



MINUTES FOR THE
ORDINARY COUNCIL MEETING
HELD ON THURSDAY
16th October 2014



MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBERS ON THURSDAY 16th October 2014
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	Ordinary Meeting 20th November, 2014	

1 Declaration of Opening

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

1.1 Recording of Those Present

Cr K J Chappel	President
Cr D S Carslake	Deputy President
Cr D B Collins	
Cr D J Coaker	
Cr D S Agar	
Cr M J Thornton	Arrived 5.42 pm

Mr J Roberts	Chief Executive Officer
Mr D Williams	Deputy Chief Executive Office
Mr Chris Ellery	Acting Principal Works Manager
Ms W Gledhill	Manager of Accounting and Finance
Mr J Elliot	Project Officer

1.2 Recording of Apologies

Nil

1.3 Recording Leave of Absence Previously Approved

Cr K P Stokes

1.4 Welcoming of Visitors to the Meeting

Mr C. Moffet was welcomed to the meeting
Mr Chris Ellery was welcomed as the Acting Principal Works Manager

1.5 Announcements by the Presiding Member without Discussion

Cr K J Chappel announced that this was the last meeting of Council for the Deputy Chief Executive Officer Mr D. Williams and sincerely thanked him for his 10 years of service to Council.

2 Public Question Time

2.1 Response to previous public questions taken on notice

Nil

2.2 Public question time

Mr C Moffet commented on the improvement to the laneway at the rear of the local shops in Winfield Street.
Mr Moffet raised questions regarding;

- Ø The need to have late agenda items considered by Council
- Ø The area behind the Morawa Road House improved
- Ø Entrances to town being made more appealing
- Ø Completion time for the Morawa Town-site Revitalisation Project

3 Declaration of Interest

Members are to declare financial, proximity and indirect interests.

Cr D S Agar declared an interest in item 7.2.5.7

4 Confirmation of Minutes of Previous Meeting

4.1 Confirmation of Minutes

18th September 2014 – Ordinary Council Meeting

4.1 Confirmation of Minutes

18th September – Ordinary Council Meeting

COUNCIL RESOLUTION

Moved: Cr D S Agar

Seconded: Cr D S Carslake

That the Minutes item 4.1 The September 2014– Ordinary Council Meeting be confirmed.

**CARRIED
6/0**

5 Public Statements, Petitions, Presentations and Approved Deputations

Nil

6 Method of Dealing with Agenda Business

7 Reports

7.1 Reports from Committees

Nil

<i>Date of Meeting:</i>	16 October 2014
<i>Item No:</i>	7.2.1
<i>Subject:</i>	Status Report – August 2014
<i>Date & Author:</i>	8 October 2014 John Roberts
<i>Responsible Officer:</i>	Chief Executive Officer
<i>Applicant/Proponent:</i>	Chief Executive Officer John Roberts
<i>File Number:</i>	Various
<i>Previous minute/s &</i>	
<i>Reference:</i>	18 September 2014 (Last Update to Council)

SUMMARY

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

DECLARATION OF INTEREST

The author has no interest to declare in this report.

ATTACHMENTS

Shire of Morawa September 2014 Status Report.

BACKGROUND INFORMATION

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

OFFICER'S COMMENT

As per the Status Report

COMMUNITY CONSULTATION

As per the Status Report

COUNCILLOR CONSULTATION

As per the Status Report

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Not Applicable

FINANCIAL IMPLICATIONS

Not Applicable

STRATEGIC IMPLICATIONS

Not Applicable

RISK MANAGEMENT

Not Applicable

VOTING REQUIREMENT:

Simple Majority

OFFICER'S RECOMMENDATION

Council accepts the Shire of Morawa Status Report for September 2014.

COUNCIL RESOLUTION

Moved: Cr D S Agar

Seconded: Cr D S Carslake

Council accepts the Shire of Morawa Status Report for September 2014.

CARRIED

6/0

COUNCIL RESOLUTION

Moved: Cr M J Thornton

Seconded: Cr D J Coaker

Items 7.2.2.1 Accounts Due for Payment August 2014

7.2.2.2 Reconciliations August 2014

7.2.2.3 Monthly Financial Statements August 2014

7.2.4.4 Outstanding Debtors

Be moved en bloc.

CARRIED

6/0

Date of Meeting:	16th October 2014
Item No:	7.2.2.1
Subject:	Accounts Due for Payment
Date & Author:	14/10/2014 Jenny Mutter
Responsible Officer:	Finance Officer
Applicant/Proponent:	
File Number:	ADM 0135
Previous minute/s & Reference:	

SUMMARY

A list of accounts is attached for all payments made for the month of September 2014.

DECLARATION OF INTEREST

Nil

ATTACHMENTS

List of accounts Due & Submitted to council 18th September 2014

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 be prepared each month showing for each account paid since the last such list was prepared.

OFFICER'S COMMENT

COMMUNITY CONSULTATION

COUNCILLOR CONSULTATION

STATUTORY ENVIRONMENT

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996 – REG 13

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

As per list of accounts

STRATEGIC IMPLICATIONS

RISK MANAGEMENT

VOTING REQUIREMENT:

Simple Majority

OFFICER'S RECOMMENDATION

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

- Municipal EFT Payment Numbers EFT6075 to EFT6834 inclusive, amounting to \$1,116,372.21
- Municipal Cheque Payments numbered 11242 to 11282 totalling \$21,165.94;
- Municipal Direct Debit Payments Numbers DD4060.1, DD4061.1, DD4063.1, DD4065.1, DD4067.1, DD4069.1 amounting to \$8861.15 ;
- Payroll for September 2014

10/09/2014 - \$52,590.54

24/09/2014 - \$47,925.07

Be endorsed.

COUNCIL RESOLUTION

**Moved: Cr
Seconded: Cr**

Moved en bloc:

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

- **Municipal EFT Payment Numbers EFT6075 to EFT6834 inclusive, amounting to \$1,116,372.21**
- **Municipal Cheque Payments numbered 11242 to 11282 totalling \$21,165.94;**
- **Municipal Direct Debit Payments Numbers DD4060.1, DD4061.1, DD4063.1, DD4065.1, DD4067.1, DD4069.1 amounting to \$8861.15 ;**
- **Payroll for September 2014**
 - 10/09/2014 - \$52,590.54**
 - 24/09/2014 - \$47,925.07**

Be endorsed.

CARRIED

Meeting Date:	16th October, 2014
Item No	7.2.2.2
Subject:	Reconciliations September 2014
Date & Author:	13/10/2014– Fred Gledhill
Responsible Officer:	Fred Gledhill/Jenny Mutter
Proponent:	Manager Accounting & Finance
File No:	ADM 0189
Voting Requirements:	Simple Majority

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 the 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:-

The Bank Balances as at 30th Septembert, 2014:-

- Municipal Account #	\$648,202.54
- Trust Account	\$ 10,524.70
- Business Telenet Saver (Reserve)	\$5,719,988.87
- WA Treasury O/Night Facility (Super Towns)	\$2,232,786.16

BANK RECONCILIATION BALANCES

The Bank Reconciliation Balances for 30th September, 2014 with a comparison for 30th September, 2013 is as follows:

	2014	2013
Municipal Account #	\$216,276.72	\$617,051.57
Trust Account	\$10,524.70	\$25,598.35
Reserve Account	\$9,148,114.55	\$8,290,311.12

RESERVE ACCOUNT

The Reserve Funds of \$7,956,777.03 as at 30th September, 2014 were invested in:-

- Ø Bank of Western Australia \$5,719,988.87 in the Business Telenet Saver Account and
- Ø \$2,232,788.16 with WA Treasury O/Night Facility.

Breakdown for September 2014 with a comparison for September 2013 is as follows:-

	2014	2013
Sports Complex Upgrade Reserve	\$0.00	\$379,065.78
Land & Building Reserve	\$5,064.89	\$4,941.02
Plant Reserve	\$633,400.76	\$658,226.90
Leave Reserve	\$217,907.97	\$128,794.55
Economic Development Reserve	\$104,318.38	\$101,767.34
Sewerage Reserve	\$78,334.65	\$42,115.00
Unspent Grants & Contributions Reserve	\$844,591.19	\$211,079.68
Community Development Reserve	\$1,469,965.89	\$1,520,495.17
Water Waste Management Reserve	\$0.00	\$0.00
Future Funds Reserve	\$2,126,178.25	\$2,074,183.92
Morawa Community Trust Reserve	\$18,618.29	\$24,271.64
Aged Care Units Reserve	\$8,714.35	8,501.23
Transfer Station Reserve	\$192,729.11	\$315,577.21
S/Towns Revitalisation Reserve	\$1,704,862.33	\$2,302,230.16
ST Solar Thermal Power Station Reserve	\$531,925.83	\$519,065.02
Business Units Reserve	\$20,165.14	\$0.00
Total	\$7,965,777.03	\$8,290,311.12

TRANSFER OF FUNDS

- Ø \$42,537.35 from Municipal Fund to Plant Reserve being for the 4th Quarter Plant Depreciation for 13/14 (accounted for in the 13/14 Financial Statements)
- Ø \$64,145.37 from Unspent Grants to Municipal Fund for the S/T Road Realignment (these funds are also accounted for in the 13/14 Financial Statement.
- Ø \$50,000 from Plant Reserve to Municipal Fund for purchase of CEO Vehicle as per 2014/15 Adopted Budget on the 20th August, 2014.
- Ø \$348,248 from Unspent Grants Reserve to Municipal Fund for the S/T Road Realignment on the 20th August, 2014.
- Ø \$820,000 from Unspent Grants Reserve to Municipal Fund for the S/T Road Realignment on the 5th September, 2014.
- Ø

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

As presented

STRATEGIC IMPLICATIONS

Nil

RISK MANAGEMENT

As per Policy Section 3 – Finance 3.4.7 Risk Management Controls

OFFICER'S RECOMMENDATION

It is recommended that the bank reconciliation report for 30th September, 2014 be received.

COUNCIL RESOLUTION

Moved: Cr

Seconded: Cr

Moved en bloc:

It is recommended that the bank reconciliation report for 30th September, 2014 be received.

CARRIED

Item No	7.2.2.3
Subject:	Monthly Financial Statements
Proponent:	Manager Accounting & Finance
Date:	13th October, 2014
Voting Requirements:	Simple Majority
Meeting Date:	16th October, 2014

INTRODUCTION

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

COMMENT

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

STATUTORY ENVIRONMENT

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

FINANCIAL IMPLICATIONS

As presented

STRATEGIC IMPLICATIONS

Nil

OFFICER'S RECOMMENDATION

It is recommended that Council receive the Statement of Financial Activity and Variance Report for the period ending the 30th September, 2014.

COUNCIL RESOLUTION

Moved: Cr

Seconded: Cr

Moved en bloc:

It is recommended that Council receive the Statement of Financial Activity and Variance Report for the period ending the 30th September, 2014.

CARRIED

Item No:	7.2.4.4
Subject:	Outstanding Debtors
Proponent:	Payroll and Rates Officer
Signature of Officer:	Katrina Kingston
Signature of CEO	
Voting Requirement:	Simple Majority
Meeting Date:	16 October 2014

INTRODUCTION

A list of outstanding Debtors for the period ending 30 September 2014 is submitted to Council as required at the end of each quarter.

OFFICER'S COMMENTS

As shown on the report there are a number of accounts that have been outstanding over the 90 day period. A full review of the debtors accounts has been conducted prior to the end of September 2014 and followed up with appropriate action as per Councils policy.

Reminder notices sent to:

30948	\$ 1600.00	Reminder has been sent on September statement
30009	\$ 109.50	Reminder has been sent on September statement
30213	\$ 455.00	Reminder has been sent on September statement
31481	\$ 36.03	Reminder has been sent on September statement
30527	\$ 75.00	Reminder has been sent on September statement
31483	\$ 6.00	Reminder has been sent on September statement

Debt Collecting has commenced with CS Legal

31155	\$9,790.10	Paying \$75/fortnight. A general procedure claim has been returned to the shire, claim needs to be sent to court by the debtors, we can negotiate a higher payment, at this rate it would take over 4yrs to pay off.
30503	\$18,371.00	An offer of \$500 a month has been made, need to advise CS Legal is we accept offer and they will issue a letter of demand
31269	\$ 583.01	Need to advise CS Legal if we will follow up with a skip trace to find whereabouts, skip trace will cost \$110.
31128	\$4,575.00	Need to issue new letter of demand as old debt has been paid off.

STATUTORY REQUIREMENTS

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

All outstanding debtors are a cash flow risk to the Shire of Morawa until paid.

STRATEGIC IMPLICATIONS

Nil

OFFICER'S RECOMMENDATION

It is recommended that the Outstanding Debtors report as at the 30 September, 2014 be received.

COUNCIL RESOLUTION

**Moved: Cr
Seconded: Cr**

Moved en bloc.

It is recommended that the Outstanding Debtors report as at the 30 September, 2014 be received.

CARRIED

COUNCIL RESOLUTION

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

**That the Standing Orders be suspended at 17.44 pm under the Shire of Morawa Standing Orders-
standing order 17.1 for Council to discuss item 7.2.4.1**

**CARRIED
6/0**

COUNCIL RESOLUTION

**Moved: Cr D B Collins
Seconded: D J Coaker**

That the Standing Orders are resumed under 17.1 at 17.51 pm for the meeting to continue.

**CARRIED
6/0**

Date of Meeting:	16 October 2014
Item No:	7.2.4.1
Subject:	Morawa Civic Square Design
Date & Author:	13 October 2014, John Elliot (Project Officer)
Applicant/ Proponent:	Shire of Morawa
File Number:	ADM 0619
Previous Minute/s and Reference:	Shire of Morawa Council Meeting Minutes September 2012, September 2013, October 2013 and June 2014

SUMMARY

The purpose of this report is for Council to approve Morawa Town Centre design modifications to the approved design drawings to address gradient and design requirements.

DECLARATION OF INTEREST

Author of report has no declaration of interest.

ATTACHMENTS

Attachment 1- Civic Square Project Design Modification Plans (MTC-01-L05 to 1-MTC-01-L08)

BACKGROUND INFORMATION

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

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

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

1. Creation of the Civic Square and Pedestrian Crossing
2. Construction of the Parallel Freight Alignment
3. Upgrade of Central Portion of Winfield Street
4. Upgrade remaining extent of Winfield Street
5. Prater Street streetscaping works

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

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

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

Emerge Associates (Landscape Architects) have been engaged by the Shire of Morawa to provide design plans, completion of tender and project manage the construction of the Civic Square. Emerge has advised that modifications are required to the design plan to address the following:

1. Modified gradient on site to address level changes associated with the construction of the new freight road.
2. Relocation of pram ramps to line up with pram ramps located on Winfield Street.
3. Paths along freight road modified to address location of light poles and address pedestrian safety.
4. Bin relocated to address blocking of a proposed pram ramp location
5. Bench location modified to face north/south allowing facility users to gain clearer view of the central square.
6. Planter bed wall and capping being reinstated to original style.

OFFICER'S COMMENT

The Landscape architects have identified a number of modifications to the Civic Square design to assist in maintaining the original design concept approved by Council and addressing minor functional and safety issues recognised during initial site works and site meetings associated with the Civic Square project.

Completion of the new Freight road has resulted in a change to the gradient associated with the civic square area, with the eastern kerb approximately 20cm higher than the centre of the civic square site. Emerge propose incorporating a 1:20 slope, constructed of Morawa stone paving, from the eastern pedestrian access to the central feature location to address the issue. The proposal would allow for universal access to be maintained for people walking, travelling by wheelchair and mobility carts within the civic square. (Refer Attachment 1 – MTC-01-LO6).

The design also incorporates minor modifications to the location of two paths on the eastern side of the civic square site to allow for the proposed paths to bypass existing street light poles. The relocation of the paths would maintain intended access and improve safety for pedestrians utilising the paths. (Refer Attachment 1 – MTC-01-LO6 and MTC-01-L07).

Other minor changes as detailed in Attachment 1 include relocation of a bin, planter bed reinstated and modification to a bench to face in a north/south direction and relocation of pram ramps. These changes will allow for universal access to the civic square and functional use of facilities. (Refer Attachment 1-MTC-01-L05-V2 to 1-MTC-01-L08)

COMMUNITY CONSULTATION

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

COUNCILLOR CONSULTATION

Shire of Morawa Councillors discussed design modifications at the Council briefing session held on 7th October 2014 and have been involved in a range of presentation and workshops associated with the development and design of the Civic Square project.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Emerge Associates has advised that the proposed modifications would be integrated under the current project budget.

STRATEGIC IMPLICATIONS

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

Project 26 Main Street Project

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

The construction of the Civic Square was a key component identified under project 26 and will meet a key objective of this project.

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

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

“Improved and well maintained community, recreational and civic infrastructure.”

RISK MANAGEMENT

Proposed design changes incorporate minor modification to the original approved design.

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

Proposed design changes would address functional and safety issues associated with the design and future use of the civic square.

VOTING REQUIREMENT:

Simple majority.

OFFICER'S RECOMMENDATION

1. Approval is granted to modify the Emerge Associates Civic Square Design Plans in accordance with the modified design plans:
 - MTC-01-LO5
 - MTC-01-LO6
 - MTC-01-LO7
 - MTC-01-LO8

COUNCIL RESOLUTION

Moved: Cr D S Agar

Seconded: Cr D S Carslake

1. **Approval is granted to modify the Emerge Associates Civic Square Design Plans in accordance with the modified design plans:**
 - **MTC-01-LO5**
 - **MTC-01-LO6**
 - **MTC-01-LO7**
 - **MTC-01-LO8**

CARRIED
6/0

7.2.4.2 Morawa Civic Square Feature Element (Late Item) was not tabled

Meeting Date:	16th October 2014
Item No:	7.2.5.1
Subject:	Shire of Morawa Grants Management Policy 3.9
Proponent:	Deputy Chief Executive Officer
Signature of Officer:	
File Number:	ADM 364
Voting Requirement:	Absolute Majority
Previous minute/s & Reference	Detailed in the report

SUMMARY

The purpose of this report is for Council to consider the adoption of the Grants Management Policy 3.9, to provide a framework for the prioritisation, application, management, and corporate accountability of grants received by Council. Grants applied for and received by the Shire of Morawa contribute to the funding of the delivery of Council's Community Strategic Plan 2012, Corporate Business Plan, Forward Capital Works Plan, Long Term Financial Plan and annual budgets.

DECLARATION OF INTEREST

Nil

ATTACHMENTS

Shire of Morawa Grants Management Policy-3.9

BACKGROUND INFORMATION

The Department of Local Government and Communities commissioned BDO Australia accounting and financial advisory company to undertake an external audit of the Exploring Wildflower Country project which was funded by the Royalities for Regions Country local Government Funding for 2010-2011.

The final audit report suggested the Shire of Morawa implement a number of policies and procedures to ensure that the Shire of Morawa meets its obligations in managing grant funds received.

OFFICER'S COMMENT

Extract from the Policy

“The Shire of Morawa relies on grant funding as an important source of funding for continued delivery and enhancement of the level of services for a sustainable community into the future. The Shire of Morawa actively seeks opportunities by identifying available grants which are in accordance with its strategic priorities and core values. The Shire of Morawa has a duty to manage grants in an efficient, consistent, transparent and accountable manner to ensure that:

- The community receives the maximum benefit from grants.
- The objectives of the funding provider are met as outlined in the grant agreement.
- Funded projects will be monitored to ensure the benefit to the community is realised.
- Council achieves the agreed outcomes of the projects.
- Council's opportunities for future funding are not compromised.”

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

COMMUNITY CONSULTATION

Nil

COUNCILLOR CONSULTATION

Councillors were briefed on the proposed policy at a Council briefing session held on 7th October 2014

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

The Grants Management Policy will provide shire staff with precise guidelines to act in accordance with Council's requirements.

FINANCIAL IMPLICATIONS

The Policy will provide a means to ensure grant funding is managed as required by legislation.

STRATEGIC IMPLICATIONS

Nil.

RISK MANAGEMENT

Adoption of the policy will assist in ensuring Council administers grant funding as required by legislation

VOTING REQUIREMENT:

Absolute Majority

OFFICER'S RECOMMENDATION

That Council resolves that;

The Shire of Morawa Grants Management Policy 3.9 is adopted by Council to provide a framework for the prioritisation, application, management, and corporate accountability of grants received.

COUNCIL RESOLUTION

Moved: Cr M J Thornton

Seconded: Cr D S Carslake

That Council resolves that;

The Shire of Morawa Grants Management Policy 3.9 is adopted by Council to provide a framework for the prioritisation, application, management, and corporate accountability of grants received.

CARRIED BY ABSOLUTE MAJORITY

6/0

Date of Meeting	16 October 2014
Item No:	7.2.5.2
Subject:	Correction-Rubbish Collection Charges Shire of Morawa 2014/15 Annual Budget
Date & Author:	30 September 2014 Deputy Chief Executive Officer
File Number:	
Voting Requirement:	Absolute Majority
Previous minute/s & Reference	August 2014 August 2013 August 2012

SUMMARY

The purpose of this report is to correct an error in the annual budget which was adopted by Council on 21st August 2014 for the raising of rubbish collection charges.

This report incorrectly stated legislation for the raising of rubbish collection charges.

DECLARATION OF INTEREST

Nil

ATTACHMENTS

Nil

BACKGROUND INFORMATION

The 2014-2015 Annual budget adopted by Council on 21st August 2014 stated the Rubbish collection charges be raised under the provisions of the Health Act 1911. ie *“In accordance with the Health Act 1911, Council impose the following charges for the 2014/15 financial year:-“*

Information has been received bringing to Council’s attention that the stated legislation is incorrect and the rubbish charge should have been raised under The Waste Avoidance and Resource Recovery Act 2007. Hence the purpose of this report is to correct the error.

OFFICER’S COMMENT

The Waste Avoidance and Recovery Act section 67 provides that a Local Government **may** impose a receptacle charge for proper disposal of waste. Section 68 of the Waste Avoidance and Recovery Act 2007 provides:

68. Fees and charges fixed by local government

Nothing in this Part prevents or restricts a local government from imposing or recovering a fee or charge in respect of waste services under the *Local Government Act 1995* section 6.16.

The Local Government Act 1995 provides that Local Governments may levy fees and charges under the provisions of section 6.16. Statutorily imposed fees and charges are limited to cost recovery.

As the Waste Avoidance and Recovery Act 2007 section 67 permits the raising of the fee then the resolution of Council for the Annual budget should be amended to read the same.

Therefore the correct resolution of Council should have read “*In accordance with, Waste Avoidance and Recovery Act 2007 section 67 Council impose the following charges for the 2014/15 financial year:*”

COMMUNITY CONSULTATION

Nil

COUNCILLOR CONSULTATION

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

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The Rubbish rate will remain unchanged hence there is no financial implication

STRATEGIC IMPLICATIONS

Nil

RISK MANAGEMENT

Council resolving to correct the resolution will have the budget adopted utilising the correct legislative requirement and should prevent the same error in the future.

OFFICER’S RECOMMENDATION

Council resolve to correct the error in Council item 7.2.5.5 Shire of Morawa 2014/15 Annual Budget on the 21st August 2014 minute sentence which stated;

Rubbish Collection Charges

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

to read ;

Rubbish Collection Charges

In accordance with, Waste Avoidance and Recovery Act 2007 section 67 Council impose the following charges for the 2014/15 financial year

COUNCIL RESOLUTION

Moved: Cr D S Carslake

Seconded: Cr D S Agar

Council resolve to correct the error in Council item 7.2.5.5 Shire of Morawa 2014/15 Annual Budget on the 21st August 2014 minute sentence which stated;

Rubbish Collection Charges

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

to read ;

Rubbish Collection Charges

In accordance with, Waste Avoidance and Recovery Act 2007 section 67 Council impose the following charges for the 2014/15 financial year

CARRIED BY ABSOLUTE MAJORITY

6/0

Meeting Date:	16th October 2014
Item No:	7.2.5.3
Subject:	Shire of Morawa Project Management Policy 3.10
Proponent:	Deputy Chief Executive Officer
Signature of Officer:	
File Number:	ADM 364
Voting Requirement:	Absolute Majority

SUMMARY

The purpose of this report is for Council to consider the adoption of the Shire of Morawa Projects Management Policy 3.10 to enable the Shire of Morawa to develop and sustain an appropriate level of project management capability. The policy will enable Council to undertake and conclude projects over a specified time frame, to achieve a pre-determined goal or set of outcomes within a specified cost parameter and meet the requirements of the Local Government Act 1995.

DECLARATION OF INTEREST

Nil

ATTACHMENTS

Shire of Morawa Project Management Policy-3.10

BACKGROUND INFORMATION

The Department of Local Government and Communities commissioned BDO Australia accounting and financial advisory company to undertake an external audit of the Exploring Wildflower Country project which was funded by Royalties for Regions Country local Government Funding for 2010-2011.

The final audit report suggested the Shire of Morawa to implement a number of policies and procedures to ensure that the Shire of Morawa meets its obligations in managing all grant funds received.

OFFICER'S COMMENT

Extract from the Policy

“A project can be broadly defined as a series of tasks over a specified timeframe to achieve a pre-determined goal or set of outcomes within a specified cost parameter. There is a critical need for local government to be flexible, efficient and competitive in the delivery of projects for its constituents, to pre-determined outcomes, within cost and time limitations.

To endeavour to achieve best practice, the following aspects are to be undertaken, documented and authorised by the Chief Executive Officer:

- Allocation of a single responsible Project Manager/Officer;
- Appropriate project concept formulation and approvals;

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- Relevance of the project to Council's Community Strategic Plan;
- Identification of any risks or opportunities for improvement that may arise during or as a consequence of the project;
- Accurate cost estimation and budget provision for the project;
- Stipulated monitoring and reporting milestones;
- Completion of a written Project Plan including risk, communication, procurement and cost allocations sub plans;
- Appropriate project control mechanisms to be in place as per the Shire's Project Management Procedure;
- Relevant Project Procedure to be audited periodically.

Project management principles utilising the methods and techniques set out in the above are to be followed. The Council's designated responsible officer for the project is then accountable for adherence to this policy and relevant procedures."

Adoption of the policy by Council would provide shire staff with precise guidelines to act in accordance with Council's requirements. A Project Management procedure has also been developed to provide a step by step guideline for the Project /officer to follow.

COMMUNITY CONSULTATION

Nil

COUNCILLOR CONSULTATION

Councillors were briefed on the proposed policy at a Council briefing session held on 7th October 2014

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

The Project Management Policy will provide shire staff with precise guidelines to act in accordance with Council's requirements.

FINANCIAL IMPLICATIONS

The Policy will provide a means to ensure project grant funding is managed as required by legislation.

STRATEGIC IMPLICATIONS

Nil.

RISK MANAGEMENT

Adoption of the policy will assist in ensuring Council administers grant funding as required by legislation

VOTING REQUIREMENT:

Absolute Majority

OFFICER'S RECOMMENDATION

That Council resolves that;

The Shire of Morawa Projects Management Policy 3.10 is adopted by Council to provide a framework for the prioritisation, application, management, and corporate accountability of grants received.

COUNCIL RESOLUTION

Moved: Cr D B Collins

Seconded: Cr M J Thornton

That Council resolves that;

The Shire of Morawa Projects Management Policy 3.10 is adopted by Council to provide a framework for the prioritisation, application, management, and corporate accountability of grants received.

CARRIED BY ABSOLUTE MAJORITY

6/0

Meeting Date:	18th October 2014
Item No:	7.2.5.4
Subject:	Shire of Morawa Risk Management Policy 3.11
Proponent:	Deputy Chief Executive Officer
Signature of Officer:	
File Number:	ADM 364
Voting Requirement:	Absolute Majority

SUMMARY

The purpose of this report is for Council to consider the adoption of the Shire of Morawa Risk Management Policy 3.11 which sets out Councils approach for the identification, assessment, management, reporting and monitoring of risks.

The policy is part of the Risk Management Governance Framework for the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public which is incorporated within the Shire's Integrated Planning Framework.

DECLARATION OF INTEREST

Nil

ATTACHMENTS

Shire of Morawa Risk Management Policy-3.11

BACKGROUND INFORMATION

The Local Government Act 1995 (Audit) Regulations were amended in February 2013 to include regulation 17 which provides that a Local Government Chief Executive Officer is to review certain systems and procedures. i.e.

Regulation 17. CEO to review certain systems and procedures

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
 - (a) risk management; and
 - (b) internal control; and
 - (c) legislative compliance.
- (2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.
- (3) The CEO is to report to the audit committee the results of that review.

Shire staff participated in a work shop on the 27th of August 2014 provided by the Local Government Insurance Service to develop the first report addressing risk profiles, Risk Manage Policy and procedures.

OFFICER'S COMMENT

Part of the process to enable and demonstrate Risk Management is being actioned as required by the regulation 17 is to adopt a Risk Management Policy. The policy details the key areas to be addressed and is highlighted below in an extract from the Policy.

Extract from the policy

“It is the Shire’s Policy to achieve best practice (aligned with AS/NZS ISO 31000:2009 Risk management), in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public.

Risk Management will form part of the Strategic, Operational, Project and Line Management responsibilities and where possible, be incorporated within the Shire’s Integrated Planning Framework.

The Shire’s Management Team will determine and communicate the Risk Management Policy, Objectives and Procedures, as well as, direct and monitor implementation, practice and performance.

Every employee within the Shire is recognised as having a role in risk management from the identification of risks to implementing risk treatments and shall be invited and encouraged to participate in the process.

Consultants may be retained at times to advise and assist in the risk management process, or management of specific risks or categories of risk.”

Adoption of the policy by Council would provide shire staff with endorsed guidelines to act in accordance with Council’s requirements. A Risk Management procedure has also been developed providing the means for staff to meet the objectives of the policy

COMMUNITY CONSULTATION

Nil

COUNCILLOR CONSULTATION

Councillors were briefed on the proposed policy at a Council briefing session held on 7th October 2014

STATUTORY ENVIRONMENT

Local Government Act 1995

The Local Government Act 1995 (Audit) Regulations

POLICY IMPLICATIONS

The Risk Management Policy will provide shire staff with precise guidelines to act in accordance with Council’s requirements.

FINANCIAL IMPLICATIONS

There will be a in-house cost to Council to provide resources to review the key areas in the developed risk report and report back to Council.

STRATEGIC IMPLICATIONS

Nil

RISK MANAGEMENT

Extract form the Policy

“All organisational risks to be reported at a corporate level are to be assessed according to the Shire’s Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisations appetite and are to be noted within the individual risk assessment”.

VOTING REQUIREMENT:

Absolute Majority

OFFICER’S RECOMMENDATION

That Council resolves that;

The Shire of Morawa Risk Management Policy 3.11 is adopted by Council to provide a framework which sets out Councils approach for the identification, assessment, management, reporting and monitoring of risks.

COUNCIL RESOLUTION

Moved: Cr D B Collins

Seconded: Cr D S Carslake

That Council resolves that;

The Shire of Morawa Risk Management Policy 3.11 is adopted by Council to provide a framework which sets out Councils approach for the identification, assessment, management, reporting and monitoring of risks.

CARRIED BY ABSOLUTE MAJORITY

6/0

Meeting Date:	16th October 2014
Item No:	7.2.5.5
Subject:	Morawa Aerodrome Draft Master Plan
Proponent:	Deputy Chief Executive Officer
Signature of Officer:	
File Number:	
Voting Requirement:	Simple majority

INTRODUCTION

The purpose of this report is for Council to endorse the Draft Morawa Aerodrome Master Plan 2014-2025 prepared for the Shire of Morawa by Forte Airport Management.

DECLARATION OF INTEREST

Nil

ATTACHMENTS

Draft Morawa Aerodrome Master Plan 2014-2025

BACKGROUND INFORMATION

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

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

OFFICER'S COMMENT

Council had requested the draft be made available for Council, the Gliding Club and the Royal Flying Doctor to provide comment on inclusions or amendments to the draft prior to the Master Plan being formally adopted.

The Gliding Club, the Royal Flying Doctor Service and a local pilot have reviewed the plan and commented on the document. The issues raised are to be addressed in the design phase of stage one on the cross runway section, position of runway cones and lighting. The comments will be addressed in the design phase of the runway upgrade.

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

The plan also references an area for Fire-Fighting Water Bombers. The Master Plan provides detail to support grant funding and financial assistance agreements currently being prepared to fund the total cost of upgrading the Morawa Airport

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COMMUNITY CONSULTATION

The Morawa Glider Club and the Royal Flying Doctor Service has been consulted prior for input of the first draft of the Master Plan.

COUNCILLOR CONSULTATION

The Draft Aerodrome Master Plan 2014-2025 was tabled at the August meeting of Council for Councils Consideration

STATUTORY ENVIRONMENT

Local Government Act 1995
Local Government (Functions and General) Regulations 1996

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

RISK MANAGEMENT

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

OFFICER'S RECOMMENDATION

It is recommended:-

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

COUNCIL RESOLUTION

Moved: Cr D S Agar

Seconded: Cr M J Thornton

It is recommended:-

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

CARRIED
6/0

Date of Meeting:	16th October 2014
Item No:	7.2.5.6
Subject:	Appointment of Bush Fire Control Officers-Bush Fire Act 1954
Date & Author:	07 October 2014; David Williams, DCEO
Responsible Officer:	David Williams DCEO
Applicant/Proponent:	File Number:
	Adm:
Previous minute/s &	

SUMMARY

The Purpose of this report is for Council to appoint such persons as it thinks necessary to be bush fire control officers for the Shire of Morawa under and for the purposes of the Bush Fires Act 1954 Section 38.

DECLARATION OF INTEREST

Nil

ATTACHMENTS

Nil

BACKGROUND INFORMATION

The Morawa Bush Fire Advisory committee meet on 22nd September 2014 and resolved that the Shire of Morawa be notified that it was their view that certain persons be appointed as bush fire control offices for the purposes of the Act. The Act enables Bush fire Control officers to issue Permits to Burn ie section 18 subsection (6) provides;

Subject to this Act a person shall not set fire to the bush on land within a zone of the State during the restricted burning times for that zone of the State unless —

- (a) he has obtained a permit in writing to burn the bush from a bush fire control officer of the local government in whose district the land upon which the bush proposed to be burnt is situated, or from the chief executive officer of the local government if a bush fire control officer is not available; and
- (b) the conditions prescribed for the purposes of this section are complied with in relation to the burning of the bush.

The persons then nominated persons for appointment as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.

The Functions of the Bush Fire Advisory Committee are in accordance with Section 67 of the *Bush Fires Act 1954* that provides;

3.11 Bush Fire Advisory Committee to nominate bush fire control officers

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As soon as practicable after the annual general meeting of each bush fire brigade in the district, the Bush Fire Advisory Committee is to nominate to the local government, from the persons nominated by each bush fire brigade, a person or persons for the position of a bush fire control officer(s) for the brigade area.

3.12 Local government to have regard to nominees

When considering persons for the position of a bush fire control officer, the local government is to have regard to those persons nominated by the Bush Fire Advisory Committee, but is not bound to appoint the persons nominated.

3.13 Bush Fire Advisory Committee to consider bush fire brigade recommendations

The Bush Fire Advisory Committee is to make recommendations to the local government on all recommendations received by the Bush Fire Advisory Committee from bush fire brigades.

The following brigade members were appointed to the position of Bush fire control officers detailed below for the Shire of Morawa.

Community Emergency Service Manager Richard Ryan (Rick)

Brigades

Canna/Gutha Jerome Short_Wayne Kowald, Garry Collins Jeromey Wasley,_Rod Madden

Koolanooka Glen Tapscott

Morawa West Darren Yewers

Pintharuka Mark Coaker Laurie North

Town Brigade Colin Malcolm

The following Bush Fire Control Officers be appointed as:

Chief Fire Control Officer: Robert Kowald

Deputy Chief Fire Control Officer: Glen Tapscott &_Darren Yewers

The following Bush Fire Control Officers be appointed as Permit issuing Officers

Chief Bush Fire Control Officer: Robert Kowald

Deputy Chief Bush Fire Control Officers: Glen Tapscott No.1 & Darren Yewers No.2

Town Fire Control Officer: Colin Malcolm

Community Emergency Services Manager: Rick Ryan

Chief Executive Officer Shire of Morawa: John Roberts

That Colin Malcolm be appointed to the position of Shire of Morawa Fire Weather Officer

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OFFICER'S COMMENT

The Bush fires advisory committee is considered to be the preferred committee to recommend such appointments are made as prescribe in the Act as Council has little expertise in fire control. However under the Bush Fires Act and the Local Government Council has a responsibility to appoint the officers.

A local government that has been served with a notice pursuant to section 38 subsection (2C) fails or neglects to comply with the requirements of that notice, the FES Commissioner may appoint a person who is not employed in the Department to the vacant office.

COMMUNITY CONSULTATION

Nil

COUNCILLOR CONSULTATION

Nil

STATUTORY ENVIRONMENT

Bush Fire Act 1954 section 38 and 67

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

RISK MANAGEMENT

Nil

VOTING REQUIREMENT:

Simple Majority

OFFICER'S RECOMMENDATION

It is recommended:-

1. Council appoint the following as Bushfire Control Officers for the Shire of Morawa ;
Community Emergency Service Manager: Richard Ryan (Rick)

Brigades

Canna/Gutha: Jerome Short_Wayne Kowald, Garry Collins Jeromey Wasley, Rod Madden

Koolanooka: Glen Tapscott

Morawa West: Darren Yewers

Pintharuka: Mark Coaker Laurie North

Town Brigade: Colin Malcolm

2. Council endorses appointments of the following Bushfire control officers as;

Chief Fire Control Officer: Robert Kowald

Deputy Chief Fire Control

Officer: Glen Tapscott No.1 & Darren Yewers No.2

3. Council endorses appointments of the following Bushfire control officer as Shire of Morawa Fire Weather Officer:

Colin Malcolm

4. The following Bush Fire Control Officers be appointed as Permit issuing Officers:

Chief Bush Fire Control Officer: Robert Kowald

Deputy Chief Bush Fire Control

Officers: Glen Tapscott No.1 & Darren Yewers No.2

Town Fire Control Officer: Colin Malcolm

Community Emergency Services Manager: Rick Ryan

Chief Executive Officer Shire of Morawa: John Roberts

COUNCIL RESOLUTION

Moved: Cr D S Carslake

Seconded: Cr D S Agar

It is recommended:-

- 1. Council appoint the following as Bushfire Control Officers for the Shire of Morawa ;
Community Emergency Service Manager: Richard Ryan (Rick)**

Brigades

Canna/Gutha: Jerome Short_Wayne Kowald, Garry Collins Jeromey Wasley, Rod Madden

Koolanooka: Glen Tapscott

Morawa West: Darren Yewers

Pintharuka: Mark Coaker Laurie North

Town Brigade: Colin Malcolm

2. Council endorses appointments of the following Bushfire control officers as;
Chief Fire Control Officer: Robert Kowald

Deputy Chief Fire Control

Officer: Glen Tapscott No.1 & Darren Yewers No.2
3. Council endorses appointments of the following Bushfire control officer as Shire of Morawa
Fire Weather Officer:

Colin Malcolm
4. The following Bush Fire Control Officers be appointed as Permit issuing Officers:
Chief Bush Fire Control Officer: Robert Kowald

Deputy Chief Bush Fire Control

Officers: Glen Tapscott No.1 & Darren Yewers No.2

Town Fire Control Officer: Colin Malcolm

Community Emergency Services Manager: Rick Ryan

Chief Executive Officer Shire of Morawa: John Roberts

CARRIED
6/0

Cr D S Agar declared an interest in item 7.2.5.7 and left the meeting at 5.56 pm

Date of Meeting:	16th October 2014
Item No:	7.2.5.7
Subject:	Restricted Access Vehicle (RAV) Network Permit Shire of Morawa LA Logistics
Date & Author:	08 October; David Williams, DCEO
Responsible Officer:	David Williams DCEO
Applicant/Proponent:	LA Logistics
File Number:	Adm: 0284
Previous minute/s &	Council meeting in April 2009, March 2012, June 2012 ,September 2013 ,September 2014
Reference:	

SUMMARY

La Logistics has again approached Council for a Restricted Access Vehicle (RAV) 2/3 network 7 approval to operate a C-Train Combination (single trailer with a Dolly and a B-double combination) which enables trailer combinations greater than 27.5 metres but under 36.5metres to operate on sections of Agar Road in the Shire of Morawa during the following harvest year of 2014 to assist long term clients Mr Darren Agar and Mr Brian Winterbourne with their grain harvest..

The sections of Agar Road requested are as follows;

- Ø Access to Location 185 Agar Road 2 km north from Mingenew/Morawa Road. Empty load
- Ø Access from Location 185 Agar Road 8 km north to White Road. Full load

DECLARATION OF INTEREST

Cr D Agar

ATTACHMENTS

Nil

BACKGROUND INFORMATION

Council has considered restricted access application permits and resolved to approve restricted access vehicle permits on Shire roads for a limited time during harvest subject to a number of conditions. The applicant has been informed of an assessment on the roads carried out by Main-roads WA in 2013.

At the 18th of September meeting of Council resolved;

COUNCIL RESOLUTION

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*Moved: Cr D B Collins
Seconded: Cr M J Thornton*

The officer's recommendation is amended to exclude Agar Road due to road safety concerns at Agar Corner

*CARRIED
5/0*

COUNCIL RESOLUTION

*Moved: Cr M J Thornton
Seconded: Cr D J Coaker*

It is recommended:-

Council approval is granted for La Logistics to operate a C-Train Combination (single trailer with a Dolly and a B-double combination) which enables trailer combinations greater than 27.5 metres and under 36.5metres to operate in the Shire of Morawa on local roads listed below,

Moffatt Rd - 5 km

Healy Rd - 3km

Burma Rd - 6 km

Winterbourne Rd - 3 km

For the harvest 2014 period only subject to:-

Standard Conditions of Use:

- a) Maximum speed unsealed roads 70kms/hr or 10kms/hr less than designated signage*
- b) Maximum speed sealed roads 90kms/hr or 10kms/hr less than designated signage*
- c) Maximum speed of 40kms/hr in built up areas including the Morawa Townsite*
- d) Only approved routes will be permitted in the Morawa Townsite*
- e) Reduce speed to 60kms/hr and moving over to give way to oncoming traffic*
- f) Headlights on at all times*
- g) Removing dust from tyres rims when entering sealed roads*
- h) Compliance with maximum gross weight limits*
- i) Vehicle length not to exceed 36.5 metres*
- j) No operation after a heavy rain fall event*
- k) No operation during school bus routes drop off and pick up times*
- l) Signage warning of oversized vehicle be in operation are placed at entry and egress points unless already in place*
- m) Vehicle to be operated as required by the Mains Roads Class 2/3 RAV permit*
- n) Entries to properties being serviced by the permit holder must be constructed for safety and to prevent damage to sealed edges and road verges. Approval may be withdrawn if damage occurs and is not repaired to the satisfaction of the Council's representative.*

Condition CA07 All operators must carry written approval from the Local Government authority permitting use of the roads

Further applications may be considered subject to an assessment of the Shire road conditions after the 2014 harvest.

Advise note:

The applicant will still need to seek Mainroads approval for the requested C-Train Combination (single trailer with a Dolly and a B-double combination).

*CARRIED
5/0*

COUNCIL RESOLUTION

Moved: Cr D B Collins

Seconded: Cr D S Carslake

It is recommended:-

The officer's recommendation is amended to exclude Agar Road due to road safety concerns at Agar Corner be rescinded.

*MOTION LOST
1/4*

OFFICER'S COMMENT

The application received is similar to the previous application submitted by La Logistics in September 2014 to Council and does not include accessing Agar Road from the Mingenew Road. The sections of road requested will permit access to the roads approved by Council in the previous resolution as stated above.

COMMUNITY CONSULTATION

Feed-back is received at Council from road users and assists in monitoring the impact the large vehicles have on local roads and user safety.

COUNCILLOR CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995

Main Roads Act 1930

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

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STRATEGIC IMPLICATIONS

Council's review of the process for issuing RAV permits provides part of an asset review for use of road infrastructure in the Shire.

RISK MANAGEMENT

An approval of RAV network permits provides the Shire with consultation and a due diligence process for road users in the Shire of Morawa. Without the process Council's road network assets could become unsafe and unmanageable for current resources. There are inherent risks to the Shire in approving this request. The main risk relates to increased road maintenance costs and the other is setting a precedent for other similar applications to follow.

The Shire of Morawa local road network has been audited and rated. The majority of Local roads are rated as a local volume RAV 2/3 roads. The requested use seeks to permit for up to RAV 7 combinations. This would appear in contrary to the audit and rating process as undertaken by the Shire of Morawa in 2009.

VOTING REQUIREMENT:

Simple Majority

OFFICER'S RECOMMENDATION

It is recommended:-

Council approval is granted for La Logistics to operate a C-Train Combination (single trailer with a Dolly and a B-double combination) which enables trailer combinations greater than 27.5 metres and under 36.5metres to operate in the Shire of Morawa on the section of local road listed below,

The sections of Agar Road as follows;

- Ø Access to Location 185 Agar Road 2 km north from Mingenew/Morawa Road. Empty load
- Ø Access from Location 185 Agar Road 8 km north to White Road. Full load

For the harvest 2014 period only subject to:-

Standard Conditions of Use:

- o) Maximum speed unsealed roads 70kms/hr or 10kms/hr less than designated signage*
- p) Maximum speed sealed roads 90kms/hr or 10kms/hr less than designated signage*
- q) Maximum speed of 40kms/hr in built up areas including the Morawa Townsite*
- r) Only approved routes will be permitted in the Morawa Townsite*
- s) Reduce speed to 60kms/hr and moving over to give way to oncoming traffic*
- t) Headlights on at all times*
- u) Removing dust from tyres rims when entering sealed roads*
- v) Compliance with maximum gross weight limits*
- w) Vehicle length not to exceed 36.5 metres*

- x) *No operation after a heavy rain fall event*
- y) *No operation during school bus routes drop off and pick up times*
- z) *Signage warning of oversized vehicle be in operation are placed at entry and egress points unless already in place*
- aa) *Vehicle to be operated as required by the Mains Roads Class 2/3 RAV permit*
- bb) *Entries to properties being serviced by the permit holder must be constructed for safety and to prevent damage to sealed edges and road verges. Approval may be withdrawn if damage occurs and is not repaired to the satisfaction of the Council's representative.*

Condition CA07 All operators must carry written approval from the Local Government authority permitting use of the roads

Further applications may be considered subject to an assessment of the Shire road conditions after the 2014 harvest.

Advise note:

The applicant will still need to seek Mainroads approval for the requested C-Train Combination (single trailer with a Dolly and a B-double combination)

COUNCIL RESOLUTION

Moved: Cr D S Carslake

Seconded: Cr D J Coaker

It is recommended:-

Council approval is granted for La Logistics to operate a C-Train Combination (single trailer with a Dolly and a B-double combination) which enables trailer combinations greater than 27.5 metres and under 36.5metres to operate in the Shire of Morawa on the section of local road listed below,

The sections of Agar Road as follows;

- Ø **Access to Location 185 Agar Road 2 km north from Mingenew/Morawa Road. Empty load**
- Ø **Access from Location 185 Agar Road 8 km north to White Road. Full load**

For the harvest 2014 period only subject to:-

Standard Conditions of Use:

- o) Maximum speed unsealed roads 70kms/hr or 10kms/hr less than designated signage*
- p) Maximum speed sealed roads 90kms/hr or 10kms/hr less than designated signage*
- q) Maximum speed of 40kms/hr in built up areas including the Morawa Townsite*
- r) Only approved routes will be permitted in the Morawa Townsite*
- s) Reduce speed to 60kms/hr and moving over to give way to oncoming traffic*

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- t) Headlights on at all times*
- u) Removing dust from tyres rims when entering sealed roads*
- v) Compliance with maximum gross weight limits*
- w) Vehicle length not to exceed 36.5 metres*
- x) No operation after a heavy rain fall event*
- y) No operation during school bus routes drop off and pick up times*
- z) Signage warning of oversized vehicle be in operation are placed at entry and egress points unless already in place*
- aa) Vehicle to be operated as required by the Mains Roads Class 2/3 RAV permit*
- bb) Entries to properties being serviced by the permit holder must be constructed for safety and to prevent damage to sealed edges and road verges. Approval may be withdrawn if damage occurs and is not repaired to the satisfaction of the Council's representative.*

Condition CA07 All operators must carry written approval from the Local Government authority permitting use of the roads

Further applications may be considered subject to an assessment of the Shire road conditions after the 2014 harvest.

Advise note:

The applicant will still need to seek Mainroads approval for the requested C-Train Combination (single trailer with a Dolly and a B-double combination)

**CARRIED
6/0**

Cr D S Agar re-joined the meeting at 5.57 pm

Meeting Date:	16th October 2014
Item No:	7.2.5.8
Subject:	Lease of Lot 466,(81) Winfield Street, Morawa
Date & Author:	09 October 2014; David Williams, DCEO
Responsible Officer:	David Williams DCEO
Applicant/Proponent:	Midwest Carpentry and Electrical
File Number:	Adm: 0284
Previous minute/s & File Number:	August 2010 ADM 0563

SUMMARY

Midwest Carpentry and Electrical has submitted an application to Council seeking to lease Lot 466(81) Winfield Street for a period twelve 12 months with a further option of an additional twelve (12) months.

DECLARATION OF INTEREST

Nil

ATTACHMENTS

Letter of request provided by Midwest Carpentry and Electrical
Valuation from Russell Coupe and Assoc

BACKGROUND INFORMATION

Midwest Carpentry and Electrical has discussed the options of the leasing the premises with the Chief Executive Officer.

The lot 466(81) Winfield Street has been leased by Council in the past and is currently vacant with no tenant.

In anticipation that the site would again be considered for lease, a valuation was sought from Russell Coupe and Assoc and is provided for Council information.

OFFICER'S COMMENT

Midwest Carpentry and Electrical are currently operating in a residential zone and part of the business includes a waste water collection vehicle. Concerns have been raised regarding the operation of such a vehicle from the residential premises.

Council agreeing to lease Lot 466 Winfield Street to Midwest Carpentry and Electrical would eliminate concerns that have been raised regarding the vehicle.

The electrical wiring at the lot 466 Winfield Street is substandard and the applicant has agreed to upgrade the wiring at no cost to Council. Some additional site works are also required.

The agreed monthly rent of the premises is \$750 each month and all outgoings to be paid by Midwest Carpentry and Electrical.

A three month free rent period has been negotiated by the Shire of Morawa in recognition of the electrical upgrade and site repairs to be undertaken by the lessee.

Shire of Morawa: Minutes of the Ordinary Meeting of Council held 16th October 2014

Council have in the past given a three month rent free incentive to local business leasing Council property.

Hence it is the recommendation that the applicant be granted the same consideration for completion of the electrical work.

COMMUNITY CONSULTATION

Nil

COUNCILLOR CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Shire of Morawa Policy

11.1 INCENTIVES FOR INVESTMENT

The Morawa Incentives for Investment Program is a key element of the Morawa Shire Council's approach to encouraging business investment and economic development for the district through assisting:

Local businesses looking to expand into new areas;

Businesses relocating into the district;

New enterprises to establish in the district.

Council providing a 3 month rent free period will assist the applicant to become established in Morawa.

FINANCIAL IMPLICATIONS

The valuation provides the annual rent for the property is \$9000 per year

STRATEGIC IMPLICATIONS

Nil

RISK MANAGEMENT

Having the property lease does have risks associated with non-payment of rent and damage to the property

VOTING REQUIREMENT:

Simple Majority

OFFICER'S RECOMMENDATION

It is recommended that:

1. Council agree to lease Lot 466(81) Winfield Street for a period twelve 12 months with a further option of an additional twelve (12) months lease to Midwest Carpentry and Electrical.
2. The rent to be paid is seven hundred and fifty (\$750) dollars each calendar month, paid to the Shire of Morawa after the initial three month rent free period.
3. All utilities are to be paid by Midwest Carpentry and Electrical
4. The Chief Executive Officer is authorised to execute the lease with Midwest Carpentry and Electrical to at the rate and duration set by Council.
5. The lease or sub leasing is not transferable without Council approval.

COUNCIL RESOLUTION

Moved: Cr D S Agar

Seconded: Cr M J Thornton

It is recommended that:

- 1. Council agree to lease Lot 466(81) Winfield Street for a period twelve 12 months with a further option of an additional twelve (12) months lease to Midwest Carpentry and Electrical.**
- 2. The rent to be paid is seven hundred and fifty (\$750) dollars each calendar month, paid to the Shire of Morawa after the initial three month rent free period.**
- 3. All utilities are to be paid by Midwest Carpentry and Electrical**
- 4. The Chief Executive Officer is authorised to execute the lease with Midwest Carpentry and Electrical to at the rate and duration set by Council.**
- 5. The lease or sub leasing is not transferable without Council approval.**

**CARRIED
6/0**

**Advice Note: The Property address is to change with the final gazettal
of the Mullewa-Wubin Road Realignment**

7.2.6 Chief Executive Officer - Other

<i>Date of Meeting:</i>	16 October 2014
<i>Item No:</i>	7.2.6.1
<i>Subject:</i>	Strategic Plan Update and Progress Report August 2014
<i>Date & Author:</i>	8 October 2014 John Roberts
<i>Responsible Officer:</i>	Chief Executive Officer
<i>Applicant/Proponent:</i>	Chief Executive Officer John Roberts
<i>File Number:</i>	Various
<i>Previous minute/s &</i>	
<i>Reference:</i>	18 September 2014 Council Meeting

SUMMARY

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

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

Other updates are also provided regarding the informing strategies including:

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

DECLARATION OF INTEREST

The author has no interest to declare in this report.

ATTACHMENTS

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

BACKGROUND INFORMATION

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

Currently, the Strategic Community Plan has 106 actions listed:

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

Table One: Summary of Strategic Actions

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

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

Informing Strategies

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

Long Term Financial Plan

The long term financial plan is due for review this year. A budget allocation has been included in the 2014/15 budget.

Status

No change - The Long Term Financial Plan requires updating. UHY Haines Norton have provided a quote which has been included in the 2014/15 Budget.

Asset Management Plan

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

Status

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

A meeting with Greenfields took place on 9 September 2014 discussing road infrastructure fair values for 2013/14.

Roman II has been updated with local road data.

Workforce Plan

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

Status

The Acting CEO, DCEO and MFA commenced this review on 4 April 2014. A final review is now required. This will be completed by the end of October 2014.

Information Communication and Technology (ICT) Plan

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

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

Status

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

Other Key Informing Strategies

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

Risk Management Framework and Compliance Plan

- . The Shire CEO by 31 December 2014 will need to have in place:
 - . A risk management policy;
 - . A risk management framework including processes, procedures and reporting; and
 - . A compliance plan

Status

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

OFFICER'S COMMENT

Strategic Community Plan

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

Corporate Business Plan

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

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

Projects

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

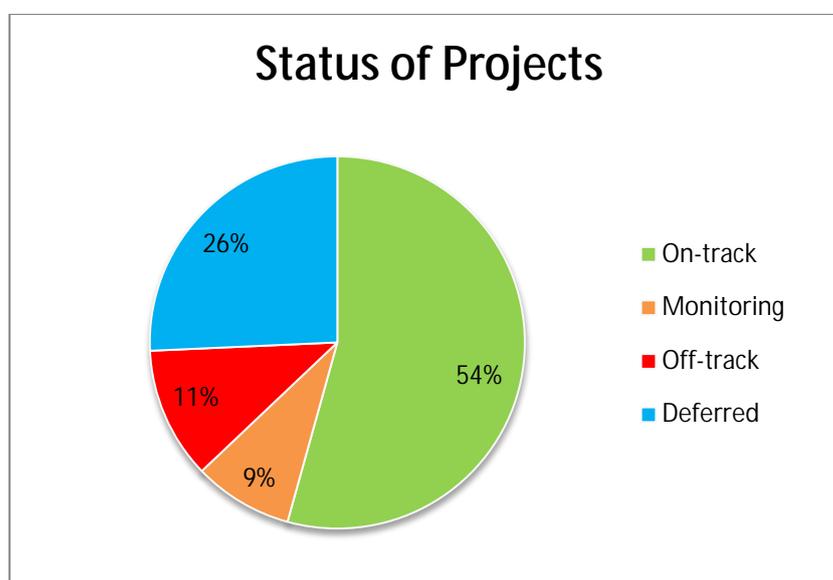


Chart 1: Breakdown on Status of Projects for 2014/15

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

Status Type	Status	Comment
Overall Completion	In terms of overall completion (i.e. the percentage of each project)	

	completed divided by the number of projects underway), this is 60.08%.	
On-track	There are 19 (54%) projects on track (1, 2, 3, 4, 10, 12, 13, 14, 18, 19, 20, 21, 26, 27, 29, 31, 32, 33, 34, & 35).	Although The Industry Attraction & Retention project is now on track, the intent of this project will require reassessment (Project 18)
Monitoring	Three (%) projects are at the monitoring level (7, 8, 17,)	The three projects in monitoring mode are subject to initial delays and subsequent changes in circumstance.
Off-track	In total there are four projects off track (5, 9, 15, and 30).	The impacts on these projects include: <ul style="list-style-type: none"> Staff resourcing in terms of key roles has been a constant issue regarding consistency and progressing of goals i.e. the long term vacancy of the CEO position (Project 9 lacked a project owner and Project 30 – Gateway Project is subject to further discussions with the key funding stakeholder) Discussions took place with Sinosteel on 17 July 2014. The second key issue has been waiting on the approval of funding or resources for key projects: <ul style="list-style-type: none"> Scrapping of Commonwealth funding programs e.g. RADF5 (Project 5 - Town Hall project). The tender specification has been developed. MWDC requirement to continually review business cases (Project 15) ; Thirdly competing re-allocation of resources undermining the strategic focus e.g. ongoing maintenance of key assets not provided for. However, the Asset Management Plan should improve this over time.
Deferred	There are nine projects deferred due to fiscal constraints and other resourcing issues or because the priority has changed (6, 11, 16, 17, 22, 23, 24, 25 & 28);	There is no change to the status of these projects following the desktop review of the Strategic Community Plan in August 2014.

Programs

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

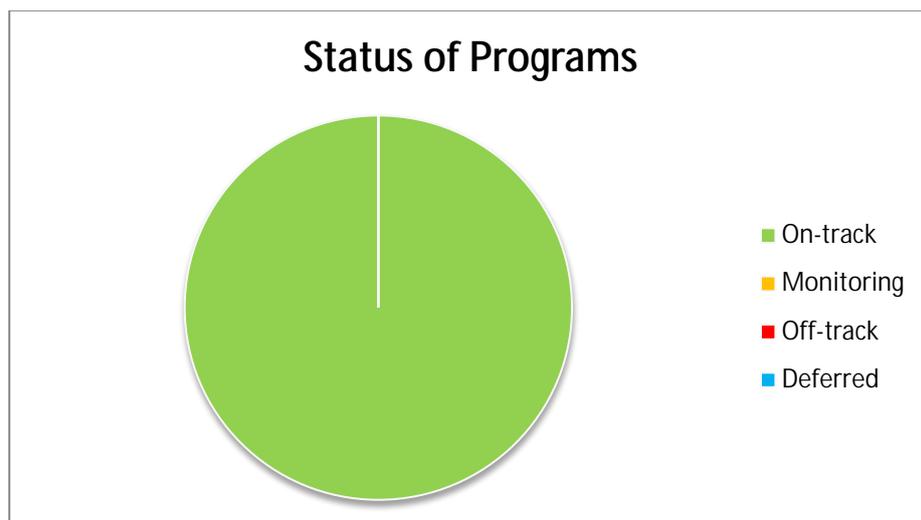


Chart 2: Breakdown on Status of Programs for 2014/15

Chart 2 indicates that all four program areas on track i.e. the Sports Facilities and Programs (5%), Roads Program (1%), Ongoing Health Care Provision (3%) and Governance (2%). The programs on track

are subject to key operational or day to day activities and are impacted by seasonal issues. The latter programs generally take time for the costs to come through.

COMMUNITY CONSULTATION

As per the Strategic Plan Update and Progress Report

COUNCILLOR CONSULTATION

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

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Not Applicable

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

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

RISK MANAGEMENT

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

VOTING REQUIREMENT:

Simple Majority

OFFICER'S RECOMMENDATION

Council accepts the Shire of Morawa Strategic Plan Update and Progress Report for September 2014.

COUNCIL RESOLUTION

Shire of Morawa: Minutes of the Ordinary Meeting of Council held 16th October 2014

Moved: Cr
Seconded: Cr

Council accepts the Shire of Morawa Strategic Plan Update and Progress Report for September 2014.

7.2.6.4 Correspondence

Nil

7.2.6.5 Information Bulletin

No Motion received

8. New Business of an Urgent Nature

Nil

9. Applications for Leave of Absence

Nil

10. Motions of Which Previous Notice Has Been Given

Nil

11. Questions from Members without Notice

Nil

12. Meeting Closed

12.1 Matters for which the meeting may be closed- Nil

12.2 Public reading of resolutions that may be made public- Nil

13. Closure

Meeting was closed at 6:00 pm

.....**Presiding Person**

14. Next Meeting

The next Ordinary Meeting of Council is scheduled 20th November 2014