existence of asbestos.
- 12 A full maintenance schedule/manual will be provided covering service and maintenance requirements and our staff will assist in the training of Club's greens personnel.



**Warranties:**

- 1 All surfaces will achieve the standard required by the Local authority for pennant play. With the Dales systems being warranted for pennant play at right angles to the directions of the joins; and all surfaces playable in both directions.
- 2 The manufacture warrants the surface against UV degradation for a period of 7 years.
- 3 Berry Bowling Systems Pty Ltd warrant that the surface will continue to meet conditions for pennant play as presently applying, for a period of two years, subject to the application of our approved maintenance procedures, even use across the rinks and excluding any abnormal or seasonal factors (likely to induce stresses beyond that of the game of bowls),
4. No responsibility can be taken in regard to any sub-base movement due to unseasonal conditions causing any swelling or shrinking of the sub base.

With regard to warranties, we wish to point out that the Berry family company has been constructing quality synthetic systems for over 25 years and has a reputation of back up service and quality of workmanship.

Our manufacturers have been around even longer and have established an international reputation for quality of their products together with a record of product support for justified claims.

**Price** to supply technicians, travel, meals and accommodation, base regulation, delivery of carpet and its installation as specified.

**Option "A": Dales "Pro-Green Plus" needle punched carpet \$182,040**

**Option "B": "Dales "Pro-Weave 1000" weave \$161,838**

**Validity:** 60 days

**Terms of Payment:**

On placement of order: .....30% of Contract value  
On commencement of works: .....15% of Contract value  
On delivery/importation  
of playing surface: .....40% of Contract value  
On practical completion: .....10% of Contract value  
On final approval – acceptance: .....5% of Contract value

**Offered By:** Berry Bowling Systems Pty Ltd  
Australian Constructors & Installers of "Pro-Master" and Dales  
"Pro-Green Plus" and "Pro-Weave 1000" Bowling Green Systems

*Steven Rogerson*

.....  
Steven Rogerson  
Sports Field Development Manager, Berry Bowling systems

**Date:** 6<sup>th</sup> October 2016

**Notes:** 1 Subject to soil testing and further site inspection.  
2 **Add 10% GST to all prices.**

# Morawa Lawn Bowls

## Cash Trial Balance - Totals

**Period:** 01 Jul 2016 to 31 Jan 2017  
**Banks:** All  
**Basis:** Cash Book Date

	Debit	Credit
<b>INCOME</b>		
Raffles		371.82
Credit Interest		312.20
Float/Sundries		141.00
Subs		1,656.37
Green Fees		568.45
<b>TOTAL INCOME</b>		<b>3,049.84</b>
<b>EXPENSES</b>		
Fuel	4,017.60	
Food Catering	6.99	
Club Representation	1,878.18	
<b>TOTAL EXPENSES</b>	<b>5,902.77</b>	
<b>GST IN</b>		
Gst Collected		259.66
Gst Refunded		228.00
<b>TOTAL GST IN</b>		<b>487.66</b>
<b>GST OUT</b>		
Gst Paid	590.28	
<b>TOTAL GST OUT</b>	<b>590.28</b>	
<b>TOTALS</b>	<b>6,493.05</b>	<b>3,537.50</b>





## Cash Book Balance Summary

Opening Cash Balance			48,597.57
Payments	6,493.05		
Transfers Out	5,000.00		
Total Debits		11,493.05	
Receipts	3,537.50		
Transfers In	5,000.00		
Total Credits			8,537.50
Closing Cash Balance		45,642.02	
		<b>57,135.07</b>	<b>57,135.07</b>
Closing Cash Balance			45,642.02
UnCleared Payments			
UnCleared Receipts			
Closing Statement Balance		45,642.02	
		<b>45,642.02</b>	<b>45,642.02</b>

## Cash Book Reconciliation

	Opening Cashbook	Cashbook Payments	Cashbook Receipts	Closing Cashbook	Uncleared Payments	Uncleared Receipts	Closing Statement
Business E-Saver	7,642.70	5,000.00	36.11	2,678.81	0.00	0.00	2,678.81
Term Deposit Nov 10	40,745.69	0.00	276.09	41,021.78	0.00	0.00	41,021.78
Bankwest Cheque A/C	209.18	6,493.05	8,225.30	1,941.43	0.00	0.00	1,941.43
<b>Totals</b>	<b>48,597.57</b>	<b>11,493.05</b>	<b>8,537.50</b>	<b>45,642.02</b>	<b>0.00</b>	<b>0.00</b>	<b>45,642.02</b>

## Important Information

It is important to note that amounts proportionally allocated to codes for personal use are not reflected here.

# Cashflow Forecast Report

	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17
Opening Bank Balance	45,642	45,642	111,430	160,728	162,728	162,728	162,728	114,177	25,177	8,994	554	704

## Income

Income to Report Date												
Sales Income	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0
Accounts Receivable [Due This Month]	0	0	0	0	0	0	0	0	0	0	0	0
Accounts Receivable [Overdue]	0	0	0	0	0	0	0	0	0	0	0	0
Forecast Sales [Due This Month]	0	94,028	62,570	2,000	0	0	0	0	0	2,150	150	150
<b>S/Total (Est) Income</b>	<b>0</b>	<b>94,028</b>	<b>62,570</b>	<b>2,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,150</b>	<b>150</b>	<b>150</b>

## Expenses

Expenses to Report Date												
Accounts Payable [Due This Month]	0	0	0	0	0	0	0	0	0	0	0	0
Accounts Payable [Overdue]	0	0	0	0	0	0	0	0	0	0	0	0
Forecast Expenses [Due This Month]	0											
Cost of Sale (variable)	0	8,631	0	0	0	0	0	0	0	0	0	0
Overheads (inc. Interest)	0	11,061	7,584	0	0	0	0	0	0	2,500	0	0
Capital Payments	0	0	0	0	0	0	48,551	89,000	16,183	8,090	0	0
Tax (GST, PAYG, Super)	0	8,548	5,688	0	0	0	0	0	0	0	0	0
<b>S/Total (Est) Expenses</b>	<b>0</b>	<b>28,240</b>	<b>13,272</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>48,551</b>	<b>89,000</b>	<b>16,183</b>	<b>10,590</b>	<b>0</b>	<b>0</b>

## Estimated Cash Flow Position

Overdraft Limit	45,642	111,430	160,728	162,728	162,728	162,728	114,177	25,177	8,994	554	704	854
Working Capital Buffer (Cash Available)	0											
Budgeted Figure	45,642	111,430	160,728	162,728	162,728	162,728	114,177	25,177	8,994	554	704	854
	0											

Closing Bank Balance - 1 Year Prior	47,740	48,425	51,930	51,936	51,213	48,598	48,834	48,843	49,127	50,574	45,073	45,642
Cashflow Comparison	-2,097	63,005	108,798	110,792	111,515	114,130	65,343	-23,666	-40,133	-50,020	-44,369	-44,788

ASHLEIGH REECE  
BB82788

CustomerOne v16.1.1271.0

## Account Transactions

BUSINESS  
CUSTOMER :  
MORAGOB0000  
MORAWA GOLF &  
BOWLING CLUB INCBUSINESS ZERO  
TRANSACTION  
ACCT : 24-012352-3  
MGB LAWN BOW

From

To

18/01/2017

17/02/2017

Date	Narrative	Debit Credit	Balance	Ind
17/02/2017	WHEAT PROCEEDS		96,789.07	
		94,028.64		
08/02/2017	GREEN FEES \$180 RAFFLE \$98	278.00	2,760.43	
01/02/2017	MEMERSHIP \$110 GREEN FEES \$90	210.00	2,482.43	
25/01/2017	GST	331.00	2,272.43	



ASHLEIGH REECE  
BB82788  
CustomerOne v16.1.1271.0

## Account Transactions

BUSINESS  
CUSTOMER :  
MORAGOB0C000  
MORAWA GOLF &  
BOWLING CLUB INC

BUSINESS  
TELENET  
SAVER : 162-  
033661-5  
MORAWA GOLF

From

To

18/01/2017

17/02/2017

Date	Narrative	Debit Credit	Balance	Ind
01/02/2017	CREDIT INTEREST	2.34	2,683.81	



- 7.2.5.4 Correspondence
- 7.2.5.5 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**

The Shire President closed the meeting at 3.10pm.

.....Presiding Person

- 14. **Next Meeting**

Ordinary Meeting 23 March 2017