

<b>MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBERS ON THURSDAY 18th December 2014</b>
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		<b>Page</b>
<b>1.</b>	<b>Declaration of Opening</b>	<b>3</b>
	1.1 Recording of those present	
	1.2 Apologies	
	1.3 Approved leave of absence	
	1.4 Welcoming of visitors to the meeting	
	1.5 Announcements by the presiding member without discussion	
<b>2.</b>	<b>Public Question Time</b>	<b>3</b>
	2.1 Response to previous public questions taken on notice	
	2.2 Public question time	
<b>3.</b>	<b>Declarations of Interest</b>	<b>3</b>
<b>4.</b>	<b>Confirmation of Minutes of Previous Meetings</b>	<b>4</b>
	4.1 Confirmation of Minutes 20th November 2014 – Ordinary Council Meeting	
<b>5.</b>	<b>Public Statements, Petitions, Presentations and Approved Deputations</b>	<b>4</b>
<b>6.</b>	<b>Method of Dealing with Agenda Business</b>	<b>4</b>
<b>7.</b>	<b>Reports</b>	<b>4</b>
<b>7.1</b>	<b>Reports from committees</b>	<b>4</b>
	7.1.1 Morawa Community Aged Care Committee Report	
<b>7.2</b>	<b>Reports from the Chief Executive Officer</b>	
	7.2.1 Status Report	
	7.2.1a Status Report Attachment	
	<b>7.2.2 Manager Finance and Accounting</b>	<b>15</b>
	7.2.2.1 Accounts Due for Payment November 2014	
	7.2.2.2 Reconciliation November 2014	
	7.2.2.3 Monthly Financial Statements November 2014	
	<b>7.2.3 Community Youth Development Officer</b>	<b>23</b>
	7.2.3.1 Establishment of a new BMX Track in Morawa	

<b>7.2.4</b>	<b>Project Officer</b>	<b>26</b>
7.2.4.1	Town Centre Redevelopment Signs – Mullewa Wubin Road, Morawa	
7.2.4.2	Road Dedication Mingenew Morawa Road	
<b>7.2.5</b>	<b>Deputy Chief Executive Officer</b>	
	Nil	
<b>7.2.6</b>	<b>Chief Executive Officer – Other</b>	<b>37</b>
7.2.6.1	Strategic Plan Update and Progress Report	
7.2.6.2	Shire of Morawa Business Case Proposal for Morawa Aerodrome Upgrade–submission Department of Local Government and Lands Royalties for Regions Super town funding 2012-Delegated Authority to Chief Executive Officer	
7.2.6.3	Shire of Morawa Business Case Proposal for Morawa Aerodrome Upgrade–submission Department of Local Government and Lands Country Local Government Regional Groupings Fund-Delegated Authority to Chief Executive Officer	
7.2.6.4	Shire of Morawa Business Case Proposal for Morawa Aerodrome Upgrade–submission Department of Local Government and Lands Royalties for Regions Midwest Development Commission Midwest Investment Plan Funding 2012-Delegated Authority to Chief Executive Officer	
7.2.6.5	Morawa Residential Subdivision Balance of Land, Purchase (Lot 9000) Lot 501 and Lot 513 White Avenue, Morawa	
7.2.6.6	Morawa Golf and Bowling Club – Floodlight funding	
7.2.6.7	Shire of Morawa 2013/14 Annual Report	
7.2.6.8	Correspondence	
7.2.6.9	Information Bulletin	
<b>8.</b>	<b>New Business of an Urgent Nature</b>	<b>74</b>
<b>9.</b>	<b>Applications for Leave of Absence</b>	<b>74</b>
<b>10</b>	<b>Motions of Which Previous Notice Has Been Given</b>	<b>74</b>
<b>11</b>	<b>Questions from Members without Notice</b>	<b>74</b>
<b>12</b>	<b>Meeting Closed to Public</b>	<b>74</b>
12.1	Matters for which the meeting may be closed	
12.2	Public reading of resolutions that may be made public	
<b>13.</b>	<b>Closure</b>	<b>74</b>
	<b>Next Meeting</b>	<b>74</b>

Ordinary Meeting 19th February, 2015

**1. Declaration of Opening**

The Shire President to declare that the meeting is open at 6.36 pm.

**1.1 Recording of Those Present**

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

Mr J Roberts	Chief Executive Officer
Mr P Buist	Principal Works Manager
Mrs W Gledhill	Manager of Accounting and Finance
Mr J Elliot	Project Officer
Mrs S Hoad	Community Youth Development Officer

**1.2 Recording of Apologies**

Nil

**1.3 Recording Leave of Absence Previously Approved**

Nil

**1.4 Welcoming of Visitors to the Meeting**

Nil

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

Nil

**2 Public Question Time**

Nil

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

Nil

**2.2 Public question time**

Nil

**3 Declaration of Interest**

Members are to declare financial, proximity and indirect interests.

Cr D S Agar declared an Interest in the Agenda item 7.2.4.2 pertaining to the Road Dedication Mingenew Morawa Road.

Cr M J Thornton declared an Interest in the Agenda item 7.2.6.6 pertaining to Morawa Golf and Bowling Club – Floodlight funding.

Cr K J Chappel declared an Interest in the Agenda item 7.2.6.6 pertaining to Morawa Golf and Bowling Club – Floodlight funding.

**4 Confirmation of Minutes of Previous Meeting**

**4.1 Confirmation of Minutes**

20th November 2014 – Ordinary Council Meeting

**COUNCIL RESOLUTION**

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

**That the Minutes - item 4.1 – 20th November, 2014– Ordinary Council Meeting be confirmed.**

**CARRIED  
7/0**

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

**6 Method of Dealing with Agenda Business**

**7 Reports**

**7.1 Reports from Committees**

Nil

**7.2 Reports from the Chief Executive Officer**

Date of Meeting:	<b>18 December 2014</b>
Item No:	<b>7.1.1</b>
Subject:	<b>Morawa Community Aged Care Committee Report</b>
Date & Author:	<b>16 November 2014 Sean Fletcher, Consultant</b>
Responsible Officer:	<b>Chief Executive Officer</b>
Applicant/Proponent:	<b>Sean Fletcher</b>
File Number:	<b>ADM: 0608</b>
Previous minute/s & Reference:	<b>15 May 2014</b>

## **SUMMARY**

The purpose of this report is to provide both an update and a request to Council regarding the work that Morawa Community Aged Committee (the Committee) it has completed to date.

In particular, the Committee is seeking from Council the adoption of the policies and the service delivery plan it has developed and subsequently endorsed regarding the future management of the Aged Units.

## **DECLARATION OF INTEREST**

Nil

## **ATTACHMENTS**

### **Service Delivery Plan**

Morawa Aged Units Service Delivery Plan 2014.

### **Draft Policies**

- 12.1 Eligibility Criteria - Joint Venture Units
- 12.2 Eligibility Criteria – Non Asset Based Aged units
- 12.3 Rental Fees – Joint Venture Aged Units
- 12.4 Fees and Charges – Non Asset Based Units
- 12.5 Morawa Aged Units Carers and Visitors

### **Further Update**

December Update

## **BACKGROUND INFORMATION**

The Committee has steadily worked towards the development of the service delivery plan and the policies that the Shire will use to help guide it in the management of the Morawa Aged Units (Consisting of the Morawa Villas and the recently constructed Shire Built Units).

In summary the overview of the work of the Committee regarding the future management of the Aged Units and its progress towards the required outcomes can be seen as follows:

Component	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
Establish Committee • Appointment • 1 <sup>st</sup> Meeting	Completed								
Compliance Framework: • Support materials • Develop policies		Completed	Completed	Completed	Projected	Completed	Extension	Extension	
Develop Service Delivery Plan (Fees & charges, risk management, LTFP)		Completed	Completed						
Handover of units: • Joint Venture • Other		Completed	Completed	Completed	Completed	Completed	Projected	Extension	Extension
Implement property management		Completed	Completed	Completed	Completed	Completed	Projected	Projected	
Resolve other matters e.g. stakeholder access							Projected	Projected	Extension
Implement engagement process: • Community, Unit users			Completed	Completed	Completed	Completed	Projected	Projected	Extension

### Legend

Completed	Projected	Extension
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**Table One: Timeline of Key Steps to Undertake The Management of the Aged Units 2014**

The timeline shows that this project has had to extend its completion date from the start of October to the end of November. The key impact or roadblock contributing to the need for an extension of time is the review of all Joint Venture Unit Agreements in WA by the Department of Housing. This has led to the creation of a new agreement template, which the Department has yet to receive from the solicitors. However, the Department has given the undertaking that the Shire of Morawa will be the first local government/organisation signed up to the new agreement.

Similarly, the delay in the roll out of the new agreement has caused a flow on affect regarding those matters requiring resolution with other stakeholders as these matters cannot be resolved until the Shire has responsibility for the Joint Venture units and hence the management order regarding the land on which all the units sit. Likewise the engagement process with the community and the residents is also impacted by the delays regarding the new agreement.

However, the implementation of appropriate property management for the Aged units has been resolved with existing staff scheduled to complete the relevant level of training in the near future and to also conduct a handover with the Morawa Community Care Inc;

The Committee did not meet in June and July 2014 and so the consideration of the Draft Service Delivery Plan and Draft Policies has taken longer than expected. However, these were endorsed at the August Committee meeting with the request for the development of an additional policy regarding live-in carers and visitors at its September meeting.

Further to this, the drafts were to go to the November Council meeting, but the author missed the deadline for submissions for agenda reports.

Despite the above delays, the respective service delivery plan and policies are now attached for adoption by the Council.

## **OFFICER'S COMMENT**

### **Service Delivery Plan**

A service delivery plan provides the key information that a local government needs regarding the delivery of a proposed service. In terms of the Aged units, the Committee developed the Morawa Community Aged Units Service Delivery Plan 2014 based on the anticipated handover to occur from October 2014. However, the take up of this service has been delayed, as explained previously due to the Department of Housing waiting on the drafting of a new Joint Venture Unit Agreement between it and the Shire of Morawa. A further update has been received, this has been circulated to committee members and a copy is attached.

However, the modelling in the Service Delivery Plan allowed Shire staff to include relevant sections in the Shire's 2014/15 Budget. As such the reporting on the levels of income and expenditure will occur once the take up of the units by the Shire occurs.

### **Overview of the Service Delivery Plan**

The key elements of the Service Delivery Plan (the Plan) include:

#### **General Elements**

The general elements within the Plan include information regarding:

- The background regarding of aged accommodation in the Shire of Morawa;
- How the plan aligns with the community's needs including the need for additional aged accommodation in Morawa and Perenjori;
- The current ownership of the units at the Morawa Villas;
- What the management arrangements of the units will be:

*Shire of Morawa: Minutes of the Ordinary Meeting of Council held 18th December 2014*

- Oversight by the Morawa Community Aged Care Committee;
- Management by the Property Manager;
- Who the key partners are (Council, Committee, CEO, Morawa/Perenjori Health Service, Local Doctor, Shire of Perenjori, Maintenance Contractors and the Department of Housing);

### Risk Management Plan.

The risks regarding managing the Aged Units (pages 16-17) highlight that the provision of this service will impact on the capacity of the Shire to deliver other services. However, the Committee recognised that through the implementation of a dedicated resource such as the property manager (existing staff member) and through the Committee providing oversight this should reduce this to a low risk.

The other high risks included in the list include:

- The costs to provide the service is above the Shire's current capacity. However, the mitigation here is to work towards making the service as closely possible to cost neutral as possible;
- Lack of engagement of the local residents. This can be reduced to a very low risk through the implementation of key communication strategies. For example, the Committee at its August meeting had a look at draft newsletter template that will be used to engage the community and residents.

### Financial Considerations

The financial analysis based on 100% occupancy (page 13) shows that there is possible income of \$113,426 per annum with possible levels of expenditure in the order of \$118,577 per annum resulting in a potential loss of \$5,151 per annum.

However, the Cost Benefit Analysis (page 18) shows that the service could be provided at nil cost. A key consideration would be an annual contribution from the Shire of Perenjori in lieu of constructing further aged units in Perenjori and seeking to have aged persons reside at the Morawa units.

The Reserve Projections (Page 19) shows that it may be possible to establish an Aged Units reserve that is capable of providing funds to meet substantial maintenance costs or serve as a contribution to the construction of new units in future. The start up funds for the Reserve includes the handover of funds from Morawa Community Care of approximately \$88,000. The Reserve will then have other contributions made to it over the next five years including the balance of fees paid, entry fees and offsets regarding depreciation (Shire contribution of \$21,010) amounting to a potential balance by 2019/20 of \$468,352.

### Draft Policies

Five policies were developed by the Committee and as such are presented for Council's adoption. An overview for each policy is presented as follows:

<b>Policy No</b>	<b>Policy Title</b>	<b>Key Points</b>
12.1	Eligibility Criteria – Joint Venture Aged Units	Defines who is eligible to access units 1, 2, 3 & 4: <ul style="list-style-type: none"> <li>● Meets the income eligibility limits test</li> </ul>



		<p>(Social Housing Band A):</p> <ul style="list-style-type: none"> <li>○ Single \$430 per week;</li> <li>○ Couple \$670 per week;</li> </ul> <ul style="list-style-type: none"> <li>• Meets the asset eligibility limits test (Social Housing Band A); <ul style="list-style-type: none"> <li>○ Single \$38,400</li> <li>○ Couple \$63,800</li> <li>○ Singles or couples over 60: \$80,000.</li> </ul> </li> </ul> <p>These units must be managed as per the <i>National Affordable Housing Agreement</i>, the <i>State Community Housing Income and Assets Limits Policy 2013</i>, and the State Community Housing Provider requirements (The Shire will be an unregistered provider).</p>
12.2	Eligibility Criteria – Non Asset Based Aged Units	<p>Defines who is eligible to access units 5, 6, 7, 8 &amp; 9:</p> <ul style="list-style-type: none"> <li>• Someone over 55 years of age;</li> <li>• Can pay an entry fee of \$30,000 (lump sum or as per a payment schedule);</li> <li>• Can afford the recurrent charge of \$250 per week;</li> <li>• Can enter into a licence or lease.</li> </ul> <p>These units must be managed as per the <i>Retirement Villages Act 1992</i> and its regulations, the <i>Fair Trading Act 2010</i> and the <i>Interim Code of Fair Practice for Retirement Villages 2014</i>.</p>
12.3	Rental Fees – Joint Venture Units	<p>Confirms that for units 1, 2, 3 &amp; 4, the Department of Housing's Public Housing Policy is applied as follows regarding rental fees:</p> <ul style="list-style-type: none"> <li>• Must be charged at 25% of the gross income (i.e. before tax of an eligible person: <ul style="list-style-type: none"> <li>○ Initially for a single \$105 per week;</li> <li>○ Initially for a couple \$159 per week.</li> </ul> </li> <li>• This applied whether it is for a single person or a couple;</li> <li>• A single person using accommodation for a couple is still charged as a single person;</li> </ul>

		<ul style="list-style-type: none"> <li>• A higher level of rent may be charged if the occupant receives Commonwealth Rental Assistance.</li> </ul>
12.4	Fees & Charges – Non Asset Based Units	<p>Sets out the fees and charges for units 5, 6, 7, 8 &amp; 9:</p> <ul style="list-style-type: none"> <li>• The entry fee of \$30,000 can be paid off as follows: <ul style="list-style-type: none"> <li>○ Non refundable payment of \$6,000 (i.e. 20%);</li> <li>○ \$4,800 per annum thereafter;</li> <li>○ In the case of the lump sum payment where a refund is required (person has passed away or relocated), a refund of up to 80% will be made</li> </ul> </li> <li>• The recurrent charge is \$250 per week and paid monthly. It covers: the following operating costs and services: <ul style="list-style-type: none"> <li>○ Rent;</li> <li>○ Administration of the units;</li> <li>○ Maintenance of the property and grounds;</li> <li>○ Communal consumption of electricity, gas and water.</li> </ul> </li> <li>• Unit 5 was built by the Morawa Community Care Inc at the same time as the Joint Venture Units and so can either be charged at the Joint Venture Unit rates or as per the requirements for Non Asset Based Units;</li> </ul>
12.5	Morawa Aged Units Carers and Visitors	<p>This policy recognises the importance of carers and visitors and the criteria regarding their access to the Aged Units:</p> <ul style="list-style-type: none"> <li>• Live-in carers (Partner, family member, friend): <ul style="list-style-type: none"> <li>○ Partner in this instance can be in a single unit that has the capacity to allow this;</li> <li>○ Only Units 1 &amp; 2 have the capacity to accommodate a live-in carer who is not a partner.</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>• Temporary visit or stay i.e. for a short time;</li> <li>• Visitor (Not a live in carer, relative or other) is subject to the criteria regarding visit length and overnight stay: <ul style="list-style-type: none"> <li>○ Carer – each day or as required. Requires to seek permission to stay overnight;</li> <li>○ Family member up to one week four times a year – non consecutive;</li> <li>○ Friend/other - daily.</li> </ul> </li> </ul>

**Table Two: Overview of Policies For The Management of The Aged Units**

### **Other Comments**

The Service Delivery Plan and the Policies shows that the Shire can through the adoption of key strategies manage the Aged Units to the required level to make the service cost neutral.

### **COMMUNITY CONSULTATION**

Nil

### **COMMITTEE MEMBER CONSULTATION**

The Committee workshopped and reviewed the Service Delivery Plan and the Aged units Policies at the following meetings:

- 16 April 2014
- 13 May 2014
- 19 August 2014
- 16 September 2014

### **STATUTORY ENVIRONMENT**

Nil

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Nil

**RISK MANAGEMENT**

Nil

**VOTING REQUIREMENT:**

Simple Majority

**OFFICER'S RECOMMENDATION**

Council:

1. Adopts the Morawa Aged Units Service Delivery Plan 2014.
2. Adopts the following policies:
  - a. 12.1 Eligibility Criteria - Joint Venture Units
  - b. 12.2 Eligibility Criteria – Non Asset Based Aged units
  - c. 12.3 Rental Fees – Joint Venture Aged Units
  - d. 12.4 Fees and Charges – Non Asset Based Units
  - e. 12.5 Morawa Aged Units Carers and Visitors

**COUNCIL RESOLUTION**

**Moved: Cr K P Stokes  
Seconded: Cr D S Agar**

**Council:**

- 1. Adopts the Morawa Aged Units Service Delivery Plan 2014.**
- 2. Adopts the following policies:**
  - a. 12.1 Eligibility Criteria - Joint Venture Units**
  - b. 12.2 Eligibility Criteria – Non Asset Based Aged units**
  - c. 12.3 Rental Fees – Joint Venture Aged Units**
  - d. 12.4 Fees and Charges – Non Asset Based Units**
  - e. 12.5 Morawa Aged Units Carers and Visitors**

**CARRIED  
7/0**

<i>Date of Meeting:</i>	<b>18 December 2014</b>
<i>Item No:</i>	<b>7.2.1</b>
<i>Subject:</i>	<b>Status Report – August 2014</b>
<i>Date &amp; Author:</i>	<b>10 December 2014 John Roberts</b>
<i>Responsible Officer:</i>	<b>Chief Executive Officer</b>
<i>Applicant/Proponent:</i>	<b>Chief Executive Officer John Roberts</b>
<i>File Number:</i>	<b>Various</b>
<i>Previous minute/s &amp; Reference:</i>	<b>20 November 2014 (Last Update to Council)</b>

### **SUMMARY**

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

### **DECLARATION OF INTEREST**

The author has no interest to declare in this report.

### **ATTACHMENTS**

Shire of Morawa November 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).*  
*Shire of Morawa: Minutes of the Ordinary Meeting of Council held 18th December 2014*

**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 November 2014.

**COUNCIL RESOLUTION**

**Moved: Cr D S Agar**

**Seconded: Cr M J Thornton**

**Council accepts the Shire of Morawa Status Report for November 2014.**

**CARRIED  
7/0**

<i>Date of Meeting:</i>	<b>18<sup>th</sup> December 2014</b>
<i>Item No:</i>	<b>7.2.2.1</b>
<i>Subject:</i>	<b>Accounts Due for Payment</b>
<i>Date &amp; Author:</i>	<b>08/12/2014 Jenny Mutter</b>
<i>Responsible Officer:</i>	<b>Finance Officer</b>
<i>Applicant/Proponent:</i>	
<i>File Number:</i>	<b>ADM 0135</b>
<i>Previous minute/s &amp; Reference:</i>	

### **SUMMARY**

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

### **DECLARATION OF INTEREST**

Nil

### **ATTACHMENTS**

List of accounts Due & Submitted to council 18<sup>th</sup> December 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 EFT6910 to EFT7021 inclusive, amounting to \$468,241.15 ;
- Municipal Cheque Payments numbered 11306 to 11325 totalling \$26,907.66;
- Municipal Direct Debit Payments Numbers DD4116.1 to DD4172.1 amounting to \$27,002.74 ;
- Payroll for November 2014
- 05/11/2014 – \$49,997.21
- 19/11/2014 - \$85,346.24

Be endorsed.



**COUNCIL RESOLUTION**

**Moved: Cr**

**Seconded: Cr**

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

- **Municipal EFT Payment Numbers EFT6910 to EFT7021 inclusive, amounting to \$468,241.15 ;**
- **Municipal Cheque Payments numbered 11306 to 11325 totalling \$26,907.66;**
- **Municipal Direct Debit Payments Numbers DD4116.1 to DD4172.1 amounting to \$27,002.74 ;**
- **Payroll for November 2014**
- **05/11/2014 – \$49,997.21**
- **19/11/2014 - \$85,346.24**

**Be endorsed.**

**CARRIED**

<b>Meeting Date:</b>	<b>18<sup>th</sup> December, 2014</b>
<b>Item No</b>	<b>7.2.2.2</b>
<b>Subject:</b>	<b>Reconciliations November, 2014</b>
<b>Date &amp; Author:</b>	<b>11/12/2014– Fred Gledhill</b>
<b>Responsible Officer:</b>	<b>Fred Gledhill/Jenny Mutter</b>
<b>Proponent:</b>	<b>Manager Accounting &amp; Finance</b>
<b>File No:</b>	<b>ADM 0189</b>
<b>Voting Requirements:</b>	<b>Simple Majority</b>

### **SUMMARY**

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

### **DECLARATION OF INTEREST**

Nil

### **ATTACHMENTS**

Nil

### **BACKGROUND INFORMATION**

The information provided is obtained from the Bank Reconciliations carried out for 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 30<sup>th</sup> November, 2014:-***

- |                                              |                |
|----------------------------------------------|----------------|
| - Municipal Account #                        | \$1,431,076.26 |
| - Trust Account                              | \$ 9,423.20    |
| - Business Telenet Saver (Reserve)           | \$5,744,615.53 |
| - WA Treasury O/Night Facility (Super Towns) | \$2,245,956.00 |

**BANK RECONCILIATION BALANCES**

The Bank Reconciliation Balances for 30<sup>th</sup> November, 2014 with a comparison for 30<sup>th</sup> November, 2013 is as follows:

	2014	2013
Municipal Account #	\$1,431,076.26	\$1,003,177.26
Trust Account	\$9,423.20	\$17,768.71
Reserve Account	\$7,990,571.63	\$8,319,544.70

**RESERVE ACCOUNT**

The Reserve Funds of \$7,990,571.63 as at 30<sup>th</sup> November, 2014 were invested in:-

- Bank of Western Australia \$5,744,615.53 in the Business Telenet Saver Account and
- \$2,245,956.00 with WA Treasury O/Night Facility.

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

	2014	2013
Sports Complex Upgrade Reserve	\$0.00	\$380,624.59
Land & Building Reserve	\$5,086.69	\$4,961.33
Plant Reserve	\$636,127.78	\$660,933.69
Leave Reserve	\$218,846.17	\$129,324.18
Economic Development Reserve	\$104,767.50	\$102,185.83
Sewerage Reserve	\$78,671.91	\$42,284.21
Unspent Grants & Contributions Reserve	\$848,227.46	\$211,947.69
Community Development Reserve	\$1,476,294.63	\$1,539,274.79
Water Waste Management Reserve	\$0.00	\$0.00
Future Funds Reserve	\$2,135,332.23	\$2,082,713.47
Morawa Community Trust Reserve	\$18,698.45	\$24,371.45
Aged Care Units Reserve	\$8,751.87	8,536.22
Transfer Station Reserve	\$193,558.88	\$316,874.94
S/Towns Revitalisation Reserve	\$1,711,850.07	\$2,311,666.09
ST Solar Thermal Power Station Reserve	\$534,105.93	\$521,192.36
Business Units Reserve	\$20,251.96	\$0.00
<b>Total</b>	<b>\$7,990,571.53</b>	<b>\$8,319,544.70</b>

### **TRANSFER OF FUNDS**

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

### **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 30<sup>th</sup> November, 2014 be received.

### **COUNCIL RESOLUTION**

**Moved: Cr**  
**Seconded: Cr**

It is recommended that the bank reconciliation report for 30<sup>th</sup> November, 2014 be received.

**CARRIED**

<b>Item No</b>	<b>7.2.2.3</b>
<b>Subject:</b>	<b>Monthly Financial Statements</b>
<b>Proponent:</b>	<b>Manager Accounting &amp; Finance</b>
<b>Date:</b>	<b>11<sup>th</sup> December, 2014</b>
<b>Voting Requirements:</b>	<b>Simple Majority</b>
<b>Meeting Date:</b>	<b>18<sup>th</sup> December, 2014</b>

### **INTRODUCTION**

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

### **COMMENT**

The October 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 30<sup>th</sup> November, 2014.

### **COUNCIL RESOLUTION**

**Moved: Cr**  
**Seconded: Cr**

**It is recommended that Council receive the Statement of Financial Activity and Variance Report for the period ending the 30<sup>th</sup> November, 2014.**

**COUNCIL RESOLUTION**

Cr K P Stokes  
Cr M J Thornton

**That the financial reports 7.2.2.1; 7.2.2.2 and 7.2.2.3 be received en bloc.**

**CARRIED  
7/0**

<b><i>Date of Meeting:</i></b>	<b>18 December 2014</b>
<b><i>Item No:</i></b>	<b>7.2.3.1</b>
<b><i>Subject:</i></b>	<b>Establishment of a new BMX Track in Morawa</b>
<b><i>Date &amp; Author:</i></b>	<b>9<sup>th</sup> December; Sally Hoad, CYDO</b>
<b><i>Responsible Officer:</i></b>	<b>Sally Hoad CYDO</b>
<b><i>Applicant/Proponent:</i></b>	
<b><i>File Number:</i></b>	
<b><i>Previous minute/s Reference:</i></b>	

**SUMMARY**

8 young people from Morawa have shown interest in designing and constructing a BMX track to be located next to the Skate Park in Morawa. The young people are in the final stages of design and would like to submit this design and budget to Council for approval.

**DECLARATION OF INTEREST**

Nil

**ATTACHMENTS**

BMX Track Draft Design

**BACKGROUND INFORMATION**

The Morawa Youth Centre staff have been running a 'Boys Only' program every Tuesday after school hours for the past 9 weeks. Each week, 8 young males aged 11-17 years have been participating in the program. The boys have reported that they were interested to be involved in designing and constructing a BMX track, which would be located next to the Skate Park. The boys have shown up every week and researched designs, mapped out and measured the site, and sketched designs for their own track. The young people have now decided on a final design, and would like to request permission from Council to construct the track. If successful, the young people would be involved in as much of the construction as possible, with the assistance of the Shire works crew. The boys have also planned two fundraisers, at which they aim to raise some money to go towards the project.

The original design has been altered slightly to allow for a single row of parking along Croot St, so that those visiting the pool will still have some access to the block for parking space. The design also allows for access to the side gate at the Pool, for emergency Services and the like.

The BMX track location is positioned so that it will tie in well with the existing Skate Park, Youth Centre and Swimming Pool, creating a great youth space for our local young people.

### **OFFICER'S COMMENT**

The CYDO feels that this is an important project for Morawa's youth. The initiative shown by the young people in the planning of a new youth facility has been very encouraging. Also, the program has managed to engage the young people in a constructive and educational activity. The young people engaging in the project are somewhat 'at risk' and the CYDO feels that a project such as this is the best way to engage with the group. Giving the young people a project like this to work on has been greatly enjoyed by all who participate.

### **COMMUNITY CONSULTATION**

The CYDO has consulted at length with the young people involved who feel that the construction of a BMX track next to the Skate Park is a good idea. The only existing track is at the Sportsground which is located on the opposite side of town. The youth feel that by building a track in this location, it will tie in nicely with the Skate Park, and the Swimming Pool and Youth Centre.

### **COUNCILLOR CONSULTATION**

The BMX Track project idea and plans were raised at the November Briefing Session.

### **STATUTORY ENVIRONMENT**

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

The project has a very limited impact on budget. The CYDO has costed the project as the following:

Materials: \$3,000.00

Staff time (Works crew): \$1,000.00

The young people themselves have expressed an interest in raising some money to go towards a gazebo to be located at the track (see design), and the purchase wooden pillars to make steps at the start of their track.



The current 14/15 Shire budget does already have an allocation of \$2,500.00 for a 'Boys Program' at the Youth Centre. These funds can be used towards the cost of the project.

**STRATEGIC IMPLICATIONS**

Nil

**RISK MANAGEMENT**

Young people would be fully supervised throughout their involvement in the construction of the track, and all appropriate measures will take place to ensure the safety of the young people participating. The existing signage at the Skate Park could be modified to include the BMX track rules and risk awareness message.

**VOTING REQUIREMENT:**

Simple Majority

**OFFICER'S RECOMMENDATION**

It is recommended:-

Council approve the draft design for the BMX track, so that construction can take place.

**COUNCIL RESOLUTION**

**Moved: Cr D S Carslake**

**Seconded: Cr D S Agar**

**Council approve the draft design for the BMX track, so that construction can take place.**

**MOTION LOST  
0/7**

<i>Date of Meeting:</i>	<b>18 December 2014</b>
<i>Item No:</i>	<b>7.2.4.1</b>
<i>Subject:</i>	<b>Town Centre Redevelopment Signs – Mullewa Wubin Road, Morawa</b>
<i>Date &amp; Author:</i>	<b>10 December 2014, John Elliot (Project Officer)</b>
<i>Applicant/ Proponent:</i>	<b>Shire of Morawa</b>
<i>File Number:</i>	<b>ADM 059</b>
<i>Previous Minute/s and Reference:</i>	<b>Shire of Morawa Council Meeting Minutes May 2013 and June 2014</b>

### **SUMMARY**

The purpose of this report is for Council to consider an application to erect two signs 2.4 metres wide and 1.8 metres high.

The signs will be located at the northern entry to Morawa, 150 metres north of Solomon Terrace on the Mullewa Wubin Road reserve and lot 454 Winfield Street, adjacent to the Mullewa Wubin Road reserve (new Freight Road section).

The signs will display project funding information associated with the Morawa SuperTown Town Centre Redevelopment.

The signs will be placed on site for a maximum 24 month period during the construction and initial completion phase of the freight realignment and civic square Town Centre project.

### **DECLARATION OF INTEREST**

Author of report has no declaration of interest.

### **ATTACHMENTS**

Attachment 1 – Location plan of the proposed sign 1

Attachment 2 – Location plan of the proposed sign 2

Attachment 3 – Sign dimension and design plan

### **BACKGROUND INFORMATION**

Under the Shire of Morawa Town Planning Scheme the two sign locations are zoned:

- Sign 1 - “No Zone” for northern entry Mullewa Wubin Road reserve
- Sign 2 - ‘Railway Reserve’ for lot 454 Winfield Street, Morawa

The sign dimensions and materials incorporating the following components:

- Aluminium signs with rounded corners
- Full colour digital print (UV and Scuff resistant sandtex laminate)
- 50mm x 50mm x 1.6m galvanised steel leg 2 metre above ground and 0.5 below ground
- Powder coated colour matching bolts through face for fixing

The signs do not include any moving parts and will not utilise any form of lighting.

### **OFFICER'S COMMENT**

Under the Shire of Morawa Town Planning Scheme No 2 the subject land is zoned:

- “No Zone” for sign 1; and
- “Railway Reserve” for sign 2.

The Town Planning Scheme states:

#### ***“2.1 SCHEME RESERVES***

*The land shown as Scheme Reserves on the Scheme Map, hereinafter called 'Local Reserves' are lands reserved under the Scheme for the purposes shown on the Scheme Map and are listed hereunder –*

1. *Public Purposes*
2. *Public Open Space*
3. *Railway*

#### ***2.2 MATTERS TO BE CONSIDERED***

*Where an application for planning consent is made with respect to land within a reserve, the Council shall have regard to the ultimate purpose intended for the reserve and the Council shall, in the case of land reserved for the purposes of a public authority, confer with that authority before granting its consent.”*

The land associated with sign 2 is vested with the Shire of Morawa and the project information depicted on the sign will comply with the ultimate purpose of the reserve.

The information and size of the signs is not considered to create a negative visual impact to the subject land or surrounding area.

The proposed signs would be located along the Mullewa Wubin Road, a Main Roads Western Australia road reserve and approval would be required by that agency. As part of the assessment process Council's officers communicated with Main Roads Western Australia with regard to this application and have been advised that the sign meets Main Roads Western Australia requirements.

### **COMMUNITY CONSULTATION**

The Shire of Morawa in collaboration with the project consultants has completed a range of public consultation including public meetings and workshops to gain community and business input on the Freight Realignment and Civic Square Town Centre project.

### **COUNCILLOR CONSULTATION**

No Councillor consultation has been completed.

### **STATUTORY ENVIRONMENT**

*Shire of Morawa: Minutes of the Ordinary Meeting of Council held 18th December 2014*

Planning and Development Act 2005  
Shire of Morawa Local Planning Scheme No 2  
Main Roads Western Australia "Guide to the Management of Road Side Advertising

**POLICY IMPLICATIONS**

Morawa Town Planning Scheme Policies *Section 12 Public Information Signage* and *Section 13 Advertising Signage*. The proposed signage relates directly to current and future development of the subject land and road reserve so no contravention of Morawa Town Planning Scheme Policies is evident.

The *Conditions for Advertising Signs* (Main Roads Western Australia) provides detailed design guidelines and the proposed locations and dimensions of the sign accords with these requirements.

**FINANCIAL IMPLICATIONS**

Production and design of the sign is included under the Morawa SuperTown Town Centre Redevelopment funding.

**STRATEGIC IMPLICATIONS**

Nil.

**RISK MANAGEMENT**

Council's planning approval relating to the proposed sign is contingent on assessment and approval also being obtained from Main Roads Western Australia.

**VOTING REQUIREMENT:**

Simple Majority.

**OFFICER'S RECOMMENDATION**

It is Recommended:-

That Council:

Approve the application for a 1.8 metre high and 2.4 metre wide sign on Lot 454 Winfield Street, Morawa subject to the sign being displayed on the subject land for a maximum period of 24 months.

And

Advise Main Roads Western Australia of the Shire of Morawa support for a 1.8 metre high and 2.4 metre wide sign on at the northern entry to Morawa, 150 metres north of Solomon Terrace on the Mullewa Wubin Road Reserve for a maximum period of 24 months.

**COUNCIL RESOLUTION**

*Shire of Morawa: Minutes of the Ordinary Meeting of Council held 18th December 2014*

**Moved: Cr K P Stokes  
Seconded: Cr D S Carslake**

**It is Recommended:-**

**That Council:**

**Approve the application for a 1.8 metre high and 2.4 metre wide sign on Lot 454 Winfield Street, Morawa subject to the sign being displayed on the subject land for a maximum period of 24 months.**

**And**

**Advise Main Roads Western Australia of the Shire of Morawa support for a 1.8 metre high and 2.4 metre wide sign on at the northern entry to Morawa, 150 metres north of Solomon Terrace on the Mullewa Wubin Road Reserve for a maximum period of 24 months.**

**CARRIED  
7/0**

**6.46 pm Cr D S Agar retired from the Chambers pertaining to an Interest in the Agenda item 7.2.4.2 Road Dedication Mingenew Morawa Road.**

<i>Date of Meeting:</i>	<b>18 December 2014</b>
<i>Item No:</i>	<b>7.2.4.2</b>
<i>Subject:</i>	<b>Road Dedication Mingenew Morawa Road</b>
<i>Date &amp; Author:</i>	<b>12 December 2014, John Elliot (Project Officer)</b>
<i>Applicant/ Proponent:</i>	<b>Shire of Morawa</b>
<i>File Number:</i>	<b>ADM 0287</b>
<i>Previous Minute/s and Reference:</i>	<b>Shire of Morawa Council Meeting August and November 2014</b>

### **SUMMARY**

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

### **DECLARATION OF INTEREST**

Author of report has no declaration of interest.

### **ATTACHMENTS**

- Attachment 1– Letter from Main Roads Western Australia
- Attachment 2– Drawing 1360-155 to 1360-160
- Attachment 3– Main Roads Consultation Report
- Attachment 4- Shire of Mingenew Letter

### **BACKGROUND INFORMATION**

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

Proposed improvements include:

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

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

The Shire of Morawa approved the dedication of the portions of land at the August 2014 Council meeting and rescinded the decision at the November 2014 meeting on the following grounds:

**“COUNCIL RESOLUTION**

***Moved: Cr D S Carslake***

***Seconded: Cr D B Collins***

***That Council rescind the motion resolved at the August 2014 meeting of Council to approve the dedication of the land, the subject of Main Roads Drawings 1360-155 to 1360-160, as road under Section 56 of the Land Administration Act 1997, until land owners have had opportunity to consult fully with Council on the matter.***

**CARRIED**

**5/0”**

**OFFICER’S COMMENT**

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

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

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

Community members have provided feedback directly to the Shire of Morawa at the November Council meeting and through correspondence highlighting the following concerns with the proposed MRWA project:

- **Protesting the forfeiting of land to Main Roads Western Australia for the proposed “Truck Parking/Rest Area” and extensive drainage. Truck Parking/Rest Area” and area for drainage are deemed as prime farming land being used for ‘nothing’, encouraging weed infestation, and the remnants of overnight campers. Previous road works done on the Mingenew stretch did not have farming land reclaimed and as the distance between Mingenew and Morawa is 60 kilometres (within Main Roads policy to have Truck**

Parking/Rest Areas) the money would be better spent on the road at Mt Budd and Merkanooka Hills.

- Stating that there is an agreement amongst the majority of landowners and the community that Franco Road and Agar Road require upgrades.

MRWA provided the following clarification on the project elements:

*“Required 50m Road Reserve -*

*As a result of meetings and other various correspondence with the owners, Main Roads has sought to accommodate the requirements of the owners by reducing the original proposal of a 60m wide road reserve as per the recommended minimum road reserve (Main Roads guidelines width in rural regions) to the currently proposed 50m width. A review of the realignment at Franco Road was also undertaken to minimise the proposed land acquisition. However, Main Roads deems it cannot reduce the land acquisition further without compromising safety, drainage, clear zones and roadside vegetation protection and enhancement requirements.*

*Further to this, the owners believe the works should be undertaken either within the existing road reserve or establish the drainage outside the reserve in the freehold land. A recently completed section of Mingenew Morawa Road that was widened at the western end of the road between 2.1 and 13 SLK in 2012 did not include widening of the road reserve. This work has resulted in seasonal flooding of the road due to insufficient and ineffective drainage works being able to be undertaken within the narrow 20 metre road reserve. Main Roads is determined to avoid this problem for the current project as it is detrimental to the long term pavement condition and results in increased maintenance costs as well as reduces the overall pavement life. Drainage infrastructure outside the road reserve is also undesirable as it can lead to access restrictions for maintenance and ownership uncertainty.*

*The provision of a 50 metre road corridor is proposed for this upgrade to allow for:*

- *Widening of road to an 8 metre seal on a 10 metre wide gravel formation, culvert widening to ensure headwalls are well clear of the road edge, associated roadside drainage construction, drainage maintenance and a greater clear zone adjacent to the seal edge;*
- *Any public utility services requiring the use of the reserve, such as power and telephone lines; and*
- *Replanting of roadside vegetation to assist with erosion, dust, weeds and reducing spray drift from weed management as well as re-establishing vegetation that is endemic to the region.”*

#### **Clearing within Road Reserve -**

*The proposed projects will require clearing of native vegetation, which is protected and requires a clearing permit to clear. To ‘offset’ this clearing a financial contribution to the approved conservation fund is proposed for this project. The approved conservation fund is managed by DER, with funds used by DPaW (or others) for the acquisition of vegetated land in the region which is then added to the conservation estate.*



*Where possible and practical native vegetation will be retained in accordance with the Main Roads Policy of 'avoid, minimise and reduce'. Within the new corridor a strip of vegetation will be planted at least 5 metres from the new fence and 8 metres from the existing seal. This will address the following:*

- *Replace the current vegetation being impacted;*
- *Reduce the erosion of soil and presence of weeds;*
- *Adhere to Main Roads Policy of protecting and enhancing road reserves including the visual amenity;*
- *Limit potential spray drift from the maintenance area;*
- *Ensure a greater sight distance, with a larger clear zone; and*
- *Allow for greater ability to conduct maintenance of our drains."*

### **Parking Bays –**

The proposed MRWA design incorporates two parking bays and at the November 2014 Council meeting Mr Mark Salt and Mr Kim Ingle from Main Roads Western Australia explained to the meeting that as part of responsible planning the site for the Parking Rest Areas is a safe place for vehicles to pull off the road. The extent of the Parking Rest Area is the standard design for parking bays to provide a safe angle for vehicles to pull into and leave the rest area. The Parking Rest Area is designed for just that not as a camp site.

It is considered due to the 60 km distance between Mingenew and Morawa, MRWA should redesign the parking bay locations to be relocated to Mingenew and Morawa to allow for parking in closer proximity to town site services and reduce the impact on farming land and traffic travelling along the 110km per hour section of the road.

The Shire of Mingenew has written to the Minister for Transport (Attachment 4) advising :

*"In order to avoid the need for resumption of land the Shire is willing to have our truck parking bay expanded. This bay is located on the Mingenew Morawa Road turnoff on the out-skirts of Mingenew."*

It is considered appropriate to prepare a letter of support for the proposed parking bays to be relocated to areas in close proximity to the Morawa and Mingenew Town sites.

### **COMMUNITY CONSULTATION**

No Community Consultation is required under the Section 56 process.

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

Landowners within the Shire of Morawa have submitted verbal and written feedback on the proposal to the Shire of Morawa.

### **COUNCILLOR CONSULTATION**

Project assessed by Council at the August 2014 and November 2014 Council Meetings.

### **STATUTORY ENVIRONMENT**

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

### **POLICY IMPLICATIONS**

Nil.

### **FINANCIAL IMPLICATIONS**

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

### **STRATEGIC IMPLICATIONS**

The development and maintenance of the two off road parking bays, extended culverts, realignment of the Mingenew Morawa Road at Franco Road and realignment of the Mingenew Morawa Road near Agar Road will be required to comply with Main Roads Western Australia policy and procedures.

### **RISK MANAGEMENT**

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

### **VOTING REQUIREMENT:**

Simple majority.

### **OFFICER'S RECOMMENDATION**

It is recommended:-

Recommendation 1

Council at its meeting of the 18 December 2014 concur to the dedication of the land, the subject to Main Roads Drawing 1360-155 and 1360-156 associated with the proposed

widening and realignment of Morawa Mingenew Road at the Franco Road intersection, as road under Section 56 of the Land Administration Act 1997.

#### Recommendation 2

Council at its meeting of the 18 December 2014 concur to the dedication of the land, the subject to Main Roads Drawing 1360-159 associated with the proposed widening and realignment of Morawa Mingenew Road at the Agar Road intersection, as road under Section 56 of the Land Administration Act 1997.

#### Recommendation 3

Council at its meeting of the 18 December 2014 concur to the dedication of the land, the subject to Main Roads Drawings 1360-155 to 1360 - 160 for road and associated drainage requirements, as road under Section 56 of the Land Administration Act 1997 subject to the road reserve width being reduced from 60 metres to 50 metres.

#### Recommendation 4

Proposed parking bays as detailed on Main Roads Drawing 1360-155 being deleted from the proposed Main Roads Western Australia design for the Morawa Mingenew Road and the Shire of Morawa provide a letter of support to the Minister for Transport advising that the proposed parking bays are relocated to areas in close proximity to the Morawa and Mingenew town sites.

### **COUNCIL RESOLUTION**

**Moved:**

**Seconded:**

**Council at its meeting of the 18 December 2014 concur to the dedication of the land, the subject to Main Roads Drawing 1360-155 and 1360-156 associated with the proposed widening and realignment of Morawa Mingenew Road at the Franco Road intersection, as road under Section 56 of the Land Administration Act 1997.**

**MOTION LAPSED DUE TO NO MOVER**

**Moved: Cr K P Stokes**

**Seconded: Cr M J Thornton**

**Council at its meeting of the 18 December 2014 concur to the dedication of the land, the subject to Main Roads Drawing 1360-159 associated with the proposed widening and realignment of Morawa Mingenew Road at the Agar Road intersection, as road under Section 56 of the Land Administration Act 1997.**

**CARRIED**  
**5/1**

**Moved:**  
**Seconded:**

**Council at its meeting of the 18 December 2014 concur to the dedication of the land, the subject to Main Roads Drawings 1360-155 to 1360 - 160 for road and associated drainage requirements, as road under Section 56 of the Land Administration Act 1997 subject to the road reserve width being reduced from 60 metres to 50 metres.**

**MOTION LAPSED DUE TO NO**

**MOVER**

**Moved: Cr K P Stokes**  
**Seconded: Cr D S Carslake**

**Proposed parking bays as detailed on Main Roads Drawing 1360-155 being deleted from the proposed Main Roads Western Australia design for the Morawa Mingenew Road and the Shire of Morawa provide a letter of support to the Minister for Transport advising that the proposed parking bays are relocated to areas in close proximity to the Morawa and Mingenew town sites.**

**CARRIED**  
**4/2**

**6.50 pm Cr D S Agar re-joined the meeting**

## 7.2.6 Chief Executive Officer - Other

<i>Date of Meeting:</i>	<b>18 December 2014</b>
<i>Item No:</i>	<b>7.2.6.1</b>
<i>Subject:</i>	<b>Strategic Plan Update and Progress Report August 2014</b>
<i>Date &amp; Author:</i>	<b>10 December 2014 John Roberts</b>
<i>Responsible Officer:</i>	<b>Chief Executive Officer</b>
<i>Applicant/Proponent:</i>	<b>Chief Executive Officer John Roberts</b>
<i>File Number:</i>	<b>Various</b>
<i>Previous minute/s &amp; Reference:</i>	<b>20 November 2014 Council Meeting</b>

### **SUMMARY**

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

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

Other updates are also provided regarding the informing strategies including:

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

### **DECLARATION OF INTEREST**

The author has no interest to declare in this report.

### **ATTACHMENTS**

- 2014/15 Project Summary Report;
- Shire of Morawa November 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 has not yet been completed.

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.

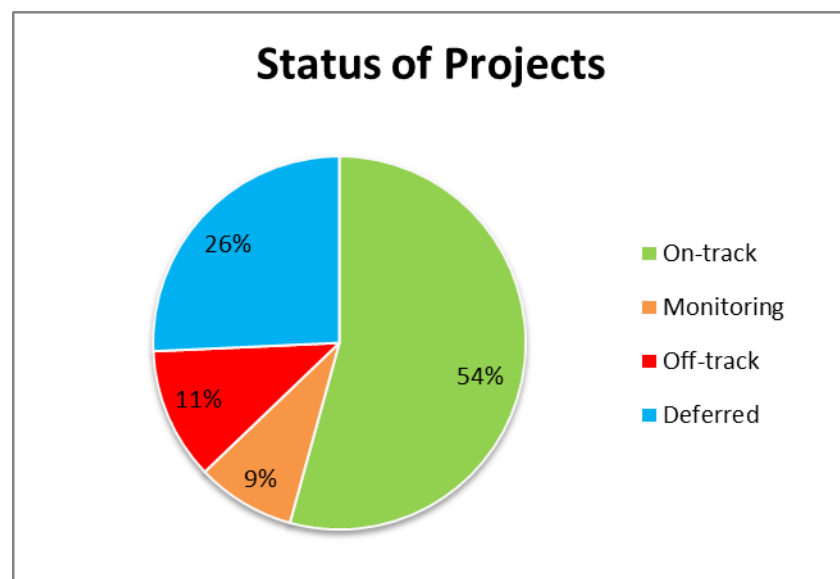
#### **Corporate Business Plan**

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 October 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

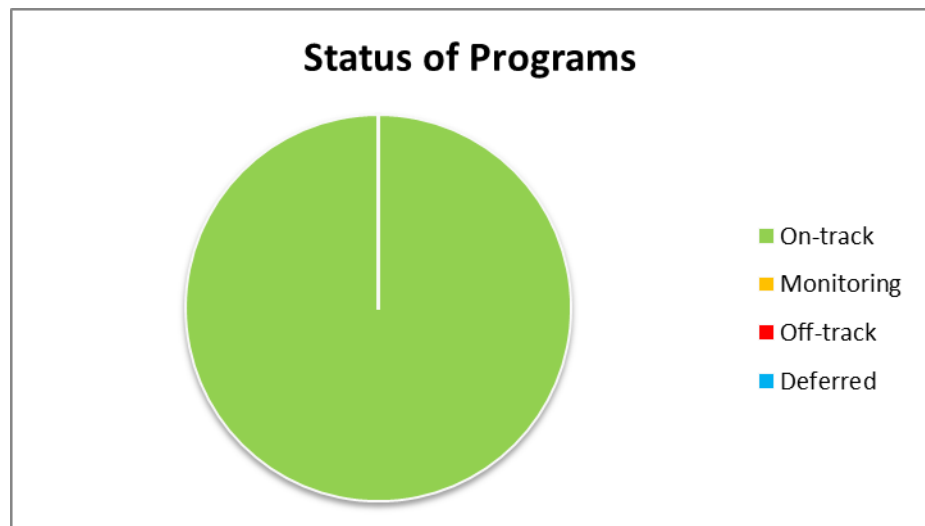
The key things to note regarding Chart 1 - Breakdown on Status of Projects are:

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).	<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> <li>;</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</li> </ul>

		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 November 2014.

**COUNCIL RESOLUTION**

**Moved: Cr K P Stokes**

**Seconded: Cr D B Collins**

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

**CARRIED  
7/0**

<b>Date of Meeting:</b>	<b>18 December 2014</b>
<b>Item No:</b>	<b>7.2.6.2</b>
<b>Subject:</b>	<b>Shire of Morawa Business Case Proposal for Morawa Aerodrome Upgrade—submission Department of Local Government and Lands Royalties for Regions Super town funding 2012-Delegated Authority to Chief Executive Officer</b>
<b>Date &amp; Author:</b>	<b>8 December 2014 Chief Executive Officer</b>
<b>Responsible Officer:</b>	<b>Chief Executive Officer</b>
<b>Applicant/Proponent:</b>	<b>Chief Executive Officer</b>
<b>Previous minute/s &amp; Reference:</b>	

### **SUMMARY**

The purpose of this report is for Council to consider authorising the Chief Executive Officer to be the signatory to sign and submit to the Department of Local Government and Lands the Morawa Business Case Proposal for the Morawa Aerodrome Upgrade. The business case is seeking funding of \$500,000 from the Royalties for Regions Supertown Funds 2012

### **DECLARATION OF INTEREST**

Nil

### **ATTACHMENT**

Shire of Morawa Business Case proposal for the Morawa Aerodrome Upgrade—submission Department of Local Government and Lands, Royalties for Regions Supertown Funds 2012

### **BACKGROUND INFORMATION**

The Shire of Morawa was allocated \$500,000 from the Royalties for Regions Supertown Funds 2012 towards implementing a North Midlands Solar Thermal Project (NMSTPP) feasibility study which did not proceed.

In March of 2014 the then Acting Chief Executive Officer submitted a detailed report to the March Council meeting documenting the history of the project and Council previous resolutions to commence reallocating the funds towards the upgrade of the Morawa Aerodrome.

At the meeting council resolved;

### **“COUNCIL RESOLUTION**

*Moved Cr D S Agar  
Seconded: Cr K P Stokes*

1. Council suspends the North Midlands Solar Thermal Power Project (NMSTPP) as a project under the Shire of Morawa Strategic Community Plan 2012 and Corporate Business Plan 2012 - 2014 as it is a medium priority and fails the necessary levels of probity and robustness required of the Shire of Morawa at this point in time. This also means that the Chief Executive Officer is no longer required to:

- a. Develop a business case regarding the NMSTPP.
- b. Develop an agreement between the participants in the NMSTPP about the appropriate legal structure.

2 .In accordance with the outcome required in Point 1, Council requires the SuperTowns' funding of \$500,000 awarded to the Shire of Morawa for the North Midlands Solar Thermal Feasibility Study (and any interest earned) to be reallocated to the upgrading of the Morawa Airport in accordance with the Corporate Business Plan 2012-2016 - Project 20, which is a high priority project.

3. Council authorises the Chief Executive Officer to:

a. Write to the Director General of the Department of Regional Development requesting the reallocation of the SuperTowns' funding of \$500,000 from the North Midlands Morawa Solar Feasibility Project to the Upgrade of the Morawa Airport Project including the justification for doing so:

- i) The upgrade of the Morawa Airport is a high priority project under the Corporate Business Plan 2012 – 2014 and other key plans for the economic development of the Mid West Region;
- ii) The level of aviation infrastructure required will provide clearly defined community benefits to Morawa and others in the region (e.g. better access to the RFDS, water access point for water bombers)
- iii) There are concerns regarding the probity and robustness of the NMSTPP; and
- iv) The reliability of supply to Morawa has improved due to the recent pole upgrades undertaken by Western Power.

b. Release to the Director General of the Department of Regional Development the Shire's legal advice provided by CS Legal dated 14 November 2014 regarding Solar Thermal Project Advice.

CARRIED  
7/0"

The Director General of the Department has approved the reallocation of the funds and a Business case has been prepared seeking approval from the department to utilise the funds towards the Morawa Aerodrome upgrade.

There is now a Project Management procedure in place which provides staff direction for the initiating planning, executing, controlling and closing of projects. The planning process requires the following to occur;

### **Planning**

1. *Depending on the nature of the project and the advice of the Chief Executive Officer, a Business Case/Project Plan (see **Attachment B**) is developed by the Project Manager/Officer or outsourced.*
2. *The Business Case/Project Plan is then reported to Council who authorises the Chief Executive Officer to sign off on the Business Case/Project Plan.*
3. *The Chief Executive Officer requests the Project Manager/ Officer to develop a report to be provided for Council's consideration.*
4. *Council approve or disapprove the project.*
5. *The Chief Executive Officer delegates to the Project Manager/ Officer to commence execution of the Project.*
6. *The Project Manager Officer creates a folder for the project in W: drive where all project information is stored for corporate record.*

### **OFFICER'S COMMENT**

The Morawa Aerodrome upgrade Business case has been prepared in consultation with Forte Airport Management and includes how and from where funding for the project will be sourced.

### ***Extract from the Business case***

*The Morawa Aerodrome Upgrade is identified as a flagship key infrastructure project servicing the North Midlands sub-region under the Midwest Revitalisation Plan 2011-2021. The Plan is designed to provide a strategic direction for the Mid West region over the period to 2021.*

*Morawa is also a Super Town and as such the vision is to ensure Morawa has a balanced community, with lifestyle options and access to services and transport options. The Shire of Morawa identified the aerodrome upgrade project as essential priority project to ensure growth was not undermined by lack of suitable air access to the town and its immediate catchment.*

*The Morawa Aerodrome Master Plan, jointly funded by the Shire of Morawa and the Regional Airports Development Scheme (RADS), has established a structured plan for the upgrade of the aerodrome. Stage 1 works recommend lengthening, pavement strengthening and then aggregate sealing the main 15/33 runway to dimensions 1500*

*metres x 30 metres plus construction of apron and landside facilities suitable for General Aviation charter operations up to Code 3C.*

*This project addresses the recommendations and requires a budget of \$2,600,000 to complete.*

*This Business Case is for an amount of \$500,000 from the SuperTown R4R Solar Thermal project Royalties for Region funding toward the Morawa Aerodrome Upgrade. It is requested the \$500,000 notionally allocated to the Solar Thermal project be reallocated to this project.*

- *The Shire of Morawa will contribute \$200,000.*
- *Other funding to the value of \$1,000,000 from the Royalties for Region CLGF Regional Group funding is also subject to Department of Regional Development acceptance of a revised business case to reallocate these notionally approved funds.*
- *A business case to the value of \$900,000, supported by the Midwest Investment Plan is also, submitted for R4R funding.*

*The benefits of the Project are outlined by the following key objectives;*

- *All weather aircraft operating capability.*
- *Reliable night landing capability.*
- *Facilities suitable for aircraft charter operations up to Code 3C, as required for mining/resource workforce movement.*
- *Aerodrome standards acceptable to CASA and commensurate with expectations of a developed 'Super Town' that enables air transport access to and from Morawa as an alternative to surface travel.*
- *Provision of 24 hour access for the Royal Flying Doctor to deliver live saving services.*
- *Economic stimulus to tourism and local business.*

*The case for the aerodrome upgrade has been established following various community and strategic planning studies undertaken. The Shire has acquitted a range of identified preliminary works on the aerodrome infrastructure to position this major project as contract ready.*

*The Shire of Morawa will be responsible for the preparation of the Tender documents and will ensure specific focus is given to the need for tenderers to maximise local industry and labour hire.*

*It requires no specific approvals to commence. Commissioning approvals at project end from the Civil Aviation Safety Authority (CASA) are required and these will form contract obligations.*

The upgrade of the Morawa Aerodrome as detailed in the Midwest Investment plan is a key infrastructure project and without funding will not proceed.

### **COMMUNITY CONSULTATION**

The upgrade of key infrastructure is included in the Shire of Morawa Growth and Implementation Plan and key stakeholders have been consulted regarding the project.

### **COUNCILLOR CONSULTATION**

Council has been consulted on several occasions regarding the project including onsite discussion the Morawa Glider Club and private pilots.

### **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*The Local Government Act 1995 (Audit) Regulations Regulation 17*

### **POLICY IMPLICATIONS**

Shire of Morawa Risk Management Policy 3.11 and procedures, Project Management Policy and the Project Management Procedure.

### **FINANCIAL IMPLICATIONS**

*The Morawa Aerodrome Upgrade has a project cost of \$2.6 million, which is derived from an estimate that has been independently prepared as a part of the aerodrome master planning process.*

*The project proponents supporting funding are;*

- *Supertown Funding Program (Department of Regional Development and Communities) R4R funding. Subject of this business Case for an amount of \$500,000.*
- *Regional Component (Department of Regional Development and Communities) R4R funding. Subject of a separate Business Case for an amount of \$1,000,000.*



- *Midwest Investment Plan (Midwest Development Commission) R4R funding, Subject of a separate business case for an amount of \$900,000.*
- *Shire of Morawa community reserve funds, which will be cash and in kind amount of \$200,000.*

*Reallocation of Shire of Morawa regional R4R component funding from the Black Spot Mobile Phone Coverage project and reallocation of funding from the Supertown R4R Solar Thermal project, combine to the value of \$1.5 million. Two separate business cases for the re-appropriation of the Shire's notionally preserved project funds toward the Morawa aerodrome upgrade project have been prepared.*

*The Shire of Morawa is confident the Project, under contract project management, can be delivered in 2014/15 financial year subject to early confirmation of \$500,000 release toward this project.*

Further financial implications will include an annual budget allocation for the management of the Aerodrome and cost recovery fees and charges from the users of the aerodrome.

## **STRATEGIC IMPLICATIONS**

The upgrade aerodrome will provide the following strategic outcomes for the region

- all weather aircraft operating capability.
- reliable night landing capabilities (for all users including the Royal Flying Doctor Service).
- facilities suitable for aircraft charter operations up to Code 3C, as required for mining/resource workforce movement.
- aerodrome standards acceptable to CASA and commensurate with expectations of a developed Supertown that enables air transport access to and from Morawa as an alternative to surface travel.
- regional airport standards commensurate with expectations of a developed regional 'Super Town' to enable air transport access to and from Morawa as the alternative to surface travel.

## **RISK MANAGEMENT**

The major risk is without Funding the Shire of Morawa could not deliver the strategic outcomes listed

The business case is a vital component of the project and Council could not proceed without the funds.

*Shire of Morawa: Minutes of the Ordinary Meeting of Council held 18th December 2014*

Risks Management of the project will be followed as detailed by the Risk Management Policy and procedures in conjunction with the Project Management Policy and the Project Management Procedure

**VOTING REQUIREMENT:**

Simple Majority

**OFFICER'S RECOMMENDATION**

Council authorises the Chief Executive Officer to be the signatory to sign and submit to the Department of Local Government and Lands the Morawa Business Case Proposal for the Morawa Aerodrome Upgrade seeking funding of \$500,000 from the Royalties for Regions Supertown Funds 2012

**COUNCIL RESOLUTION**

**Moved: Cr M J Thornton  
Seconded: Cr K P Stokes**

**Council authorises the Chief Executive Officer to be the signatory to sign and submit to the Department of Local Government and Lands the Morawa Business Case Proposal for the Morawa Aerodrome Upgrade seeking funding of \$500,000 from the Royalties for Regions Supertown Funds 2012**

**CARRIED  
7/0**

<b>Date of Meeting:</b>	<b>18 December 2014</b>
<b>Item No:</b>	<b>7.2.6.3</b>
<b>Subject:</b>	<b>Shire of Morawa Business Case Proposal for Morawa Aerodrome Upgrade–submission Department of Local Government and Lands Country Local Government Regional Groupings Fund-Delegated Authority to Chief Executive Officer</b>
<b>Date &amp; Author:</b>	<b>8 December 2014 Chief Executive Officer</b>
<b>Responsible Officer:</b>	<b>Chief Executive Officer</b>
<b>Applicant/Proponent:</b>	<b>Chief Executive Officer</b>
<b>Previous minute/s &amp; Reference:</b>	

## **SUMMARY**

The purpose of this report is for Council to consider authorising the Chief Executive Officer to be the signatory to sign and submit to the Department of Local Government and Lands, the Morawa Business Case Proposal for the Morawa Aerodrome Upgrade. The business case is seeking funding of \$1,000,000 from the Country Local Government Regional Groupings Fund 2012-2013.

## **DECLARATION OF INTEREST**

Nil

## **ATTACHMENT**

Shire of Morawa Business Case Proposal for Morawa Aerodrome Upgrade–submission  
Department of Local Government and Lands Country Local Government Regional  
Groupings Fund

## **BACKGROUND INFORMATION**

The Country Local Government Fund (CLGF) is part of the State Government Royalties for Regions (R4R) Program. Each Western Australian country Local Government is notionally allocated an annual amount which is split between local and regional components. The Department of Regional Development & Lands establishes Guidelines for the allocation of both local and regional components of the CLGF. For the regional component, local governments are required to establish groupings of similarly aligned local governments for the purposes of identifying regionally strategic projects and reaching joint agreement for the distribution of annual regional funds. The regional grouping established for this purpose includes the Shires of Morawa, Mingenew, Perenjori and Three Springs. The total CLGF regional pool available for allocation in 2012/13 for these four local governments is \$1,333,111, which has been constant for the past three years.

At the April 2013 meeting of Council the following was resolved

## **“COUNCIL RESOLUTION**

Moved: Cr G R North  
 Seconded: Cr D J Coaker

*That the Morawa Shire Council supports the reallocation of the committed 2012/13 funding from the Country Local Government Fund Regional Component from:-*

1. *The North Midlands Solar Thermal Power Project (Morawa as lead LG) - \$1M to be reallocated to a region project between the Shires of Morawa, Mingenew, Three Springs and Perenjori to install mobile towers to improve mobile communication in the region.*
2. *Depot Hill Crossing Project (Mingenew as lead LG) - \$333,111 remains the same.*

CARRIED  
6/0"

The Mobile tower communication project did not commence and the Perenjori, Mingenew and Three Springs Shires have agreed that the funding for \$1,000,000 be allocated to the upgrade of the Morawa Aerodrome.

There is now a Project Management procedure in place which provides staff direction for the initiating planning, executing, controlling and closing of projects. The planning process requires the following to occur;

### ***Planning***

7. *Depending on the nature of the project and the advice of the Chief Executive Officer, a Business Case/Project Plan (see **Attachment B**) is developed by the Project Manager/Officer or outsourced.*
8. *The Business Case/Project Plan is then reported to Council who authorises the Chief Executive Officer to sign off on the Business Case/Project Plan.*
9. *The Chief Executive Officer requests the Project Manager/ Officer to develop a report to be provided for Council's consideration.*
10. *Council approve or disapprove the project.*
11. *The Chief Executive Officer delegates to the Project Manager/ Officer to commence execution of the Project.*
12. *The Project Manager Officer creates a folder for the project in W: drive where all project information is stored for corporate record.*

### **OFFICER'S COMMENT**

The Morawa Aerodrome upgrade Business case has been prepared in consultation with Forte Airport Management and includes how and from where funding for the project will be sourced.

The Executive summary of the Business case describes the project as detailed below;

*The Morawa Aerodrome Upgrade is identified as a flagship key infrastructure project servicing the North Midlands sub-region under the Midwest Revitalisation Plan 2011-2021.*

*The Plan is designed to provide a strategic direction for the Mid West region over the period to 2021.*

*Morawa is also a Super Town and as such the vision is to ensure Morawa has a balanced community, with lifestyle options and access to services and transport options. The Shire of Morawa identified the aerodrome upgrade project as essential priority project to ensure growth was not undermined by lack of suitable air access to the town and its immediate catchment.*

*The Morawa Aerodrome Master Plan, jointly funded by the Shire of Morawa and the Regional Airports Development Scheme (RADS), has established a structured plan for the upgrade of the aerodrome. Stage 1 works recommend lengthening, pavement strengthening and then aggregate sealing the main 15/33 runway to dimensions 1500 metre x 30 metre plus construction of apron and landside facilities suitable for General Aviation charter operations up to Code 3C.*

*This project addresses the recommendations and requires a total budget of \$2,600,000 to complete.*

*This Business Case is for an amount of \$1,000,000 from Royalties for Region CLGF Regional Group funding toward the Morawa Aerodrome Upgrade. It is requested the \$1,000,000 notionally allocated to the Black Spot Mobile Phone Coverage project be reallocated to this project.*

- *The Shire of Morawa will contribute \$200,000.*
- *Other funding to the value of \$500,000 from the Supertown R4R Solar Thermal project is also subject to Department of Regional Development acceptance of a revised business case to reallocate these notionally approved funds.*
- *A business case to the value of \$900,000, supported by the Midwest Investment Plan is also, submitted for R4R funding.*
- *The benefits of the Project are outlined by the following key objectives;*
  - *All weather aircraft operating capability.*
  - *Reliable night landing capability.*
  - *Facilities suitable for aircraft charter operations up to Code 3C, as required for mining/resource workforce movement.*

- *Aerodrome standards acceptable to CASA and commensurate with expectations of a developed 'Super Town' that enables air transport access to and from Morawa as an alternative to surface travel.*
- *Provision of 24 hour access for the Royal Flying Doctor to deliver live saving services.*
- *Economic stimulus to tourism and local business.*

*The case for the aerodrome upgrade has been established following various community and strategic planning studies undertaken. The Shire has acquitted a range of identified preliminary works on the aerodrome infrastructure to position this major project as contract ready.*

*It requires no specific approvals to commence. Commissioning approvals at project end from the Civil Aviation Safety Authority (CASA) are required and these will form contract obligations.*

The upgrade of the Morawa Aerodrome as detailed in the Midwest Investment plan is a key infrastructure project and without funding will not proceed.

### **COMMUNITY CONSULTATION**

The upgrade of key infrastructure is included in the Shire of Morawa Growth and Implementation Plan and key stakeholders have been consulted regarding the project.

### **COUNCILLOR CONSULTATION**

Council has been consulted on several occasions regarding the project including onsite discussion the Morawa Glider Club and private pilots

### **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*The Local Government Act 1995 (Audit) Regulations Regulation 17*

### **POLICY IMPLICATIONS**

Shire of Morawa Risk Management Policy 3.11 and procedures, Project Management Policy and the Project Management Procedure.

### **FINANCIAL IMPLICATIONS**

*Shire of Morawa: Minutes of the Ordinary Meeting of Council held 18th December 2014*

*This project addresses the recommendations and requires a total budget of \$2,600,000 to complete.*

*This Business Case is for an amount of \$1,000,000 from Royalties for Region CLGF Regional Group funding toward the Morawa Aerodrome Upgrade. It is requested the \$1,000,000 notionally allocated to the Black Spot Mobile Phone Coverage project be reallocated to this project.*

- *The Shire of Morawa will contribute \$200,000.*
- *Other funding to the value of \$500,000 from the Supertown R4R Solar Thermal project is also subject to Department of Regional Development acceptance of a revised business case to reallocate these notionally approved funds.*
- *A business case to the value of \$900,000, supported by the Midwest Investment Plan is also, submitted for R4R funding.*

Further financial implications will include an annual budget allocation for the management of the Aerodrome and cost recovery fees and charges from the users of the aerodrome.

### **STRATEGIC IMPLICATIONS**

The upgrade aerodrome will provide the following strategic outcomes for the region

- all weather aircraft operating capability.
- reliable night landing capabilities (for all users including the Royal Flying Doctor Service).
- facilities suitable for aircraft charter operations up to Code 3C, as required for mining/resource workforce movement.
- aerodrome standards acceptable to CASA and commensurate with expectations of a developed Supertown that enables air transport access to and from Morawa as an alternative to surface travel.
- regional airport standards commensurate with expectations of a developed regional 'Super Town' to enable air transport access to and from Morawa as the alternative to surface travel.

### **RISK MANAGEMENT**

The major risk is without Funding the Shire of Morawa could not deliver the strategic outcomes listed

The business case is a vital component of the project and Council could not proceed without the funds.

Risks Management of the project will be followed as detailed by the Risk Management Policy and procedures in conjunction with the Project Management Policy and the Project Management Procedure

**VOTING REQUIREMENT:**

Simple Majority

**OFFICER'S RECOMMENDATION**

Council authorises the Chief Executive Officer to be the signatory to sign and submit to the Department of Local Government and Lands the Shire of Morawa Business Case Proposal for the Morawa Aerodrome Upgrade seeking funding of \$1,000,000 from the Country Local Government Regional Groupings Fund 2012-2013.

**COUNCIL RESOLUTION**

**Moved: Cr D S Agar**

**Seconded: Cr D B Collins**

**Council authorises the Chief Executive Officer to be the signatory to sign and submit to the Department of Local Government and Lands the Shire of Morawa Business Case Proposal for the Morawa Aerodrome Upgrade seeking funding of \$1,000,000 from the Country Local Government Regional Groupings Fund 2012-2013.**

**CARRIED  
7/0**



<b>Date of Meeting:</b>	<b>18 December 2014</b>
<b>Item No:</b>	<b>7.2.6.4</b>
<b>Subject:</b>	<b>Shire of Morawa Business Case Proposal for Morawa Aerodrome Upgrade–submission Department of Local Government and Lands Royalties for Regions Midwest Development Commission Midwest Investment Plan Funding 2012-Delegated Authority to Chief Executive Officer</b>
<b>Date &amp; Author:</b>	<b>8 December 2014 Chief Executive Officer</b>
<b>Responsible Officer:</b>	<b>Chief Executive Officer</b>
<b>Applicant/Proponent:</b>	<b>Chief Executive Officer</b>
<b>Previous minute/s &amp; Reference:</b>	

### **SUMMARY**

The purpose of this report is for Council to consider authorising the Chief Executive Officer to be the signatory to sign and submit to the Department of Local Government and Lands, Midwest Develop Commission, the Morawa Business Case Proposal for the Morawa Aerodrome Upgrade. The business case is seeking funding of \$900,000 from the Royalties for Regions Midwest Investment Plan Funds 2012

### **DECLARATION OF INTEREST**

Nil

### **ATTACHMENT**

Shire of Morawa Business Case proposal for the Morawa Aerodrome Upgrade–submission Department of Local Government and Lands, Royalties for Regions Mid West Development Commission, Regions Mid West Investment Plan Funds 2012

### **BACKGROUND INFORMATION**

Funding in The Department of Local Government and Lands, Royalties for Regions Mid West Development Commission, Regions Mid West Investment Plan Funds 2012 of \$900,000 has been notionally allocated in the Mid West Investment Plan for the upgrade the Morawa Aerodrome.

The Shire of Morawa was invited to submit an expression of interest (EOI) to the Mid West Development Commission board seeking endorsement from the Commission to allocate funds towards the project.

The (EOI) submitted in July 2014 and reviewed by the Commission was successful and Council was invited to submit a business case to the Mid West Development Commission Board for the Morawa aerodrome upgrade.

There is now a Project Management procedure in place which provides staff direction for the initiating planning, executing, controlling and closing of projects. The planning process requires the following to occur;

### **Planning**

13. *Depending on the nature of the project and the advice of the Chief Executive Officer, a Business Case/Project Plan (see **Attachment B**) is developed by the Project Manager/Officer or outsourced.*
14. *The Business Case/Project Plan is then reported to Council who authorises the Chief Executive Officer to sign off on the Business Case/Project Plan.*
15. *The Chief Executive Officer requests the Project Manager/ Officer to develop a report to be provided for Council's consideration.*
16. *Council approve or disapprove the project.*
17. *The Chief Executive Officer delegates to the Project Manager/ Officer to commence execution of the Project.*
18. *The Project Manager Officer creates a folder for the project in W: drive where all project information is stored for corporate record.*

### **OFFICER'S COMMENT**

The Morawa Aerodrome upgrade Business case has been prepared in consultation with Forte Airport Management and includes how and from where funding for the project will be sourced.

*Extract from the Business case*

*The Executive summary of the Business case describes the project as detailed below;*

*The Morawa Aerodrome Upgrade is identified as a flagship key infrastructure project servicing the North Midlands sub-region under the Midwest Revitalisation Plan 2011-2021. The Plan is designed to provide a strategic direction for the Mid West region over the period to 2021.*

*Morawa is also a Super Town and as such the vision is to ensure Morawa has a balanced community, with lifestyle options and access to services and transport options. The Shire of Morawa identified the aerodrome upgrade project as essential priority project to ensure growth was not undermined by lack of suitable air access to the town and its immediate catchment.*

*The Morawa Aerodrome Master Plan, jointly funded by the Shire of Morawa and the Regional Airports Development Scheme (RADS), has established a structured plan for the upgrade of the aerodrome. Stage 1 works recommend lengthening, pavement strengthening and then aggregate sealing the main 15/33 runway to dimensions 1500 metre x 30 metre plus construction of apron and landside facilities suitable for General Aviation charter operations up to Code 3C.*

*This project addresses the recommendations and requires a budget of \$2.6 million to complete.*

*This Business Case is for an amount of \$900,000 from Royalties for Region to part fund.*

- *The Shire of Morawa will contribute \$200,000.*
- *Other funding to the value of \$1,500,000 is subject to Department of Regional Development acceptance of revised business cases to reallocate amounts previously approved for two other projects, namely;*
- *SuperTown R4R Solar Thermal project valued at \$500,000, and;*
- *Black Spot Mobile Phone Coverage regional R4R project valued at \$1,000,000.*

*The benefits of the Project are outlined by the following key objectives;*

- *... All weather aircraft operating capability.*
- *... Reliable night landing capability.*
- *... Facilities suitable for aircraft charter operations up to Code 3C, as required for mining/resource workforce movement.*
- *... Aerodrome standards acceptable to CASA and commensurate with expectations of a developed 'Super Town' that enables air transport access to and from Morawa as an alternative to surface travel.*

*The case for the aerodrome upgrade has been established following various community and strategic planning studies undertaken. The Shire has acquitted a range of identified preliminary works on the aerodrome infrastructure to position this major project as contract ready.*

*The Shire of Morawa will be responsible for the preparation of the Tender documents and will ensure specific focus is given to the need for tenderers to maximise local industry and labour hire.*

*It requires no specific approvals to commence. Commissioning approvals at project end from the Civil Aviation Safety Authority (CASA) are required and these will form contract obligations.*

The upgrade of the Morawa Aerodrome as detailed in the Midwest Investment plan is a key infrastructure project and without funding will not proceed.

## **COMMUNITY CONSULTATION**

*Shire of Morawa: Minutes of the Ordinary Meeting of Council held 18th December 2014*

The upgrade of key infrastructure is included in the Shire of Morawa Growth and Implementation Plan and key stakeholders have been consulted regarding the project.

### **COUNCILLOR CONSULTATION**

Council has been consulted on several occasions regarding the project including on site discussion the Morawa Glider Club and private pilots.

### **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*The Local Government Act 1995 (Audit) Regulations Regulation 17*

### **POLICY IMPLICATIONS**

Shire of Morawa Risk Management Policy 3.11 and procedures, Project Management Policy and the Project Management Procedure.

### **FINANCIAL IMPLICATIONS**

*The Morawa Aerodrome Upgrade has a project cost of \$2.6 million, which is derived from an estimate that has been independently prepared as a part of the aerodrome master planning process.*

*The project proponents supporting funding are;*

- *Midwest Investment Plan (Midwest Development Commission) R4R funding, for which this Business Case seeks \$900,000 of funding assistance.*
- *SuperTown Funding Program (Department of Regional Development and Communities) R4R funding. Subject of a separate business case for an amount of \$500,000.*
- *Regional Component (Department of Regional Development and Communities) R4R funding. Subject of a separate business case for an amount of \$1,000,000.*
- *Shire of Morawa community reserve funds, which will be cash and in kind amount of \$200,000.*

*Reallocation of Shire of Morawa regional R4R component funding from the Black Spot Mobile Phone Coverage project and reallocation of funding from the SuperTown R4R Solar Thermal project, combine to the value of \$1.5 million. Two separate business cases for the re-appropriation of the Shire's notionally preserved project funds toward the Morawa aerodrome upgrade project have been prepared.*

*The Shire of Morawa is confident the Project, under contract project management, can be delivered in 2014/15 financial year subject to early confirmation of \$900k release toward this project.*

Further financial implications will include an annual budget allocation for the management of the Aerodrome and cost recovery fees and charges from the users of the aerodrome.

### **STRATEGIC IMPLICATIONS**

The upgrade aerodrome will provide the following strategic outcomes for the region

- all weather aircraft operating capability.
- reliable night landing capabilities (for all users including the Royal Flying Doctor Service).
- facilities suitable for aircraft charter operations up to Code 3C, as required for mining/resource workforce movement.
- aerodrome standards acceptable to CASA and commensurate with expectations of a developed SuperTown that enables air transport access to and from Morawa as an alternative to surface travel.
- regional airport standards commensurate with expectations of a developed regional 'SuperTown' to enable air transport access to and from Morawa as the alternative to surface travel.

### **RISK MANAGEMENT**

The major risk is without Funding the Shire of Morawa could not deliver the strategic outcomes listed

The business case is a vital component of the project and Council could not proceed without the funds.

Risks Management of the project will be followed as detailed by the Risk Management Policy and procedures in conjunction with the Project Management Policy and the Project Management Procedure

### **VOTING REQUIREMENT:**

Simple Majority

### **OFFICER'S RECOMMENDATION**

Council authorises the Chief Executive Officer to be the signatory to sign and submit to the Department of Local Government and Lands, Mid West Development Commission, the

Morawa Business Case Proposal seeking funding of \$900,000 for the Morawa Aerodrome Upgrade from the Royalties for Regions Mid West Investment Plan Funds 2012.

**COUNCIL RESOLUTION**

**Moved: Cr K P Stokes**

**Seconded: Cr D B Collins**

**Council authorises the Chief Executive Officer to be the signatory to sign and submit to the Department of Local Government and Lands, Mid West Development Commission, the Morawa Business Case Proposal seeking funding of \$900,000 for the Morawa Aerodrome Upgrade from the Royalties for Regions Mid West Investment Plan Funds 2012.**

**CARRIED  
7/0**

<b>Date:</b>	<b>18 December 2014</b>
<b>Item No:</b>	<b>7.2.6.5.</b>
<b>Subject:</b>	<b>Morawa Residential Subdivision Balance of Land, Purchase (Lot 9000) Lot 501 and Lot 513 White Avenue, Morawa</b>
<b>Proponent:</b>	<b>Chief Executive Officer</b>
<b>Signature of Officer:</b>	
<b>Signature of CEO:</b>	
<b>File Number:</b>	<b>0543</b>
<b>Voting Requirements:</b>	<b>Absolute Majority</b>
<b>Previous Minute:</b>	<b>6 June 2013</b>

## **SUMMARY**

The purpose of this report is for Council to consider;

- Purchasing Lot 9000 White Avenue from the Western Australian Land Authority trading as Landcorp for \$1.00. Lot 9000 is the residual balance of the residential subdivision land on Lot 501 and 513 White Avenue Morawa
- Authorise the Shire of Morawa President and Chief Executive Officer to be signatories on the documentation for the purchase of Lot 9000 White Avenue.

## **DECLARATION OF INTEREST**

Nil

## **ATTACHMENTS**

Correspondence from Landcorp requesting the consideration  
Letter of Contact for the sale  
Final residential subdivision diagram included in the contract of sale

## **BACKGROUND**

The Shire of Morawa purchased Lot 501 White Avenue in 2008 for a sum of \$114,000 and, Lot 513 White Avenue for the sum of \$90,000 in 2009 for future residential development.

The subdivision of residential land in Morawa was cost prohibitive to Council hence Landcorp were approached through a submitted expression of interest to develop a residential subdivision in White Avenue. The land was then sold to Landcorp for a minimal sum to enable a subdivision of the land to take place.

Landcorp carried out a feasibility study to development Lot 501 White Avenue with a realigned boundary for a staged 31 lot subdivision with further subdivision to 'piggyback' onto the existing land. The first stage of the development is 8 fully serviced blocks on White Avenue which were constructed and completed in June 2014.

## **OFFICER'S COMMENT**

*Shire of Morawa: Minutes of the Ordinary Meeting of Council held 18th December 2014*

Council's officers, Council and Landcorp staff considered several options for the development of the land and the Western Australia Planning Commission set the conditions detailing the size and location of the proposed subdivision.

Funding for the development was met by Landcorp and any budget shortfall from the sale of the land coming from the Department of Regional Development and Lands Assistance program. The average price to develop a residential fully serviced lot in Morawa is between \$90,000- \$100,000. Landcorp are proposing to sell the developed lots on White Avenue at a proposed price of \$40,000.

Costs associated with the development of residential land were kept to a minimum through Council agreeing to sell the undeveloped land at a minimal nominated rate to Landcorp

In June 2013 council resolved to sell the land to Land Corp with conditions which include any balance of land of Lots 501 and Lot 513 would be returned to the Shire of Morawa if Landcorp did not subdivide further land. Landcorp has indicated that there is currently no further funds to progress further subdivision of the land.

The attached Contact of Sale provides for Council retaining the modified Lot 9000 White Avenue which has an area of 4.3194 hectares of land (previously 5.09ha).

Council has the option to develop this land if more residential blocks are required.

### **COMMUNITY CONSULTATION**

Nil

### **COUNCILLOR CONSULTATION**

Nil

### **STATUTORY ENVIRONMENT**

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

### **POLICY IMPLICATIONS**

Nil

### **RISK MANAGEMENT**

The risk for the development of the Land has been met through the due diligence process undertaken by Landcorp and if all land sells in stage one of the subdivision further blocks can be subdivided.



## **FINANCIAL IMPLICATIONS**

The Shire of Morawa agreed purchase of Lot 501 in 2008 for a sum of \$114,000 and in 2009 Lot 513 White Avenue for sale for the sum of \$90,000 has now returned the stage one of subdivision which will provide further economic benefit to the Shire of Morawa through the addition of strategically located land to build new residences in Morawa. The balance Lot 9000 has a current estimated value of \$305,000

## **STRATEGIC IMPLICATIONS**

Any additional land will assist in providing a direction for future residential land development in Morawa.

## **OFFICER RECOMMENDATION**

It is recommended, Council:-

1. Approve the purchase price of one dollar (\$1) as detailed in the sale of contract between the Shire of Morawa and the Western Australia Land Authority Trading as Landcorp for Lot 9000 White Avenue
2. Authorise the Shire of Morawa President and Chief Executive Officer to be signatories to the sale documentation for the purchase of Lot 9000 White Avenue Morawa.

## **COUNCIL RESOLUTION**

**Moved: Cr K P Stokes**

**Seconded: Cr D S Agar**

**Council:-**

- 1. Approve the purchase price of one dollar (\$1) as detailed in the sale of contract between the Shire of Morawa and the Western Australia Land Authority Trading as Landcorp for Lot 9000 White Avenue**
- 2. Authorise the Shire of Morawa President and Chief Executive Officer to be signatories to the sale documentation for the purchase of Lot 9000 White Avenue Morawa.**

**CARRIED  
7/0**

**6.55 pm Cr K J Chappel and Cr M J Thornton retired from the Chambers pertaining to an Interest in the Agenda item 7.2.4.2 Road Dedication Mingenew Morawa Road.**

<b>Date of Meeting:</b>	<b>18 December 2014</b>
<b>Item No:</b>	<b>7.2.6.6</b>
<b>Subject:</b>	<b>Morawa Golf and Bowling Club – Floodlight funding</b>
<b>Date &amp; Author:</b>	<b>11 December 2014 John Roberts</b>
<b>Responsible Officer:</b>	<b>Chief Executive Officer</b>
<b>Applicant/Proponent:</b>	<b>Chief Executive Officer</b>
<b>File Number:</b>	
<b>Previous minute/s &amp; Reference</b>	

### **INTRODUCTION**

The Morawa Golf and Bowling Club is seeking funds to install floodlights to the bowling club greens.

### **BACKGROUND INFORMATION**

The Morawa Golf and Bowling Club (Club) was incorporated in October 1965. This was to reflect the dual use of the club house premises by the two sporting groups.

The Club wishes to install floodlights to the bowling greens. The Club advises that with lighting the greens could be used in the cooler part of the day. This would encourage more participants to take part in the sport in the safer and more conducive conditions.

### **OFFICER'S COMMENT**

An improved facility will:-

- Encourage current members to use the greens on a more regular basis
- Promote junior bowls in the community
- Promote the use of the course to Visitors and Tourists
- Hold sponsored bowls days and corporate events on a regular basis

### **FINANCIAL IMPLICATIONS**

The whole of project cost is estimated at \$25,992 (ex GST) and is broken down into three components-

Shire of Morawa (included in 14/15 budget)	\$6,492
Applicant cash	\$13,000
DSR / CSRFF funding	<u>\$6,500</u>
TOTAL	\$22,992

### **RISK MANAGEMENT**

There is the risk that by not supporting the upgrade of the club facility that the use of the greens may decline. The risk to players exposure to sun and heat is reduced if they are able to play in the cooler parts of the day.

**OFFICERS RECOMMENDATION**

It is recommended that:-

Council Approval is given to support the Morawa Golf and Bowling Club Floodlight funding application, to the Department of Sport and Recreation, formally recording the support of this project in the official Minutes of the Morawa Shire Council.

**COUNCIL RESOLUTION**

**Moved: Cr D S Agar**

**Seconded: Cr D J Coaker**

**Council Approval is given to support the Morawa Golf and Bowling Club Floodlight funding application, to the Department of Sport and Recreation, formally recording the support of this project in the official Minutes of the Morawa Shire Council.**

**CARRIED  
5/0**

**6.57 pm Cr K J Chappel and Cr M J Thornton re-joined the meeting.**

<b>Date of Meeting:</b>	<b>18 December 2014</b>
<b>Item No:</b>	<b>7.2.6.7</b>
<b>Subject:</b>	<b>Shire of Morawa 2013/14 Annual Report</b>
<b>Date &amp; Author:</b>	<b>11 December 2014 John Roberts</b>
<b>Responsible Officer:</b>	<b>Chief Executive Officer</b>
<b>Applicant/Proponent:</b>	<b>Chief Executive Officer</b>
<b>File Number:</b>	<b>0553</b>
<b>Previous minute/s &amp; Reference</b>	

## **SUMMARY**

The 2013/2014 Annual Report is presented to Council for adoption. A copy of the 2013/2014 Annual Report has been provided separately to all Councillors.

## **DECLARATION OF INTEREST**

Nil

## **ATTACHMENTS**

Shire of Morawa 2013/2014 Annual Report

## **BACKGROUND INFORMATION**

Council has an obligation under the Local Government Act 1995 to prepare an Annual Report and to present the report to the community within 56 days of accepting the Annual Report.

There is a requirement to give at least 14 days' public notice of the Annual Electors Meeting.

Council will advertise the meeting in the Geraldton Guardian on the 23<sup>rd</sup> January 2015 for the Electors Meeting to be held on, 5 February 2015 commencing at 6.30 pm after Councils briefing session of that day.

## **OFFICER'S COMMENT**

The Annual Report includes:

- Shire President's Report
- Chief Executive Officers Report
- Statutory Reports
- Freedom of Information Statement
- Audited Financial Statements
- Audit Report

The reports outline activities undertaken during 2013/14 together with the financial position of the Shire of Morawa as at 30<sup>th</sup> June, 2014.

*Shire of Morawa: Minutes of the Ordinary Meeting of Council held 18th December 2014*

**COMMUNITY CONSULTATION**

The community are invited to attend the Annual Electors meeting

**COUNCILLOR CONSULTATION**

Nil

**STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*Local Government (Financial Management) Regulations 1996*

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Nil

**RISK MANAGEMENT**

Nil

**VOTING REQUIREMENT:**

Simple Majority

**OFFICER'S RECOMMENDATION**

It is recommended:-

1. Council adopt the 2013/2014 Annual Report for the Shire of Morawa
2. The Annual Electors Meeting to be held at the Morawa Shire Council Chambers commencing on 5 February, 2015 commencing from 6.30pm.

**COUNCIL RESOLUTION**

**Moved: Cr D B Collins**

**Seconded: Cr D S Carslake**

**It is recommended:-**

- 1. Council adopt the 2013/2014 Annual Report for the Shire of Morawa**
- 2. The Annual Electors Meeting to be held at the Morawa Shire Council Chambers commencing on 5 February, 2015 commencing from 6.30pm.**

**CARRIED  
7/0**

**7.2.6.8 Correspondence**

Nil

**7.2.6.9 Information Bulletin**

Nil

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

**Moved Cr D S Agar  
Seconded Cr D S Carslake**

**To advise Council of a proposed changes to operator of the Morawa Day Care Centre.**

**CARRIED  
7/0**

**SUSPENSION OF STANDING ORDERS**

**Moved Cr D S Carslake  
Seconded Cr M J Thornton**

**That Standing Orders be suspended at 6.56pm**

**CARRIED  
7/0**

Discussion regarding the Day Care building, current operator, survey of facility demand and contractual obligations.

**RESUME STANDING ORDERS**

**Moved Cr D B Collins  
Seconded Cr K P Stokes**

**That Standing Orders be resumed at 7.00pm.**

**CARRIED  
7/0**

<b><i>Date of Meeting:</i></b>	<b>18 December 2014</b>
<b><i>Item No:</i></b>	<b><i>Late Item</i></b>
<b><i>Subject:</i></b>	<b>Day Care</b>
<b><i>Date &amp; Author:</i></b>	<b>17 December 2014 John Roberts</b>
<b><i>Responsible Officer:</i></b>	<b>Chief Executive Officer</b>
<b><i>Applicant/Proponent:</i></b>	<b>Chief Executive Officer John Roberts</b>
<b><i>File Number:</i></b>	<b>Various</b>
<b><i>Previous minute/s &amp; Reference:</i></b>	

### **SUMMARY**

The purpose of this report is to advise Council of a proposed change of operator of the Morawa Day Care Centre.

### **DECLARATION OF INTEREST**

The author has no interest to declare in this report.

### **ATTACHMENTS**

Nil

### **BACKGROUND INFORMATION**

Since January 2014 Kiera Templar has operated the Morawa Day Care Centre from Shire of Morawa premises under the name of Cheeky Little Monkeys. The CEO was advised, on 17<sup>th</sup> December 2014, by Kylie Whitehurst that she wished to take over from Kiera Templar who was leaving Morawa on 19<sup>th</sup> December 2014. Kiera Templar has at no time advised the Shire that she was considering leaving the premises.

Kylie Whitehurst, if successful, would be contracted to work for an Approved Provider, in this instance Bright Stars Family Day Care (owned and operated by the City of Greater Geraldton). The Day Care Centre would operate under the name, Wiggles and Giggles from the Morawa Kids Care building.

### **OFFICER'S COMMENT**

Kylie Whitehurst has requested a contract between herself and the Shire of Morawa regarding the operation of the Day Care Centre. Kylie would like to operate the Day Care Centre from Monday 22 December 2014. Kylie has advised there is a demand for care during January which is traditionally quiet.

An audit of the premises is to be undertaken by Bright Stars to ensure the property complies with Day Care regulations. The Shire will undertake a property inspection at the same time.

Consideration needs to be given in the preparation of appropriate contract documentation, the suitability of the candidate and any financial implications regarding the condition of the buildings and equipment.

**COMMUNITY CONSULTATION**

Nil

**COUNCILLOR CONSULTATION**

Nil

**STATUTORY ENVIRONMENT**

Nil

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

Nil

**RISK MANAGEMENT**

Nil

**VOTING REQUIREMENT:**

Simple Majority



**OFFICER'S RECOMMENDATION**

That Council request the Chief Executive Officer to undertake a review of the Morawa Day Care Centre program, including contractual arrangements, candidate suitability and financial implications.

**COUNCIL RESOLUTION**

**Moved: Cr D S Agar**

**Seconded: Cr D S Carslake**

**That Council request the Chief Executive Officer to undertake a review of the Morawa Day Care Centre program, including contractual arrangements, candidate suitability and financial implications.**

**CARRIED  
7/0**

**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 to Public**

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 7.02 pm**

.....**Presiding Person**

**14. Next Meeting**

The next Ordinary Meeting of Council is scheduled 17th February 2014