



MINUTES FOR THE
ORDINARY COUNCIL MEETING
HELD ON THURSDAY
20TH February 2014



MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBERS ON Thursday 20th February 2014

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1. Declaration of Opening

The Shire President declared that the meeting open at 4.02pm.

1.1 Recording of Those Present

Cr K J Chappel President

Cr D B Collins

Cr D J Coaker

Cr D S Agar

Cr M J Thornton

Cr K P Stokes

Mr S Fletcher

Chief Executive Officer

Mr D Williams

Deputy Chief Executive Office

Mr P Buist

Principal Works Manager

Ms W Gledhill

Manager of Accounting and Finance

1.2 Recording of Apologies

Cr D S Carslake Deputy President

1.3 Recording Leave of Absence Previously Approved

Nil

1.4 Welcoming of Visitors to the Meeting

Mr Andrew Moore was present for the meeting

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.

Nil

4 Confirmation of Minutes of Previous Meeting

4.1 Confirmation of Minutes 19th of December 2013 Ordinary Council Meeting

Moved: Cr K P Stokes

Seconded: Cr D B Collins

That the Minutes item 4.1 19th of December 2013 – Ordinary Council Meeting be confirmed;

**CARRIED
6/0**

5 Public Statements, Petitions, Presentations and Approved Deputations

Nil

6 Method of Dealing with Agenda Business

Nil

7 Reports

7.1 Reports from Committees

Nil

7.2 Reports from the Chief Executive Officer

Date of Meeting:	20 February 2014
Item No:	7.2.1
Subject:	Status Report
Date & Author:	29 January 2014 Sean Fletcher
Responsible Officer:	Chief Executive Officer
Applicant/Proponent:	Chief Executive Officer Sean Fletcher
File Number:	Various
Previous minute/s & Reference:	19 December 2013 (Last Update to Council)

SUMMARY

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

DECLARATION OF INTEREST

The author has no interest to declare in this report.

ATTACHMENTS

Shire of Morawa Febraury 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).

The author stated in the November 2013 Status Report that the Status Report is not listed in the Standing Orders. In the December update to Council, the author advised this report was moved from Section 5 of the Agenda and located within Section 7.2 which is for reports from the Chief Executive Officer as per the Standing Orders. In due course, the Status Report will be moved to the Information Bulletin

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 February 2014 Status Report submitted by the Chief Executive Officer.

COUNCIL RESOLUTION

Moved: Cr D S Agar

Seconded: Cr M J Thornton

Council accepts the Shire of Morawa February 2014 Status Report submitted by the Chief Executive Officer.

CARRIED

6/0

7.2.2 Manager Finance and Accounting

Date of Meeting:	20th February 2014
Item No:	7.2.2.1
Subject:	Accounts Due for Payment
Date & Author:	30/01/2014 Jenny Mutter
Responsible Officer:	Finance Officer
Applicant/Proponent:	
File Number:	ADM 0135
Previous minute/s & Reference:	

SUMMARY

A list of accounts is attached for all payments made for the month of December 2013.

DECLARATION OF INTEREST

Nil

ATTACHMENTS

List of accounts Due & Submitted to council February 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 off accounts paid by the CEO is to 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 EFT5767 to EFT5871 inclusive, amounting to \$389,453.01;
- Municipal Cheque Payments numbered 11009 to 11041 totalling \$105,913.12;
- Municipal Direct Debit Payments Numbers DD3574.1, DD3576.1, DD3578.1, DD3580.1, DD3582.11, DD3584.1, DD3586.1, DD3588.1 & DD3603.1 amounting to \$12,873.67;
- Payroll for December 2013
04/12/2013 - \$46,704.71
18/12/2013 - \$49,046.48

Be endorsed.

COUNCIL RESOLUTION

Moved: Cr K P Stokes

Seconded: Cr M J Thornton

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

- **Municipal EFT Payment Numbers EFT5767 to EFT5871 inclusive, amounting to \$389,453.01;**
- **Municipal Cheque Payments numbered 11009 to 11041 totalling \$105,913.12;**
- **Municipal Direct Debit Payments Numbers DD3574.1, DD3576.1, DD3578.1, DD3580.1, DD3582.11, DD3584.1, DD3586.1, DD3588.1 & DD3603.1 amounting to \$12,873.67;**
- **Payroll for December 2013**
04/12/2013 - \$46,704.71
18/12/2013 - \$49,046.48

Be endorsed.

CARRIED
6/0

Meeting Date:	20 February, 2014
Item No	7.2.2.2
Subject:	Reconciliations December 2013
Date & Author:	30/1/14 – Fred Gledhill
Responsible Officer:	Fred Gledhill/Jenny Mutter
Proponent:	Manager Accounting & Finance
File No:	ADM 0189
Voting Requirements:	Simple Majority

SUMMARY

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

DECLARATION OF INTEREST

Nil

ATTACHMENTS

Nil

BACKGROUND INFORMATION

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

OFFICER'S COMMENT

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

BANK BALANCES

The Bank Balances as at 31st December, 2013:-

- Municipal Account #	\$691,213.20
- Trust Account	\$ 17,804.21
- Business Telenet Saver (Reserve)	\$5,504,032.39
- WA Treasury O/Night Facility (Super Towns)	\$2,832,858.45

BANK RECONCILIATION BALANCES

The Bank Reconciliation Balances for 31st December, 2013 with a comparison for 31st December, 2012 is as follows:

	2013	2012
Municipal Account #	\$691,213.20	\$231,889.08
Trust Account	\$17,804.21	\$15,789.17
Reserve Account	\$8,336,890.84	\$11,078,197.16

RESERVE ACCOUNT

The Reserve Funds of \$8,336,890.84 as at 31st December, 2013 were invested in:-

- Bank of Western Australia \$5,504,032.39 in the Business Telenet Saver Account and
- \$2,832,858.45 with WA Treasury O/Night Facility.

Breakdown for December 2013 with a comparison for December 2012 is as follows:-

	2013	2012
Sports Complex Upgrade Reserve	\$380,624.59	\$864,444.96
Land & Building Reserve	\$4,961.33	\$4,832.74
Plant Reserve	\$660,933.69	\$621,293.92
Leave Reserve	\$129,324.18	\$186,031.56
Economic Development Reserve	\$102,185.83	\$99,537.39
Sewerage Reserve	\$42,284.21	\$486,598.88
Unspent Grants & Contributions Reserve	\$211,947.69	\$236,766.60
Community Development Reserve	\$1,539,274.79	\$2,567,871.04
Water Waste Management Reserve	\$0.00	\$67,121.32
Future Funds Reserve	\$2,082,713.47	\$2,028,733.45
Morawa Community Trust Reserve	\$24,371.45	\$59,656.69
Aged Care Units Reserve	\$8,536.22	\$364,671.10
Transfer Station Reserve	\$316,874.94	\$335,117.85
S/Towns Revitalisation Reserve	\$2,311,666.09	\$2,647,069.86
ST Solar Thermal Power Station Reserve	\$521,192.36	\$508,449.20
Total	\$8,336,890.84	\$11,078,197.16

TRANSFER OF FUNDS

- \$10,000 from Morawa Community Trust Reserve to Municipal Fund on 14 August, 2013 – Tennis Club lights.
- \$800,000 from Community Development Reserve to Municipal Fund on 15 August, 2013 – Sportsground Complex upgrade.
- \$400,000 from SuperTowns Revitalisation Reserve to Municipal Fund on 27th September, 2013- Project Plans and Management for Town Centre.
- \$12,500 from Municipal Fund to Community Development Reserve on 11th October, 2013-Sale of Fines

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 31st December, 2013 be received.

COUNCIL RESOLUTION

Moved: Cr M J Thornton

Seconded: Cr D S Agar

It is recommended that the bank reconciliation report for 31st December, 2013 be received.

**CARRIED
6/0**

Meeting Date:	20th February, 2014
Item No	7.2.2.3
Subject:	Monthly Financial Statements
Date & Author:	31/01/13 – Fred Gledhill
Responsible Officer:	Manager Accounting & Finance
Applicant/Proponent:	
File No:	
Voting Requirements:	Simple Majority

SUMMARY

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

DECLARATION OF INTEREST

Nil

ATTACHMENTS

The December Monthly Financial Activity Report/Variance Report and a copy of the schedules pertaining to Councils operations is provided under separate.

BACKGROUND INFORMATION

OFFICER'S COMMENT

Asset Depreciation Costs have now been allocated and are included in the December Financial Activity Statement.

STATUTORY ENVIRONMENT

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

FINANCIAL IMPLICATIONS

As presented

STRATEGIC IMPLICATIONS

Nil

RISK MANAGEMENT

OFFICER'S RECOMMENDATION

It is recommended that Council receive the Statement of Financial Activity Report and the variance report for December, 2013.

COUNCIL RESOLUTION

Moved: Cr K P Stokes

Seconded: Cr D J Coaker

It is recommended that Council receive the Statement of Financial Activity Report and the variance report for December, 2013.

CARRIED

6/0

Meeting Date:	20 February, 2014
Item No	7.2.2.4
Subject:	Reconciliations January 2014
Date & Author:	30/1/14 – Fred Gledhill
Responsible Officer:	Fred Gledhill/Jenny Mutter
Proponent:	Manager Accounting & Finance
File No:	ADM 0189
Voting Requirements:	Simple Majority

SUMMARY

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

DECLARATION OF INTEREST

Nil

ATTACHMENTS

Nil

BACKGROUND INFORMATION

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

OFFICER'S COMMENT

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

BANK BALANCES

The Bank Balances as at 31st January, 2014:-

- Municipal Account #	\$479,741.61
- Trust Account	\$ 17,804.21
- Business Telenet Saver (Reserve)	\$5,504,032.39
- WA Treasury O/Night Facility (Super Towns)	\$2,832,858.45

BANK RECONCILIATION BALANCES

The Bank Reconciliation Balances for 31st January, 2014 with a comparison for 31st January, 2013 is as follows:

	2014	2013
Municipal Account #	\$479,741.61	\$231,889.08

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Reserve Account	\$8,336,890.84	\$11,078,197.16

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Sewerage Reserve	\$42,284.21	\$486,598.88
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Future Funds Reserve	\$2,082,713.47	\$2,028,733.45
Morawa Community Trust Reserve	\$24,371.45	\$59,656.69
Aged Care Units Reserve	\$8,536.22	\$364,671.10
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S/Towns Revitalisation Reserve	\$2,311,666.09	\$2,647,069.86
ST Solar Thermal Power Station Reserve	\$521,192.36	\$508,449.20
Total	\$8,336,890.84	\$11,078,197.16

TRANSFER OF FUNDS

- \$10,000 from Morawa Community Trust Reserve to Municipal Fund on 14 August, 2013 – Tennis Club lights.
- \$800,000 from Community Development Reserve to Municipal Fund on 15 August, 2013 – Sportsground Complex upgrade.
- \$400,000 from SuperTowns Revitalisation Reserve to Municipal Fund on 27th September, 2013- Project Plans and Management for Town Centre.
- \$12,500 from Municipal Fund to Community Development Reserve on 11th October, 2013-Sale of Fines

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 31st January 2014 be received.

COUNCIL RESOLUTION

Moved: Cr D S Agar

Seconded: Cr D B Collins

It is recommended that the bank reconciliation report for 31st January 2014 be received

**CARRIED
6/0**

Meeting Date:	20th February, 2014
Item No	7.2.2.5
Subject:	Monthly Financial Statements
Date & Author:	5/2/14 – Fred Gledhill
Responsible Officer:	Manager Accounting & Finance
Applicant/Proponent:	
File No:	
Voting Requirements:	Simple Majority

SUMMARY

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

DECLARATION OF INTEREST

Nil

ATTACHMENTS

The January Monthly Financial Activity Report/Variance Report and a copy of the schedules pertaining to Councils operations is provided under separate.

BACKGROUND INFORMATION

OFFICER'S COMMENT

Asset Depreciation Costs have now been allocated and are included in the January Financial Activity Statement.

STATUTORY ENVIRONMENT

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

FINANCIAL IMPLICATIONS

As presented

STRATEGIC IMPLICATIONS

Nil

RISK MANAGEMENT

OFFICER'S RECOMMENDATION

It is recommended that Council receive the Statement of Financial Activity Report and the variance report for January, 2014.

COUNCIL RESOLUTION

Moved: Cr M J Thornton

Seconded: Cr D S Agar

It is recommended that Council receive the Statement of Financial Activity Report and the variance report for January, 2014.

CARRIED

6/0

Date of Meeting: 20 February 2014
Item No: 7.2.2.6
Subject: Shire of Morawa 2012/13 Annual Report
Date & Author: 13 January 2014 David Williams

Responsible Officer: David Williams Deputy Chief Executive Officer

Applicant/Proponent: David Williams

File Number: Adm: 0553

Previous minute/s & Reference

SUMMARY

The 2012/2013 Annual Report is presented to Council for adoption. A copy of the 2012/2013 Annual Report has been provided separately to all Councillors.

DECLARATION OF INTEREST

Nil

ATTACHMENTS

Shire of Morawa 2012/2013 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 26th February 2014 for the Electors Meeting to be held on, 20th March 2014 commencing at 5.30 pm after Councils ordinary meeting 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 2012/13 together with the financial position of the Shire of Morawa as at 30th June, 2013.

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

All costs associated with the transfer are to be at nil cost to Council and Council asset register will be updated to have the asset removed.

STRATEGIC IMPLICATIONS

Maintain Shire assets in accordance to Shire Asset Management Plan as detailed in the Shire of Morawa Community Strategic Plan 1.7.4

RISK MANAGEMENT

Nil

VOTING REQUIREMENT:

Simple Majority

OFFICER'S RECOMMENDATION

It is recommended:-

1. Council adopt the 2012/2013 Annual Report for the Shire of Morawa
2. The Annual Electors Meeting be held at the Morawa Shire Council Chambers commencing on 20th of March, 2014 commencing from 5.30pm.

COUNCIL RESOLUTION

Moved: Cr D J Coaker

Seconded: Cr D S Agar

It is recommended:-

1. Council adopt the 2012/2013 Annual Report for the Shire of Morawa
2. The Annual Electors Meeting be held at the Morawa Shire Council Chambers commencing on 20th of March, 2014 commencing from 5.30pm.

CARRIED
6/0

Cr K Chappel requested standing orders be suspended to discuss item 7.2.2.7

COUNCILLORS PRESENT

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

COUNCIL RESOLUTION

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

That as per the Shire of Morawa Standing Orders Local Law 2011 Clause 17.1 Standing Orders be suspended at 4.31 pm in order that Council better informs itself of the matters before it regarding item 7.2.2.7

CARRIED
6/0

COUNCILLORS PRESENT

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

COUNCIL RESOLUTION

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

Standing Orders be resumed at 16:43 pm and item 7.2.2.7 could be resolved with a amendment to the officers recommendation

CARRIED
6/0

Meeting Date:	20th February, 2014
Item No:	7.2.2.7
Subject:	Shire of Morawa 2013/14 Financial Year Budget Review
Date & Author:	13/02/2014 -Manager Accounting & Finance
Applicant/Proponent:	
File Number:	
Voting Requirements	Absolute majority

INTRODUCTION

The purpose of this report is for Council to formally consider the 2013/14 Budget Review prior to forwarding to the Department of Local Government and Communities.

ATTACHMENTS

- Shire of Morawa Reports on Budget Variances Greater than 10% and \$10,000.
- A Statement of Financial Activity (Projected), Statement of Net Current Assets (Projected), Statement of Reserve Funds (Projected), Statement of Borrowings (Projected) Statement of Capital Acquisitions (Projected) and a Statement of Assets Disposed (Projected) for the period 1 July 2013 to 30 June 2014
- Shire of Morawa 2013/14 Budget Review Financial Statements based on the January 2014 Financials.

BACKGROUND INFORMATION

The Local Government Act 1995 requires local governments to conduct an annual budget review between 1 January and 31 March each year. The outcome of the review is to be submitted to Council within 30 days of its completion. Council is then required to consider the outcome of the review submitted to it and is required to determine (by Absolute Majority) whether or not to adopt the review, any parts of the review or any recommendations made in the review.

A copy of the review and determination is to be provided to the Department within 30 days of council making its determination.

OFFICER'S COMMENT

A budget review has been conducted with the assistance of Local Government Consultant, Bob Waddell, in conjunction with the CEO, Principal Works Supervisor and Project Officer.

The actual year-to-date figures for each account for January 2014 have been projected to the end of the financial year and have been compared to the annual budget figures.

Material variances have been flagged on the Statement of Financial Activity (Projected), in accordance with Council's policy which states that all actual variances exceeding 10% of budget and \$10,000 (both need to be breached) must be reported.

The attached Budget Variances report describes the major variances as reflected between the original adopted budget and the budget review.

Budget Impact

The net effect of projected income and expenditure to 30 June 2014 is that Council is expected to have a reasonable small deficit of \$2,867 from this year's operations. It is believed that this deficit can be controlled.

STATUTORY ENVIRONMENT

Financial Management Regulation 33A – Review of Budget

- (1) Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the Council.
- (3) A council is to consider a review submitted to it and is to determine * whether or not to adopt the review, any parts of the review or any recommendations made in the review.* **Absolute majority required.**

Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

POLICY IMPLICATIONS

In accordance with section 34(5) of the Local Government (Financial Management) Regulations 1996 Council has adopted the following materiality thresholds:

- Actual variances up to 5% of budget: Don't report
- Actual variances up to 10% of budget: Use management discretion
- Actual variances exceeding 10% of budget
And a value greater than \$10,000 Must be reported

FINANCIAL IMPLICATIONS

The Shire of Morawa 2013/14 Budget Review outcome is that Council is expected to have a reasonable small deficit of approximately \$2,867 from this financial years operations. It is believe that this deficit can be controlled in every day activities.

STRATEGIC IMPLICATIONS

Nil

RISK MANAGEMENT

A budget review process provides an excellent basis for taking stock of current trends and movements in the financial affairs of a business as a means of projecting the likely financial outcome at financial year end. This then enables management to introduce measures to ensure that the desired financial result is achieved.

OFFICER'S RECOMMENDATION

1. **Council adopts the Shire of Morawa 2013/14 Annual Budget Review comprising the Statement of Financial Activity (Projected), Statement of Net Current Assets (Projected), Statement of Reserve Funds (Projected), Statement of Borrowings (Projected) Statement of Capital Acquisitions (Projected) and a Statement of Assets Disposed (Projected).**

2. **Funds amounting to \$260,000 from the Community Development Reserve are not to be utilised to fund the swimming pool upgrade.**
3. **The Chief Executive officer is to inquire into the possibility of the swimming pool upgrade funding to be provided for by means of a Western Australian Treasury Loan.**

COUNCIL RESOLUTION

Moved: Cr D J Coaker

Seconded: Cr K P Stokes

1. **Council adopts the Shire of Morawa 2013/14 Annual Budget Review comprising the Statement of Financial Activity (Projected), Statement of Net Current Assets (Projected), Statement of Reserve Funds (Projected), Statement of Borrowings (Projected) Statement of Capital Acquisitions (Projected) and a Statement of Assets Disposed (Projected).**
2. **Funds amounting to \$260,000 from the Community Development Reserve are not to be utilised to fund the swimming pool upgrade.**
3. **The Chief Executive officer is to inquire into the possibility of the swimming pool upgrade funding to be provided for by means of a Western Australian Treasury Loan.**

CARRIED BY ABSOLUTE MAJORITY

6/0

Date of Meeting:	20th February 2014
Item No:	7.2.2.8
Subject:	Accounts Due for Payment
Date & Author:	06/02/2014 Jenny Mutter
Responsible Officer:	Finance Officer
Applicant/Proponent:	
File Number:	ADM 0135
Previous minute/s & Reference:	

SUMMARY

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

DECLARATION OF INTEREST

Nil

ATTACHMENTS

List of accounts Due & Submitted to council February 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 EFT4841 to EFT5928 inclusive, amounting to \$445,496.81;
- Municipal Cheque Payments numbered 11028 to 11060 totalling \$22,170.15;
- Municipal Direct Debit Payments Numbers DD3610.1, DD3612.1, DD3614.1, DD3616.1, DD3618.1, DD3620.1 & DD3622.1 amounting to \$9,792.87;
- Payroll for January 2014
15/01/2014 - \$49,561.80
29/01/2014 - \$50,596.50

Be endorsed.

COUNCIL RESOLUTION

Moved: Cr D B Collins

Seconded: Cr D J Coaker

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

- **Municipal EFT Payment Numbers EFT4841 to EFT5928 inclusive, amounting to \$445,496.81;**
- **Municipal Cheque Payments numbered 11028 to 11060 totalling \$22,170.15;**
- **Municipal Direct Debit Payments Numbers DD3610.1, DD3612.1, DD3614.1, DD3616.1, DD3618.1, DD3620.1 & DD3622.1 amounting to \$9,792.87;**
- **Payroll for January 2014**
15/01/2014 - \$49,561.80
29/01/2014 - \$50,596.50

Be endorsed.

CARRIED
6/0

7.2.3 Community Youth Development Officer

Nil

7.2.4 Project Officer

Date of Meeting:	20 February 2014
Item No:	7.2.4.1
Subject:	Morawa SuperTown Parallel Freight Alignment Road Project Award of Tender
Date & Author:	10 February 2014, John Elliot (Project Officer)
Applicant/ Proponent:	Shire of Morawa
File Number:	
Previous Minute/s and Reference:	Shire of Morawa Council Meeting Minutes 25th September 2012 and 21st March 2013

SUMMARY

The purpose of this report is for Council to approve WBHO Civil as the successful tender for provision of services to construct the SuperTown Parallel Freight Alignment Road Freight Project located in Morawa.

DECLARATION OF INTEREST

Author of report has no declaration of interest.

ATTACHMENTS

Attachment 1- Final tender report provided by Porter Engineering

BACKGROUND INFORMATION

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

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

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

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

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

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

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

Porters Engineers have been engaged by the Shire of Morawa to complete the tender process associated with the construction of the parallel freight alignment in accordance with Section 3.57 of the Local Government Act 1995 and the Local Government (Functions and General) Regulations.

OFFICER'S COMMENT

Tenders were advertised in state, regional and local newspapers on the 19th, 21st and 24th of October 2013 and closed on the 12th November 2013.

There were five tenders received which have been scrutinised and weighted by Porter Engineering and a detailed tender report submitted for Council consideration.

The Table below summarises the assessment scores and ranking.

Company	Price (T)	Resources (10%)	Management & Safety (15%)	Relevant Experience (25%)	Price (50%)	Score	Rank
WBHO Civil	\$2,032,569.63	5	5	5	4.0	90.5	1
Curnow Group	\$2,281,070.75	3	4	4	3.6	74.2	2
Brierty	\$2,942,202.04	5	4	5	2.5	72.0	3
Central Earthmoving	\$3,036,445.64	5	4	4	2.3	65.4	4
4M Civil	\$3,051,760.00	2	3	3	2.3	51.1	5

The report provides support for the lower priced tender which also had the best scores regarding resources, management and safety and relevant experience.

Two tenders are within the current budget for the construction to proceed including WBHO Civil at \$2,032,569.63 and Curnow Group at \$2,281,070.75.

Porter Engineers Tender report and completion of the tender process has been provided in accordance with the legislative requirements for tendering and as such Shire officers have noted the advice in the provided report and would recommend Council resolve to accept the WBHO Civil tender price.

COMMUNITY CONSULTATION

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

COUNCILLOR CONSULTATION

Shire of Morawa Councillors have been involved in a range of presentation and workshops associated with the development and design of the Parallel Freight Alignment Road project.

STATUTORY ENVIRONMENT

Local Government Act 1995 and the Local Government (Functions and General) Regulations 1996 require projects over \$100,000 to be tendered and advertised.

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

POLICY IMPLICATIONS

Nil.

FINANCIAL IMPLICATIONS

On the 31st May 2012, the Shire of Morawa was awarded \$3,000,000 in SuperTown Development Project funding to plan and initiate the development of the Morawa Town Revitalisation Project.

Stages one and two are currently progressing utilising SuperTowns funding. Additional funding has also been granted via the Mid West Investment Plan to assist in some of the critical infrastructure works associated with this project including repositioning services and drainage. \$2,536,000 has also been committed from the Mid West Development Commission (MWDC) Board.

The project would be fully funded under the current funding arrangements.

STRATEGIC IMPLICATIONS

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

Project 26 Main Street Project

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

The construction of the freight realignment will meet a key project objective of this project.

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

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

Improved and well maintained community, recreational and civic infrastructure.

RISK MANAGEMENT

The tender process accords with the Local Government Act 1995 and the Local Government (Functions and General) Regulations 1996 which require projects over \$100,000 to be tendered and advertised.

The Morawa SuperTown Financial Assistance Agreement states that the Shire of Morawa bears the sole risk for any project cost overruns. This risk will be largely mitigated through the negotiation of a fixed price contract for construction of the Parallel Freight Alignment Road.

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

Delivery of the project and safety issues will be dealt with through the project manager and council officers.

In accordance with section 56 of the Land Administration Act 1997, local governments and Main Road Western Australia may request the dedication of land to become a public road reserve. This process is currently being completed in relation to the Parallel Freight Alignment route.

VOTING REQUIREMENT:

Absolute majority.

OFFICER'S RECOMMENDATION

1. In accordance with Regulation 18 of the Local Government (Functions and General) Regulations 1996 Council approve WBHO Civil as the successful tender for provision of services to construct the SuperTown Parallel Freight Alignment Road Project located in Morawa (Tender No 03/2013).
2. In accordance with Regulation 18 of the Local Government (Functions and General) Regulations 1996 WBHO Civil total price \$2,032,569.63 (GST Exclusive) is approved by Council as the successful tender price for construction of the SuperTown Parallel Freight Alignment Road Project (Tender No 03/2013)

COUNCIL RESOLUTION

Moved: Cr K P Stokes

Seconded: Cr M J Thornton

1. **In accordance with Regulation 18 of the Local Government (Functions and General) Regulations 1996 Council approve WBHO Civil as the successful tender for provision of services to construct the SuperTown Parallel Freight Alignment Road Project located in Morawa (Tender No 03/2013).**
2. **In accordance with Regulation 18 of the Local Government (Functions and General) Regulations 1996 WBHO Civil total price \$2,032,569.63 (GST Exclusive) is approved by Council as the successful tender price for construction of the SuperTown Parallel Freight Alignment Road Project (Tender No 03/2013)**

**CARRIED
6/0**

7.2.5 Deputy Chief Executive Officer

Date of Meeting:	20th February 2014
Item No:	7.2.5.1
Subject:	Salvage Rights Morawa Landfill Jones Lake Road Shire of Morawa
Date & Author:	David Williams, DCEO
Responsible Officer:	David Williams DCEO
Applicant/Proponent:	David Williams DCEO
File Number:	Adm: 0058
Previous minute/s & Reference:	

SUMMARY

The purpose of this report is for Council to consider seeking expressions of interest for salvage rights at the Morawa landfill.

DECLARATION OF INTEREST

Nil

ATTACHMENTS

Nil

BACKGROUND INFORMATION

The Shire of Morawa is currently in the process of building a waste transfer station at the existing Morawa landfill site located on Jones-Lake Road south of the Morawa town-site. Funding has been allocated from the 2011 -2012(\$358,000) Country Local Government Fund local component for the transfer station.

It is anticipated that once the transfer station is complete the site will be opened at restricted times, fenced and locked, which will restrict access to the site, preventing waste being removed.

One of the key strategies for the transfer station is to include a recycling and waste minimisation programme through the construction of a recycling compound.

OFFICER'S COMMENT

The Shire of Morawa Health Local Law 2004 prescribes the following;

4.15. Removal from Refuse Disposal Site

- (1) A person shall not remove any rubbish or refuse from a refuse disposal site without the written approval of the Local Government.*
- (2) A person who obtains approval from the Local Government shall comply with any conditions imposed by the Local Government and set out in the approval.*

4.16. Removal of Rubbish from Premises or Receptacle

- (1) *A person shall not remove any rubbish or refuse from premises unless that person is*
- (a) *the owner or occupier of the premises;*
 - (b) *authorised to do so by the owner or occupier of the premises; or*
 - (c) *authorised in writing to do so by the Local Government.*
- (2) *A person shall not, without the approval of the Local Government or the owner of a receptacle, remove any rubbish or refuse from the receptacle or other container provided for the use of the general public in a public place.*

Hence without Local Government approval waste deposited at the Morawa landfill must remain where it is deposited. Approval conditions could allow for an approved person to operate a recycling depot and remove the waste from the site.

To be consistent with local government legislation, expressions of interest could be sought offering salvage rights and operation of the compound at the site.

Consideration can be given granting approval for a set time and monitor the activity of recycling and salvage at the site which could result in the material currently remaining at the site.

Approval once given by Council will provide a way forward towards improving waste recovery and recycling at the site which is controlled and not brought back into the town.

COMMUNITY CONSULTATION

Advertising seeking expressions of interest or offer salvaging rights would obtain community feedback

COUNCILLOR CONSULTATION

Nil

STATUTORY ENVIRONMENT

Health Act 1991

The Shire of Morawa Health Local Law 2004

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Cost of building a compound at the Morawa landfill is estimated at \$6000 and can be budgeted for from the CLGF component. Costing's for legal and actioning a non-compliance with a notice issued under the act could be greater.

STRATEGIC IMPLICATIONS

The structure of the facility is supported through the Community Strategic Plan 2.4.1 and the Shire of Morawa Corporate Business Plan.

RISK MANAGEMENT

The risk from inaction is the amount of waste currently being transferred will continue to grow within the town site.

VOTING REQUIREMENT:

Simple Majority

OFFICER'S RECOMMENDATION

It is recommended:-

1. Council authorise the Chief Executive Officer to advertise seeking expressions of interest offering salvage rights at the Morawa Landfill.
2. Council authorise the Chief Executive Officer to include the following in the expression of interest:
 - Hours of Operation for the salvage to occur: 8:00am to 6:00pm 7 days a week
 - Type of material to be salvaged: Inert material only(Non Putrescible)
 - Time frame for the rights of salvage ie one year trial
 - Location and size of a storage area for salvaged material: one area 10 metre x 10 metre.
 - When the salvage material is to be removed: Material must be removed on a regular basis to the satisfaction of the Chief Executive Officer

COUNCIL RESOLUTION

Moved: Cr D B Collins

Seconded: Cr D S Agar

It is recommended:-

1. Council authorise the Chief Executive Officer to advertise seeking expressions of interest offering salvage rights at the Morawa Landfill.
2. Council authorise the Chief Executive Officer to include the following in the expression of interest:
 - Hours of Operation for the salvage to occur: 8:00am to 6:00pm 7 days a week
 - Type of material to be salvaged: Inert material only(Non Putrescible)
 - Time frame for the rights of salvage ie one year trial
 - Location and size of a storage area for salvaged material: one area 10 metre x 10 metre.
 - When the salvage material is to be removed: Material must be removed on a regular basis to the satisfaction of the Chief Executive Officer

MOTION LOST

0/6

Date of Meeting:	20 February 2014
Item No:	7.2.5.2
Subject:	Transfer of the Special Broadcasting Services (SBS) equipment and asset to the Special Broadcasting Services
Date & Author:	13 January 2014 David Williams
Responsible Officer:	David Williams Deputy Chief Executive Officer
Applicant/Proponent:	David Williams
File Number:	Adm: 0553
Previous minute/s & Reference:	July 2009

SUMMARY

The purpose of this report is for Council to approve the transfer of the Special Broadcasting Services (SBS) equipment and asset to the Special Broadcasting Services.

DECLARATION OF INTEREST

Nil

ATTACHMENTS

Letter of request from SBS

BACKGROUND INFORMATION

The Shire of Morawa has received a request from the Special Broadcasting Services offering to take responsibility for the full funding operation and maintenance of the SBS operated by the Shire of Morawa(letter attached).

The Shire of Morawa in 2009 was the beneficiary of an Australian Government grant for the sum of \$30,000 (including GST) from SBS Television, \$50,000 from Landcorp and an additional \$7,581 from the Morawa Community Trust for the purposes of establishing a SBS television and radio service for Morawa. The installation is at the Mount Campbell Site at to the west of Morawa. SBS is a Commonwealth of Australia entity.

Council's officers are responsible to ensure the equipment receives regular maintenance upgrades and renewal of all licences to ensure continuous transmission.

Another upgrade is scheduled in the near future.

The total net book value of the asset is currently \$45,000

OFFICER'S COMMENT

Discussions have been held with SBS to obtain reassurance that the transfer of the asset will not reduce services or be of a cost to Council. SBS have provided the following feedback;

Further to our discussions so far and our letter to you in November, I wanted to clarify a few points.

Firstly I want to make it clear that Government has agreed to provide additional funding to SBS in order to run the Morawa service on a permanent basis. Should you agree, Morawa SBS DTV will become a normal part of the SBS network and will be provided as any other part of our network.

In response to your other queries, you may find the following helpful in preparing your Council agenda item:

- *This service was originally set up using both Council money and a Government Grant (administered by SBS). There is no additional funding to purchase equipment or refund capital investments.*
- *There is intended to be no cost to councils for the transfer.*
- *SBS is keen to maintain and expand our viewer base and will treat Morawa as a normal SBS DTV service. This means limiting outage time (occasionally required for maintenance) both during the transfer and after. There will be no period of reduced service due to the transfer of ownership.*
- *Broadcast Australia is SBS's service provider. They own and operate other SBS transmission equipment and, should you agree, will be contracted to do the same for the Morawa service.*
- *Broadcast Australia will be responsible for establishing arrangements with the site owning, who I understand from you is WIN / GWN, including site access and access to the shared antenna system.*

I trust this will assist with Council's decision on the matter.

Council are required under *section 6.4 on the Local Government Act 1995 6.4.(2) and the Local Government (Financial Management) Regulations 1996 r. 36 2* to include in the annual financial report the disposals of assets.

Council resolving to transfer the asset will satisfy this requirement.

COMMUNITY CONSULTATION

Nil

COUNCILLOR CONSULTATION

Nil

STATUTORY ENVIRONMENT

Section 6.4 on the Local Government Act 1995 6.4.(2) and the Local Government (Financial Management) Regulations 1996 r. 36 2

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

All costs associated with the transfer are to be at nil cost to Council and Council asset register will be updated to have the asset removed. The value of the equipment is currently \$45,000 with up to \$3000 per annum is maintenance, licencing and service costs. The equipment will need upgrading by SBS in the future which if not transferred would be an additional cost to Council.

STRATEGIC IMPLICATIONS

Maintain Shire assets in accordance to Shire Asset Management Plan as detailed in the Shire of Morawa Community Strategic Plan 1.7.4

RISK MANAGEMENT

Nil

VOTING REQUIREMENT:

Simple Majority

OFFICER'S RECOMMENDATION

It is recommended:-

Council resolve;

1. To accept the offer from Special Broadcasting Services to transition this service and asset to a fully funded SBS project.
2. Council is satisfied that under *Section 6.4 on the Local Government Act 1995 6.4.(2) and the Local Government (Financial Management) Regulations 1996 r. 36 .2*, the asset reporting requirements have been adhered to and actioned for the removal of the Special Broadcasting Services (SBS) equipment and asset from the asset register.

COUNCIL RESOLUTION

Moved: Cr K P Stokes

Seconded: Cr D B Collins

It is recommended:-

Council resolve;

- 1. To accept the offer from Special Broadcasting Services to transition this service and asset to a fully funded SBS project.**
- 2. Council is satisfied that under *Section 6.4 on the Local Government Act 1995 6.4.(2) and the Local Government (Financial Management) Regulations 1996 r. 36 .2*, the asset reporting requirements have been adhered to and actioned for the removal of the Special Broadcasting Services (SBS) equipment and asset from the asset register.**

CARRIED

6/0

Date of Meeting:	20 February 2014
Item No:	7.5.2.3
Subject:	Shire of Morawa Financial Hardship Policy 3.9 for Water Services
Date & Author:	28 January 2014 David Williams
Responsible Officer:	Deputy Chief Executive Officer
Applicant/Proponent:	David Williams
File Number:	Adm:00276
Previous minute/s & Reference:	July 2009

SUMMARY

The purpose of this report is for Council to endorse The Shire of Morawa Financial Hardship Policy February 2014.

DECLARATION OF INTEREST

Nil

ATTACHMENTS

Shire of Morawa Financial hardship Policy 3.9 February 2014.

BACKGROUND INFORMATION

The Shire of Morawa owns and operates the Morawa Waste Water Treatment Plant (WWTP) for the collection and treatment of sewerage and is under licence issued by the Economic Regulation Authority (ERA) of Western Australia.

The WWTP is considered by the ERA to be a provided water service and recently notified the Shire of Morawa that a Financial Hardship Policy is required under the conditions of licence,

'because the Water Services Code of Conduct (Customer Service Standards) 2013 and our water licence only require us to have a hardship policy for any water services we provide to residential customers.'

Clause 19 of the Water Services Code of Conduct (Customer Service Standards) 2013 defines financial hardship as "being in an ongoing state of financial disadvantage in which the customer's ability to meet the basic living needs of the customer or a dependant of the customer would be adversely affected if the customer were to pay an unpaid bill for a water service supplied in respect of the place used solely or primarily as the customer's dwelling".

The ERA sought comments of the draft Financial Hardship Policy Guidelines for Water Services in September of 2013. The Guidelines were released on the 3rd of December 2013 with the following advice:

'Please note that any LGA which is required to have a hardship policy, must ensure its policy is approved by the Authority no later than 18 May 2014.'

To provide the Authority with sufficient time to make its assessment, the LGA is asked to submit its policy no later than 18 February 2014.

OFFICER'S COMMENT

Councils officer has liaised with the ERA, the Rural Financial Counselling Service of WA and the Financial Counsellors' Association of WA and received feedback and comment on the content of the hardship policy. The agencies have not had any comments of concern regarding the policy.

COMMUNITY CONSULTATION

The community is aware of The Shire of Morawa's Rate and Valuation notice which provides information on how to liaise with the Shire for clients experiencing Financial Hardship as this is published on the back of each issued rate notice.

COUNCILLOR CONSULTATION

Nil

STATUTORY ENVIRONMENT

Section 2.7 on the Local Government Act 1995

Clause 19 of the Water Services Code of Conduct (Customer Service Standards) 2013

Water Services Code of Conduct (Customer Service Standards) 2013

POLICY IMPLICATIONS

The policy will be recorded as reference in Councils Policy and Procedure Manual and a further policy to **Section 3-Finance 'The Shire of Morawa Financial Hardship Policy 3.9 February 2014'**

FINANCIAL IMPLICATIONS

The policy allows for a procedural reference for the collect of outstanding sewerage rates

STRATEGIC IMPLICATIONS

Nil

RISK MANAGEMENT

The policy provides Council with compliance with ERA licencing requirements for a Financial Hardship and a methodology to reduce risk on collection of outstanding rates.

VOTING REQUIREMENT:

Simple Majority

OFFICER'S RECOMMENDATION

It is recommended:-

Council under *Section 2.7 on the Local Government Act 1995* approve 'The Shire of Morawa Financial Hardship Policy 3.9 February 2014' as presented.

COUNCIL RESOLUTION

Moved: Cr D B Collins

Seconded: Cr D J Coaker

It is recommended:-

Council under *Section 2.7 on the Local Government Act 1995* approve 'The Shire of Morawa Financial Hardship Policy 3.9 February 2014' as presented.

CARRIED

6/0

Date of Meeting:	20 February 2014
Item No:	7.2.6.1
Subject:	Strategic Plan Update and Progress Report
Date & Author:	29 January 2014 Sean Fletcher
Responsible Officer:	Chief Executive Officer
Applicant/Proponent:	Chief Executive Officer Sean Fletcher
File Number:	Various
Previous minute/s & Reference:	19 December 2013 (Last Update to Council)

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

Shire of Morawa February 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.

OFFICER'S COMMENT

Strategic Community Plan

At this point in time, the Strategic Community Plan has some 109 actions listed:

Objective	Actions	Projects 2013/14	Programs 2013/14	Comment
1. A diverse, resilient and innovative economy	46	9	3	This objective is divided into two sub-objectives with nine key projects and three programs covering 27 of the 46 actions which are due for completion in 2013/14
2. Protect and enhance the natural environment	14	5	0	Five key projects covering 11 strategic actions are required to be completed for 2013/14

3. A community that is friendly, healthy and inclusive	26	5	0	Five key projects covering 17 of the 26 actions are due for completion for 2013/14
4. A connected community with strong leadership	23	3	1	Three key projects and one program area covering 18 actions are due for completion for 2013/14

Table One: Summary of Strategic Actions

Accordingly, the progress of the projects and program areas covering the strategic actions for 2013/14 are tracked within the Corporate Business Plan. This is because:

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

Corporate Business Plan

The Corporate Business Plan Report is provided each month. Accordingly, the progress of the Corporate Business Plan is summarised as follows:

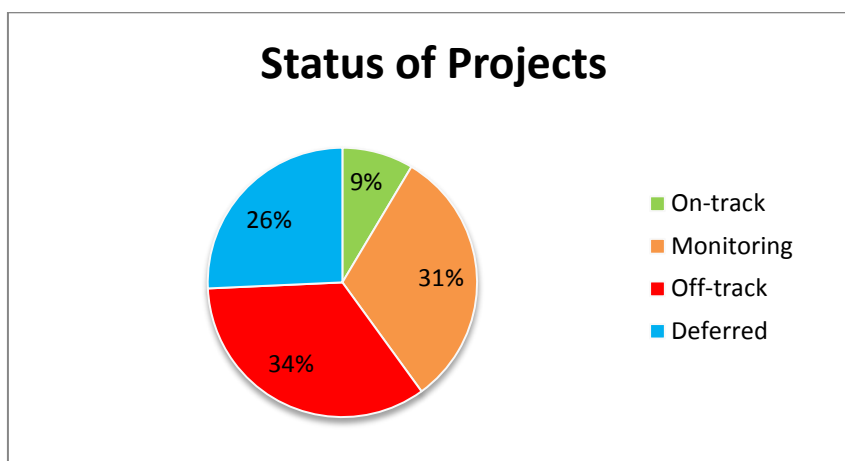


Chart 1: Breakdown on Status of Projects for 2013/14

The key things to note regarding Chart 1 are:

- In terms of overall completion (i.e. the percentage of each project completed divided by the number of projects underway), this is 38%, which is up from 29% in December 2013;
- There are three projects on track (1, 4 & 32). In particular the major works for the Sporting Pavilion are completed and the facility is in use;
- 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);
- A number of projects are at the monitoring level (2, 3, 14, 15, 18, 20, 29, 31, 33, 34 & 35). Essentially, the majority of these projects are on track, but show as at the monitoring phase due to funding decisions put on hold or the availability of funding not due until 2014/15. Some of these projects are tracking according to their

timelines, but will not show as on track until they achieve 70% completion (14, 18, 20, 31, 33, 34 & 35);

- In total there are 12 projects off track (5, 7, 8, 9, 10, 12, 13, 19, 21, 26, 27 and 30). Issues regarding off track include waiting for funding approval, funding reallocation or have yet to commence.

Key issues overall regarding delays with projects include:

- Staff resourcing in terms of key roles is a constant issue regarding consistency and progressing of goals i.e. the long term vacancy of the CEO position;
- The second key issue has been the constant waiting on the approval of funding or resources for key projects:
 - State Cabinet – continual delays whilst it makes a decision (Project 26 - Town Centre Revitalisation and Freight Road Re-alignment);
 - Scrapping of Commonwealth funding programs e.g. RADF5 (Project 5 - Town Hall project);
 - Changes to Royalties for Regions (CLGF) funding or not meeting acquittal requirements (Includes key funding regarding Project 3 regarding the Morawa Swimming Pool);
 - MWDC requirement to continually review business cases (Projects 15 & 27);
 - Competition regarding the availability of bitumen for major road projects (Project 21 – bitumen has been secured for Feb 2014, so will be on track).
- Thirdly competing re-allocation of resources undermining the strategic focus.

A copy of the Corporate Business Plan report for February 2014 is attached.

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 at the end of March 2014.

Asset Management Plan

To date three of the four key areas have been completed. The final area for completion is that regarding plant and equipment.

Workforce Plan

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

Information Communication and Technology (ICT) Plan

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

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

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

As per the requirements of the *Local Government (Audit) Regulations* – Regulation 17, the CEO is now required to review certain systems and procedures and provide the outcomes of that review to the Audit Committee. This includes reviewing the appropriateness and effectiveness of the Shire's:

- Risk management;
- Internal Controls; and
- Legislative Compliance

What this means is that there should now be a risk management policy and a risk management plan(s) in place. In terms of legislative compliance, although the annual compliance audit, annual policy reviews and delegation reviews address much of this requirement, there is still the need to identify the Shire's statutory, legislation and regulatory obligations and to identify the gaps regarding these obligations and also develop a compliance plan.

The review is conducted every two years, with the first review due by 31 December 2014.

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

The cost of developing the risk management policy, risk management plan (s) and compliance plan will need to be determined as part of the 2014/14 budget development process.

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:

Under the Integrated Planning and Reporting Framework, the Shire of Morawa is required to meet the compliance criteria. Failure to address the compliance criteria will see the Department of Local Government and Communities respond on a case by case basis.

As it stands, the Shire of Morawa received notification via email from the Department of Local Government and Communities on Friday 14 February 2014 (5:26PM) that there is insufficient information to meet the compliance requirements regarding the Shire's Strategic Community Plan (SCP). In particular:

- No evidence of local public notice for a minimum of 7 days where the plan can be inspected upon adoption;
- No evidence that a desktop review (2 years) and full review (4 years) within the SCP;
- More descriptive data is required regarding the Shire's current and future resources;
- The KPIs are listed as examples only and need correction.

Failure to address the compliance criteria will affect the grant arrangements regarding the funding for the Strategic Community Plan. The author must respond within 14 days as to when the changes will be made. The author must also undertake the changes, advertise them accordingly and provide the addendums to the Department as well as seek the Council's endorsement of the changes.

A copy of the advice and requirements from the Department are attached.

VOTING REQUIREMENT:

Simple Majority

OFFICER'S RECOMMENDATION

Council:

1. Accepts the Shire of Morawa February 2014 Strategic Plan Update and Progress Report submitted by the Chief Executive Officer.
2. Puts forward for 2014/15 budget consideration a request for funding regarding the development of:
 - a. Risk management policy.
 - b. Risk management plan.
 - c. Statutory, legislative and regulatory obligation checklists.
 - d. Compliance plan.

COUNCIL RESOLUTION

Moved: Cr K P Stokes

Seconded: Cr D S Agar

Council:

1. **Accepts the Shire of Morawa February 2014 Strategic Plan Update and Progress Report submitted by the Chief Executive Officer.**
2. **Puts forward for 2014/15 budget consideration a request for funding regarding the development of:**
 - a. Risk management policy.**
 - b. Risk management plan.**
 - c. Statutory, legislative and regulatory obligation checklists.**
 - d. Compliance plan.**

CARRIED

6/0

Date of Meeting:	20 February, 2014
Item No:	7.2.6.2
Subject:	Management of Morawa Community Care Units
Date & Author:	30 January 2014 Sean Fletcher CEO
Responsible Officer:	Chief Executive Officer
Applicant/Proponent:	Shire of Morawa
File Number:	ADM 0608
Previous minute/s & Reference:	July 18 2013 and 21 November 2013.

SUMMARY

The purpose of this report is to seek Council's adoption of the Terms of Reference or Charter for the Morawa Community Aged Care Committee that will allow the implementation of the Committee and transition arrangements to occur regarding the management of the aged units in Morawa.

DECLARATION OF INTEREST

Nil

ATTACHMENTS

Nil

BACKGROUND INFORMATION

At the meeting held 18th July, 2013, Council resolved the following:

Moved: Cr G R North
Seconded: Cr D S Agar

That the Council express an interest to the Morawa Community Care Inc. in becoming more involved in the future administration of the Morawa aged care units.

That the CEO be authorised to undertake further investigation in the areas outlined in the report in order to supply more detailed information on the options for the Councils involvement.

The Council indicate its preference to retain the independent Board option under the continuing name of Morawa Community Care Inc. and seek a further more detailed report from the CEO on the possible transition for this to happening.

CARRIED

4/1

Accordingly a further report was prepared for Council's consideration at the ordinary council meeting on 21 November 2013 that included advice that suggested it would be appropriate for Council to consider the future management and control of aged care accommodation in Morawa by incorporating this within the Aged Housing Sub-program within the Shire's Housing Program and thus become a direct service and cost provided for and met by the Shire. The report also identified that this service delivery would need to be administered by Shire staff with decisions made regularly through the delegation of certain responsibilities to a suitably appointed committee. The committee would need to be established and would be made up of four (4) members; the President, two councillors and a community member.

Accordingly, Council resolved to establish the Morawa Community Aged Committee as follows:

Moved: Cr D S Agar

Seconded: Cr M J Thornton

- That Council take over the future management and control of aged care accommodation in Morawa as an official role of the Council’s administration and become a direct service and cost provided by the Council.
- That Council establish a committee consisting of 4 persons, named the Morawa Community Aged Care Committee to assist the Council and to exercise the powers and discharge the duties of the Local Government that can be delegated to the Committee.
- That Council appoint the President Cr Chappel, Cr Stokes, Cr Collins and Michelle Shields to be members of the Morawa Community Aged Committee.
- That Council appoint Cr D S Agar as a deputy member of the Morawa Community Aged Committee.
- That Council delegate any of its powers or duties that are necessary or convenient for the proper management of (the local government’s property) being the Morawa Aged Care Units.
- That Council arrange with the Department of Health and the Department of Housing to have the existing agreements with the Morawa Community Care Inc transferred to the Shire of Morawa.

CARRIED
7/0

OFFICER’S COMMENT

With the establishment of the Morawa Community Aged Care Committee there is now a need to implement the terms of reference or charter that outlines the delegated powers and duties that the Committee will have oversight for regarding the management of the Morawa Community Care Units (the Facility).

In particular, the key responsibilities of the Committee at an oversight i.e. watchful care level include:

Responsibilities	Typical Scope
The effective administration and financial management of the Facility including the development and review of appropriate reports	<ul style="list-style-type: none"> • The Committee will need to satisfy itself that there is appropriate administrative support and functions in place. • Financial reports regarding the management of the Morawa Aged Care Units will need to be available at each ordinary committee meeting.
Determine fees and charges for the use of the Facility, subject to the Council’s adoption of the budget	<ul style="list-style-type: none"> • Council as part of the budget process must set fees and charges each year for the services and facilities it provides. • The Committee will need to recommend what the

	fees and charges are each year in accordance with Council's requirements and those of the Department of Housing.
Ensure that all fees and charges received associated with the management of the Facility are deposited into the appropriate Shire bank accounts	Depending on the nature of the fees and charges set will determine where the fees and charges raised are deposited: <ul style="list-style-type: none"> • For the Joint Venture houses the fees and charges raised would need to go into an appropriate reserve for ongoing maintenance and repairs according to Department of Housing guidelines; • For the units developed by the Shire, the income would be deposited subject to how those units are used: <ul style="list-style-type: none"> ○ Normal lease/rent into the municipal account; ○ Lease for Life into an appropriate account/trust.
Noting or authorising relevant capital works, maintenance and repairs within budgetary constraints	<ul style="list-style-type: none"> • All capital works, maintenance and repairs must not exceed the budget set and approved by Council for the Aged Housing sub-program area. • There are a range of maintenance and repair matters that are operational in nature and thus will occur at staff level. An inventory of repairs and costs incurred would be monitored by the Committee. • In some cases the Committee may be asked by Shire staff to prioritise certain expenditure through the reallocation of costs to cover a key expense providing it does not exceed the budget for the Aged Housing sub-program area; • If further funding is required then this must be submitted to Council for consideration.
Reviewing the needs of the occupants: <ul style="list-style-type: none"> • Internally through ongoing involvement of the users in the development and use of the Facility; • Externally through encouraging public interest, participation and involvement in the development and use of the Facility. 	As part of any good service delivery model, there is the need to review the needs of the occupants on a regular basis. This would involve consultation with the users or potential users and seeking input from them regarding the suitability of the aged units as a facility
Ensuring compliance with community housing requirements and legislation	This is a key governance requirement that includes ensuring that there is compliance with the appropriate legislation concerning those units that were built or maintained with assistance from the Department of Housing i.e. the Joint Venture Housing units. The range of applicable legislation/policies includes: <ul style="list-style-type: none"> • Community Housing Allocations Policy; • Community Housing Income and Asset Limits Policy; • Community Housing Registration Policy; • Community Housing Rent Setting Policy

Development of Council policies for the successful management of the Facility which are consistent with the directions and instructions of Council	The Committee may need Council to adopt policies from time to time that will assist both the Committee and support staff
Where appropriate, make recommendations to Council on the needs and requirements of the level of service required regarding the Aged units including major repairs and/or upgrades or the provision of additional services	The committee will need to make recommendations from time to time to Council on the incurring of major costs. This may include: <ul style="list-style-type: none"> • Major repairs e.g. replacement of damaged key plant, fittings and equipment; • Major Upgrades e.g. the construction of additional units or other rooms/facilities, the purchase of plant, fittings and equipment; • The need to provide additional services e.g. those other than aged accommodation but compliment the needs of the units users
Minimising the Shire's public liability risk exposure	Incumbent on the Shire is the need to ensure that the risk to the public that enters the Facility is minimised
Maximising the sustainable use of the Facility: <ul style="list-style-type: none"> • Develop and review a Facility service delivery plan and risk management plan; • Develop and review the long term financial plan and budget each year for Council's consideration. 	As the aged units are a key service to the community, the Committee will need to develop appropriate informing strategies that feed into the Shire's Strategic Community Plan and the Corporate Business Plan including: <ul style="list-style-type: none"> • Service delivery plan (strategic/action plan); • Risk management plan; and • A long term financial plan and budgets

Table One: Scope of Powers and Duties for the Morawa Community Aged Care Committee

Next steps

The next steps regarding the establishment and actions of the Morawa Community Aged Care Committee are:

1. Calling of a meeting of the Committee:
 - a. Election of the presiding member.
 - b. Workshop regarding key actions and responsibilities.
 - c. Setting of meeting dates for 2014.
 - d. Recommendations/advice to Council.
2. Implementation of the transition process with Morawa Community Care Inc. (Brian and Betty Ross) and the Department of Housing.

COMMUNITY CONSULTATION

An item in the "Shire Snippets" has appeared in the Morawa Scene in the latter part of 2013 indicating the Shire's willingness to become involved in the administration of the aged units in Morawa. Both items also called for expression of interest from community members to join with Councillors to form a management team to assist in running the units.

The author and the Deputy CEO met with Brian and Betty Ross on 5 December 2013 to advise that Council had resolved for the Shire to undertake the management of the aged units.

COUNCILLOR CONSULTATION

- Discussed at the Information & CEO Briefing Forum held 8th October, 2013, 20 November 2013, 19 December 2013 and 11 February 2014;
- The Shire President.

STATUTORY ENVIRONMENT

LOCAL GOVERNMENT ACT

Section 5.16: under and subject to section 5.17, a local government may delegate* to a committee any of its powers and duties other than this power of delegation.

* Absolute Majority required (i.e. more than 50% of the number of offices (whether vacant or not))

Section 5.17 (c) (i) A local government to delegate to the committee any of the local government's powers or duties that are necessary or convenient for the proper management of the local government's property.

POLICY IMPLICATIONS

Policy Manual

Council may consider new policies pertaining to the administration of aged care facilities.

Delegations

Currently there are no delegations to committees under *Delegation 1 - Delegations from Council to Committees*.

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

This matter falls within the Strategic Community Plan, under Strategy 3.1.10 – *Investigate feasibility to acquiring Morawa Community facilities* and ties in with the Corporate Business Plan - *Project 4 Morawa Community Care* regarding the recent completion of four specifically designed units on land vested to Morawa Community Care.

RISK MANAGEMENT

By adopting the powers and functions for the Morawa Community Aged Care Committee will reduce the risk from high to medium/low.

A key requirement will be for the committee to develop an appropriate risk management plan regarding its activities and management of the aged units.

VOTING REQUIREMENT

Absolute Majority.

OFFICER'S RECOMMENDATION

Council delegates under Section 5.16 of the *Local Government Act 1995* to the Morawa Community Aged Care Committee the powers and functions set out in the following schedule:

Responsible Officer:	Chief Executive Officer (or representative)
Minutes:	Community & Youth Development Officer
Venue:	As appropriate
Membership:	Member: Cr Chappel Member: Cr Stokes Member: Cr Collins Member: Michelle Shields Deputy Member: Cr Agar
Meetings:	As required, but no less than four meetings per year
Delegation:	Under section 5.17 (c) (i) of the <i>Local Government Act 1995</i> , the proper management, whether necessary or convenient, of the Morawa Community Aged Care Units (the Facility) is delegated to the Morawa Community Aged Care Committee according to the defined Charter of Powers and Functions.
Charter of Powers and Functions:	<p>To assist the Shire of Morawa regarding the proper management of the Morawa Community Aged Care Units as follows:</p> <ul style="list-style-type: none"> • Provide oversight (watchful care) regarding the management of the Facility. This includes: <ul style="list-style-type: none"> ○ The ensuring effective administration and financial management of the Facility along with the development and review of appropriate reports; ○ The determination of fees and charges for the use of the Facility, subject to the Council's adoption of the budget; ○ Ensuring that all fees and charges received associated with the management of the Facility are deposited into the appropriate Shire bank accounts; ○ Noting or authorising relevant capital works, maintenance and repairs within budgetary constraints, ○ Reviewing the needs of the occupants: <ul style="list-style-type: none"> ▪ Internally through ongoing involvement of the users in the development and use of the Facility; ▪ Externally through encouraging public interest, participation and involvement in the development and use of the Facility; ○ Ensuring compliance with community housing requirements and legislation; and ○ The development of Council policies for the successful management of the Facility which are consistent with the directions and instructions of Council;

	<ul style="list-style-type: none"> • Minimise the Shire’s public liability risk exposure. • Where appropriate, make recommendations to Council on the needs and requirements of the level of service required regarding the units including major repairs and/or upgrades or the provision of additional services; • Maximise the sustainable use of the Facility: <ul style="list-style-type: none"> ○ Develop and review a Facility service delivery plan and risk management plan; ○ Develop and review the long term financial plan and budget each year for Council’s consideration.
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COUNCIL RESOLUTION

Moved: Cr K P Stokes

Seconded: Cr D S Agar

Council delegates under Section 5.16 of the *Local Government Act 1995* to the Morawa Community Aged Care Committee the powers and functions set out in the following schedule:

Responsible Officer:	Chief Executive Officer (or representative)
Minutes:	Community & Youth Development Officer
Venue:	As appropriate
Membership:	Member: Cr Chappel Member: Cr Stokes Member: Cr Collins Member: Michelle Shields Deputy Member: Cr Agar
Meetings:	As required, but no less than four meetings per year
Delegation:	Under section 5.17 (c) (i) of the <i>Local Government Act 1995</i>, the proper management, whether necessary or convenient, of the Morawa Community Aged Care Units (the Facility) is delegated to the Morawa Community Aged Care Committee according to the defined Charter of Powers and Functions.
Charter of Powers and Functions:	To assist the Shire of Morawa regarding the proper management of the Morawa Community Aged Care Units as follows: <ul style="list-style-type: none"> • Provide oversight (watchful care) regarding the management of the Facility. This includes: <ul style="list-style-type: none"> ○ The ensuring effective administration and financial management of the Facility along with the development and review of appropriate reports; ○ The determination of fees and charges for the use of the Facility, subject to the Council’s adoption of the budget; ○ Ensuring that all fees and charges received associated with the management of the Facility are deposited into the appropriate Shire bank accounts;

	<ul style="list-style-type: none"> ○ Noting or authorising relevant capital works, maintenance and repairs within budgetary constraints, ○ Reviewing the needs of the occupants: <ul style="list-style-type: none"> ▪ Internally through ongoing involvement of the users in the development and use of the Facility; ▪ Externally through encouraging public interest, participation and involvement in the development and use of the Facility; ○ Ensuring compliance with community housing requirements and legislation; and ○ The development of Council policies for the successful management of the Facility which are consistent with the directions and instructions of Council; ● Minimise the Shire’s public liability risk exposure. ● Where appropriate, make recommendations to Council on the needs and requirements of the level of service required regarding the units including major repairs and/or upgrades or the provision of additional services; ● Maximise the sustainable use of the Facility: <ul style="list-style-type: none"> ○ Develop and review a Facility service delivery plan and risk management plan; ○ Develop and review the long term financial plan and budget each year for Council’s consideration.
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**CARRIED
6/0**

Date of Meeting:	20 February 2014
Item No:	7.2.6.3
Subject:	Councillor Appointments to Committees – Local Emergency Management Committee
Date & Author:	13 February 2014 Sean Fletcher
Responsible Officer:	Sean Fletcher Chief Executive Officer
Applicant/Proponent:	Shire of Morawa
File Number:	ADM 0333
Previous minute/s & Reference:	17 November 2011

SUMMARY

The purpose of this report is for the Council to appoint a delegate to the Mingenew, Morawa, Perenjori and Three Springs Local Emergency Management Committee (LEMC). This is so that the Shire of Morawa can meet its obligations regarding the appointment of an elected member to the LEMC.

DECLARATION OF INTEREST

Nil

ATTACHMENTS

Nil.

BACKGROUND INFORMATION

The LEMC is made up of the Shires of Morawa, Mingenew, Perenjori and Three Springs and is supported by the Community Services Manager Rick Ryan. The Council resolved previously at the ordinary council meeting on 17 November 2011 to support the formation of the joint LEMC including participating and contributing to the emergency management arrangements as necessary.

The LEMC first met on 1 February 2012 with an invitation issued for one elected member from each shire to help form the joint committee. The CEO (or his representative) is also on the LEMC.

Mr Ryan met with the author on 31 January 2014 regarding the Shire's membership on the LEMC. Mr Ryan confirmed that although the Shire has staff attend the LEMC it does not have an elected member (councillor) on the LEMC at this point in time.

The provision of a councillor will support the succession arrangements regarding the LEMC in terms of the chair and deputy chair roles. Each of the other member shires now has an elected member on the LEMC.

There are four meetings of the LEMC each year. One meeting has been held to date this year. The remaining meeting schedule for 2014 is:

- 2nd April – Desktop exercise – Morawa Sports Ground pavilion;
- 2nd July – General Meeting – Mingenew;
- 24th September – Practical exercise – Perenjori (exercise scenario Herbicide/pesticide spill in Perenjori town site near school).

OFFICER'S COMMENT

As per the author's comments in the section regarding background information.

COMMUNITY CONSULTATION

Nil

COUNCILLOR CONSULTATION

Briefing Session 11 February 2014.

STATUTORY ENVIRONMENT

Emergency Management Act 2005

Part Three – Local Arrangements. This part describes the obligations on a local government regarding emergency management arrangements including the combination of two or more local governments for the purposes of emergency management, having satisfactory emergency management arrangements in place and the establishment of local emergency management committees.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Strategic Community Plan - Social

Objective 3: A community that is friendly, healthy and inclusive

Outcome 3.1: Services and facilities that meet the needs of the community

3.1.6: Advocate and support the maintenance of adequate police and emergency services

RISK MANAGEMENT

Nil

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

Council:

1. Nominates Cr _____ as a delegate to the Mingenew, Morawa, Perenjori, Three Springs Local Emergency Management Committee.

2. Authorises the Chief Executive Officer to advise the Mingenew, Morawa, Perenjori, Three Springs Community Emergency Services Manager that Cr _____ is now a delegate to the Mingenew, Morawa, Perenjori, Three Springs Local Emergency Management Committee.

COUNCIL RESOLUTION

Moved: Cr M J Thornton

Seconded: Cr D B Collins

Council:

1. **Nominates Cr D B Collins as a delegate to the Mingenew, Morawa, Perenjori, Three Springs Local Emergency Management Committee.**
2. **Authorises the Chief Executive Officer to advise the Mingenew, Morawa, Perenjori, Three Springs Community Emergency Services Manager that Cr D B Collins is now a delegate to the Mingenew, Morawa, Perenjori, Three Springs Local Emergency Management Committee**

CARRIED

6/0

7.2.6.4 Correspondence

Nil

7.2.6.4 Information Bulletin

COUNCIL RESOLUTION

Moved: Cr K P Stokes

Seconded: Cr D B Collins

It is recommended that:

The Information Bulletin submitted for the 20th February 2014, Ordinary Meeting be received.

CARRIED

6/0

8. New Business of an Urgent Nature

Nil

9. Applications for Leave of Absence

Nil

10. Motions of Which Previous Notice Has Been Given

Nil

11. Questions from Members without Notice

Nil

12. Meeting Closed

12.1 Matters for which the meeting may be closed

12.2 Public reading of resolutions that may be made public

13. Closure

Meeting was closed at 5:03pm

14. Next Meeting

The next Ordinary Meeting of Council is scheduled for 20th March 2014