



**AGENDA FOR THE  
ORDINARY COUNCIL MEETING  
TO BE HELD ON  
THURSDAY 18 FEBRUARY 2016**



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# **DISCLAIMER**

## **INFORMATION FOR PUBLIC ATTENDING COUNCIL MEETINGS**

**PLEASE NOTE:**

**THE RECOMMENDATIONS CONTAINED IN THIS AGENDA ARE OFFICERS RECOMMENDATIONS ONLY AND SHOULD NOT BE ACTED UPON UNTIL COUNCIL HAS RESOLVED TO ADOPT THOSE RECOMMENDATIONS.**

**THE RESOLUTIONS OF COUNCIL SHOULD BE CONFIRMED BY PERUSING THE MINUTES OF THE COUNCIL MEETING AT WHICH THESE RECOMMENDATIONS WERE CONSIDERED.**

**MEMBERS OF THE PUBLIC SHOULD ALSO NOTE THAT THEY ACT AT THEIR OWN RISK IF THEY ENACT ANY RESOLUTION PRIOR TO RECEIVING AN OFFICIAL WRITTEN NOTIFICATION OF COUNCILS DECISION.**

**JOHN ROBERTS  
CHIEF EXECUTIVE OFFICER**

## COUNCIL MEETING INFORMATION NOTES

1. Your Council generally handles all business at Ordinary or Special Council Meetings.
2. From time to time Council may form a Committee to examine subjects and then report to Council.
3. Generally all meetings are open to the public, however, from time to time Council will be required to deal with personal, legal and other sensitive matters. On those occasions Council will generally close that part of the meeting to the public. Every endeavour will be made to do this as the last item of business of the meeting.
4. Public Question Time. It is a requirement of the Local Government Act 1995 to allow at least fifteen (15) minutes for public question time following the opening and announcements at the beginning of the meeting. Should there be a series of questions the period can be extended at the discretion of the Chairman.

Written notice of each question should be given to the Chief Executive Officer fifteen (15) minutes prior to the commencement of the meeting. A summary of each question and response is included in the Minutes.

When a question is not able to be answered at the Council Meeting a written answer will be provided after the necessary research has been carried out. Council staff will endeavour to provide the answers prior to the next meeting of Council.

5. **Councillors** may from time to time have a financial interest in a matter before Council. Councillors must declare an interest and the extent of the interest in the matter on the Agenda. However, the Councillor can request the meeting to declare the matter **trivial, insignificant** or **in common with a significant number of electors** or **ratepayers**. The Councillor must leave the meeting whilst the matter is discussed and cannot vote unless those present agree as above.

**Members of staff** who have delegated authority from Council to act on certain matters, may from time to time have a financial interest in a matter on the Agenda. The member of staff must declare that interest and generally the Chairman of meeting will advise the Officer if he/she is to leave the meeting.

6. Agendas including an Information Bulletin are delivered to Councillors within the requirements of the Local Government Act 1995, ie seventy-two (72) hours prior to the advertised commencement of the meeting. Whilst late items are generally not considered there is provision on the Agenda for items of an urgent nature to be considered.

Should an elector wish to have a matter placed on the Agenda the relevant information should be forwarded to the Chief Executive Officer in time to allow the matter to be fully researched by staff. An Agenda item including a recommendation will then be submitted to Council for consideration. The Agenda closes the Monday week prior to the Council Meeting (ie ten (10) days prior to the meeting).

The Information Bulletin produced as part of the Agenda includes items of interest and information, which does not require a decision of Council.

7. Agendas for Ordinary Meetings are available in the Morawa Shire offices seventy two (72) hours prior to the meeting and the public are invited to secure a copy.
8. Agenda items submitted to Council will include a recommendation for Council consideration. Electors should not interpret and/or act on the recommendations until after they have been considered by Council. Please note the Disclaimer in the Agenda.
9. Public Question Time – Statutory Provisions – Local Government Act 1995.
  1. Time is to be allocated for questions to be raised by members of the public and responded to at:
    - (a) Every ordinary meeting of a council; and
    - (b) Such other meetings of councils or committees as may be prescribed

Procedures and the minimum time to be allocated for the asking of and responding to questions raised by members of the public at council or committee meetings are to be in accordance with regulations.

9A. Question Time for the Public at Certain Meeting - s5.24 (1) (b)

Local Government (Administration) Regulations 1996

- Reg 5 For the purpose of section 5.24(1)(b), the meetings at which time is to be allocated for questions to be raised by members of the public and responded to are:
- (a) every special meeting of a council; and
  - (b) every meeting of a committee to which the local government has delegated a power or duty.

Minimum Question Time for the Public – s5.24 (2)

- Reg 6 (1) The minimum time to be allocated for the asking of and responding to questions raised by members of the public at ordinary meetings of councils and meetings referred to in regulation 5 is fifteen (15) minutes.
- (2) Once all the questions raised by members of the public have been asked and responded to at a meeting referred to in sub regulation (1), nothing in these regulations prevents the unused part of the minimum question time period from being used for other matters.

Procedures for Question Time for the Public – s5.24 (2)

Local Government (Administration) Regulations 1996

- Reg 7 (1) Procedures for the asking of and responding to questions raised by members of the public at a meeting referred to in regulation 6 (1) are to be determined:
- (a) by the person presiding at the meeting; or
  - (b) in the case where the majority of members of the council or committee present at the meeting disagree with the person presiding, by the majority of members,
- having regard to the requirements of sub regulations (2) and (3).
- (2) The time allocated to the asking and responding to questions raised by members of the public at a meeting referred to in regulation 6(1) is to precede the discussion of any matter that requires a decision to be made by the council or the committee, as the case may be.
- (3) Each member of the public who wishes to ask a question at a meeting referred to in regulation 6(1) is to be given an equal and fair opportunity to ask the question and receive a response.
- (4) Nothing in sub regulation (3) requires:
- (a) A council to answer a question that does not relate to a matter affecting the local government;
  - (b) A council at a special meeting to answer a question that does not relate to the purpose of the meeting; or
  - (c) A committee to answer a question that does not relate to a function of the committee.

10. Public Inspection of Unconfirmed Minutes (Reg 13)

A copy of the unconfirmed Minutes of Ordinary and Special Meetings will be available for public inspection in the Morawa Shire Offices within ten (10) working days after the Meeting.



**DECLARATION OF  
FINANCIAL INTEREST FORM**

TO: THE CHIEF EXECUTIVE OFFICER

AS REQUIRED BY SECTION 5.65 OF THE LOCAL GOVERNMENT ACT 1995,

I HEREBY DISCLOSE MY INTEREST IN THE FOLLOWING MATTERS OF

THE AGENDA PAPERS FOR THE COUNCIL MEETING DATED \_\_\_\_\_

AGENDA ITEM No.	SUBJECT	NATURE OF INTEREST	MINUTE No.

DISCLOSING PERSON'S NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**NOTES:**

- For the purpose of the financial interest provisions you will be treated as having a financial Interest in a matter if either you, or a person with whom you are closely associated, have a Direct or indirect financial interest or a proximity interest in the matter.  
**NB: it is important to note that under the Act you are deemed to have a financial interest in a matter if a person with you are closely associated has financial interest or proximity interest. It is not necessary that there be a financial effect on you.**
- This notice must be given to the Chief Executive Officer prior to the meeting.
- It is the responsibility of the individual Councillor or Committee Member to disclose a Financial interest. If in doubt, seek appropriate advice.
- A person who has disclosed an interest must not preside at the part of the meeting relating to The matter, or participate in, be present during any discussion or decision-making procedure relating to the matter unless allowed to do so under Section 5.68 or 5.69 of the Local Government Act 1995.

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**OFFICE USE ONLY:**

- PARTICULARS OF DECLARATION GIVEN TO MEETING
- PARTICULARS RECORDED IN MINUTES
- PARTICULARS RECORDED IN REGISTER.

CHIEF EXECUTIVE OFFICER \_\_\_\_\_ DATED \_\_\_\_\_

**SHIRE OF MORAWA**  
**REQUEST FOR WORKS AND SERVICES**

REPORT ON REQUESTS FOR WORKS AND SERVICES REQUIRING  
ATTENTION BY THE CHIEF EXECUTIVE OFFICER OR DELEGATED TO  
OTHER STAFF BY THE CHIEF EXECUTIVE OFFICER FOR ACTION.

*To the Chief Executive Officer,  
I submit the following for consideration at the \_\_\_\_\_ meeting held*

*On \_\_\_\_\_ Council  
Date*

\_\_\_\_\_  
*Chief Executive Officer*

\_\_\_\_\_  
*Received Date*

**Filed On:** \_\_\_\_\_  
**Date**

<b>Item No:</b>	<b>Subject Matter</b>	<b>CEO Action</b>
<b>1.</b>		
<b>2.</b>		
<b>3.</b>		
<b>4.</b>		
<b>5.</b>		
<b>6.</b>		

**Councillors Name/Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

<b>OFFICE USE ONLY</b>	<b>TICK</b>
<i>1. Given to Chief Executive Officer</i>	
<i>2. Placed on Status/Information Report</i>	
<i>3. Action Recorded on Report</i>	

## **1 Declaration of Opening**

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

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

Cr K J Chappel	President
Cr D S Carslake	Deputy President
Cr D B Collins	
Cr J M Coaker	
Cr D S Agar	
Cr M J Thornton	
Cr K P Stokes	
Mr J Roberts	Chief Executive Officer
Ms S Appleton	Executive Manager Development & Administration
Ms C Smith	Senior Finance Officer
Mr P Buist	Principal Works Manager
Mr J Elliott	Project Officer

### **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**

## **2 Public Question Time**

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

### **2.2 Public question time**

## **3 Declaration of Interest**

Members are to declare financial, proximity and indirect interests.

## **4 Confirmation of Minutes of Previous Meeting**

- 4.1 18 December 2015 – Ordinary Council Meeting
- 4.2 26 January 2016 – Special Council Meeting

## **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**

**7.2.2   Manager Finance and Accounting**

**7.2.3   Community Youth Development Officer**

**7.2.4   Project Officer**

**7.2.5   Executive Manager**

**7.2.6   Chief Executive Officer - Other**

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

<i>Date of Meeting:</i>	<b>18 February 2016</b>
<i>Item No:</i>	<b>7.2.1</b>
<i>Subject:</i>	<b>Status Report –January 2016</b>
<i>Date &amp; Author:</i>	<b>11 January 2016 John Roberts</b>
<i>Responsible Officer:</i>	<b>Chief Executive Officer</b>
<i>Applicant/Proponent:</i>	<b>Chief Executive Officer John Roberts</b>
<i>File Number:</i>	<b>Various</b>
<i>Previous minute/s &amp; Reference:</i>	<b>18 December 2015 (Last Update to Council)</b>

### **SUMMARY**

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

### **DECLARATION OF INTEREST**

The author has no interest to declare in this report.

### **ATTACHMENTS**

Shire of Morawa January 2016 Status Report.

### **BACKGROUND INFORMATION**

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

### **OFFICER'S COMMENT**

As per the Status Report

### **COMMUNITY CONSULTATION**

As per the Status Report

## **COUNCILLOR CONSULTATION**

As per the Status Report

## **STATUTORY ENVIRONMENT**

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

## **POLICY IMPLICATIONS**

Not Applicable

## **FINANCIAL IMPLICATIONS**

Not Applicable

## **STRATEGIC IMPLICATIONS**

Not Applicable

## **RISK MANAGEMENT**

Not Applicable

## **VOTING REQUIREMENT**

Simple Majority

## **OFFICER'S RECOMMENDATION**

That Council:

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

MEETING	ITEM	ACTION REQUIRED	RESPONSE	OFFICER	TIME FRAME
Mar-08	8.1.2	Sinosteel Midwest Corporation Ltd – Entry Statement Project (Gateway Project)	<ul style="list-style-type: none"> <li>DPI has offered assistance to ensure that Ministerial Directions in relation to the Rail Siding development are met. Council has agreed to undertake an internal design review to establish suitable on ground structures going forward. CYDO has been commissioned to manage this project with initial community meeting held. Review process will incorporate the main town entry statements and a new northern entry statement along the realigned Mingenew – Morawa Road. Preliminary designs were rejected by Council at September 2010 Meeting. Public tender process initiated to seek alternate design proposals has been suspended. Shire is seeking preliminary design proposals on an array of various concepts for further Council consideration. Visiting artists from Geraldton toured site on 15<sup>th</sup> March 2011. Preliminary concept designs rejected by Council. Council Working Group established and met to identify a way forward to further the concept design process. Landscape adviser identified and visitation to site occurred on 29<sup>th</sup> November 2011 with a following submission. TPG have provided a proposal to provide a scoping design role under the Morawa Super Town Project.</li> <li>Council sub-committee and SMC representative met with principal consultants in Perth on 27<sup>th</sup> February 2012. Initial design proposal received and on site meeting held on 7<sup>th</sup> May 2012. Further design received for Council consideration.</li> <li>Informal discussion held between ACEO and Scott Whitehead (SMC) – June 2013? Topics included: <ul style="list-style-type: none"> <li>Gateway project;</li> <li>Future fund;</li> <li>Radio tower</li> </ul> </li> <li>Options now required to address status of this project: <ul style="list-style-type: none"> <li>CEO (Sean Fletcher) met with Scott Whitehead on 20 December 2013 and had a further meeting with SMC Legal Advisor Stuart Griffiths on 22 January 2014;</li> <li>Discussions highlighted that SMC is willing to allocate \$100,000 to the project or this level of funding to another town based project;</li> <li>Council informed of status at the Briefing Forum on 11 February 2014.</li> </ul> </li> <li>The former CEO suggested to Council at the February Council</li> </ul>	CEO	Dec-13

			<p>meeting that perhaps it was time to revisit the Gateway Project. Council suggested that this should be done at the Briefing Forum regarding the Old Morawa Hospital. Some preliminary discussion was had on 20 March 2014.</p> <ul style="list-style-type: none"> <li>• SP, CEO &amp; Stuart Griffiths (SMC) met on 17 July 2014 to discuss the Gateway Project and the Future Fund.. SMC stated that the \$100,000 allocation was not tied to the Gateway Project. It was suggested it could be used for community benefit infrastructure such as a childrens' playground.</li> <li>• CEO met with Stuart Griffiths on 19 May 2015. CEO was advised that \$40,000 is available for allocation. Discussions took place about purpose. The possibility of using the funding for adventure equipment in the Town Square was received favourably.</li> <li>• Sinosteel are reviewing the Minister's Order to see if the obligation is still valid. The CEO discussed the opportunity to use the funds for the Bush Trail.</li> </ul>		
Oct-09	8.1.2	Morawa Sports Ground Amenities Upgrade	<p>Hand basin in Ladies Changeroom is affected by distance from the hot water system – pressure issue. A quote has been received to improve the pressure. The quote of \$44k is prohibitive. This not a problem during the winter months as watering of the grounds not required (watering reduces water pressure). An amount of \$44,000 has been included in the 2015/16 draft budget to resolve the problem.</p>	CEO	Oct-13
Feb-10	8.2.2	Morawa Perenjori Trail Master Plan	<ul style="list-style-type: none"> <li>• Initiate action to source grant funds to assist with development of Morawa Perenjori Trail Master Plan. R4R grant application lodged with the MWDC has been unsuccessful. Further grant funding options are being pursued. Approval for part funding for the Bush trial project has been received (\$65,000). Further funding for other projects is being sought from Lotteries West. A report was prepared for the August 2013 meeting for Council's consideration. Outcome was to defer project until Council's contribution could be budgeted.</li> <li>• Second application seeking \$65,000 was submitted in February 2013. There has been a delay due to State Elections in assessment of the application. Notification on the outcome of this application is expected January 2014;</li> <li>• Notified 5 March 2014 that the above application was unsuccessful;</li> <li>• The DCEO suggested on 20 March 2014 that perhaps there was an opportunity to combine the approved funding to the Gateway project. See Gateway Project comments.</li> <li>• See item 1.</li> </ul>	CEO	Dec-12



Jul-10	8.1.3	Heavy Industrial Land 10781 Stage 2	<ul style="list-style-type: none"> <li>Commence with heavy industrial land subdivision stage 2 at Lot 10781 Morawa – Yalgoo Road in accordance with Council resolution. Awaiting resolution of future access to 'Club Road' which will impact on the final lots to be made available. LandCorp has confirmed its interest and intent to develop the site into a new Industrial Estate for Morawa. Joint stakeholder meeting scheduled for 7<sup>th</sup> February 2011. One landholder has indicated a preference to returning the block to the Shire and another landholder has expressed an interest in developing the site. The latter has received Council approval to a proposed land development plan, but has not met timeframe requirements as required under contractual agreement. LandCorp land development application also received and adopted as a preferred plan by Council. WAPC currently considering subdivision application.</li> <li>Stage 1 – Clearing: <ul style="list-style-type: none"> <li>Landcorp Board met in October 2013 regarding the high cost of this project and has approved Stage 1 of a three stage program. (This will include Club Rd, clearing of the access roads and land to the subdivision). Work started 3 March 2014 and is completed;</li> </ul> </li> <li>Stage 2 – Headworks: <ul style="list-style-type: none"> <li>Will be funded by Landcorp. Approval to finalise funding will not occur until November 2014</li> </ul> </li> <li>Stage 3 – Installation of Roadways: <ul style="list-style-type: none"> <li>Funded by Landcorp with work to be done by Shire. Discussions have been held to explore the possibility of utilising surplus funds from the Town Centre projects when projects are complete in January 2015.</li> <li>Letters have been sent to MWDC and DRD requested that surplus funds can be reallocated to Club Rd. This has now been approved and work is scheduled to take place in late January/early February 2016. A site visit with the CEO, PWS and PO took place on 8 December 2015.</li> </ul> </li> </ul>	EMDA/PWS	Dec-12
Jul-10	Urgent Business	Club Road Access	<ul style="list-style-type: none"> <li>A cost estimate has been received to construct a new thoroughfare to the east of 'Club Road'. WNR has also issued advice offering a 5 year lease to the Shire of Morawa for continued access to 'Club Road'. During the lease term, it is proposed that both parties agree to work together as a means of jointly resolving future access or otherwise to Club Road at the completion of the 5 year term. Club road has now been included as part of the Industrial subdivision process.</li> <li>Department of Environment and Regulation permits approved end of December 2013.</li> </ul>	EMDA/PWS	Dec-13

			<ul style="list-style-type: none"> <li>Landcorp has recommended local contractor to assist with the clearing. This work ties in with Stage 1 of Heavy Industrial Land</li> </ul> <p><u>Note:</u> The progress on this project is now subject to the Industrial Sub-division outcomes. See previous item. An amount of \$174,000 has been included in the 2015/16 draft budget to undertake these works. This amount is to be taken from the under spend on the town centre revitalisation projects.</p>		
Jun-11	8.2.1	Climate Change Risk Assessment & Adaptation Action Plan	<ul style="list-style-type: none"> <li>Implement adaptation action plan strategies rated 'extreme' and 'high' as budgetary and human resources permit.</li> <li>Consideration required to start funding actions in 2015/16</li> <li>No further action at this time.</li> </ul>	CEO	Jun-13

### Council Resolutions for Actioning or Attention Completed

	<b>Chief Executive Officer</b>				
Mar 2014	12.1.1	Proposal to Reallocate Solar Thermal Feasibility Funding (\$500,000)	<ul style="list-style-type: none"> <li>Letter requesting transfer of \$500,000 to the upgrade of the Morawa Airport issued 2 April 2014;</li> <li>This matter replaces the previous item on this matter (Western Power – September 2007)</li> <li>Business Plan completed and was endorsed at the December 2014 Council meeting.</li> <li>Funding to be re-allocated to the airstrip upgrade project.</li> </ul>	CEO	In Progress
	<b>Manager Accounting &amp; Finance</b>				
	Nil			MAF	
	<b>Project Officer</b>				
	Nil				
	<b>Community Development Officer</b>			CDO	
	Nil				

Legend

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

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

### **SUMMARY**

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

### **DECLARATION OF INTEREST**

Nil

### **ATTACHMENTS**

List of accounts Due & Submitted to council 18 February 2016

### **BACKGROUND INFORMATION**

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS  
1996 – REG 13

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

### **OFFICER'S COMMENT**

Nil

## **STATUTORY ENVIRONMENT**

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS  
1996 – REG 13

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

As per list of accounts

## **STRATEGIC IMPLICATIONS**

Nil

## **RISK MANAGEMENT**

Nil

## **VOTING REQUIREMENT**

Simple Majority

## **OFFICER'S RECOMMENDATION**

That Council endorses -

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

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

EFT8098	03/12/2015	Garpen Pty Ltd	Parts - PO 11692	1	1,180.00
EFT8099	03/12/2015	Department of Fire and Emergency Services	ESLB 2nd Quarter Contribution	1	10,580.38
EFT8100	03/12/2015	Kats Rural	Various Parts - PO 16671	1	3,173.78
EFT8101	03/12/2015	Cramer & Neill	Repairs - PO 16727	1	175.25
EFT8102	03/12/2015	Greenfield Technical Services	Flood Damage Tender Preparation - PO 16720	1	4,823.50
EFT8103	03/12/2015	Bunnings Group Limited	Parts - PO 16739	1	309.52
EFT8104	03/12/2015	Leading Edge Computers Dongara & Geraldton	HDMI Cable - PO 16831	1	20.00
EFT8105	03/12/2015	Wallis Computer Solutions	Agreement Billable Services	1	27.50
EFT8106	03/12/2015	Northstar Asset Pty Ltd	Copyright for screening movie - PO 16838	1	165.00
EFT8107	03/12/2015	Rapture Arts	Circus Workshop - PO 16839	1	4,310.00
EFT8108	03/12/2015	Carlo Fernandes Photography	Photographer for Cloud Chasing Project - PO 16834	1	4,490.00
EFT8109	03/12/2015	Arousal & Design	Cloud Chasing Project - PO 16835	1	4,125.54
EFT8110	03/12/2015	PJ Photography	Photography - PO 16833	1	805.00
EFT8111	03/12/2015	ASB Marketing	20 polo shirts for Shire Staff - PO 16802	1	638.00
EFT8112	03/12/2015	Joanne Draper	Reimbursements - various	1	204.95
EFT8113	03/12/2015	Rachel McKenzie	Cloud Chasing Community Arts Project - PO 16832	1	8,843.00
EFT8114	03/12/2015	Colliers International	Commercial Office Rent Dec 2015	1	423.85
EFT8115	03/12/2015	Globe Pest Solutions	Insecticide - PO 16737	1	1,194.38
EFT8116	07/12/2015	Morawa SES	Petty Cash For Morawa SES November 2015	1	500.00

EFT8117	08/12/2015	Australian Services Union	Payroll deductions	1	103.20
EFT8118	08/12/2015	Candice SMITH	Payroll deductions	1	34.75
EFT8119	09/12/2015	Water Dynamics Perth	Parts - PO16721	1	1,543.37
EFT8120	11/12/2015	Purcher International Pty Ltd	5L Air Tank - 14 Bar - PO 16685	1	924.76
EFT8121	11/12/2015	CS Legal	Debt recovery fees A61 - landgate search	1	27.06
EFT8122	11/12/2015	Starick Tyres	Puncture repair CEO vehicle - PO 16818	1	173.58
EFT8123	11/12/2015	Snap Osborne Park	Plastic Bag free Morawa - KAB Funding - PO 16850	1	393.00
EFT8124	11/12/2015	CleverPatch	School Holiday Program Craft Supplies - Youth Centre - PO 16604	1	114.18
EFT8125	11/12/2015	Rapture Arts	Youth Centre Performance equipment & Props - PO 16839	1	486.05
EFT8126	11/12/2015	MetroCount	Upgrade metro count and cassettes - PO 16728	1	7,799.00
EFT8127	11/12/2015	Incite Security	Monthly Monitoring - Dec to Feb - Morawa Sports Grounds	1	117.00
EFT8128	14/12/2015	Allion Legal	Deposit for new staff house 24 Harley Street Morawa	1	20,000.00
EFT8129	16/12/2015	Australian Services Union	Payroll deductions	1	103.20
EFT8130	16/12/2015	Candice SMITH	Payroll deductions	1	34.75
EFT8131	17/12/2015	Ashdown Ingram	Parts - PO 16672	1	455.68
EFT8132	17/12/2015	Star Track Express	Freight - Wangarra - Morawa	1	2,361.52
EFT8133	17/12/2015	BOC Limited	Balloon Gas Hire Nov 2015	1	15.98
EFT8134	17/12/2015	Morawa Roadhouse	Catering - Murdoch Vet Clinic - PO 16830	1	406.00
EFT8135	17/12/2015	WesTrac Equipment Pty Ltd	Parts - PO 16675	1	1,612.90

EFT8136	17/12/2015	Purcher International Pty Ltd	Parts - PO 16753	1	575.32
EFT8137	17/12/2015	IXOM	Service Fee - 01/11/15-30/11/2015	1	121.40
EFT8138	17/12/2015	Hitachi Construction Machinery (Australia) Pty Ltd	Parts - PO 16751	1	180.53
EFT8139	17/12/2015	S & K Electrical Contracting Pty Ltd	Town Clock and Doctors Surgery Repairs - PO 16845	1	4,661.13
EFT8140	17/12/2015	Canine Control	Ranger Services - Vet Program	1	2,821.50
EFT8141	17/12/2015	Royal Life Saving Australia	Lifeguard Course - Jamiee Coughlan - Enrolment fee - PO 16847	1	382.50
EFT8142	17/12/2015	The West Australian	Advertising - 12/11/15 - PO 16825	1	140.75
EFT8143	17/12/2015	Cramer & Neill	Repairs - Aircon Maintenance 2015 - PO 16742	1	3,468.10
EFT8144	17/12/2015	Department of Agriculture and Food	Sales - Charts and maps - PO 16624	1	176.00
EFT8145	17/12/2015	Leading Edge Computers Dongara & Geraldton	Repair to WIFI Modem - PO 16841	1	135.00
EFT8146	17/12/2015	Morawa Rural Enterprises	Parts - PO 16547	1	83.90
EFT8147	17/12/2015	Left of Centre Concepts & Events Pty Ltd	Media Management November 2015 - PO 14189	1	6,237.00
EFT8148	17/12/2015	Alinta Sales Pty Ltd	Power Charges - 01/11/2015 -30/11/2015	1	239.20
EFT8149	17/12/2015	Espresso Essential (WA) Pty Ltd	Christmas Party - Slushy Supplies - PO 16846	1	66.10
EFT8150	17/12/2015	Covs Parts Pty Ltd	Parts - PO 16756	1	821.19
EFT8151	17/12/2015	Bucher Municipal Pty Ltd	Parts - PO 6689	1	1,756.58
EFT8152	17/12/2015	Totally Workwear	Work wear - Uniform PO 16821	1	546.62
EFT8153	17/12/2015	IGA Morawa	Monthly Account - Nov15	1	804.59
EFT8154	17/12/2015	Prime Property Valuations PTY LTD	Licensed Valuation Advice - PO 16806	1	825.00



EFT8155	17/12/2015	Asphalt in a bag	Asphalt 20Kg - PO 16745	1	3,437.50
EFT8156	17/12/2015	Gearing Butchers	Meat Supplied - Vet Program	1	189.02
EFT8157	17/12/2015	Staples	Monthly Meter Charges	1	711.12
EFT8158	17/12/2015	CS Legal	Purchase Of 24 Harley St, Morawa	1	342,921.69
EFT8159	18/12/2015	Australian Services Union	Payroll deductions	1	103.20
EFT8160	21/12/2015	Australian Taxation Office	Nov BAS 2015	1	8,692.00
EFT8161	21/12/2015	Moore Stephens	Audit Certification - 4 projects	1	6,160.00
EFT8162	21/12/2015	Morawa Traders	Purchases – November	1	450.55
EFT8163	21/12/2015	Morawa Roadhouse	Caravan Park Weekend Management Fees - PO 16904	1	600.00
EFT8164	21/12/2015	BL & MJ Thornton Waste Removal Services	Waste Removal - November 2015	1	9,557.40
EFT8165	21/12/2015	Geraldton Fuel Company Pty Ltd	Monthly Fuel Purchases 2015-PO 16730, 16695	1	3,697.41
EFT8166	21/12/2015	Reliance Petroleum	Monthly Fuel Purchases - NOV 15	1	787.53
EFT8167	21/12/2015	Burgess Rawson (WA) Pty Ltd	License Preparation Fees - PO 16914	1	385.00
EFT8168	21/12/2015	Geraldton Toyota	50000KM Service - PO 16849	1	393.43
EFT8169	21/12/2015	Best Western Hospitality Inn Geraldton	Accommodation - 3/12/15-4/12/2015 Library Training	1	307.00
EFT8170	21/12/2015	TPG	Morawa NPP Projects (LPS, Omnibus, DGs) - PO 16916	1	2,359.50
EFT8171	21/12/2015	Emerge Associates	Remaining amount on Civic Square Tender	1	275.00
EFT8172	21/12/2015	Totally Workwear	Work Wear - Uniform - PO 16813	1	228.65
EFT8173	21/12/2015	Wildflower Counrty Inc	Annual Membership Contribution 15/16 Financial Year	1	4,950.00

EFT8174	21/12/2015	Image Investment Group Pty Ltd	Decide your own Destiny program- PO 16910 - Gunduwa Youth Leaders Program	1	4,950.00
EFT8175	21/12/2015	Arteil WA	Purchases Office Chairs - Freight - PO 16804	1	4,604.60
EFT8176	21/12/2015	Geoff Ninnnes Fong and Partners	Swimming Pool Upgrade - PO 16824	1	4,620.00
EFT8177	21/12/2015	RB Contracting	Renovations – Train Station December 2015 - PO 16906	1	8,305.00
EFT8178	21/12/2015	Morawa News & Gifts	Stationary Purchase November 2015	1	366.70
EFT8179	21/12/2015	J.R. & A. Hersey Pty Ltd	Parts - PO 16746	1	1,173.48
EFT8180	21/12/2015	Kats Rural	Parts - PO 16642	1	148.87
EFT8181	21/12/2015	Landmark Operations Limited	Parts - PO 16715	1	918.93
EFT8182	21/12/2015	S & K Electrical Contracting Pty Ltd	Repairs - PO 16851	1	6,780.20
EFT8183	21/12/2015	GH Country Courier	Freight - Truck line - Morawa	1	124.41
EFT8185	21/12/2015	Building Civil and Landscapes	Progress Claim 10	1	75,462.98
EFT8186	22/12/2015	Morawa Medical Centre	DR Consult Work Medical - PO 16919	1	95.00
EFT8187	22/12/2015	J.R. & A. Hersey Pty Ltd	Parts - PO 16747	1	1,390.41
EFT8188	22/12/2015	IT Vision Australia Pty Ltd	Records Workshop - PO 16817	1	1,100.00
EFT8189	22/12/2015	Stewart & Heaton Clothing Co Pty Ltd	Blue Volunteer Shirt- PO 16920	1	65.59
EFT8190	22/12/2015	Geraldton Toyota	Parts - PO 16664	1	159.90
EFT8191	22/12/2015	Cramer & Neill	Replace Aircon Youth Centre- PO 16829	1	3,696.00
EFT8192	22/12/2015	Morawa Rural Enterprises	Purchases - PO 16577-16586	1	936.32
EFT8193	22/12/2015	Covs Parts Pty Ltd	Parts - PO 16765	1	847.10

EFT8194	22/12/2015	Canning Bridge Auto Lodge	Accommodation Records training - PO 16822	1	320.00
EFT8195	22/12/2015	NACC	Coastal Flowers Garden Trail books Donation Box payment	1	15.60
EFT8196	22/12/2015	Staples	Meter Charge Reading - 20/11/15-14/12/15	1	490.24
EFT8199	30/12/2015	Samantha May Whittington	Rent Dec 2015 x 2	1	600.00
11500	08/12/2015	Synergy	35 days 15th Oct to 18th November 2015 - Sports Ground	1	1,533.25
11501	08/12/2015	Telstra Corporation Limited	Phone Bill Staff Housing Nov 2015	1	353.76
11502	08/12/2015	Shire of Morawa	Vehicle Licensing 12 Months	1	5,283.20
11503	17/12/2015	Synergy	Power Bill - 25/10/2015 - 24/11/2015	1	3,849.25
11504	17/12/2015	Morawa Licensed Post Office Emmlee's	Monthly Postal Account Fee 01/11/2015 - 30/11/2015	1	162.70
11505	17/12/2015	Jason Sign Makers	Sign Purchases - PO 16744	1	116.60
11506	17/12/2015	McLeods Barristers and Solicitors	Medical Services Agreements	1	3,798.07
11507	17/12/2015	Hoppys Parts R Us	Parts - PO 16693	1	893.34
11509	21/12/2015	Synergy	Power Bill 08/10/2015-03/12/2015 - PN 383 945 0325	1	3,309.10
11510	21/12/2015	Telstra Corporation Limited	Phone Bill December 2015 - PN 432 557 080 - 0	1	3,715.46
11511	22/12/2015	Water Corporation	Water Charges 07/10/2015-11/12/2015 - PN 0088	1	36,322.80
11512	22/12/2015	Water Corporation	Water Bill 07/10/2015 - 11/12/2015 - PN 0089	1	302.26
11513	22/12/2015	Synergy	Electricity 10 Oct to 10 Dec 2015	1	14,944.85
DD4707.1	02/12/2015	WA Local Government Superannuation Plan	Payroll deductions	1	8,449.64
DD4707.2	02/12/2015	AMP LIFE LTD - SUPERANNUATION	Superannuation contributions	1	716.07

DD4707.3	02/12/2015	BT FINANCIAL GROUP	Superannuation contributions	1	296.76
DD4707.4	02/12/2015	MLC Nominees Pty Ltd	Superannuation contributions	1	219.70
DD4707.5	02/12/2015	Asteron Client Services	Superannuation contributions	1	71.36
DD4707.6	02/12/2015	HOSTPLUS	Superannuation contributions	1	227.65
DD4707.7	02/12/2015	Concept One	Superannuation contributions	1	207.93
DD4707.8	02/12/2015	Australian Super	Superannuation contributions	1	211.36
DD4726.1	16/12/2015	WA Local Government Superannuation Plan	Payroll deductions	1	8,716.56
DD4726.2	16/12/2015	AMP LIFE LTD - SUPERANNUATION	Superannuation contributions	1	744.54
DD4726.3	16/12/2015	BT FINANCIAL GROUP	Superannuation contributions	1	296.76
DD4726.4	16/12/2015	MLC Nominees Pty Ltd	Superannuation contributions	1	219.69
DD4726.5	16/12/2015	Asteron Client Services	Superannuation contributions	1	93.13
DD4726.6	16/12/2015	HOSTPLUS	Superannuation contributions	1	209.84
DD4726.7	16/12/2015	Concept One	Superannuation contributions	1	295.48
DD4726.8	16/12/2015	Australian Super	Superannuation contributions	1	211.36
DD4737.1	30/12/2015	WA Local Government Superannuation Plan	Payroll deductions	1	8,567.40
DD4737.2	30/12/2015	AMP LIFE LTD - SUPERANNUATION	Superannuation contributions	1	744.54
DD4737.3	30/12/2015	BT FINANCIAL GROUP	Superannuation contributions	1	296.76
DD4737.4	30/12/2015	MLC Nominees Pty Ltd	Superannuation contributions	1	219.69
DD4737.5	30/12/2015	Asteron Client Services	Superannuation contributions	1	14.51

DD4737.6	30/12/2015	HOSTPLUS	Superannuation contributions	1	130.58
DD4737.7	30/12/2015	Concept One	Superannuation contributions	1	145.55
DD4737.8	30/12/2015	Australian Super	Superannuation contributions	1	211.36
DD4763.1	07/12/2015	BankWest	Credit Card Purchases Nov 2015	1	1,739.60
301215	30/12/2015	BOQ Finance	Copier Lease December 2015	1	301.16

#### REPORT TOTALS

EFT	\$ 610,115.37
Cheque	\$ 5,931.02
Direct Debits	\$ 33,558.98
Payroll	\$ 109,524.99
Credit Card – CEO	\$ 856.00
Credit Card – Manager Finance	\$ 180.00
Credit Card – EMDA	\$ 781.60
<b>Total</b>	<b>\$ 760,947.96</b>

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

### **SUMMARY**

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

### **DECLARATION OF INTEREST**

Nil

### **ATTACHMENTS**

Nil

### **BACKGROUND INFORMATION**

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

### **OFFICER'S COMMENT**

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

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

<b>Account</b>	<b>2015</b>
Municipal Account #	\$842,083.30
Trust Account	\$8,591.08
Business Telenet Saver (Reserve) Account	\$6,174,315.15
WA Treasury O/night Facility (Super Towns) Account	\$717,518.62

**BANK RECONCILIATION BALANCES**

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

<b>Account</b>	<b>2014</b>	<b>2015</b>
Municipal Account #	\$856,332.12	\$842,083.30
Trust Account	\$9,423.20	\$8,591.08
Reserve Account	\$8,054,602.77	\$6,891,833.77

**RESERVE ACCOUNT**

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

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

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

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

### **TRANSFER OF FUNDS**

NIL

### **STATUTORY ENVIRONMENT**

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



### **POLICY IMPLICATIONS**

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

### **FINANCIAL IMPLICATIONS**

As presented

### **STRATEGIC IMPLICATIONS**

Nil

### **RISK MANAGEMENT**

As per Policy Section 3 – Finance 3.4.7 Risk Management Controls

### **VOTING REQUIREMENTS**

Simple Majority

### **OFFICER'S RECOMMENDATION**

That Council receive –

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

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

### **SUMMARY**

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

### **DECLARATION OF INTEREST**

NIL

### **ATTACHMENTS**

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

### **OFFICER'S COMMENT**

NIL

### **STATUTORY ENVIRONMENT**

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

### **POLICY IMPLICATIONS**

NIL

### **FINANCIAL IMPLICATIONS**

As presented

### **STRATEGIC IMPLICATIONS**

Nil

### **RISK MANAGEMENT**

Nil

### **VOTING REQUIREMENTS**

Simple Majority

### **OFFICER'S RECOMMENDATION**

That Council receive the Statement of Financial Activity and the Variance Report for the period ending the 31 December, 2016.



**SHIRE OF MORAWA**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2015 TO 31 DECEMBER 2015**

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## SHIRE OF MORAWA

## STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 DECEMBER 2015

	NOTE	DECEMBER 2015 Actual \$	DECEMBER 2015 Y-T-D Budget \$	2015/16 Budget \$	Variances Actuals to Budget \$
<b>Operating</b>					
<b>Revenues/Sources</b>	1,2				
Governance		85,210	4,248	99,469	85,210
General Purpose Funding		458,546	492,970	985,278	(34,424)
Law, Order, Public Safety		22,801	10,877	44,420	11,924
Health		1,668	3,250	13,000	(1,582)
Education and Welfare		9,224	219,942	448,600	(210,718)
Housing		22,549	26,874	122,901	(4,325)
Community Amenities		441,559	544,054	1,947,267	(102,495)
Recreation and Culture		26,256	28,771	264,476	(2,515)
Transport		396,081	2,603,002	3,178,920	(2,206,921)
Economic Services		95,229	84,328	716,899	10,901
Other Property and Services		41,917	46,302	92,617	(4,385)
		1,601,040	4,064,618	7,913,847	(2,459,330)
<b>(Expenses)/(Applications)</b>	1,2				
Governance		(206,173)	(252,396)	(499,849)	(206,173)
General Purpose Funding		(98,628)	(96,768)	(193,557)	(1,860)
Law, Order, Public Safety		(68,799)	(74,710)	(148,151)	5,911
Health		(102,676)	(115,894)	(226,949)	13,218
Education and Welfare		(101,925)	(395,096)	(769,575)	293,171
Housing		(55,795)	(82,465)	(172,364)	26,670
Community Amenities		(241,582)	(266,946)	(515,784)	25,364
Recreation & Culture		(602,500)	(572,707)	(1,088,407)	(29,793)
Transport		(1,225,140)	(908,257)	(1,816,974)	(316,883)
Economic Services		(316,784)	(327,871)	(627,851)	11,087
Other Property and Services		(34,586)	(14,125)	(28,878)	(20,461)
		(3,054,588)	(3,107,235)	(6,088,339)	(199,749)
<b>Net Result Excluding Rates</b>		(1,453,548)	957,383	1,825,508	(2,659,079)
<b>Adjustments for Non-Cash (Revenue) and Expenditure</b>					
(Profit)/Loss on Asset Disposals	4	0	20,460	40,944	(20,460)
Movement in Leave Reserve (Added Back)		2,576	0	0	2,576
Movement in Deferred Pensioner Rates/ESL (not)		0	0	0	0
Movement in Employee Benefit Provisions (non-c)		0	0	0	0
Rounding Adjustment		0	0	0	0
Depreciation on Assets		862,467	693,300	1,386,877	169,167
<b>Capital Revenue and (Expenditure)</b>					
Purchase Land Held for Resale	3	0	0	0	0
Purchase Land and Buildings	3	(385,253)	(401,288)	(932,011)	16,035
Purchase Plant and Equipment	3	(432,257)	(450,042)	(900,105)	17,785
Purchase Furniture and Equipment	3	(395)	(9,174)	(18,350)	8,779
Purchase Infrastructure Assets - Roads	3	(235,799)	(1,481,661)	(1,509,960)	1,245,862
Purchase Infrastructure Assets - Footpaths	3	0	0	(76,650)	0
Purchase Infrastructure Assets - Drainage	3	0	0	0	0
Purchase Infrastructure Assets - Parks & Ovals	3	(15,970)	(17,188)	(34,374)	1,218
Purchase Infrastructure Assets - Airfields	3	0	(2,600,000)	(2,600,000)	2,600,000
Purchase Infrastructure Assets - Play Equip	3	0	0	0	0
Purchase Infrastructure Assets - Sewerage	3	0	(24,906)	(49,809)	24,906
Purchase Infrastructure Assets - Dams	3	0	0	0	0
Purchase Infrastructure Assets - Other	3	(184,133)	(507,800)	(1,765,200)	323,667
Proceeds from Disposal of Assets	4	0	72,542	77,091	(72,542)
Repayment of Debentures	5	(45,688)	(35,382)	(70,783)	(10,306)
Proceeds from New Debentures	5	350,000	0	0	350,000
Advances to Community Groups		0	0	0	0
Self-Supporting Loan Principal Income	5	0	0	0	0
Transfers to Restricted Assets (Reserves)	6	(63,887)	(354,720)	(709,511)	290,833
Transfers from Restricted Asset (Reserves)	6	0	1,332,624	2,387,648	(1,332,624)
ADD Net Current Assets July 1 B/Fwd	7	1,502,727	1,401,033	1,401,033	101,694
LESS Net Current Assets Year to Date	7	1,334,170	144,130	0	1,190,040
<b>Amount Raised from Rates</b>	8	(1,433,330)	(1,548,949)	(1,547,652)	115,619

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

**Material Variances Symbol**

Above Budget Expectations



Greater than 10,000 and greater than 10%

Below Budget Expectations



Less than 10,000 and less than 10%



SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 DECEMBER 2015

**1. SIGNIFICANT ACCOUNTING POLICIES**

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

**(a) Basis of Accounting**

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

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

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

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

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

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

**(c) Rounding Off Figures**

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

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

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

**(e) Goods and Services Tax**

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

**(f) Superannuation**

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

**(g) Cash and Cash Equivalents**

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

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

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 DECEMBER 2015

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(h) Trade and Other Receivables

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

(i) Inventories

**General**

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

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

**Land Held for Resale**

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

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

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

(j) Fixed Assets

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

**Initial Recognition**

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

**Revaluation**

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

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

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

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



## SHIRE OF MORAWA

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

FOR THE PERIOD 1 JULY 2015 TO 31 DECEMBER 2015

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



## SHIRE OF MORAWA

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

FOR THE PERIOD 1 JULY 2015 TO 31 DECEMBER 2015

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

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

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

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

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

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

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

##### (k) Financial Instruments

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

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

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

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

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

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

Amortised cost is calculated as:

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

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

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 DECEMBER 2015

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(k) Financial Instruments (Continued)

Classification and Subsequent Measurement (Continued)

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

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

*(ii) Loans and receivables*

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

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

*(iii) Held-to-maturity investments*

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

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

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

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

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

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

*(v) Financial liabilities*

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

**Impairment**

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

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 DECEMBER 2015

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

**(l) Estimation of Fair Value**

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

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

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

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

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

**(m) Impairment**

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

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

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

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

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

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

**(n) Trade and Other Payables**

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



SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 DECEMBER 2015

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

**(o) Employee Benefits**

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

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

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

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

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

**(p) Borrowing Costs**

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

**(q) Provisions**

Provisions are recognised when:

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

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

Provisions are not recognised for future operating losses.

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

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

**(s) Comparative Figures**

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

## SHIRE OF MORAWA

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

FOR THE PERIOD 1 JULY 2015 TO 31 DECEMBER 2015

#### 2. STATEMENT OF OBJECTIVE

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

##### **GOVERNANCE**

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

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

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

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

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

##### **HEALTH**

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

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

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

##### **HOUSING**

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

##### **COMMUNITY AMENITIES**

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

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

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

##### **TRANSPORT**

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

##### **ECONOMIC SERVICES**

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

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

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



## SHIRE OF MORAWA

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

FOR THE PERIOD 1 JULY 2015 TO 31 DECEMBER 2015

3. ACQUISITION OF ASSETS	2015/16 Budget \$	DECEMBER 2015 YTD Budget \$	DECEMBER 2015 Actual \$
The following assets have been acquired during the period under review:			
<b>By Program</b>			
<b>Governance</b>			
Upgrade to Old Council Chambers	181,011	60,337	19,736.10
<b>General Purpose Funding</b>			
<b>Health</b>			
Ford Sedan (Doctor Vehicle)	32,500	16,248	0.00
<b>Education &amp; Welfare</b>			
Skate Park CCTV Cameras	0	0	8,396.64
<b>Housing</b>			
Staff Housing - Postings to GL	0	0	361,235.00
Aged Person Units x 4	18,000	7,200	0.00
<b>Community Amenities</b>			
Cemetery Upgrade	0	0	0.00
Sewerage Upgrade	49,809	24,906	0.00
New Tip Site Construction	1,200,000	300,000	0.00
Closure/Rehabilitation Old Tip Site	20,000	5,000	0.00
Compactors/Transfer Bins for Transfer Station	40,000	19,998	0.00
Refuse Transfer Station - Storage Shed	55,000	13,751	0.00
Purchase Land For New Waste Site	300,000	75,000	0.00
<b>Recreation and Culture</b>			
Morawa Town Hall Kitchen Rendering	150,000	75,000	0.00
Upgrade to Pool Pump House	170,000	170,000	4,200.00
Pool Plant & Equipment	396,605	198,300	423,860.00
Sports Complex Upgrade	14,000	0	0.00
Recreation Centre Floor Restoration	44,000	0	0.00
Bowling Club Lighting	28,200	0	12,996.36
Skate Park CCTV Cameras	10,000	0	0.00
Skate Park	34,374	17,188	15,970.14
<b>Transport</b>			
Road Construction			
- Rural Roads Construction	948,425	948,416	163,929.04
- Townsite Roads Construction	561,535	533,245	71,870.29
Footpath Construction	76,650	0	0.00
Plant & Equipment - Road Plant Purchases	357,000	178,500	0.00
Airfield Infrastructure	2,600,000	2,600,000	0.00
<b>Economic Services</b>			
New On site Caravan	40,000	19,998	0.00
Morawa Gateway Project	40,000	16,000	0.00
Morawa Perenjori Trails Project	467,000	186,800	0.00
Phase 1 - Civic Square/Pedestrian Crossing	0	0	165,548.76
MWIP-Morawa Town Revitalisation Project	0	0	5,587.68
<b>Other Property &amp; Services</b>			
Administration Furniture & Equipment	18,350	9,174	395.45
CEO/DCEO/MAF Vehicles	34,000	16,998	0.00
	<u>7,886,459</u>	<u>5,492,059</u>	<u>1,253,807.62</u>

**SHIRE OF MORAWA**

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

**FOR THE PERIOD 1 JULY 2015 TO 31 DECEMBER 2015**

<b>3. ACQUISITION OF ASSETS (Continued)</b>	<b>2015/16 Budget \$</b>	<b>DECEMBER 2015 YTD Budget \$</b>	<b>DECEMBER 2015 Actual \$</b>
The following assets have been acquired during the period under review:			
<b><u>By Class</u></b>			
Land Held for Resale	0	0	0.00
Investments	0	0	0.00
Land	0	0	0.00
Buildings	932,011	401,288	385,253.26
Plant and Equipment	900,105	450,042	432,256.64
Furniture and Equipment	18,350	9,174	395.45
Infrastructure Assets - Roads	1,509,960	1,481,661	235,799.33
Infrastructure Assets - Footpaths	76,650	0	0.00
Infrastructure Assets - Drainage/Dams	0	0	0.00
Infrastructure Assets - Parks & Ovals	34,374	17,188	15,970.14
Infrastructure Assets - Airfields	2,600,000	2,600,000	0.00
Infrastructure Assets - Playground Equipment	0	0	0.00
Infrastructure Assets - Sewerage	49,809	24,906	0.00
Infrastructure Assets - Dams	0	0	0.00
Infrastructure Assets - Other	1,765,200	507,800	184,132.80
	<u>7,886,459</u>	<u>5,492,059</u>	<u>1,253,807.62</u>

## SHIRE OF MORAWA

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

FOR THE PERIOD 1 JULY 2015 TO 31 DECEMBER 2015

## 4. DISPOSALS OF ASSETS

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

By Program	Written Down Value		Sale Proceeds		Profit(Loss)	
	2015/16 Budget \$	DECEMBER 2015 Actual \$	2015/16 Budget \$	DECEMBER 2015 Actual \$	2015/16 Budget \$	DECEMBER 2015 Actual \$
<b>Health</b> (Asset 364 ) Ford FG G6 Sedan (Doctors)	24,100	0.00	9,091	0.00	(15,009)	0.00
<b>Transport</b> (Asset 272) Case Backhoe - P192	46,300	0.00	35,000	0.00	(11,300)	0.00
(Asset 476 ) Works Supervisor Vehicle	28,838	0.00	22,000	0.00	(6,838)	0.00
<b>Economic Services</b>	0	0.00	0	0.00	0	0.00
<b>Other Property &amp; Services</b> (Asset 476) Ford Falcon Sedan - MAF	18,797	0.00	11,000	0.00	(7,797)	0.00
	118,035	0.00	77,091	0.00	(40,944)	0.00

By class of asset	Written Down Value		Sale Proceeds		Profit(Loss)	
	2015/16 Budget \$	DECEMBER 2015 Actual \$	2015/16 Budget \$	DECEMBER 2015 Actual \$	2015/16 Budget \$	DECEMBER 2015 Actual \$
<b>Plant &amp; Equipment</b> (Asset 364 ) Ford FG G6 Sedan (Doctors)	24,100	0.00	9,091	0.00	(15,009)	0.00
(Asset 476) Ford Falcon Sedan - MAF	18,797	0.00	11,000	0.00	(7,797)	0.00
(Asset 272) Case Backhoe - P192	46,300	0.00	35,000	0.00	(11,300)	0.00
(Asset 476 ) Works Supervisor Vehicle	28,838	0.00	22,000	0.00	(6,838)	0.00
	118,035	0.00	77,091	0.00	(40,944)	0.00

Summary

Profit on Asset Disposals  
Loss on Asset Disposals

	2015/16 Budget \$	DECEMBER 2015 Actual \$
	0	0.00
	(40,944)	0.00
	(40,944)	0.00



## SHIRE OF MORAWA

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

FOR THE PERIOD 1 JULY 2015 TO 31 DECEMBER 2015

## 5. INFORMATION ON BORROWINGS

## (a) Debenture Repayments

Particulars	Principal 1-Jul-15	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		2015/16 Budget \$	2015/16 Actual \$	2015/16 Budget \$	2015/16 Actual \$	2015/16 Budget \$	2015/16 Actual \$	2015/16 Budget \$	2015/16 Actual \$
<b>Housing</b>									
Loan 133 - GEHA House	132,581	0	0	29,967	14,739	102,614	117,842	8,337	4,413
Loan 134 - 2 Broad Street	93,943	0	0	21,379	21,379	72,564	72,564	6,118	6,118
Loan 135 - Staff Housing	19,437	0	0	19,437	9,570	0	9,867	1,005	651
Loan 136 - 24 Harley Street - Staff Housing	0	0	350,000	0	0	0	0	0	0
<b>Transport</b>									
Loan 138 - Plant Replacement	0	0		0	0	0	0	0	0
<b>Other Property &amp; Services</b>									
	245,961	0	350,000	70,783	45,688	175,178	200,273	15,460	11,183

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

## SHIRE OF MORAWA

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

FOR THE PERIOD 1 JULY 2015 TO 31 DECEMBER 2015

## 5. INFORMATION ON BORROWINGS (Continued)

## (b) New Debentures - 2015/16

Particulars/Purpose	Amount Borrowed		Institution	Loan Type	Term (Years)	Total Interest & Charges \$	Interest Rate %	Amount Used		Balance Unspent \$
	Budget \$	Actual \$						Budget \$	Actual \$	
Loan 136 - 24 Harley Street - Staff Housing	0	350,000	WATC	Debenture				0	350,000	0

**SHIRE OF MORAWA**

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

**FOR THE PERIOD 1 JULY 2015 TO 31 DECEMBER 2015**

	2015/16 Budget \$	DECEMBER 2015 Actual \$
<b>6. RESERVES - CASH BACKED</b>		
<b>(a) Leave Reserve</b>		
Opening Balance	276,716	276,716
Amount Set Aside / Transfer to Reserve	63,104	2,576
Amount Used / Transfer from Reserve	0	0
	<u>339,820</u>	<u>279,292</u>
<b>(b) Sports and Recreation Facilities Reserve</b>		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>0</u>	<u>0</u>
<b>(c) Plant Reserve</b>		
Opening Balance	840,201	840,201
Amount Set Aside / Transfer to Reserve	193,761	7,822
Amount Used / Transfer from Reserve	(381,409)	0
	<u>652,553</u>	<u>848,023</u>
<b>(d) Building Reserve</b>		
Opening Balance	5,153	5,153
Amount Set Aside / Transfer to Reserve	73,951	48
Amount Used / Transfer from Reserve	0	0
	<u>79,104</u>	<u>5,201</u>
<b>(e) Economic Development Reserve</b>		
Opening Balance	106,142	106,142
Amount Set Aside / Transfer to Reserve	3,109	988
Amount Used / Transfer from Reserve	0	0
	<u>109,251</u>	<u>107,130</u>
<b>(f) Community Development Reserve</b>		
Opening Balance	1,372,142	1,372,142
Amount Set Aside / Transfer to Reserve	40,183	12,775
Amount Used / Transfer from Reserve	(245,026)	0
	<u>1,167,299</u>	<u>1,384,917</u>
<b>(g) Sewerage Reserve</b>		
Opening Balance	121,894	121,894
Amount Set Aside / Transfer to Reserve	40,127	1,135
Amount Used / Transfer from Reserve	0	0
	<u>162,021</u>	<u>123,029</u>
<b>(h) Unspent Grants and Contributions Reserve</b>		
Opening Balance	982,919	982,918
Amount Set Aside / Transfer to Reserve	28,786	9,109
Amount Used / Transfer from Reserve	(926,767)	0
	<u>84,938</u>	<u>992,028</u>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 DECEMBER 2015

	2015/16 Budget \$	DECEMBER 2015 Actual \$
<b>6. RESERVES (Continued)</b>		
<b>(i) Business Units Reserve</b>		
Opening Balance	40,517	40,518
Amount Set Aside / Transfer to Reserve	21,187	377
Amount Used / Transfer from Reserve	0	0
	<u>61,704</u>	<u>40,895</u>
<b>(j) Morawa Community Trust Reserve</b>		
Opening Balance	10,944	10,944
Amount Set Aside / Transfer to Reserve	321	102
Amount Used / Transfer from Reserve	(10,100)	0
	<u>1,165</u>	<u>11,046</u>
<b>(k) Morawa Community Future Funds Reserve</b>		
Opening Balance	2,155,811	2,155,811
Amount Set Aside / Transfer to Reserve	63,136	20,071
Amount Used / Transfer from Reserve	(53,666)	0
	<u>2,165,281</u>	<u>2,175,882</u>
<b>(l) Refuse Transfer Station Reserve</b>		
Opening Balance	196,097	196,097
Amount Set Aside / Transfer to Reserve	5,743	1,826
Amount Used / Transfer from Reserve	(95,000)	0
	<u>106,840</u>	<u>197,923</u>
<b>(m) Aged Care Units Reserve</b>		
Opening Balance	8,867	8,867
Amount Set Aside / Transfer to Reserve	260	83
Amount Used / Transfer from Reserve	-	0
	<u>9,127</u>	<u>8,949</u>
<b>(n) ST-N/Midlands Solar Thermal Power</b>		
Opening Balance	541,001	540,136
Amount Set Aside / Transfer to Reserve	15,844	5,302
Amount Used / Transfer from Reserve	(500,000)	0
	<u>56,845</u>	<u>545,438</u>
<b>(o) ST-Morawa Revitalisation Reserve</b>		
Opening Balance	170,681	170,408
Amount Set Aside / Transfer to Reserve	4,999	1,673
Amount Used / Transfer from Reserve	(175,680)	0
	<u>0</u>	<u>172,080</u>
<b>(p) Legal Fees Reserve</b>		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	15,000	0
Amount Used / Transfer from Reserve	0	0
	<u>15,000</u>	<u>0</u>

**SHIRE OF MORAWA**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2015 TO 31 DECEMBER 2015**

	2015/16 Budget \$	DECEMBER 2015 Actual \$
<b>6. RESERVES (Continued)</b>		
<b>(q) Road Reserve</b>		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	140,000	0
Amount Used / Transfer from Reserve	0	0
	<u>140,000</u>	<u>0</u>
 Total Cash Backed Reserves	 <b>5,150,948</b>	 <b>6,891,834</b>
 <b>Summary of Transfers To Cash Backed Reserves</b>		
<b>Transfers to Reserves</b>		
Leave Reserve	63,104	2,576
Sports and Recreation Facilities Reserve	0	0
Plant Reserve	193,761	7,822
Building Reserve	73,951	48
Economic Development Reserve	3,109	988
Community Development Reserve	40,183	12,775
Sewerage Reserve	40,127	1,135
Unspent Grants and Contributions Reserve	28,786	9,109
Business Units Reserve	21,187	377
Morawa Community Trust Reserve	321	102
Morawa Community Future Fund Reserve	63,136	20,071
Refuse Transfer Station Reserve	5,743	1,826
Aged Care Units Reserve	260	83
ST-N/Midlands Solar Thermal Power	15,844	5,302
ST-Morawa Revitalisation Reserve	4,999	1,673
Legal Fees Reserve	15,000	0
Road Reserve	140,000	0
	<u>709,511</u>	<u>63,887</u>
 <b>Transfers from Reserves</b>		
Leave Reserve	0	0
Sports and Recreation Facilities Reserve	0	0
Plant Reserve	(381,409)	0
Building Reserve	0	0
Economic Development Reserve	0	0
Community Development Reserve	(245,026)	0
Sewerage Reserve	0	0
Unspent Grants and Contributions Reserve	(926,767)	0
Business Units Reserve	0	0
Morawa Community Trust Reserve	(10,100)	0
Morawa Community Future Fund Reserve	(53,666)	0
Refuse Transfer Station Reserve	(95,000)	0
Aged Care Units Reserve	0	0
ST-N/Midlands Solar Thermal Power	(500,000)	0
ST-Morawa Revitalisation Reserve	(175,680)	0
Legal Fees Reserve	0	0
Road Reserve	0	0
	<u>(2,387,648)</u>	<u>0</u>
 <b>Total Transfer to/(from) Reserves</b>	 <u><b>(1,678,137)</b></u>	 <u><b>63,887</b></u>



## SHIRE OF MORAWA

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

FOR THE PERIOD 1 JULY 2015 TO 31 DECEMBER 2015

#### 6. RESERVES (Continued)

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

**Leave Reserve**

To be used to fund leave requirements.

**Sportsground Complex Upgrade Reserve**

To be used to upgrade the Sporting Complex Facilities.

**Plant Reserve**

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

**Building Reserve**

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

**Economic Development Reserve**

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

**Community Development Reserve**

To be used for Community Projects within the Shire of Morawa

**Sewerage Reserve**

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

**Unspent Grants and Contributions Reserve**

To be used as a quarantine for unspent committed funds.

**Business Units Reserve**

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

**Morawa Community Trust Reserve**

To be used for Morawa Community Projects

**Morawa Community Future Fund Reserve**

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

Memorandum

**Refuse Transfer Station Reserve**

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

**Aged Persons Units Reserve**

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

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

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

**ST-Morawa Revitalisation Reserve**

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

**Legal Fees Reserve**

to be utilised for unforeseen Legal Fees

**Road Reserve**

to be utilised for future Road Construction and Maintenance

Except for the Unspent Grants and Contributions Reserve, the Reserves are not expected to be used within a set period as further transfers Page 43 of 161

**SHIRE OF MORAWA**

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

**FOR THE PERIOD 1 JULY 2015 TO 31 DECEMBER 2015**

	2014/15 B/Fwd Per 2015/16 Budget \$	2014/15 B/Fwd Per Financial Report \$	2015/16 Actual \$
<b>7. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	1,086,705	769,180	842,633
Cash - Restricted Unspent Grants	0	317,600	0
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	6,829,085	6,827,946	6,891,834
Rates - Current	248,621	242,859	544,413
Sundry Debtors	375,943	375,943	72,658
GST Receivable	78,172	78,836	24,208
Accrued Income/Prepayments	16,328	10,416	0
Provision for Doubtful Debts	(2,632)	(15,624)	(15,624)
Other Current Debtors	27	27	0
Inventories	12,905	10,124	10,124
	<u>8,645,154</u>	<u>8,617,307</u>	<u>8,370,246</u>
<b>LESS: CURRENT LIABILITIES</b>			
Sundry Creditors	(119,308)	(112,291)	(802)
Income Received in Advance	(111,331)	0	(44,632)
GST Payable	(49,793)	(50,156)	(12,637)
Payroll Creditors	0	0	0
Accrued Expenditure	0	0	0
Other Payables	(9,512)	(2,661)	(18,670)
Withholding Tax Payable	0	0	0
Payg Payable	(32,110)	(32,110)	(47,744)
Accrued Interest on Debentures	(6,864)	(5,737)	0
Accrued Salaries and Wages	(55,522)	(61,334)	0
Current Employee Benefits Provision	(307,312)	(299,061)	(299,061)
Current Loan Liability	(70,783)	(70,783)	(25,095)
	<u>(762,535)</u>	<u>(634,133)</u>	<u>(448,641)</u>
<b>NET CURRENT ASSET POSITION</b>	7,882,619	7,983,174	7,921,605
Less: Cash - Reserves - Restricted	(6,829,085)	(6,827,946)	(6,891,834)
Less: Cash - Unspent Grants - Restricted	0	0	0
Adjustment for Trust Transactions Within Muni	0	0	12
Add Back : Component of Leave Liability not Required to be Funded	276,716	276,716	279,292
Add Back : Current Loan Liability	70,783	70,783	25,095
<b>SURPLUS/(DEFICIENCY) C/FWD</b>	<u>1,401,033</u>	<u>1,502,727</u>	<u>1,334,170</u>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 DECEMBER 2015

8. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2015/16 Rate Revenue \$	2015/16 Interim Rates \$	2015/16 Back Rates \$	2015/16 Total Revenue \$	2015/16 Budget \$
<b>General Rate</b>								
GRV Residential/Commercial	0.07199	267	2,899,072	208,698	702	0	209,400	208,698
UV Rural	0.02192	208	56,190,000	1,231,536	(108)	0	1,231,428	1,231,525
UV Mining	0.28968	17	455,557	131,966	3,642	0	135,609	137,401
<b>Sub-Totals</b>		492	59,544,629	1,572,201	4,236	0	1,576,437	1,577,624
<b>Minimum Rates</b>	<b>Minimum \$</b>							
GRV Residential/Commercial	271	50	40,840	13,558		0	13,558	13,550
UV Rural	271	6	48,000	1,627	0	0	1,627	1,626
UV Mining	656	12	11,145	7,872	0	0	7,872	8,528
<b>Sub-Totals</b>		68	99,985	23,056	0	0	23,056	23,704
<b>Ex-Gratia Rates</b>								
							1,599,494	1,601,328
							5,624	5,624
<b>Discounts</b>								
Rates Written Off							1,605,118	1,606,952
Movement in Excess Rates							(59,723)	(58,000)
							(733)	(1,300)
							(111,331)	0
<b>Totals</b>							1,433,331	1,547,652

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

The general rates detailed above for the 2015/16 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

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

**SHIRE OF MORAWA**

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

**FOR THE PERIOD 1 JULY 2015 TO 31 DECEMBER 2015**

**9. TRUST FUNDS**

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

<b>Detail</b>	<b>Balance 01-Jul-15 \$</b>	<b>Amounts Received \$</b>	<b>Amounts Paid (\$)</b>	<b>Balance \$</b>
Housing Bonds Lisa Porter	0	600	0	600
Child Care Bonds	0	0	0	0
Bonds Hall/Rec Centre Hire	0	0	0	0
Extractive Industries Licence	0	0	0	0
Youth Centre	865	0	0	865
Council Nominations	0	320	(320)	0
Bill Johnson Unit 1 Bond	0	0	0	0
Haulmore Trailers Land Dep	4,641	0	0	4,641
Social Club Payments	0	0	0	0
Local Drug Action Group	560	100	0	660
BCITF/BRB Training Levy	2,885	(12)	(2,823)	50
DPI Licensing	0	0	0	0
Morawa Oval Function Centre	1,762	0	0	1,762
	<u>10,714</u>	<u>1,008</u>	<u>(3,143)</u>	<u>8,579</u>



**SHIRE OF MORAWA**

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

**FOR THE PERIOD 1 JULY 2015 TO 31 DECEMBER 2015**

**10. OPERATING STATEMENT**

	<b>DECEMBER 2015 Actual \$</b>	<b>2015/16 Budget \$</b>	<b>2014/15 Actual \$</b>
<b>OPERATING REVENUES</b>			
Governance	85,210	99,469	9,899
General Purpose Funding	1,891,877	2,532,930	4,102,157
Law, Order, Public Safety	22,801	44,420	45,841
Health	1,668	13,000	4,759
Education and Welfare	9,224	448,600	62,813
Housing	22,549	122,901	48,270
Community Amenities	441,559	1,947,267	430,274
Recreation and Culture	26,256	264,476	525,931
Transport	396,081	3,178,920	1,535,940
Economic Services	95,229	716,899	281,693
Other Property and Services	41,917	92,617	114,320
<b>TOTAL OPERATING REVENUE</b>	<b>3,034,371</b>	<b>9,461,499</b>	<b>7,161,898</b>
<b>OPERATING EXPENSES</b>			
Governance	206,173	499,849	427,808
General Purpose Funding	98,628	193,557	178,137
Law, Order, Public Safety	68,799	148,151	125,997
Health	102,676	226,949	205,675
Education and Welfare	101,925	769,575	233,474
Housing	55,795	172,364	112,723
Community Amenities	241,582	515,784	439,886
Recreation & Culture	602,500	1,088,407	1,213,729
Transport	1,225,140	1,816,974	2,092,360
Economic Services	316,784	627,851	3,311,506
Other Property and Services	34,586	28,878	(46,198)
<b>TOTAL OPERATING EXPENSE</b>	<b>3,054,588</b>	<b>6,088,339</b>	<b>8,295,096</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b><u>(20,217)</u></b>	<b><u>3,373,160</u></b>	<b><u>(1,133,198)</u></b>

**SHIRE OF MORAWA**

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

**FOR THE PERIOD 1 JULY 2015 TO 31 DECEMBER 2015**

**11. BALANCE SHEET**

	<b>DECEMBER 2015 Actual \$</b>	<b>2014/15 Actual \$</b>
<b>CURRENT ASSETS</b>		
Cash Assets	7,734,467	7,914,726
Receivables	625,655	692,458
Inventories	10,124	10,124
<b>TOTAL CURRENT ASSETS</b>	<u>8,370,246</u>	<u>8,617,308</u>
<b>NON-CURRENT ASSETS</b>		
Receivables	11,064	11,064
Inventories	0	0
Property, Plant and Equipment	27,248,850	26,804,567
Infrastructure	41,961,231	42,014,173
<b>TOTAL NON-CURRENT ASSETS</b>	<u>69,221,145</u>	<u>68,829,804</u>
<b>TOTAL ASSETS</b>	<u>77,591,391</u>	<u>77,447,112</u>
<b>CURRENT LIABILITIES</b>		
Payables	124,485	264,288
Interest-bearing Liabilities	25,095	70,783
Provisions	299,061	299,061
<b>TOTAL CURRENT LIABILITIES</b>	<u>448,641</u>	<u>634,132</u>
<b>NON-CURRENT LIABILITIES</b>		
Interest-bearing Liabilities	525,178	175,179
Provisions	30,834	30,834
<b>TOTAL NON-CURRENT LIABILITIES</b>	<u>556,012</u>	<u>206,013</u>
<b>TOTAL LIABILITIES</b>	<u>1,004,653</u>	<u>840,145</u>
<b>NET ASSETS</b>	<u>76,586,738</u>	<u>76,606,967</u>
<b>EQUITY</b>		
Retained Surplus	32,697,992	32,782,098
Reserves - Cash Backed	6,891,834	6,827,946
Reserves - Asset Revaluation	36,996,923	36,996,923
<b>TOTAL EQUITY</b>	<u>76,586,749</u>	<u>76,606,967</u>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 DECEMBER 2015

12. FINANCIAL RATIO

	2015 YTD	2014	2013	2012
Current Ratio	8.730	7.880	1.870	2.230

The above rates are calculated as follows:

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

**SHIRE OF MORAWA**  
**FOR THE PERIOD 1 JULY 2015 TO 31 DECEMBER 2015**  
**Report on Significant variances Greater than 10% and \$10,000**

**Purpose**

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

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

Actual Variance to YTD Budget up to 5%:

Don't Report

Actual Variance exceeding 10% of YTD Budget

Use Management Discretion

Actual Variance exceeding 10% of YTD Budget and a value greater than \$10,000 Must Report

<b>REPORTABLE OPERATING REVENUE VARIATIONS</b>
--

***Governance - Variance above budget expectations.***

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

Income from aged debtors received in this financial year

***Health - Variance below budget expectations***

Doctors expenses invoiced to second party below budget expectations

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

Industry Training Centre - timing

***Housing - Variance below budget expectations***

Single units are not rented out at present - no income generating from these

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

Grants for Refuse Site yet to be received - timing

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

Timing - small grants received - KABC and Main Roads

***Transport - Variance below expectations.***

RRG & R2R funding - timing

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

Tourism - Caravan Park and Chalet income higher than expectations

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

Private Works for Maintenance on Roads to mines above expectations

**SHIRE OF MORAWA**  
**FOR THE PERIOD 1 JULY 2015 TO 31 DECEMBER 2015**  
**Report on Significant variances Greater than 10% and \$10,000**

**REPORTABLE OPERATING EXPENSE VARIATIONS**

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

Expense relating Fire Services Manager is less than budget.

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

Timing - New Doctors vehicle not purchased

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

Industry training centre expenditure yet to commence.

Child Care Mtce below budget

***Housing - Variance below budget expectations.***

Building maintenance on housing generally is currently under budget.

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

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

Maintenance of Rural Roads within budget, Town Streets and the Depot is below budget - timing.

Department of Transport licensing reflected in budget - off set by income

***Economic Services - Variance within budget expectations***

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

Private Works expenditure above budget - timing.

Administration expenditure above budget - timing



**SHIRE OF MORAWA**  
**FOR THE PERIOD 1 JULY 2015 TO 31 DECEMBER 2015**  
**Report on Significant variances Greater than 10% and \$10,000**

**REPORTABLE NON-CASH VARIATIONS**

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

**REPORTABLE CAPITAL EXPENSE VARIATIONS**

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

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

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

Capital Road Works for roads under budget - timing

*Purchase Infrastructure Assests - Parks & Ovals - Variance within budget expectations.*

*Purchase Infrastructure Assests - Other- Variance below budget expectations.*

Construction of the Transfer Station in progress

Morawa Gateway Project awaiting grants

Morawa Perenjori Trails Project awaiting grants

*Transfer to Reserves - Variance below budget expectations.*

Transfers to Reserves - timing

**REPORTABLE CAPITAL INCOME VARIATIONS**

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

*Transfer from Reserves - Variance below budget expectations.*

Transfers to Municipal Fund - timing on completion of projects

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

### **SUMMARY**

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

### **DECLARATION OF INTEREST**

Nil

### **ATTACHMENTS**

List of accounts Due & Submitted to council 18 February 2016

### **BACKGROUND INFORMATION**

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS  
1996 – REG 13

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

### **OFFICER'S COMMENT**

Nil

## **STATUTORY ENVIRONMENT**

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS  
1996 – REG 13

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

As per list of accounts

## **STRATEGIC IMPLICATIONS**

Nil

## **RISK MANAGEMENT**

Nil

## **VOTING REQUIREMENT**

Simple Majority

## **OFFICER'S RECOMMENDATION**

That Council endorses -

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

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



3	08/01/2016	Shire of Morawa	Recoup Petty Cash Jan 2016	1	340.30
EFT8198	06/01/2016	Westnet Pty Ltd	Internet December 2015	1	224.75
EFT8200	08/01/2016	Bob Waddell Consultant	Assistance with 2014/15 Annual Financial Report	1	264.00
EFT8201	08/01/2016	Aerodrome Management Services Pty Ltd	Aerodrome Reporting Officer Training	1	4,600.00
EFT8202	08/01/2016	RSM Bird Cameron	Final Audit visit for the year ended 30 June 2015	1	13,464.63
EFT8203	11/01/2016	Morawa Traders	Purchases – Refreshments Staff and Council Christmas Party	1	854.05
EFT8204	11/01/2016	Midwest Chemical & Paper Distributors	Cleaning Supplies - PO 16918	1	388.32
EFT8205	11/01/2016	Land gate	Land Enquiry	1	24.60
EFT8206	11/01/2016	IXOM	Service fee - 70Kg Cylinders - Chlorine	1	169.14
EFT8207	11/01/2016	Geraldton Fuel Company Pty Ltd	Fuel Charges December 2015	1	14,744.40
EFT8208	11/01/2016	Think Water Geraldton	Parts - PO 16860	1	254.70
EFT8209	11/01/2016	Canine Control	Ranger Services - 21/12/2015	1	940.50
EFT8210	11/01/2016	Courier Australia	Freight - Path west	1	38.16
EFT8211	11/01/2016	Burgess Rawson (WA) Pty Ltd	Rent - 01/01/2016-31/03/2016	1	137.50
EFT8212	11/01/2016	Australian Communications and Media Authority	Apparatus Licence Renewal Fees	1	50.00
EFT8213	11/01/2016	LGIS Risk Management	Load Restraint Guide Books	1	19.80
EFT8214	11/01/2016	Local Government Managers Australia	Course Registration - Executive Management Program 2016	1	1,950.00
EFT8215	11/01/2016	Leading Edge Computers Dongara & Geraldton	Printer Cartridges - Oki x 4	1	362.90

EFT8216	11/01/2016	Starick Tyres	Tyres Fitted and Balanced	1	539.75
EFT8217	11/01/2016	Colliers International	Rent 01/12/2015-31/12/2015 Depot	1	423.85
EFT8218	11/01/2016	Midwest Windscreens	Supply and Fit New Windscreen + Travel - PO 16700	1	4,131.00
EFT8219	12/01/2016	St John Ambulance	Deposit for Youth Project - PO 150	1	300.00
EFT8220	12/01/2016	Morawa Drapery Store	Work Boots - PO 16760	1	109.95
EFT8221	12/01/2016	Landmark Operations Limited	Parts - PO 16752	1	50.20
EFT8222	12/01/2016	Purcher International Pty Ltd	Parts - PO 16763	1	421.12
EFT8223	12/01/2016	S & K Electrical Contracting Pty Ltd	Repairs - PO 16750	1	691.77
EFT8224	12/01/2016	GH Country Courier	Freight - Westrac - Morawa	1	162.60
EFT8225	12/01/2016	Geraldton Toyota	Parts - PO 16766	1	91.61
EFT8226	12/01/2016	Geraldton Mower & Repairs Specialists	Parts - PO 16864	1	276.80
EFT8227	12/01/2016	Morawa Rural Enterprises	Parts - PO 16694	1	240.08
EFT8228	12/01/2016	Truck line	Parts - PO 16761	1	1,949.33
EFT8229	13/01/2016	Miles Glass & Fly Screens	Purchases - Glass & Flyscreen - PO 16731	1	577.50
EFT8230	13/01/2016	Midwest Carpentry and Electrical	Extras - Gliding Club Renovations - PO 16814	1	3,979.80
EFT8231	13/01/2016	Morawa News & Gifts	Monthly Stationary Supplies - December 2015	1	191.60
EFT8232	13/01/2016	BOC Limited	Balloon Gas monthly Fee	1	16.51
EFT8233	13/01/2016	BL & MJ Thornton Waste Removal Services	December Waste Removal	1	8,831.35
EFT8234	13/01/2016	Landgate	Minimum Charge	1	37.50

EFT8235	13/01/2016	GH Country Courier	Fright - Staples - Morawa	1	29.56
EFT8236	13/01/2016	Market force	Advertising - December - PO 16905	1	2,983.54
EFT8237	13/01/2016	Geraldton Toyota	Tyres Replaced – MO 0	1	1,950.01
EFT8238	13/01/2016	Bob Waddell Consultant	Budget Review assistance	1	990.00
EFT8239	13/01/2016	WA Country Health Service - Midwest	Laundry Services - November 2015	1	880.56
EFT8240	13/01/2016	Novus Auto glass Repairs & Replacement	Chip Repair - PO 16823	1	140.00
EFT8241	13/01/2016	AFGRI	Parts - PO 16698	1	790.68
EFT8242	13/01/2016	Office Works	Office Supplies - PO 16820	1	178.71
EFT8243	14/01/2016	Australian Services Union	Payroll deductions	1	103.20
EFT8244	15/01/2016	Star Track Express	Freight Asphalt Carlisle - Morawa	1	875.76
EFT8245	15/01/2016	Kats Rural	Parts - PO 16740	1	594.31
EFT8246	15/01/2016	Reliance Petroleum	Dec 2015 Fuel Charges	1	811.11
EFT8247	15/01/2016	S & K Electrical Contracting Pty Ltd	Repair To lights Basket Ball courts - PO 16859	1	495.00
EFT8248	15/01/2016	Canine Control	Ranger Services - 07/01/2016	1	940.50
EFT8249	15/01/2016	Cramer & Neill	Investigate air conditioner - PO 153	1	121.00
EFT8250	15/01/2016	CS Legal	Settlement cost final payment 24 Harley St	1	473.29
EFT8251	15/01/2016	Never fail Spring water Limited	Monthly Cooler Rental - December 2015	1	14.30
EFT8252	15/01/2016	Alinta Sales Pty Ltd	Energy Charges - 01/12/15-31/12/15	1	294.92

EFT8253	15/01/2016	Covs Parts Pty Ltd	Parts - PO 16770	1	174.79
EFT8254	15/01/2016	J & K Hopkins	Work Desk - PO 149	1	669.00
EFT8255	15/01/2016	TPG	Morawa NPP Projects	1	5,291.00
EFT8256	15/01/2016	Totally Work Wear	Work Wear purchases - PO 16848	1	388.20
EFT8257	15/01/2016	AFGRI	License Examination Inspection - PO 16861	1	151.25
EFT8258	15/01/2016	Progressive Training (WA) Pty Ltd	Student fees - Cert III Business	1	317.79
EFT8259	15/01/2016	IGA Morawa	Monthly Account - DEC 15	1	491.50
EFT8260	15/01/2016	Prime Media Group	Power for Broadcasting Station 01/05/2013-31/12/2014	1	13,319.91
EFT8261	20/01/2016	Australian Taxation Office	December BAS 2015	1	32,997.00
EFT8262	22/01/2016	Karen Jeanette Chappel	Members Sitting Fees 01/10/2015- 31/12/2015	1	8,250.00
EFT8263	22/01/2016	Herbert Edward Kenyon	Carpet Cleaning - PO 163	1	1,900.00
EFT8264	22/01/2016	Choices Flooring Geraldton	Supply and Install Carpet and Underlay - PO 143	1	4,642.00
EFT8265	22/01/2016	Canine Control	Ranger Services - 19/01/2016	1	940.50
EFT8266	22/01/2016	Courier Australia	Freight	1	94.09
EFT8267	22/01/2016	Vidguard Security Systems	Monitoring Fees - 01/01/2016 - 31/03/2016	1	102.00
EFT8268	22/01/2016	Bob Waddell Consultant	Assistance 2015/16 Budget Review	1	792.00
EFT8269	22/01/2016	Bunnings Group Limited	Parts - PO 16922	1	110.54
EFT8270	22/01/2016	Mark Thornton	Members Sitting Fees 01/10/2015 - 31/12/2015	1	2,000.00
EFT8271	22/01/2016	Jane Coaker	Members Sitting Fees 17/10/2015 - 31/12/2015	1	1,630.43

EFT8272	22/01/2016	Morawa Rural Enterprises	Parts - 16547	1	788.60
EFT8273	22/01/2016	The Peninsula Hotel	Accommodation - Training - PO 16647	1	617.00
EFT8274	22/01/2016	Morawa SES	Parts	1	763.00
EFT8275	22/01/2016	David Coaker	Members Sitting Fees 01/10/2015 - 17/10/2015	1	369.56
EFT8276	22/01/2016	Dean Carslake	Members Sitting Fees 01/10/2015 - 31/12/2015	1	3,062.50
EFT8277	22/01/2016	Debbie Collins	Members Sitting Fees 01/10/2015 - 31/12/2015	1	2,000.00
EFT8278	22/01/2016	Darren S Agar	Members Sitting Fees 01/10/2015 - 31/12/2015	1	2,000.00
EFT8279	22/01/2016	Staples	Stationery Supplies - PO 156	1	200.66
EFT8280	22/01/2016	Tyre power Geraldton	4 x New Dunlop Tyres - PO 158 (SES)	1	600.00
EFT8281	28/01/2016	Australian Services Union	Payroll deductions	1	103.20
EFT8282	28/01/2016	Kats Rural	Parts - PO 16871	1	773.39
EFT8283	28/01/2016	WesTrac Equipment Pty Ltd	Parts - PO 16774	1	1,089.31
EFT8284	28/01/2016	S & K Electrical Contracting Pty Ltd	Repairs - PO 16869	1	1,588.18
EFT8285	28/01/2016	Courier Australia	Freight Charges - Perth - Morawa	1	155.74
EFT8286	28/01/2016	Bob Waddell Consultant	Assistance with 2015/16 Budget Review	1	330.00
EFT8287	28/01/2016	Morawa Hotel Motel	Meal Voucher - Facebook Promotion prize	1	100.00
EFT8288	28/01/2016	Leading Edge Computers Dongara & Geraldton	IPad updates and change usage plans- PO 165	1	761.00
EFT8289	28/01/2016	CS Legal	Debt Recovery	1	501.80

EFT8290	28/01/2016	Covs Parts Pty Ltd	Parts - PO 16879	1	301.01
EFT8291	28/01/2016	Totally Work wear	Work Uniform - PO 16907	1	329.99
EFT8292	28/01/2016	Herrings Coastal Plumbing & Gas	Repairs - PO 16877	1	789.80
EFT8293	28/01/2016	Boomerang Bag Borrow & Bring Back Inc.	Boomerang Bags - PO 16926 Bag Free Morawa	1	1,879.82
EFT8294	28/01/2016	Staples	Stationary - PO 156	1	31.28
11514	11/01/2016	Telstra Corporation Limited	Monthly Phone Bill December 2015	1	676.84
11515	11/01/2016	Morawa Licensed Post Office Emmlee's	Monthly Postal Fees - DEC 15	1	215.35
11516	11/01/2016	McLeod's Barristers and Solicitors	Medical Services Agreements	1	769.69
11517	13/01/2016	Synergy	Power Bill - 25/11/2015-24/12/2015 - BN 124 259 3929	1	3,714.95
11518	15/01/2016	Synergy	Power Charges 19/11/2015-16/12/2016	1	1,518.20
11519	15/01/2016	Telstra Corporation Limited	Phone Usage - Dec15	1	312.00
11520	22/01/2016	Water Corporation	Water Bill 07/10/15 - 11/12/2015	1	148.76
11521	22/01/2016	Telstra Corporation Limited	Phone Bill Dec 2015	1	2,851.22
11522	22/01/2016	Getaway Outdoors Geraldton	Purchases - PO 16921	1	358.00
11523	28/01/2016	Synergy	Power Bill 15/12/2015 - 18/01/2016 - 452 143 5523	1	338.85
DD4782.1	04/01/2016	Westnet Pty Ltd	Internet January 2016	1	224.75
DD4784.1	12/01/2016	BOQ Finance	Copier Lease January 2016	1	301.16
DD4787.1	13/01/2016	WA Local Government Superannuation Plan	Payroll deductions	1	8,601.17

DD4787.2	13/01/2016	AMP LIFE LTD - SUPERANNUATION	Superannuation contributions	1	744.54
DD4787.3	13/01/2016	BT FINANCIAL GROUP	Superannuation contributions	1	296.76
DD4787.4	13/01/2016	MLC Nominees Pty Ltd	Superannuation contributions	1	219.69
DD4787.5	13/01/2016	Asteron Client Services	Superannuation contributions	1	117.56
DD4787.6	13/01/2016	Concept One	Superannuation contributions	1	286.72
DD4787.7	13/01/2016	Australian Super	Superannuation contributions	1	211.36
DD4799.1	27/01/2016	WA Local Government Superannuation Plan	Payroll deductions	1	8,714.79
DD4799.2	27/01/2016	AMP LIFE LTD - SUPERANNUATION	Superannuation contributions	1	744.54
DD4799.3	27/01/2016	BT FINANCIAL GROUP	Superannuation contributions	1	296.76
DD4799.4	27/01/2016	MLC Nominees Pty Ltd	Superannuation contributions	1	219.69
DD4799.5	27/01/2016	Asteron Client Services	Superannuation contributions	1	154.56
DD4799.6	27/01/2016	Australian Super	Superannuation contributions	1	282.42
DD4799.7	27/01/2016	Concept One	Superannuation contributions	1	145.55
DD4803.1	07/01/2016	Samantha May Whittington	Rent January 2016	1	300.00
DD4803.2	21/01/2016	Samantha May Whittington	Rent January 2016	1	300.00
DD4805.1	05/01/2016	Bankwest	Dec 15 credit card usage paid in Jan 2016	1	2,922.18

**Report Totals**

EFT	\$ 167,574.06
Cheque	\$ 11,244.16
Direct Debits	\$ 25,084.20
Payroll	\$ 107,980.58
Credit Card – CEO	\$ 1632.27
Credit Card – Manager Finance	\$ 628.00
Credit Card – EMDA	\$ 661.91
<b>Total</b>	<b>\$ 314,805.18</b>



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

### **SUMMARY**

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

### **DECLARATION OF INTEREST**

Nil

### **ATTACHMENTS**

Nil

### **BACKGROUND INFORMATION**

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

### **OFFICER'S COMMENT**

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

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

<b>Account</b>	<b>2016</b>
Municipal Account #	\$666,885.49
Trust Account	\$9,291.08
Business Telenet Saver (Reserve) Account	\$6,276,570.44
WA Treasury O/night Facility (Super Towns) Account	\$718,706.85

**BANK RECONCILIATION BALANCES**

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

<b>Account</b>	<b>2015</b>	<b>2016</b>
Municipal Account #	\$856,332.12	\$665,264.99
Trust Account	\$9,423.20	\$9,291.08
Reserve Account	\$8,120,247.35	\$6,995,277.29

**RESERVE ACCOUNT**

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

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

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

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

### **TRANSFER OF FUNDS**

NIL

### **STATUTORY ENVIRONMENT**

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

### **POLICY IMPLICATIONS**

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

### **FINANCIAL IMPLICATIONS**

As presented

### **STRATEGIC IMPLICATIONS**

Nil

### **RISK MANAGEMENT**

As per Policy Section 3 – Finance 3.4.7 Risk Management Controls

### **VOTING REQUIREMENTS**

Simple Majority

### **OFFICER'S RECOMMENDATION**

That Council receive –

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

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

### **SUMMARY**

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

### **DECLARATION OF INTEREST**

NIL

### **ATTACHMENTS**

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

### **OFFICER'S COMMENT**

NIL

### **STATUTORY ENVIRONMENT**

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

### **POLICY IMPLICATIONS**

NIL

### **FINANCIAL IMPLICATIONS**

As presented

### **STRATEGIC IMPLICATIONS**

Nil

### **RISK MANAGEMENT**

Nil

### **VOTING REQUIREMENTS**

Simple Majority

### **OFFICER'S RECOMMENDATION**

That Council receive the Statement of Financial Activity and the Variance Report for the period ending the 31 January, 2016.



**SHIRE OF MORAWA**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016**

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## SHIRE OF MORAWA

## STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

	NOTE	JANUARY 2016 Actual \$	JANUARY 2016 Y-T-D Budget \$	2015/16 Budget \$	Variances Actuals to Budget \$
<b><u>Operating</u></b>					
<b>Revenues/Sources</b>	1,2				
Governance		85,210	4,956	99,469	85,210
General Purpose Funding		471,863	518,261	985,278	(46,398)
Law, Order, Public Safety		32,493	32,732	44,420	(239)
Health		1,668	6,500	13,000	(4,832)
Education and Welfare		9,724	258,049	448,600	(248,325)
Housing		26,266	31,353	122,901	(5,087)
Community Amenities		443,763	552,719	1,947,267	(108,956)
Recreation and Culture		27,739	34,161	264,476	(6,422)
Transport		555,530	2,613,318	3,178,920	(2,057,788)
Economic Services		102,768	136,646	716,899	(33,878)
Other Property and Services		33,035	54,019	92,617	(20,984)
		1,790,059	4,242,714	7,913,847	(2,447,699)
<b>(Expenses)/(Applications)</b>	1,2				
Governance		(249,667)	(293,613)	(499,849)	(249,667)
General Purpose Funding		(106,832)	(112,896)	(193,557)	6,064
Law, Order, Public Safety		(77,582)	(86,912)	(148,151)	9,330
Health		(121,042)	(134,926)	(226,949)	13,884
Education and Welfare		(150,279)	(457,461)	(769,575)	307,182
Housing		(66,225)	(83,046)	(172,364)	16,821
Community Amenities		(273,602)	(307,508)	(515,784)	33,906
Recreation & Culture		(671,068)	(655,792)	(1,088,407)	(15,276)
Transport		(1,367,122)	(1,053,331)	(1,816,974)	(313,791)
Economic Services		(349,494)	(376,513)	(627,851)	27,019
Other Property and Services		(57,658)	(16,023)	(28,878)	(41,635)
		(3,490,571)	(3,578,021)	(6,088,339)	(206,163)
<b>Net Result Excluding Rates</b>		(1,700,512)	664,693	1,825,508	(2,653,862)
<b><u>Adjustments for Non-Cash (Revenue) and Expenditure</u></b>					
(Profit)/Loss on Asset Disposals	4	0	23,870	40,944	(23,870)
Movement in Leave Reserve (Added Back)		3,044	0	0	3,044
Movement in Deferred Pensioner Rates/ESL (nor		0	0	0	0
Movement in Employee Benefit Provisions (non-c		0	0	0	0
Rounding Adjustment		0	0	0	0
Depreciation on Assets		1,007,773	808,850	1,386,877	198,923
<b><u>Capital Revenue and (Expenditure)</u></b>					
Purchase Land Held for Resale	3	0	0	0	0
Purchase Land and Buildings	3	(385,585)	(564,676)	(932,011)	179,091
Purchase Plant and Equipment	3	(432,257)	(525,049)	(900,105)	92,792
Purchase Furniture and Equipment	3	(1,074)	(10,703)	(18,350)	9,629
Purchase Infrastructure Assets - Roads	3	(277,959)	(1,486,374)	(1,509,960)	1,208,415
Purchase Infrastructure Assets - Footpaths	3	0	0	(76,650)	0
Purchase Infrastructure Assets - Drainage	3	0	0	0	0
Purchase Infrastructure Assets - Parks & Ovals	3	(15,970)	(17,188)	(34,374)	1,218
Purchase Infrastructure Assets - Airfields	3	0	(2,600,000)	(2,600,000)	2,600,000
Purchase Infrastructure Assets - Play Equip	3	0	0	0	0
Purchase Infrastructure Assets - Sewerage	3	0	(29,057)	(49,809)	29,057
Purchase Infrastructure Assets - Dams	3	0	0	0	0
Purchase Infrastructure Assets - Other	3	(184,133)	(863,500)	(1,765,200)	679,367
Proceeds from Disposal of Assets	4	0	73,299	77,091	(73,299)
Repayment of Debentures	5	(45,688)	(41,279)	(70,783)	(4,409)
Proceeds from New Debentures	5	350,000	0	0	350,000
Advances to Community Groups		0	0	0	0
Self-Supporting Loan Principal Income	5	0	0	0	0
Transfers to Restricted Assets (Reserves)	6	(167,331)	(413,840)	(709,511)	246,509
Transfers from Restricted Asset (Reserves)	6	0	1,547,107	2,387,648	(1,547,107)
ADD Net Current Assets July 1 B/Fwd	7	1,502,727	1,401,033	1,401,033	101,694
LESS Net Current Assets Year to Date	7	1,086,367	(483,865)	0	1,570,232
<b>Amount Raised from Rates</b>	8	(1,433,332)	(1,548,949)	(1,547,652)	115,617

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

**Material Variances Symbol**Above Budget Expectations  
Below Budget ExpectationsGreater than 10,000 and greater than 10%  
Less than 10,000 and less than 10%

## SHIRE OF MORAWA

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

FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

#### 1. SIGNIFICANT ACCOUNTING POLICIES

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

##### (a) Basis of Accounting

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

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

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

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

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

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

##### (c) Rounding Off Figures

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

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

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

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

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

##### (f) Superannuation

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

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

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

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

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(h) Trade and Other Receivables

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

(i) Inventories

*General*

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

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

*Land Held for Resale*

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

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

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

(j) Fixed Assets

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

*Initial Recognition*

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

*Revaluation*

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

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

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

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

## SHIRE OF MORAWA

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

FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## SHIRE OF MORAWA

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

FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

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

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

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

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

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

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

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

##### (k) Financial Instruments

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

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

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

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

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

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

Amortised cost is calculated as:

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

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



NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(k) Financial Instruments (Continued)

**Classification and Subsequent Measurement (Continued)**

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

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

*(ii) Loans and receivables*

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

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

*(iii) Held-to-maturity investments*

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

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

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

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

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

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

*(v) Financial liabilities*

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

**Impairment**

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

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

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

**(l) Estimation of Fair Value**

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

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

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

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

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

**(m) Impairment**

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

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

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

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

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

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

**(n) Trade and Other Payables**

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



NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

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

**(o) Employee Benefits**

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

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

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

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

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

**(p) Borrowing Costs**

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

**(q) Provisions**

Provisions are recognised when:

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

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

Provisions are not recognised for future operating losses.

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

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

**(s) Comparative Figures**

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

## SHIRE OF MORAWA

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

FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

#### 2. STATEMENT OF OBJECTIVE

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

##### **GOVERNANCE**

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

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

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

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

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

##### **HEALTH**

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

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

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

##### **HOUSING**

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

##### **COMMUNITY AMENITIES**

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

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

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

##### **TRANSPORT**

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

##### **ECONOMIC SERVICES**

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

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

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

**SHIRE OF MORAWA**

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

**FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016**

	<b>2015/16 Budget \$</b>	<b>JANUARY 2016 YTD Budget \$</b>	<b>JANUARY 2016 Actual \$</b>
<b>3. ACQUISITION OF ASSETS</b>			
The following assets have been acquired during the period under review:			
<b><u>By Program</u></b>			
<b>Governance</b>			
Upgrade to Old Council Chambers	181,011	120,674	20,067.72
<b>General Purpose Funding</b>			
<b>Health</b>			
Ford Sedan (Doctor Vehicle)	32,500	18,956	0.00
<b>Education &amp; Welfare</b>			
Skate Park CCTV Cameras	0	0	8,396.64
<b>Housing</b>			
Staff Housing - Postings to GL	0	0	361,235.00
Aged Person Units x 4	18,000	9,000	0.00
<b>Community Amenities</b>			
Cemetery Upgrade	0	0	0.00
Sewerage Upgrade	49,809	29,057	0.00
New Tip Site Construction	1,200,000	600,000	0.00
Closure/Rehabilitation Old Tip Site	20,000	10,000	0.00
Compactors/Transfer Bins for Transfer Station	40,000	23,331	0.00
Refuse Transfer Station - Storage Shed	55,000	27,502	0.00
Purchase Land For New Waste Site	300,000	150,000	0.00
<b>Recreation and Culture</b>			
Morawa Town Hall Kitchen Rendering	150,000	87,500	0.00
Upgrade to Pool Pump House	170,000	170,000	4,200.00
Pool Plant & Equipment	396,605	231,350	423,860.00
Sports Complex Upgrade	14,000	0	0.00
Recreation Centre Floor Restoration	44,000	0	0.00
Bowling Club Lighting	28,200	0	12,996.36
Skate Park CCTV Cameras	10,000	0	0.00
Skate Park	34,374	17,188	15,970.14
<b>Transport</b>			
Road Construction			
- Rural Roads Construction	948,425	948,416	165,362.86
- Townsite Roads Construction	561,535	537,958	112,596.55
Footpath Construction	76,650	0	0.00
Plant & Equipment - Road Plant Purchases	357,000	208,250	0.00
Airfield Infrastructure	2,600,000	2,600,000	0.00
<b>Economic Services</b>			
New On site Caravan	40,000	23,331	0.00
Morawa Gateway Project	40,000	20,000	0.00
Morawa Perenjori Trails Project	467,000	233,500	0.00
Phase 1 - Civic Square/Pedestrian Crossing	0	0	165,548.76
MWIP-Morawa Town Revitalisation Project	0	0	5,587.68
<b>Other Property &amp; Services</b>			
Administration Furniture & Equipment	18,350	10,703	395.45
CEO/DCEO/MAF Vehicles	34,000	19,831	0.00
	<b>7,886,459</b>	<b>6,096,547</b>	<b>1,296,977.46</b>

**SHIRE OF MORAWA**

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

**FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016**

	<b>2015/16</b>	<b>JANUARY</b>	<b>JANUARY</b>
<b>3. ACQUISITION OF ASSETS (Continued)</b>	<b>Budget</b>	<b>2016</b>	<b>2016</b>
	<b>\$</b>	<b>YTD Budget</b>	<b>Actual</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
The following assets have been acquired during the period under review:			
<b><u>By Class</u></b>			
Land Held for Resale	0	0	0.00
Investments	0	0	0.00
Land	0	0	0.00
Buildings	932,011	564,676	385,584.88
Plant and Equipment	900,105	525,049	432,256.64
Furniture and Equipment	18,350	10,703	1,073.59
Infrastructure Assets - Roads	1,509,960	1,486,374	277,959.41
Infrastructure Assets - Footpaths	76,650	0	0.00
Infrastructure Assets - Drainage/Dams	0	0	0.00
Infrastructure Assets - Parks & Ovals	34,374	17,188	15,970.14
Infrastructure Assets - Airfields	2,600,000	2,600,000	0.00
Infrastructure Assets - Playground Equipment	0	0	0.00
Infrastructure Assets - Sewerage	49,809	29,057	0.00
Infrastructure Assets - Dams	0	0	0.00
Infrastructure Assets - Other	1,765,200	863,500	184,132.80
	<u>7,886,459</u>	<u>6,096,547</u>	<u>1,296,977.46</u>

**SHIRE OF MORAWA**

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

**FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016**

**4. DISPOSALS OF ASSETS**

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

<b>By Program</b>	<b>Written Down Value</b>		<b>Sale Proceeds</b>		<b>Profit(Loss)</b>	
	<b>2015/16 Budget \$</b>	<b>JANUARY 2016 Actual \$</b>	<b>2015/16 Budget \$</b>	<b>JANUARY 2016 Actual \$</b>	<b>2015/16 Budget \$</b>	<b>JANUARY 2016 Actual \$</b>
<b>Health</b> (Asset 364 ) Ford FG G6 Sedan (Doctors)	24,100	0.00	9,091	0.00	(15,009)	0.00
<b>Transport</b> (Asset 272) Case Backhoe - P192	46,300	0.00	35,000	0.00	(11,300)	0.00
(Asset 476 ) Works Supervisor Vehicle	28,838	0.00	22,000	0.00	(6,838)	0.00
<b>Economic Services</b>	0	0.00	0	0.00	0	0.00
<b>Other Property &amp; Services</b> (Asset 476) Ford Falcon Sedan - MAF	18,797	0.00	11,000	0.00	(7,797)	0.00
	118,035	0.00	77,091	0.00	(40,944)	0.00

<b>By class of asset</b>	<b>Written Down Value</b>		<b>Sale Proceeds</b>		<b>Profit(Loss)</b>	
	<b>2015/16 Budget \$</b>	<b>JANUARY 2016 Actual \$</b>	<b>2015/16 Budget \$</b>	<b>JANUARY 2016 Actual \$</b>	<b>2015/16 Budget \$</b>	<b>JANUARY 2016 Actual \$</b>
<b>Plant &amp; Equipment</b> (Asset 364 ) Ford FG G6 Sedan (Doctors)	24,100	0.00	9,091	0.00	(15,009)	0.00
(Asset 476) Ford Falcon Sedan - MAF	18,797	0.00	11,000	0.00	(7,797)	0.00
(Asset 272) Case Backhoe - P192	46,300	0.00	35,000	0.00	(11,300)	0.00
(Asset 476 ) Works Supervisor Vehicle	28,838	0.00	22,000	0.00	(6,838)	0.00
	118,035	0.00	77,091	0.00	(40,944)	0.00

<b>Summary</b>	<b>2015/16 Budget \$</b>	<b>JANUARY 2016 Actual \$</b>
Profit on Asset Disposals	0	0.00
Loss on Asset Disposals	(40,944)	0.00
	(40,944)	0.00

## SHIRE OF MORAWA

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

FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

## 5. INFORMATION ON BORROWINGS

## (a) Debenture Repayments

Particulars	Principal 1-Jul-15	New Loans		Principal Repayments		Principal Outstanding	Interest Repayments	
		2015/16 Budget \$	2015/16 Actual \$	2015/16 Budget \$	2015/16 Actual \$		2015/16 Budget \$	2015/16 Actual \$
<b>Housing</b>								
Loan 133 - GEHA House	132,581	0	0	29,967	14,739	102,614	8,337	4,413
Loan 134 - 2 Broad Street	93,943	0	0	21,379	21,379	72,564	6,118	6,118
Loan 135 - Staff Housing	19,437	0	0	19,437	9,570	0	1,005	651
Loan 136 - 24 Harley Street - Staff Housing	0	0	350,000	0	0	0	0	0
<b>Transport</b>								
Loan 138 - Plant Replacement	0	0		0	0	0	0	0
<b>Other Property &amp; Services</b>								
	245,961	0	350,000	70,783	45,688	175,178	15,460	11,183

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

## SHIRE OF MORAWA

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

FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

## 5. INFORMATION ON BORROWINGS (Continued)

## (b) New Debentures - 2015/16

Particulars/Purpose	Amount Borrowed		Institution	Loan Type	Term (Years)	Total Interest & Charges \$	Amount Used		Balance Unspent \$
	Budget \$	Actual \$					Budget \$	Actual \$	
Loan 136 - 24 Harley Street - Staff Housing	0	350,000	WATC	Debenture			0	350,000	0



**SHIRE OF MORAWA**

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

**FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016**

	2015/16 Budget \$	JANUARY 2016 Actual \$
<b>6. RESERVES - CASH BACKED</b>		
<b>(a) Leave Reserve</b>		
Opening Balance	276,716	276,716
Amount Set Aside / Transfer to Reserve	63,104	3,044
Amount Used / Transfer from Reserve	0	0
	<u>339,820</u>	<u>279,760</u>
<b>(b) Sports and Recreation Facilities Reserve</b>		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>0</u>	<u>0</u>
<b>(c) Plant Reserve</b>		
Opening Balance	840,201	840,201
Amount Set Aside / Transfer to Reserve	193,761	101,149
Amount Used / Transfer from Reserve	(381,409)	0
	<u>652,553</u>	<u>941,350</u>
<b>(d) Building Reserve</b>		
Opening Balance	5,153	5,153
Amount Set Aside / Transfer to Reserve	73,951	57
Amount Used / Transfer from Reserve	0	0
	<u>79,104</u>	<u>5,210</u>
<b>(e) Economic Development Reserve</b>		
Opening Balance	106,142	106,142
Amount Set Aside / Transfer to Reserve	3,109	1,168
Amount Used / Transfer from Reserve	0	0
	<u>109,251</u>	<u>107,310</u>
<b>(f) Community Development Reserve</b>		
Opening Balance	1,372,142	1,372,142
Amount Set Aside / Transfer to Reserve	40,183	15,096
Amount Used / Transfer from Reserve	(245,026)	0
	<u>1,167,299</u>	<u>1,387,238</u>
<b>(g) Sewerage Reserve</b>		
Opening Balance	121,894	121,894
Amount Set Aside / Transfer to Reserve	40,127	1,341
Amount Used / Transfer from Reserve	0	0
	<u>162,021</u>	<u>123,235</u>
<b>(h) Unspent Grants and Contributions Reserve</b>		
Opening Balance	982,919	982,918
Amount Set Aside / Transfer to Reserve	28,786	10,772
Amount Used / Transfer from Reserve	(926,767)	0
	<u>84,938</u>	<u>993,691</u>



**SHIRE OF MORAWA**

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

**FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016**

	2015/16 Budget \$	JANUARY 2016 Actual \$
<b>6. RESERVES (Continued)</b>		
<b>(i) Business Units Reserve</b>		
Opening Balance	40,517	40,518
Amount Set Aside / Transfer to Reserve	21,187	446
Amount Used / Transfer from Reserve	0	0
	<u>61,704</u>	<u>40,963</u>
<b>(j) Morawa Community Trust Reserve</b>		
Opening Balance	10,944	10,944
Amount Set Aside / Transfer to Reserve	321	120
Amount Used / Transfer from Reserve	(10,100)	0
	<u>1,165</u>	<u>11,064</u>
<b>(k) Morawa Community Future Funds Reserve</b>		
Opening Balance	2,155,811	2,155,811
Amount Set Aside / Transfer to Reserve	63,136	23,719
Amount Used / Transfer from Reserve	(53,666)	0
	<u>2,165,281</u>	<u>2,179,529</u>
<b>(l) Refuse Transfer Station Reserve</b>		
Opening Balance	196,097	196,097
Amount Set Aside / Transfer to Reserve	5,743	2,157
Amount Used / Transfer from Reserve	(95,000)	0
	<u>106,840</u>	<u>198,255</u>
<b>(m) Aged Care Units Reserve</b>		
Opening Balance	8,867	8,867
Amount Set Aside / Transfer to Reserve	260	98
Amount Used / Transfer from Reserve	-	0
	<u>9,127</u>	<u>8,964</u>
<b>(n) ST-N/Midlands Solar Thermal Power</b>		
Opening Balance	541,001	540,136
Amount Set Aside / Transfer to Reserve	15,844	6,206
Amount Used / Transfer from Reserve	(500,000)	0
	<u>56,845</u>	<u>546,342</u>
<b>(o) ST-Morawa Revitalisation Reserve</b>		
Opening Balance	170,681	170,408
Amount Set Aside / Transfer to Reserve	4,999	1,958
Amount Used / Transfer from Reserve	(175,680)	0
	<u>0</u>	<u>172,365</u>
<b>(p) Legal Fees Reserve</b>		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	15,000	0
Amount Used / Transfer from Reserve	0	0
	<u>15,000</u>	<u>0</u>

**SHIRE OF MORAWA**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016**

	2015/16 Budget \$	JANUARY 2016 Actual \$
<b>6. RESERVES (Continued)</b>		
<b>(q) Road Reserve</b>		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	140,000	0
Amount Used / Transfer from Reserve	0	0
	<u>140,000</u>	<u>0</u>
 Total Cash Backed Reserves	 <b>5,150,948</b>	 <b>6,995,277</b>
 <b>Summary of Transfers To Cash Backed Reserves</b>		
<b>Transfers to Reserves</b>		
Leave Reserve	63,104	3,044
Sports and Recreation Facilities Reserve	0	0
Plant Reserve	193,761	101,149
Building Reserve	73,951	57
Economic Development Reserve	3,109	1,168
Community Development Reserve	40,183	15,096
Sewerage Reserve	40,127	1,341
Unspent Grants and Contributions Reserve	28,786	10,772
Business Units Reserve	21,187	446
Morawa Community Trust Reserve	321	120
Morawa Community Future Fund Reserve	63,136	23,719
Refuse Transfer Station Reserve	5,743	2,157
Aged Care Units Reserve	260	98
ST-N/Midlands Solar Thermal Power	15,844	6,206
ST-Morawa Revitalisation Reserve	4,999	1,958
Legal Fees Reserve	15,000	0
Road Reserve	140,000	0
	<u>709,511</u>	<u>167,331</u>
 <b>Transfers from Reserves</b>		
Leave Reserve	0	0
Sports and Recreation Facilities Reserve	0	0
Plant Reserve	(381,409)	0
Building Reserve	0	0
Economic Development Reserve	0	0
Community Development Reserve	(245,026)	0
Sewerage Reserve	0	0
Unspent Grants and Contributions Reserve	(926,767)	0
Business Units Reserve	0	0
Morawa Community Trust Reserve	(10,100)	0
Morawa Community Future Fund Reserve	(53,666)	0
Refuse Transfer Station Reserve	(95,000)	0
Aged Care Units Reserve	0	0
ST-N/Midlands Solar Thermal Power	(500,000)	0
ST-Morawa Revitalisation Reserve	(175,680)	0
Legal Fees Reserve	0	0
Road Reserve	0	0
	<u>(2,387,648)</u>	<u>0</u>
 <b>Total Transfer to/(from) Reserves</b>	 <u><b>(1,678,137)</b></u>	 <u><b>167,331</b></u>

## SHIRE OF MORAWA

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

FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

#### 6. RESERVES (Continued)

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

**Leave Reserve**

To be used to fund leave requirements.

**Sportsground Complex Upgrade Reserve**

To be used to upgrade the Sporting Complex Facilities.

**Plant Reserve**

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

**Building Reserve**

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

**Economic Development Reserve**

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

**Community Development Reserve**

To be used for Community Projects within the Shire of Morawa

**Sewerage Reserve**

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

**Unspent Grants and Contributions Reserve**

To be used as a quarantine for unspent committed funds.

**Business Units Reserve**

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

**Morawa Community Trust Reserve**

To be used for Morawa Community Projects

**Morawa Community Future Fund Reserve**

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

**Refuse Transfer Station Reserve**

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

**Aged Persons Units Reserve**

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

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

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

**ST-Morawa Revitalisation Reserve**

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

**Legal Fees Reserve**

to be utilised for unforeseen Legal Fees

**Road Reserve**

to be utilised for future Road Construction and Maintenance

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

**SHIRE OF MORAWA**

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

**FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016**

	<b>2014/15 B/Fwd Per 2015/16 Budget \$</b>	<b>2014/15 B/Fwd Per Financial Report \$</b>	<b>2015/16 Actual \$</b>
<b>7. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	1,086,705	769,180	665,115
Cash - Restricted Unspent Grants	0	317,600	0
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	6,829,085	6,827,946	6,995,277
Rates - Current	248,621	242,859	487,702
Sundry Debtors	375,943	375,943	60,881
GST Receivable	78,172	78,836	11,569
Accrued Income/Prepayments	16,328	10,416	0
Provision for Doubtful Debts	(2,632)	(15,624)	(15,624)
Other Current Debtors	27	27	0
Inventories	12,905	10,124	10,124
	<u>8,645,154</u>	<u>8,617,307</u>	<u>8,215,044</u>
<b>LESS: CURRENT LIABILITIES</b>			
Sundry Creditors	(119,308)	(112,291)	0
Income Received in Advance	(111,331)	0	(48,267)
GST Payable	(49,793)	(50,156)	(14,592)
Payroll Creditors	0	0	0
Accrued Expenditure	0	0	0
Other Payables	(9,512)	(2,661)	(19,470)
Withholding Tax Payable	0	0	0
Payg Payable	(32,110)	(32,110)	(31,782)
Accrued Interest on Debentures	(6,864)	(5,737)	0
Accrued Salaries and Wages	(55,522)	(61,334)	0
Current Employee Benefits Provision	(307,312)	(299,061)	(299,061)
Current Loan Liability	(70,783)	(70,783)	(25,095)
	<u>(762,535)</u>	<u>(634,133)</u>	<u>(438,267)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>7,882,619</b>	<b>7,983,174</b>	<b>7,776,777</b>
Less: Cash - Reserves - Restricted	(6,829,085)	(6,827,946)	(6,995,277)
Less: Cash - Unspent Grants - Restricted	0	0	0
Adjustment for Trust Transactions Within Muni	0	0	12
Add Back : Component of Leave Liability not Required to be Funded	276,716	276,716	279,760
Add Back : Current Loan Liability	70,783	70,783	25,095
<b>SURPLUS/(DEFICIENCY) C/FWD</b>	<u><b>1,401,033</b></u>	<u><b>1,502,727</b></u>	<u><b>1,086,367</b></u>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

8. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2015/16 Rate Revenue \$	2015/16 Interim Rates \$	2015/16 Back Rates \$	2015/16 Total Revenue \$	2015/16 Budget \$
<b>General Rate</b>								
GRV Residential/Commercial	0.07199	267	2,899,072	208,698	702	0	209,400	208,698
UV Rural	0.02192	208	56,190,000	1,231,536	(108)	0	1,231,428	1,231,525
UV Mining	0.28968	17	455,557	131,966	3,642	0	135,609	137,401
<b>Sub-Totals</b>		492	59,544,629	1,572,201	4,236	0	1,576,437	1,577,624
<b>Minimum Rates</b>	<b>Minimum \$</b>							
GRV Residential/Commercial	271	50	40,840	13,558		0	13,558	13,550
UV Rural	271	6	48,000	1,627	0	0	1,627	1,626
UV Mining	656	12	11,145	7,872	0	0	7,872	8,528
<b>Sub-Totals</b>		68	99,985	23,056	0	0	23,056	23,704
Ex-Gratia Rates							1,599,494	1,601,328
							5,624	5,624
Discounts							1,605,118	1,606,952
Rates Written Off							(59,723)	(58,000)
Movement in Excess Rates							(733)	(1,300)
							(111,331)	0
<b>Totals</b>							1,433,331	1,547,652

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

The general rates detailed above for the 2015/16 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

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

# SHIRE OF MORAWA

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

FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

### 9. TRUST FUNDS

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

Detail	Balance 01-Jul-15 \$	Amounts Received \$	Amounts Paid (\$)	Balance \$
Housing Bonds	0	1,300	0	1,300
Child Care Bonds	0	0	0	0
Bonds Hall/Rec Centre Hire	0	0	0	0
Extractive Industries Licence	0	0	0	0
Youth Centre	865	0	0	865
Council Nominations	0	320	(320)	0
Bill Johnson Unit 1 Bond	0	0	0	0
Haulmore Trailers Land Dep	4,641	0	0	4,641
Social Club Payments	0	0	0	0
Local Drug Action Group	560	100	0	660
BCITF/BRB Training Levy	2,885	(12)	(2,823)	50
DPI Licensing	0	0	0	0
Morawa Oval Function Centre	1,762	0	0	1,762
	10,714	1,708	(3,143)	9,279

**SHIRE OF MORAWA**

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

**FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016**

**10. OPERATING STATEMENT**

	<b>JANUARY 2016 Actual \$</b>	<b>2015/16 Budget \$</b>	<b>2014/15 Actual \$</b>
<b>OPERATING REVENUES</b>			
Governance	85,210	99,469	9,899
General Purpose Funding	1,905,194	2,532,930	4,102,157
Law, Order, Public Safety	32,493	44,420	45,841
Health	1,668	13,000	4,759
Education and Welfare	9,724	448,600	62,813
Housing	26,266	122,901	48,270
Community Amenities	443,763	1,947,267	430,274
Recreation and Culture	27,739	264,476	525,931
Transport	555,530	3,178,920	1,535,940
Economic Services	102,768	716,899	281,693
Other Property and Services	33,035	92,617	114,320
<b>TOTAL OPERATING REVENUE</b>	<b>3,223,390</b>	<b>9,461,499</b>	<b>7,161,898</b>
<b>OPERATING EXPENSES</b>			
Governance	249,667	499,849	427,808
General Purpose Funding	106,832	193,557	178,137
Law, Order, Public Safety	77,582	148,151	125,997
Health	121,042	226,949	205,675
Education and Welfare	150,279	769,575	233,474
Housing	66,225	172,364	112,723
Community Amenities	273,602	515,784	439,886
Recreation & Culture	671,068	1,088,407	1,213,729
Transport	1,367,122	1,816,974	2,092,360
Economic Services	349,494	627,851	3,311,506
Other Property and Services	57,658	28,878	(46,198)
<b>TOTAL OPERATING EXPENSE</b>	<b>3,490,571</b>	<b>6,088,339</b>	<b>8,295,096</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b><u>(267,181)</u></b>	<b><u>3,373,160</u></b>	<b><u>(1,133,198)</u></b>



**SHIRE OF MORAWA**

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

**FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016**

**11. BALANCE SHEET**

	<b>JANUARY 2016 Actual \$</b>	<b>2014/15 Actual \$</b>
<b>CURRENT ASSETS</b>		
Cash Assets	7,660,392	7,914,726
Receivables	544,529	692,458
Inventories	10,124	10,124
<b>TOTAL CURRENT ASSETS</b>	<u>8,215,045</u>	<u>8,617,308</u>
<b>NON-CURRENT ASSETS</b>		
Receivables	11,064	11,064
Inventories	0	0
Property, Plant and Equipment	27,186,913	26,804,567
Infrastructure	41,921,032	42,014,173
<b>TOTAL NON-CURRENT ASSETS</b>	<u>69,119,009</u>	<u>68,829,804</u>
<b>TOTAL ASSETS</b>	<u>77,334,054</u>	<u>77,447,112</u>
<b>CURRENT LIABILITIES</b>		
Payables	114,111	264,288
Interest-bearing Liabilities	25,095	70,783
Provisions	299,061	299,061
<b>TOTAL CURRENT LIABILITIES</b>	<u>438,267</u>	<u>634,132</u>
<b>NON-CURRENT LIABILITIES</b>		
Interest-bearing Liabilities	525,178	175,179
Provisions	30,834	30,834
<b>TOTAL NON-CURRENT LIABILITIES</b>	<u>556,012</u>	<u>206,013</u>
<b>TOTAL LIABILITIES</b>	<u>994,279</u>	<u>840,145</u>
<b>NET ASSETS</b>	<u>76,339,775</u>	<u>76,606,967</u>
<b>EQUITY</b>		
Retained Surplus	32,347,585	32,782,098
Reserves - Cash Backed	6,995,277	6,827,946
Reserves - Asset Revaluation	36,996,923	36,996,923
<b>TOTAL EQUITY</b>	<u>76,339,785</u>	<u>76,606,967</u>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016

12. FINANCIAL RATIO

	2015 YTD	2014	2013	2012
Current Ratio	7.700	7.880	1.870	2.230

The above rates are calculated as follows:

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

**SHIRE OF MORAWA**  
**FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016**  
**Report on Significant variances Greater than 10% and \$10,000**

**Purpose**

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

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

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

**REPORTABLE OPERATING REVENUE VARIATIONS**

**Health - Variance below budget expectations**

Doctors expenses invoiced to second party below budget expectations - Invoiced quarterly

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

Industry Training Centre - timing

**Housing - Variance below budget expectations**

Single units are not rented out at present - no income generating from these

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

Grants for Refuse Site yet to be received - timing

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

Timing - small grants received - KABC and Main Roads

**Transport - Variance below expectations.**

RRG & R2R funding - timing

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

Tourism - Caravan Park Challet income lower due to off tourism season  
Vacant Business units so income lower than budget expectations

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

Private Works on mines roads moved to Roads Maintenance - making actuals for YTD below expectations

**REPORTABLE OPERATING EXPENSE VARIATIONS**

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

Timing - SES maintenance of equipment happening in February

**Health - Variance below budget expectations.**

Timing - New Doctors vehicle not purchased, Surgery and Doctors house costs below budget due to vacant position

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

Industry training centre expenditure yet to commence.  
Child Care Mtce below budget

**Housing - Variance below budget expectations.**

Building maintenance on aged and staff housing generally is currently under budget.

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

Town Planning Expenses below budget expectations

**Transport - Variance above budget expectations.**

Maintenance of Rural Roads within budget, Town Streets and the Depot is below budget - timing.  
Department of Transport licensing reflected in budget - off set by income

**Economic Services - Variance within budget expectations**

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

Private Works expenditure above budget - timing.  
Administration expenditure above budget - timing.

SHIRE OF MORAWA  
FOR THE PERIOD 1 JULY 2015 TO 31 JANUARY 2016  
Report on Significant variances Greater than 10% and \$10,000

**REPORTABLE NON-CASH VARIATIONS**

**REPORTABLE CAPITAL EXPENSE VARIATIONS**

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

Upgrade to Old Council Chambers not complete  
Town Hall Kitchen rendering not complete

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

Shire vehicles not upgraded as yet - timing

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

Capital Road Works for roads under budget - timing

***Purchase Furniture and Equipment - Variance below budget expectations***

Timing - Server Upgrade not proceeded with as yet

***Purchase Infrastructure Assets - Other- Variance below budget expectations.***

Construction of the Transfer Station in progress  
Morawa Gateway Project awaiting grants  
Morawa Perenjori Trails Project awaiting grants

***Transfer to Reserves - Variance below budget expectations.***

Transfers to Reserves - timing

**REPORTABLE CAPITAL INCOME VARIATIONS**

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

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

Transfers to Municipal Fund - timing on completion of projects

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

### **SUMMARY**

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

### **DECLARATION OF INTEREST**

Author has no interest

### **ATTACHMENTS**

Nil

### **BACKGROUND INFORMATION**

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

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

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

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

Pensioner rebates are being claimed.  
Interim rating is being carried out.  
Mining tenement valuation updates are being completed.

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

Nil

#### **STATUTORY ENVIRONMENT**

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

#### **POLICY IMPLICATIONS**

Section 3 – Finance 3.4.7 Risk Management Controls

#### **FINANCIAL IMPLICATIONS**

As presented

#### **STRATEGIC IMPLICATIONS**

Nil

#### **RISK MANAGEMENT**

As per Policy Section 3 – Finance 3.4.7 Risk Management Controls

#### **VOTING REQUIREMENTS**

Simple Majority

#### **OFFICER'S RECOMMENDATION**

That the Outstanding Rate report for 31 January 2016 be received.

#### **7.2.3 COMMUNITY DEVELOPMENT OFFICER**

NIL

#### **7.2.4 PROJECT OFFICER**

NIL

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

### **SUMMARY**

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

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

### **DECLARATION OF INTEREST**

Nil

### **ATTACHMENTS**

Completed Compliance Audit Return for 2015

### **BACKGROUND INFORMATION**

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

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

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

### **OFFICER'S COMMENT**

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

### **STATUTORY ENVIRONMENT**

Local Government (Audit) Regulations 1996

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

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

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

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

- (1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —
  - (a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and
  - (b) any additional information explaining or qualifying the compliance audit,is to be submitted to the Executive Director by 31 March next following the period to which the return relates.
- (2) In this regulation —



**Certified** in relation to a compliance audit return means signed by —

- (a) the mayor or president; and
- (b) the CEO.

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

Local Government Act 1995 - Sect 5.76

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

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

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

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

#### **POLICY IMPLICATIONS**

Shire of Morawa Policy 3.11 Risk Management

#### **FINANCIAL IMPLICATIONS**

Nil

#### **STRATEGIC IMPLICATIONS**

Shire of Morawa Community Strategic Plan

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

4.5 Be compliant with relevant legislation.

#### **RISK MANAGEMENT**

Shire of Morawa Risk Management Governance Framework

Governance

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

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

## **VOTING REQUIREMENTS**

Simple Majority

## **OFFICER'S RECOMMENDATION**

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



## Morawa - Compliance Audit Return 2015

<b>Commercial Enterprises by Local Governments</b>					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2015.	N/A		Samantha Appleton
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2015.	N/A		Samantha Appleton
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2015.	N/A		Samantha Appleton
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2015.	N/A		Samantha Appleton
5	s3.59(5)	Did the Council, during 2015, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Samantha Appleton



Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	N/A		Samantha Appleton
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	N/A		Samantha Appleton
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	N/A		Samantha Appleton
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	N/A		Samantha Appleton
5	s5.18	Has Council reviewed delegations to its committees in the 2014/2015 financial year.	Yes		Samantha Appleton
6	s5.42(1), 5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Samantha Appleton
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes		Samantha Appleton
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Samantha Appleton
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Samantha Appleton
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes		Samantha Appleton
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Samantha Appleton
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2014/2015 financial year.	Yes		Samantha Appleton
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes		Samantha Appleton

Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	Yes		Samantha Appleton
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	Yes		Samantha Appleton



No	Reference	Question	Response	Comments	Respondent
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Samantha Appleton
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	Yes		Samantha Appleton
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	Yes		Samantha Appleton
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2015.	No	A member retiring at Oct 2015 election did not lodge. This was reported to the CCC as required under s 5.76 of the LG Act	Samantha Appleton
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2015.	Yes		Samantha Appleton
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		Samantha Appleton
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Samantha Appleton
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Samantha Appleton
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		Samantha Appleton
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Samantha Appleton
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Samantha Appleton
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	Yes		Samantha Appleton



No	Reference	Question	Response	Comments	Respondent
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	Yes		Samantha Appleton
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Samantha Appleton

### Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	N/A		Samantha Appleton
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	N/A		Samantha Appleton

### Elections

No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates.	Yes		Samantha Appleton

### Finance

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes		Samantha Appleton
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	N/A		Samantha Appleton
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes		Samantha Appleton
4	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes		Samantha Appleton



No	Reference	Question	Response	Comments	Respondent
5	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2015 received by the local government within 30 days of completion of the audit.	Yes		Samantha Appleton
6	s7.9(1)	Was the Auditor's report for 2014/2015 received by the local government by 31 December 2015.	Yes		Samantha Appleton
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	N/A		Samantha Appleton
8	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A		Samantha Appleton
9	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A	No	Samantha Appleton
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Samantha Appleton
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		Samantha Appleton
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		Samantha Appleton
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes		Samantha Appleton
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes		Samantha Appleton





Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	N/A		Samantha Appleton
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A.	N/A		Samantha Appleton
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	N/A		Samantha Appleton
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	N/A		Samantha Appleton
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	N/A		Samantha Appleton

Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	N/A		Samantha Appleton
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	Yes		Samantha Appleton
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes		Samantha Appleton
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes		Samantha Appleton
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.	Yes		Samantha Appleton
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c).	Yes		Samantha Appleton



## Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes		Samantha Appleton
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	Yes		Samantha Appleton
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice.	Yes		Samantha Appleton
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	Yes		Samantha Appleton
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	Yes		Samantha Appleton
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16.	Yes		Samantha Appleton
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	Yes		Samantha Appleton
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Samantha Appleton
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	Yes		Samantha Appleton
10	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes		Samantha Appleton
11	F&G Reg 21 & 22	Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	Yes		Samantha Appleton
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	Yes		Samantha Appleton



No	Reference	Question	Response	Comments	Respondent
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	Yes		Samantha Appleton
14	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	Yes		Samantha Appleton
15	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice.	N/A		Samantha Appleton
16	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE.	N/A		Samantha Appleton
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application.	N/A		Samantha Appleton
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, notice of the variation.	N/A		Samantha Appleton
19	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications.	N/A		Samantha Appleton
20	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application(s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria.	N/A		Samantha Appleton
21	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG.	N/A		Samantha Appleton
22	F&G Reg 24AI	Did the local government send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted.	N/A		Samantha Appleton



No	Reference	Question	Response	Comments	Respondent
23	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	N/A		Samantha Appleton
24	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy.	N/A		Samantha Appleton
25	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less.	Yes		Samantha Appleton

COPY ONLY

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

### **SUMMARY**

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

### **DECLARATION OF INTEREST**

Nil

### **ATTACHMENTS**

Proposed Equal Employment Opportunity Plan

### **BACKGROUND INFORMATION**

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

### **OFFICER'S COMMENT**

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

### **STATUTORY ENVIRONMENT**

Equal Opportunity Act 1984 Section 145

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

(1) Each authority shall prepare and implement an equal opportunity management plan in order to achieve the objects of this Part.

(2) The management plan of an authority shall include provisions relating to —

(a) the devising of policies and programmes by which the objects of this Part are to be achieved; and

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

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

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

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

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

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

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

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

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

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

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

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

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

### **POLICY IMPLICATIONS**

Shire of Morawa Policy Manual

### **FINANCIAL IMPLICATIONS**

Nil

### **STRATEGIC IMPLICATIONS**

Shire of Morawa Community Strategic Plan:

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

4.5 Be compliant with relevant legislation.

### **RISK MANAGEMENT**

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

### **VOTING REQUIREMENTS**

Absolute Majority

### **OFFICER'S RECOMMENDATION**

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



## **EQUAL OPPORTUNITY EMPLOYMENT POLICY**

### **OBJECTIVES:**

To detail the Shire's commitment to Equal Employment Opportunity

### **POLICY STATEMENT:**

1. The Shire recognises its legal obligations under the Equal Opportunity Act (1984) to actively promote equal employment opportunity based on merit to ensure that discrimination does not occur on the grounds of gender, marital status, pregnancy, race, disability, religious or political convictions.
2. All offers of employment within the Shire will be directed to providing equal opportunity to prospective employees, provided their relevant experience, skills and ability meet the minimum requirements for engagement.
3. All employment training opportunities within the Shire will be directed towards providing equal opportunity to all employees based on merit and their relevant experience, skills and ability meet the minimum requirements for the position.
4. All promotional policies and opportunities within the Shire will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability are adequate to meet the minimum requirements and they are assessed as the most appropriate candidate for the advertised position. In this context, as a minimum, all vacancies shall be advertised internally within the organisation.
5. The equal opportunity goals of this Council are designed to provide an enjoyable, challenging, involving and harmonious work environment for all employees, where each has the opportunity to progress to the extent of their ability.

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

### **SUMMARY**

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

### **DECLARATION OF INTEREST**

Nil

### **ATTACHMENT**

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

### **ATTACHMENTS**

Letter from Canine Control

### **BACKGROUND INFORMATION**

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

In March 2009 Council resolved:-

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

In July 2010 Council resolved:-

- 1. Morawa Shire Council enter into a Contract with Canine Control (Mr Peter Smith) for the provision of ranger services to Morawa for a five (5) year contract term commencing from 1<sup>st</sup> July 2010 and expiring on 30<sup>th</sup> June 2015 under the proposed terms and conditions as contained in the draft deed.*

In September 2011 Council resolved:-

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

### **OFFICER'S COMMENT**

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

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

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

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

### **STATUTORY ENVIRONMENT**

Local Government Act 1995

Dog Act 1976

Cat Act 2011

Control of Vehicles (Off Road Areas) Act 1978

Caravan Parks and Camping Grounds Act 1995

Interpretation, Local Government (Miscellaneous Provisions) Act 1960

### **POLICY IMPLICATIONS**

Shire of Morawa Policy 3.11 Risk Management

### **FINANCIAL IMPLICATIONS**

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

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

### **STRATEGIC IMPLICATIONS**

Shire of Morawa Strategic Community Plan  
4.6 Planned, affordable and effective service delivery and infrastructure.

### **RISK MANAGEMENT**

Provision of professional services addressing regulatory issues reduces risk.

### **VOTING REQUIREMENT**

Absolute Majority

### **OFFICER'S RECOMMENDATION**

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

# Canine Control

A division of Trepheene Pty Ltd

ABN: 49 169 665 043

PO Box 1076  
Geraldton WA 6531  
Tel: 99261387  
Fax: 99261397  
Mob: 0427261397  
Email: [admin@caninecontrol.com.au](mailto:admin@caninecontrol.com.au)



John Roberts  
CEO Shire of Morawa  
Winfield Street  
Morawa WA 6623

## **RE: Proposed extension of the current contract for Ranger Services.**

Dear John

Following a review of the current contract which expires in 2017, Canine Control is offering an extension of the services offered and is seeking approval to extend the contract for a further three years to 2020. This contract allows for a maximum of 27 visits per year. This number includes 24 scheduled visits and the provision of three additional visits for urgent matters at the request of the Chief Executive Officer or his/her representative.

Canine Control will continue to provide a service to spray for ticks for the community of Morawa on request at no extra cost. Canine Control is qualified in the areas of the following:

- Bushfires Act 1954
- Litter Act 1979
- The Dog Act 1976
- The Cat Act 2011
- Control of Vehicles (Off-road Areas) Act 1978
- Caravan Parks and Camping Grounds Act 1995
- Interpretation, Local Government (Miscellaneous Provisions) Act 1960
- Authorised to microchip cats, dogs and horses.

If the Council agrees to this contract extension then the cost to carry out duties as instructed by the Chief Executive Officer of Shire of Morawa will be in line with the current contract and will be increased annually by the yearly CPI increase at the March quarter.

The Shire of Morawa will not incur separate costs for travel, accommodation, meals or other incidentals.

Canine Control is registered for Goods and Services Tax and will charge accordingly.

If this proposed extension is accepted, Trepheene will provide a formal contract in line with current conditions.

Submitted for ratification.

Yours faithfully,

  
**PETER JOHN SMITH**

Canine Control  
27 July, 2015

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

### **SUMMARY**

An alcohol and drug policy is presented for Council consideration.

### **DECLARATION OF INTEREST**

Nil

### **ATTACHMENTS**

Proposed Alcohol and Drugs Policy

### **BACKGROUND INFORMATION**

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

### **OFFICER'S COMMENT**

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

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

### **STATUTORY ENVIRONMENT**

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

## **20 . Duties of employees**

- (1) An employee shall take reasonable care —
- (a) to ensure his or her own safety and health at work; and
  - (b) to avoid adversely affecting the safety or health of any other person through any act or omission at work.
- (2) Without limiting the generality of subsection (1), an employee contravenes that subsection if the employee —
- (a) fails to comply, so far as the employee is reasonably able, with instructions given by the employee's employer for the safety or health of the employee or for the safety or health of other persons; or
  - (b) fails to use such protective clothing and equipment as is provided, or provided for, by his or her employer as mentioned in section 19(1)(d) in a manner in which he or she has been properly instructed to use it; or
  - (c) misuses or damages any equipment provided in the interests of safety or health; or
  - (d) fails to report forthwith to the employee's employer —
    - (i) any situation at the workplace that the employee has reason to believe could constitute a hazard to any person that the employee cannot correct; or
    - (ii) any injury or harm to health of which he or she is aware that arises in the course of, or in connection with, his or her work.
- (3) An employee shall cooperate with the employee's employer in the carrying out by the employer of the obligations imposed on the employer under this Act.
- [Section 20 inserted by No. 43 of 1987 s. 13; amended by No. 30 of 1995 s. 14 and 47; No. 51 of 2004 s. 19, 79, 102(1) and (2).]*

### **POLICY IMPLICATIONS**

Shire of Morawa Policy Manual  
3.11 Risk Management Policy

### **FINANCIAL IMPLICATIONS**

Nil

### **STRATEGIC IMPLICATIONS**

Shire of Morawa Strategic Community Plan

- 4.3 A local government that is respected, professional and accountable.  
4.5 Be compliant with relevant legislation

### **RISK MANAGEMENT**

Shire of Morawa Risk Management Governance Framework

### **VOTING REQUIREMENTS**

Absolute Majority

**OFFICER'S RECOMMENDATION**

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



# ***ALCOHOL AND DRUG POLICY***

## **Objective**

The objective of this policy is to implement a fair and proactive alcohol and other drugs screening program that will contribute to the safety and health of all employees and contractors of the Shire of Morawa.

The Shire is committed to safety as the major priority for all of its operations. The goal is to perform work in such a manner that the potential for injury is reduced.

It is the intention to create an environment where employees and contractors recognise the health and safety risks of misusing alcohol and other drugs and thus provide an opportunity for them to obtain assistance to avoid such misuse.

## **Policy**

This policy refers specifically to alcohol and illicit drugs, it is intended to apply to all forms of substances affecting the central nervous system. The policy applies to all Shire employees and contractors.

### **1) Safety in the Workplace and Fitness for Work**

Employees and contractors are obliged to present themselves for work in a fit state so that when undertaking normal work activities, they do not expose themselves, their co-workers or the public to unnecessary risks to health and safety.

It is the employee's or contractor's responsibility to advise their supervisor if they are taking any prescribed drug or medication that may affect their fitness for duty or work performance. The individual should also find out from their doctor or pharmacist what the effects of any prescribed drugs are on their work performance.

### **2) Welfare of the Individual**

The welfare of employees and contractors, as well as being the responsibility of the Council as the employer, is also the responsibility of each individual. It is therefore each employee's or contractor's responsibility to ensure that they do not place themselves or any other person or member of the public in an unsafe work environment. The health and safety of all people is paramount.

If a manager or supervisor has justifiable cause to doubt a person's fitness for duty, the Chief Executive Officer, manager or supervisor may have them removed from the workplace and may initiate any reasonable action considered necessary including removing the person from duty, pending an urgent medical examination or test to determine fitness for duty.

### **3) Alcohol and Drugs in the Workplace**

During normal business hours, the consumption of alcohol and drugs in the workplace, including Council premises, parks, reserves, vehicles, plant or any other Council building or physical asset is prohibited.

The Chief Executive Officer may permit the consumption of alcohol where circumstances warrant, such as social events or following meetings.

### **4) Testing of Employees for Drugs and/or Alcohol**

Testing may be undertaken under the following circumstances:

- As part of a pre-employment medical check.
- Where there is a suspicion on an employee or contractor being under the influence of alcohol or other drugs.
- After any incident or accident.
- At random.

Failure to undertake testing may result in counselling that refusal supports the suspicion of the employee being under the influence of drugs and alcohol. If the refusal persists, the employee will be sent home without pay and be required to undergo testing before resuming work.

The Shire of Morawa also reserves the right for the Chief Executive Officer to report to the police any circumstance where it is suspected an employee or contractor is operating plant on public roads while under the influence of drugs or alcohol.

### **5) Authorised Testing**

In the presence of the employee's witness, testing may be undertaken by:

Alcohol – testing to be done using a hand held breathalyser unit in accordance with AS3547- by a trained officer.

Drugs – undertaken by a medical practitioner.

All testing to be at the cost of the Shire of Morawa.

### **6) Positive Results from Alcohol and Drug Testing**

At the conclusion of the screening tests, the employee or contractor with a positive result will be requested to sign a document agreeing to accept the results indicated or offered the opportunity for a second test by a medical practitioner.

#### **(a) First Positive Test**

Should a breathalyser test indicate 0.02% BAC (Blood Alcohol Concentration) or more, or should the employee test positive to drugs, the

employee shall be provided with transport home and be paid for work done until the time that the testing was carried out.

Upon returning to work after recording a positive reading, the employee or contractor will be retested and must record a reading below the nominated threshold value before being allowed to start work. They will be advised of the impact of the situation and that counselling is available. The employee will also be cautioned about the consequences in the event of any repeat episode. The results and advice will be provided in writing to the employee and recorded in their personnel file. They will be informed of possible individual testing at a random date in the near future. The immediate supervisor will be present at these discussions, together with any witness of the employee or contractor's choosing.

**(b) Second Positive Test**

An employee who registers over 0.02% BAC or tests positive to other drugs a second time within a 12 month period, shall be required to undertake professional counselling. If the requirement to be counselled is refused, then the employee's circumstances will be dealt with accordingly through the Disputes Procedure of their award or agreement. The normal expectation is that a suspension will be enforced until the matter is resolved.

**(c) Third Positive Test**

If an employee registers 0.02% BAC or tests positive to illegal drugs a third time within a twelve month period, they shall be encouraged to receive further professional counselling. In the interests of the employee's own safety and of the safety of other employees of the Shire, their employment will be terminated.

**Acknowledgement**

I \_\_\_\_\_ acknowledge that I have received read the Fitness for Work Policy for the Shire of Morawa and understand that this document describes the conduct and behaviour expected of me in my role as an employee or contractor of the Shire of Morawa.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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

<i>Date of Meeting:</i>	<b>18 February 2016</b>
<i>Item No:</i>	<b>7.2.6.1</b>
<i>Subject:</i>	<b>Strategic Plan Update and Progress Report</b>
<i>Date &amp; Author:</i>	<b>11 February 2016 John Roberts</b>
<i>Responsible Officer:</i>	<b>Chief Executive Officer</b>
<i>Applicant/Proponent:</i>	<b>Chief Executive Officer John Roberts</b>
<i>File Number:</i>	<b>Various</b>
<i>Previous minute/s &amp; Reference:</i>	<b>18 December 2015 (Last update to Council)</b>

### **SUMMARY**

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

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

Other updates are also provided regarding the informing strategies including:

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

### **DECLARATION OF INTEREST**

The author has no interest to declare in this report.

### **ATTACHMENTS**

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

## **BACKGROUND INFORMATION**

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

Currently, the Strategic Community Plan has 106 actions listed:

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

**Table One: Summary of Strategic Actions**

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

- This plan has the projects or actions the Shire is required to achieve over a four year period to meet the objectives listed in the Strategic Community Plan;

- This approach will also ensure there is a cross link with the Status Report where Council has made a decision regarding the projects listed in the Corporate Business Plan from time to time; and
- The Corporate Business Plan also acknowledges the key operating costs for each program area and the external stakeholders.

### **Informing Strategies**

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

#### Long Term Financial Plan

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

#### *Status*

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

#### Asset Management Plan

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

#### *Status*

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

Roman II has been updated with local road data.

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

#### Workforce Plan

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

#### *Status*

A final review is now required.

### Information Communication and Technology (ICT) Plan

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

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

#### *Status*

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

### Other Key Informing Strategies

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

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

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

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

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

### **OFFICER'S COMMENT**

#### **Strategic Community Plan**

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

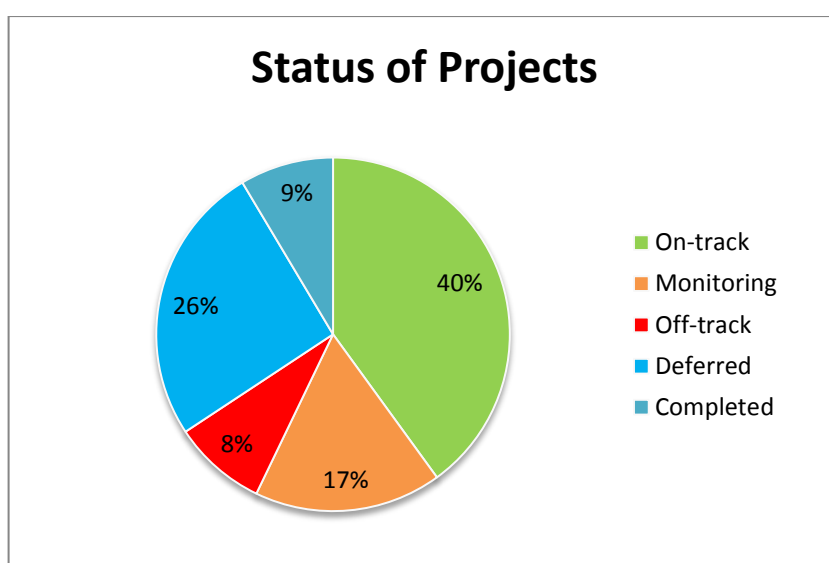
## Corporate Business Plan

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

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

### Projects

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



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

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

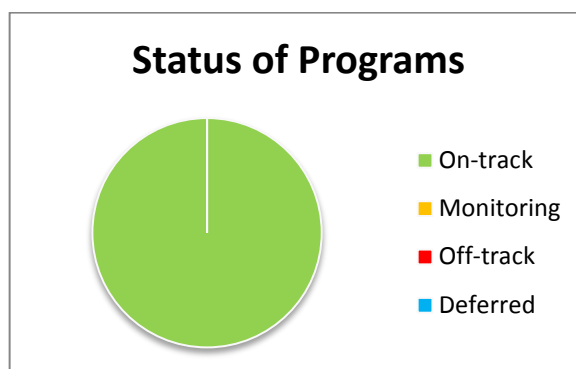
Status Type	Status	Comment
Overall Completion	In terms of overall completion (i.e. the percentage of each project completed divided by the number of projects underway), this is 56.81%.	
On-track	There are 14 (40%) projects on track (3, 5, 7, 8, 12, 13, 14, 21, 29, 31, 32, 33, 34, & 35).	
Monitoring	6 (17%) projects are at the monitoring level (4, 10, 18, 19, 20 and 27)	



Off-track	In total there are 3 (8%) projects off track (9, 15 and 30).	<p>The impacts on these projects include:</p> <ul style="list-style-type: none"> <li>• Staff resourcing in terms of key roles has been a constant issue regarding consistency and progressing of goals i.e. the long term vacancy of the CEO position (Project 9 lacked a project owner and Project 30 – Gateway Project is subject to further discussions with the key funding stakeholder) Discussions took place with Sinosteel on 17 July 2014.</li> <li>• The second key issue has been waiting on the approval of funding or resources for key projects: <ul style="list-style-type: none"> <li>- Scrapping of Commonwealth funding programs e.g. RADF5 (Project 5 - Town Hall project). The tender specification has been developed.</li> <li>- MWDC requirement to continually review business cases (Project 15) ;</li> </ul> </li> <li>• Thirdly competing re-allocation of resources undermining the strategic focus e.g. ongoing maintenance of key assets not provided for. However, the Asset Management Plan should improve this over time.</li> </ul>
Completed	3 (9%) projects have been completed. (1, 2, and 26)	
Deferred	There are nine projects ( 26%) deferred due to fiscal constraints and other resourcing issues or because the priority has changed (6, 11, 16, 17, 22, 23, 24, 25 & 28);	There is no change to the status of these projects following the desktop review of the Strategic Community Plan in August 2014.

## Programs

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



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

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

## **COMMUNITY CONSULTATION**

As per the Strategic Plan Update and Progress Report

## **COUNCILLOR CONSULTATION**

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

## **STATUTORY ENVIRONMENT**

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

## **POLICY IMPLICATIONS**

Not Applicable

## **FINANCIAL IMPLICATIONS**

Nil

## **STRATEGIC IMPLICATIONS**

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

## **RISK MANAGEMENT**

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

## **VOTING REQUIREMENT**

Simple Majority

## **OFFICER'S RECOMMENDATION**

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

SUMMARY OF CORPORATE BUSINESS PLAN STATUS 2015/2016

No.	Project	Who	Start	Cost	Cost Remaining	% Completed	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Greater Sports Ground Development	PO				100												
2	Sports Club Development Officer	CEO				100												
3	Recreational Facility Development	PO				90												
4	Morawa Community Care	EMDA				95												
5	Refurbish Old Chambers	CEO				85												
6	Childcare Centre Development	CEO				0												
7	Community Group Support	CDO				39												
8	Community Engagement & Communication	CEO				25												
9	Trails Strategy	CEO				20												
10	Waste Management Project	CEO				45												
11	Water Supply Development	CEO				0												
12	Solar Thermal Power Station - Feasibility Study	CEO				95												
13	Waste Water Plant Upgrade	EMDA				0												
14	Sustainability Program	EMDA				0												
15	Develop Industry Training Centre	PO				25												
16	Migration Settlement Scheme (Research)	CEO				0												
17	Develop Additional Business Incubator Units	CEO				0												
18	Industry Attraction & Retention Project	CEO				83												
19	Local Tourism Industry Development	CDO				0												
20	Upgrade Morawa Airport	CEO				50												
21	Upgrade Major Roads and Annual Road Program	PWS				16												
22	Key Worker Housing	CEO				0												
23	Staff Housing	EMDA				0												
24	Expansion Van Park	CEO				0												
25	Lifestyle Village for the Aged	CEO				0												
26	Main Street Project	PO				100												
27	Wireless and Mobile Blackspot Coverage	CEO				50												
28	Powerline Upgrade	CEO				0												
29	Land Development	CEO				75												
30	Gateway Project Plans	CEO				10												
31	Omnibus Scheme Development	PO				80												
32	Old Morawa Hospital	CEO				80												
33	Leadership and Mentoring Young People	CDO				48												
34	Leadership and Advocacy Role	CEO				83												
35	Invest in Council's Capacity	CEO				83												
	Total					56.81												

	Program Areas						Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Sports Facilities and Programs	CDO				60												
2	Ongoing Healthcare Provision	CEO				51												
3	Roads	PWS				62												
4	Governance	EMDA				50												
	Total					55.75												

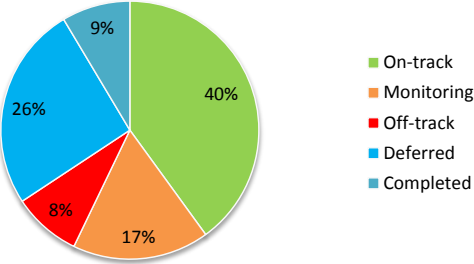
Status

On-track  
Monitoring  
Off-track  
Deferred  
Completed

Projects

14  
6  
3  
9  
3

Status of Projects



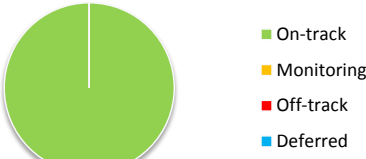
Status

On-track  
Monitoring  
Off-track  
Deferred

Programs

4  
0  
0  
0

Status of Programs



## Overview

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

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

**Program Area:** Recreation & Leisure

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

Project	Priority	SCP Link	Who	12/13 \$	13/14 \$	14/15 \$	15/16 \$	Stakeholders	Progress (Including Performance Indicators)
<ul style="list-style-type: none"> <li><b>Greater Sports Ground Project</b></li> </ul> <p>Project management 0.0 FTE 2014/15</p> <p><b>Percentage Completed: 100%</b></p>	High	3.5.2	CEO	0	2,800,000	0	0	Department of Sport and Recreation	<ul style="list-style-type: none"> <li>Remaining paths to be done.</li> <li>Hot water in female showers a problem. An amount of \$44k has been included in the 15/16 budget to resolve</li> </ul> <hr/> <p><b>Increased Sporting Participation</b></p> <ul style="list-style-type: none"> <li>Club membership numbers reported by clubs</li> </ul> <p><b>Increased Usage</b></p> <ul style="list-style-type: none"> <li>Additional events reported by Sporting Committee. To date: two events held</li> </ul>
<ul style="list-style-type: none"> <li><b>Sports Club Development Officer – Regional Project</b></li> </ul> <p>Project management 0 FTE</p> <p><b>Percentage Completed: 100%</b></p>	Medium	3.1.7	CEO, Shire of Three Springs	0	12,500	12,500	12,500	<ul style="list-style-type: none"> <li>Department of Sport and Recreation</li> <li>Shire of Three Springs</li> <li>Shire of Perenjori</li> <li>Shire of Mingenew</li> </ul>	<ul style="list-style-type: none"> <li>Lara Stanley has commenced employment in the role and had discussions with the CEO and CDO regarding required outcomes for Morawa.</li> </ul> <hr/> <p><b>Increased Support for Members &amp; Volunteers</b></p> <ul style="list-style-type: none"> <li>Membership numbers</li> </ul> <p><b>Club Officials trained in financial and corporate governance</b></p> <ul style="list-style-type: none"> <li>Clubs report improvement</li> </ul>
<ul style="list-style-type: none"> <li><b>Recreational Facility Development:</b></li> <li><b>3.1 Swimming Pool Upgrade</b></li> <li><b>3.2 Construction of the Skate Park</b></li> </ul> <p>Project management 0.1 FTE</p>	Medium	3.5.3	CEO	0	800,000 300,000	400,000	0 0	Department of Sport and Recreation	<p><b>Swimming Pool (Works 2015/16 - \$566,605)</b></p> <ul style="list-style-type: none"> <li>Steps: <ul style="list-style-type: none"> <li>Tender has been awarded to Safeway Building &amp; Renovations</li> <li>The new shed has been erected. The filtration equipment has been installed.</li> </ul> </li> </ul>

<p><b>Percentage Completed: 70%</b> 3.1: 80% 3.2 100%</p>									<ul style="list-style-type: none"> <li>○ A new backwash tank will be installed early in 2015/16</li> <li>○ Repairs to the existing balance tank will be undertaken as per the contract. This tank will need to be replaced in the next 5 years.</li> <li>○ A number of delays and contractual disagreements have occurred and the current estimate for opening the pool is 21 November 2015.</li> <li>○ The floor surface of the pool has deteriorated since August 2015 and will need to be restored.</li> <li>○ Following an independent assessment Council have directed the CEO to call tenders for works to tile the floor,walls, and wet deck surfaces.</li> <li>○ Prior to calling tenders specialist engineers are to be engaged to assess if concrete cancer is present.</li> </ul> <hr/> <p><b>Reduction of Vandalism</b></p> <ul style="list-style-type: none"> <li>• Maintenance costs (reduced)</li> </ul> <p><b>Improved School Attendance</b></p> <ul style="list-style-type: none"> <li>• School attendance records</li> </ul>
<p><b>Program Area Operating Cost:</b></p> <ul style="list-style-type: none"> <li>• Undertake ongoing maintenance and management of the Sports facilities and programs</li> </ul> <p><b>Percentage Completed: 60%</b></p>	Ongoing			775,000	790,000	805,000	821,000		<p><b>Recurrent Cost post 2017:</b> \$905,233 <b>Staff Required:</b> 3 FTE <b>2015/16 Budget</b> \$911,316 <b>Cost YTD:</b> \$546,977</p> <p><b>Note:</b> (Swimming Pools &amp; Other Recreation)</p>
<b>Program Area: Health Provision</b>									
<b>Goal: Support ongoing health care provision through existing arrangements</b>									
<b>Project</b>	<b>Priority</b>	<b>SCP Link</b>	<b>Who</b>	<b>12/13 \$</b>	<b>13/14 \$</b>	<b>14/15 \$</b>	<b>15/16 \$</b>	<b>Stakeholders</b>	<b>Progress (Including Performance Indicators)</b>
<p><b>Program Area Operating Cost:</b></p> <ul style="list-style-type: none"> <li>• Support the implementation of the North Midlands Primary Care Project</li> <li>• Support the provision of adequate GP services</li> </ul>	Ongoing	3.1.1, 3.1.2, 3.1.3, 3.1.4		251,884	256,900	262,000	267,000		<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Expenditure for 2015/16: \$162,316;</li> </ul> <p><b>Recurrent Cost post 2017:</b> \$272,000 <b>Staff Required:</b> 0.02 FTE <b>Cost YTD:</b> \$82,644.66</p>

<ul style="list-style-type: none"> <li>Support the Three Springs Dental Service</li> </ul> <p>Percentage Completed: 51%</p>									
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## Program Area: Community Amenities

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

Project	Priority	SCP Link	Who	12/13 \$	13/14 \$	14/15 \$	15/16 \$	Stakeholders	Progress (Including Performance Indicators)
<ul style="list-style-type: none"> <li><b>Morawa Community Care</b></li> </ul> <p>Project management 0.6 FTE</p> <p><b>Percentage Completed: 95%</b>  4 Units: 100%  Management: 90%</p>	High	1.9.1	CEO	528,800	420,718	40,000	40,000	Morawa Community Care	<p><b>Construction 2013:</b></p> <ul style="list-style-type: none"> <li>Construction of the 4 units completed</li> <li>Cost post 2013/14 are recurrent costs. Will need revaluation</li> </ul> <p><b>Management:</b></p> <ul style="list-style-type: none"> <li>Committee commenced 18 March 2014 and identified action matrix;</li> <li>Draft service delivery plan and policies developed and considered 13/05/14;</li> <li>Handover of units underway 30 April 2014;</li> <li>Sean Fletcher has been engaged to finalise the transfer of the Morawa Aged Care Units to the Shire.</li> <li>Transfer of land management order underway.</li> <li>The Department of Housing are proposing a deed of assignment transferring the interests of the MCC to the Shire. This option negates the need for a new JV agreement which has caused a significant time delay.</li> <li>Application and information packs have been prepared and will be marketed.</li> <li>A Deed of Novation has been presented to the 18 December OCM.</li> <li>The Management Order has been received and is being processed.</li> </ul> <p><b>Elderly people age in their home community</b></p> <ul style="list-style-type: none"> <li>Census figures</li> </ul> <p><b>Older people able to live independently</b></p> <ul style="list-style-type: none"> <li>Increase in number aged people staying in community</li> </ul>
<ul style="list-style-type: none"> <li><b>Refurbish Old Council Chambers</b></li> </ul> <p>Percentage Completed: 85%</p>	High	1.7.3	CEO	0	220,000			LotteryWest	<ul style="list-style-type: none"> <li>Capital Works for 2015/16 set at \$181,011. Funded: <ul style="list-style-type: none"> <li>Municipal 45,026</li> <li>Lotterywest: 90,595</li> <li>Reserve: 45,026</li> </ul> </li> </ul>

									<ul style="list-style-type: none"> <li>Quotes have now been obtained for the remaining works.</li> <li>Use for the building to be discussed at the October briefing session</li> <li>This work has now been placed on-hold as the funds may be needed to fund the unexpected swimming pool works.</li> <li></li> </ul> <p><b>Increased level volunteer activity</b></p> <ul style="list-style-type: none"> <li>Annual survey</li> <li>Volunteering statistics available every census</li> </ul> <p><b>Older people able to live independently</b></p> <ul style="list-style-type: none"> <li>Number community activities per year monitored</li> </ul> <p><b>Note:</b> regular use is occurring.</p>
<ul style="list-style-type: none"> <li><b>Childcare Centre development</b></li> </ul> <p>Project management 0.2 FTE</p> <p><b>Percentage Completed:</b> N/A</p>	Medium	3.1.8	CEO	0	0	0	0	<ul style="list-style-type: none"> <li>Department of Communities</li> <li>Mid West Development Commission</li> <li>LotteryWest</li> </ul>	<ul style="list-style-type: none"> <li>Deferred post 2015/16</li> <li>Expected cost \$750,000</li> <li>Expected completion date 2018</li> </ul> <p><b>Additional childcare places available to the community</b></p> <ul style="list-style-type: none"> <li>Uptake of service</li> </ul> <p><b>Employment opportunities in the caring industry</b></p> <ul style="list-style-type: none"> <li>Number of people employed</li> </ul> <p><b>Respite care available to parents</b></p> <ul style="list-style-type: none"> <li>Respite visits number per annum</li> </ul>
<ul style="list-style-type: none"> <li><b>Community Group Support:</b> <ul style="list-style-type: none"> <li>Billaranga Arts Studio</li> <li>Morawa Historical Society</li> <li>Community events</li> <li>Morawa CRC</li> <li>Biennial Arts Festival</li> <li>Morawa Future Fund</li> <li>Community connectedness forum</li> <li>Morawa Chamber of Commerce</li> </ul> </li> </ul> <p>Project management 0.1 FTE</p> <p><b>Percentage Completed:</b> 39%</p>	Medium	3.2.2, 3.2.4, 3.2.5, 3.4.1	CEO	35,000	35,000	35,000	35,000		<ul style="list-style-type: none"> <li>Future Fund agreement has been completed. The fund will be accessible in 2015/16 based on 2014/15 interest earnings.</li> <li>CEO engaged with CCI</li> <li>Power supply has been connected to the new Historical Society shed.</li> </ul> <p><b>Budget 2015/16</b></p> <ul style="list-style-type: none"> <li>YTD: <ul style="list-style-type: none"> <li>Arts Festival \$10,000</li> <li>Museum: \$1,000</li> <li>Depreciation: \$9,922</li> </ul> </li> </ul> <p><b>Costs 2015/16</b></p> <ul style="list-style-type: none"> <li>YTD: <ul style="list-style-type: none"> <li>Arts Festival \$0</li> <li>Museum: \$2,347</li> <li>Depreciation: \$5,836</li> </ul> </li> <li>Recurrent costs post 2016 are \$35,000</li> </ul>

									per annum
									<b>Community events enhance liveability of community</b> <ul style="list-style-type: none"> <li>Reports to Council community groups</li> </ul> <b>Community feedback on events</b> <ul style="list-style-type: none"> <li>Annual community survey</li> </ul>
<ul style="list-style-type: none"> <li><b>Community Engagement and Communication</b></li> </ul> <p>Project management 0.05 FTE</p> <p><b>Percentage Completed: 25%</b></p>	Medium	4.1.1, 4.1.2	CEO	1,020	1,020	1,020	1,020		<b>Costs 2014/15</b> <ul style="list-style-type: none"> <li>Met through Public Relations Budget (\$21,000)</li> <li>Recurrent costs post 2016 are \$1,020 per annum</li> <li>Communication strategy and media consultant (Left of Centre LOC) have been included in the 15/16 budget at \$11,000. LOC have set up a Facebook page and are preparing content for media and Shire Snippets.</li> </ul> <b>Good relationship between community and Council</b> <ul style="list-style-type: none"> <li>Annual community survey</li> </ul>
<ul style="list-style-type: none"> <li><b>Trails Strategy</b></li> </ul> <p>Project management 0.1 FTE</p> <p><b>Percentage Completed: 20%</b></p>	Medium	1.7.2	CEO	0	0	260,000	0	<ul style="list-style-type: none"> <li>LotteryWest</li> <li>Department of Regional Development</li> </ul>	<b>Morawa Perenjori Wildflower Drive Trail</b> <ul style="list-style-type: none"> <li>R4R Grant required listed in 2013/14 Budget: \$467,000 - Pending</li> </ul> <b>Town Heritage Walk Trails 2014/15</b> <ul style="list-style-type: none"> <li>\$65,000 Lotterywest application unsuccessful (7 March 2014)</li> <li>\$65,000 Shire contribution not budgeted</li> </ul> <b>Bush Trails 2014/15?</b> <ul style="list-style-type: none"> <li>\$65,000 application "parked" with Lotterywest subject to Council contribution ;</li> <li>\$65,000 Shire contribution required Recurrent cost post 2016: \$5,000 PA</li> </ul> <b>2015/16</b> <ul style="list-style-type: none"> <li>Wildflower Drive trail \$138,915</li> <li>Town Heritage Walk \$128,970</li> <li>Bush Trail \$198,690</li> <li>Total \$467,000 has been included in the budget but only \$65,000 is funded. This is to be amended in the 15/16 mid year review.</li> <li>Funding is to sought from Lotterywest, DRD are funding \$40,000 ( from town</li> </ul>



									centre revitalisation project) and it hoped this will be matched by Sinosteel.
									Increased level of community activity and activation trails
									<ul style="list-style-type: none"> <li>Annual community survey</li> </ul>

**Objective:** Protect and enhance the natural environment and sense of place

**Program Area:** Environment

**Goal:** Protect and enhance the natural environment

Project	Priority	SCP Link	Who	12/13 \$	13/14 \$	14/15 \$	15/16 \$	Stakeholders	Progress (Including Performance Indicators)
<ul style="list-style-type: none"> <li><b>Waste Management – Regional Project</b></li> </ul> <p>Project management 0.15 FTE</p> <p>Percentage Completed: 45%</p>	High	2.4	CEO, MWRC	0	360,000	0	0	Shires of Carnamah, Coorow, Mullewa, Perenjori, Three Springs and Mingenew	<ul style="list-style-type: none"> <li>Capital works for tip set at \$265,000. Funded by Refuse Station Reserve</li> <li>Recurrent costs post 2016: \$60,000;</li> <li>Joint project identified between Shire of Morawa and Shire of Perenjori: <ul style="list-style-type: none"> <li>DCEO successfully applied for \$5,000 in planning funding;</li> <li>Joint approach discussed on 9 December 2013 at meeting between Presidents, Deputy President and CEO's - Agreed this is a key project.</li> </ul> </li> <li>Dallywater Consulting have developed strategic plan which was presented to Council on 17 July 2014</li> <li>Application for funding in the Waste Authority Regional Funding Program was lodged on 27 June 2014. The assessment has been concluded and unfortunately the application was not successful. The application was highly regarded but lack of site and proximity to Geraldton went against the proposal.</li> <li>The CEO has met with CEOs from Morawa, Perenjori, Three Springs and Mingenew to discuss a regional solution. The meeting took place on 14 April 2015.</li> <li>CEO has received data from neighbouring Shires and is in the process of collating it.</li> <li>CEO has discussed with Karara and</li> </ul>

									<p>Sinosteel the possibility of purchasing or leasing a portion of Dingle Dell as a possible site for location of a landfill site.</p> <ul style="list-style-type: none"> <li>CEO has met with Avon Waste and Dallywater to determine the optimum size of transfer bins and collection methods.</li> <li>CEO to visit potential sites during February.</li> </ul> <hr/> <p><b>Coordinated waste management by Shires</b></p> <ul style="list-style-type: none"> <li>Removal of waste to sub-regional station</li> </ul>
<ul style="list-style-type: none"> <li><b>Water Supply Development</b></li> </ul> <p>Project management 0.05 FTE</p> <p>Percentage Completed: N/A</p>	Medium	1.4.1	CEO	0	0	0	Unknown	<ul style="list-style-type: none"> <li>Water Corporation</li> <li>Department of Water</li> </ul>	<ul style="list-style-type: none"> <li>Recurrent costs post 2016: Unknown</li> <li>Drainage re greening of the Town. Not until 2015/16 Stage Three SuperTowns.</li> <li>Subject to be raised with the Minister at the WALGA Convention in August 2014.</li> </ul> <hr/> <p><b>Future water needs secured</b></p> <ul style="list-style-type: none"> <li>Water storage constructed</li> </ul>
<ul style="list-style-type: none"> <li><b>Solar Thermal Power Station Feasibility Study</b></li> </ul> <p>Project management 0.1 FTE</p> <p>Percentage Completed: 95%</p>	Medium	1.3.1	Project Officer	0	500,000	0	0	<ul style="list-style-type: none"> <li>Western Power</li> <li>Public utilities Office</li> </ul>	<ul style="list-style-type: none"> <li>Legal advice received re reallocation of \$500,000 to another project;</li> <li>Shire President and CEO met with Paul Rosair 17 February 2014 to discuss;</li> <li>Project suspended indefinitely;</li> <li>Letter issued to DRD 2 April 2014 seeking reallocation of funding to Airport Project.</li> <li>Adjusted the SCP at September 2014 Review</li> <li>Recurrent costs post 2016: \$60,000</li> </ul> <hr/> <p><b>Feasibility study completed</b></p> <ul style="list-style-type: none"> <li>Completion. (Note: The feasibility study will not proceed)</li> </ul> <p><b>Endorsement key agencies</b></p> <p>Satisfaction Western Power, Public utilities Office</p>
<ul style="list-style-type: none"> <li><b>Water Supply Development and Waste Water Plant Upgrade</b></li> </ul>	Medium	1.4.4, 2.1.1, 2.1.3	CEO	0	140,000	0	0	<ul style="list-style-type: none"> <li>Watercorp</li> </ul>	<p><b>Works for 2015/16</b></p> <ul style="list-style-type: none"> <li>One pond remaining (\$49,681). This will be completed in 2015/16.;</li> </ul>

Project management 0.05 FTE  <b>Percentage Completed: 0%</b>									<ul style="list-style-type: none"> <li>Funding from Reserve.</li> </ul> <b>Recurrent costs post 2016:Unknown</b> <b>Overflow managed in winter</b> <ul style="list-style-type: none"> <li>Nil events</li> </ul> <b>Improved use of waste water for irrigation</b> <ul style="list-style-type: none"> <li>Reduced potable water usage</li> </ul>
<ul style="list-style-type: none"> <li><b>Sustainability Program:</b> <ul style="list-style-type: none"> <li>Identify policies to manage carbon sequestration</li> <li>Implement the Climate Change and Adaption Plan</li> <li>Continue to manage feral flora and fauna</li> <li>Rehabilitate, protect and conserve Shire controlled land</li> <li>Support and promote environmental management practices</li> </ul> </li> </ul> Project management 0.1 FTE  <b>Percentage Completed: 0%</b>	Medium	2.1.5, 2.1.6, 2.2.1, 2.2.2, 2.2.3	DCEO	0	0	0	0	<ul style="list-style-type: none"> <li></li> </ul>	<b>2015/16</b> <ul style="list-style-type: none"> <li>Costs are as per in accordance with the EHO role;</li> <li>Sequestration policies to be included in LPS and Strategy;</li> <li>The Climate Change Risk Assessment &amp; Adaption Action Plan was included in the 2015/16 budget but will be removed in the mid-year review;</li> <li>Flora &amp; Fauna pests in conjunction with Department of Agriculture Bio-Security Officer in Morawa;</li> <li>Shire has rehabilitation policy in place;</li> <li>Environmental management practices are supported through implementation of relevant infrastructure;</li> <li>Continuing monitoring and upgrading of key facilities</li> </ul> <b>Sustainability initiatives achieved</b> <ul style="list-style-type: none"> <li>Set of nominated activities achieved</li> </ul>

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

### Program Area: Economic Services

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

Project	Priority	SCP Link	Who	12/13 \$	13/14 \$	14/15 \$	15/16 \$	Stakeholders	Progress (Including Performance Indicators)
<ul style="list-style-type: none"> <li><b>Develop Industry Training Centre</b></li> </ul> Project management 0.1 FTE  <b>Percentage Completed: 25%</b>	High	1.2.8, 3.1.5	MEITA & Shire	0	508,404	0	0	<ul style="list-style-type: none"> <li>MWDC, Durack Institute, Department of Training &amp; Workforce Development, Karara Mining Limited</li> </ul>	<ul style="list-style-type: none"> <li>Training Centre expenditure:             <ul style="list-style-type: none"> <li>2013/14 set at \$433,908;</li> <li>Funded through Mid West Investment Plan;</li> <li>Business case reviewed and submitted to MWRC Board 28 November 2013. Further changes completed:                 <ul style="list-style-type: none"> <li>Improve in-kind contribution re project management;</li> <li>Develop job description form for training coordinator.</li> </ul> </li> </ul> </li> <li>13 December 2013 the MWDC Board</li> </ul>

									<ul style="list-style-type: none"> <li>approved funding for this project;</li> <li><b>Final estimate received Business Case reviewed and submitted to MWDC.</b> The business case needs to be re-drafted following discussions with the MWDC.</li> <li><b>Design and specifications have been prepared by EPS.</b></li> <li><b>CEO has received updated letters of support from Doray, Karara and Marrak.</b></li> <li><b>The project was shelved on the advice of MWDC, however following discussions between the CEO and SP the business is being updated by LOC.</b></li> <li>Recurrent cost post 2016: \$80,000</li> </ul> <hr/> <b>Students demand training and gain jobs in the mining industry as a result</b> <ul style="list-style-type: none"> <li>Annual student numbers, conversion to employment</li> </ul> <b>Specialist training provided through facility</b> <ul style="list-style-type: none"> <li>Educational staff numbers (increase)</li> </ul>
<ul style="list-style-type: none"> <li><b>Migration Settlement Scheme (Research)</b></li> </ul> <p>Project management 0.3 FTE</p> <p><b>Percentage Completed: N/A</b></p>	Medium	Super Town Growth Implementation Plan	CEO	0	0	0	0	<ul style="list-style-type: none"> <li>Department of Immigration,</li> <li>Department of Training and Workforce Development</li> </ul>	<ul style="list-style-type: none"> <li>Deferred post 2015/16</li> <li>Expected cost \$45,000</li> </ul> <hr/> <b>Sustainable increase in population</b> <ul style="list-style-type: none"> <li>Population trends</li> </ul>
<ul style="list-style-type: none"> <li><b>Develop Additional Business Incubator Units</b></li> </ul> <p>Project management 0.2 FTE</p> <p><b>Percentage Completed: N/A</b></p>	Medium	1.9.7	CEO	0	0	0	0	<ul style="list-style-type: none"> <li>MWDC, MEITS</li> </ul>	<ul style="list-style-type: none"> <li>Deferred post 2015/16</li> <li>Costs not identified</li> </ul> <hr/> <b>New business established</b> <ul style="list-style-type: none"> <li>New business establishment</li> </ul>
<ul style="list-style-type: none"> <li><b>Industry Attraction and Retention Project</b></li> </ul> <p>Regional Resource – Investment Coordinator: 1.25 FTE (Funded MWIP)</p> <p>Project management 0.08 FTE</p> <p><b>Percentage Completed: 83%</b></p>	High	1.2.5, 1.5.2	Super Towns Project Manager	85,800	100,000	100,000	100,000	<ul style="list-style-type: none"> <li>MWDC, MWCCI, Other Shires</li> </ul>	<b>2011/12</b> <ul style="list-style-type: none"> <li>PRACYS developed Growth &amp; Implementation Plan</li> </ul> <b>2012/13</b> <ul style="list-style-type: none"> <li>PRACYS commenced North Midlands Economic Development Strategy (\$85,800 inc GST);</li> <li>Prospectus reviewed January 2013</li> </ul> <b>2013/14</b>

								<ul style="list-style-type: none"> <li>PRACYS developing North Midlands Economic Development Strategy: <ul style="list-style-type: none"> <li>Framework finalised December 2013</li> <li>Working Group established Feb 2014 (CEOs meeting 13 April 2014 for briefing);</li> </ul> </li> <li>Investment plan required (attraction process defined)?</li> <li>Funding of \$100,000 pa from CLGF/Mid West Investment Plan not requested?;</li> <li>Project requires revaluation</li> </ul> <p><b>2014</b></p> <ul style="list-style-type: none"> <li>Regional Resource Coordinator employed and prospectus issued?</li> </ul> <p><b>2015</b></p> <p>No further progress</p> <hr/> <p><b>Service gaps filled</b></p> <ul style="list-style-type: none"> <li>Reported by community</li> </ul> <p><b>Increased business activity</b></p> <ul style="list-style-type: none"> <li>Applications recorded</li> <li>Reported by CCI</li> </ul>
<ul style="list-style-type: none"> <li><b>Local Tourism Industry Development</b></li> </ul> <p>Support Visitor Information Centre 0.02 FTE</p> <p>Project management 0.02 FTE</p> <p><b>Percentage Completed: 0%</b></p>	Medium	1.2.7, 1.2.10, 1.2.11	CEO	0	50,000	0	0	<ul style="list-style-type: none"> <li>Wildflower Way Committee, Local Tourism Group</li> </ul> <p><b>2015/16</b></p> <ul style="list-style-type: none"> <li>CEO &amp; CDO are attending Wildflower Country Committee meetings</li> <li>\$40,000 allocated for the Caravan park Caretaker accommodation to be cfwd from 14/15 to 15/16. The need for this is under review.</li> <li>A temporary caretaker was appointed for the period July to September. This was a huge success and has lifted the caravan site profile. It is intended to employ similarly again in 2016.</li> </ul> <hr/> <p><b>Increase in visitor numbers</b></p> <ul style="list-style-type: none"> <li>Visitor numbers Caravan park</li> </ul> <p><b>Wildflower Way project</b></p> <ul style="list-style-type: none"> <li>Completion of project</li> </ul>

**Objective:** Morawa is a comfortable and welcoming place to live, work and visit

**Program Area:** Transport Infrastructure and Services

**Goal:** Provide transport linkages and infrastructure which enables industry and community to grow and develop

Project	Priority	SCP Link	Who	12/13 \$	13/14 \$	14/15 \$	15/16 \$	Stakeholders	Progress (Including Performance Indicators)
<ul style="list-style-type: none"> <li><b>Upgrade Morawa Airport</b></li> </ul> <p>Project development support 0.02 FTE 13/14</p> <p>Project management: 0.2 FTE – External 14/15</p> <p>Asset management: 0.2 FTE - ongoing</p> <p><b>Percentage Completed: 50%</b></p>	High	1.10.1, 1.10.2	Project Officer	0	40,000	1,000,000	1,500,000	RDAF	<p><b>2013/14</b></p> <ul style="list-style-type: none"> <li>New airport road sealed Feb 2014;</li> <li>An EOI has been requested by MDC for \$900k funding. This was submitted by 11 July 2014.</li> <li><b>Business Plans have been requested by DRD for the reallocation of \$500k Solar Thermal funds and \$1m Blackspot funds. These are now complete and were endorsed by Council at the December 2014 OCM.</b></li> </ul> <p><b>2014/15</b></p> <ul style="list-style-type: none"> <li>CEO has received letters of support from Doray, Karara., RFDS and Marrak.</li> <li>CEO has received letter from DRD informing the Shire that the reallocation of mobile blackspot funding has not been approved.</li> </ul> <p><b>2015/16</b></p> <ul style="list-style-type: none"> <li>Following discussions with the MWDC and DRD the CEO has prepared a new business case which will include a number of funding options.</li> <li>The business case option 1 (full upgrade) was endorsed by the MWDC subject to a commitment by Doray to use the airstrip.</li> <li>It is proposed for the Shire President and CEO to meet with Doray to seek such commitment.</li> </ul> <p><b>Commencement commercial facility</b></p> <ul style="list-style-type: none"> <li>Commencement</li> </ul> <p><b>Improved transport hub to the region</b></p> <ul style="list-style-type: none"> <li>Volume traffic flow</li> </ul> <p><b>Service hub RFDS</b></p> <ul style="list-style-type: none"> <li>Usage</li> </ul>
<ul style="list-style-type: none"> <li><b>Upgrade Major Roads and Annual Road Program</b></li> </ul> <p>Project management: 0.9</p>	Medium	1.8	Works Manager	1,580,000	1,580,000	1,580,000	1,580,000	Department of Main Roads	<p><b>2015/16 (\$1,755,396)</b> YTD: \$288,731</p> <p>Completed</p> <ul style="list-style-type: none"> <li>Recurrent cost post 2016: \$1.6M</li> </ul>

Percentage Completed: 16%									<b>Road safety</b> <ul style="list-style-type: none"> <li>Survey</li> </ul> <b>Asset maintenance</b> <ul style="list-style-type: none"> <li>Improvement in asset ratios</li> </ul>
•									

Program Area Operating Cost:	Ongoing		Works Manager	2,059,403	2,100,000	2,142,000	2,185,000		<b>2015/16</b> (\$1,619,388) Staff Required: 11 FTE Cost YTD: \$1,023,886  Recurrent Cost post 2017: \$2.23M
Percentage Completed: 62%									

Program Area: Housing									
Goal: Provide housing for all needs (staff, aged, tourism) to facilitate growth and development									
Project	Priority	SCP Link	Who	12/13 \$	13/14 \$	14/15 \$	15/16 \$	Stakeholders	Progress (Including Performance Indicators)
<ul style="list-style-type: none"> <li><b>Key Worker Housing</b></li> </ul> Percentage Completed: N/A	Medium	1.9.3	CEO	0	0	0	0	Department of Housing	Project deferred until development of next corporate business plan
<ul style="list-style-type: none"> <li><b>Staff Housing</b></li> </ul> Project management 0.1 FTE Percentage Completed: N/A	High	1.9.5	CEO	0	0	350,000	350,000	Royalties for Regions - CLGF	<b>2014/15</b> <ul style="list-style-type: none"> <li>\$139,316 has been allocated for maintenance</li> <li>Recurrent cost post 2016: \$14,000</li> </ul> <hr/> <b>Houses constructed</b> <ul style="list-style-type: none"> <li>Houses in place</li> </ul> <b>Staff satisfaction with housing</b> <ul style="list-style-type: none"> <li>Staff satisfaction (annual survey)</li> </ul>
<ul style="list-style-type: none"> <li><b>Expansion Caravan Park</b></li> </ul> Project management 0.2 FTE Percentage Completed: N/A	Medium	1.2.9, 1.9.6	CEO	0	0	0	0		Project deferred until development of next corporate business plan: <ul style="list-style-type: none"> <li>4 dwellings constructed;</li> <li>Budget \$500,000 from Shire funds</li> </ul>

									<b>Additional people stay in town</b> <ul style="list-style-type: none"> <li>Accommodation statistics</li> </ul> <b>Additional expenditure</b> <ul style="list-style-type: none"> <li>Increased estimated expenditure</li> </ul>
<ul style="list-style-type: none"> <li><b>Lifestyle Village for Aged Care</b></li> </ul> <p>Project management 0.3 FTE</p> <p>Percentage Completed: N/A</p>	Medium	1.9.1	CEO EDO	0	0	0	0	MWDC, RFR – CLGF, Morawa Community Care	Project deferred until development of next corporate business plan: <ul style="list-style-type: none"> <li>Plan and feasibility study for additional aged care housing;</li> <li>Budget \$10M from various sources.</li> </ul>

**Note:**

No key activity is occurring for this goal in 2015/16

Program Area: Town Centre Revitalisation									
Goal:									
Project	Priority	SCP Link	Who	12/13 \$	13/14 \$	14/15 \$	15/16 \$	Stakeholders	Progress (Including Performance Indicators)
<ul style="list-style-type: none"> <li><b>Main Street Project</b></li> </ul> <p>Landcorp Project Management 1 FTE funded</p> <p>Project support: 0.5 FTE – External 13/14</p> <p><b>Percentage Completed: 80%</b></p> <p>Stage 1: 100%</p> <p>Stage 2: 100%</p>	High	1.7.1, 1.7.5, 1.6.1	Project Officer	0	3,536,000	2,200,000	0	SuperTowns Project – R4R	<ul style="list-style-type: none"> <li>The main street of Morawa will be revitalised to provide new opportunities for community interaction and an increased level of retail and commercial services:               <ul style="list-style-type: none"> <li>Freight Realignment (Stage 1) - 2013/14/15</li> <li>Civic Square (Stage 2) - 2013/14/15</li> <li>Recurrent costs of \$50,000</li> <li>Stage 3 deferred beyond 2015/16</li> <li>Stage 4 deferred beyond 2015/15</li> <li>Stage 5 commenced pending funding</li> </ul> </li> </ul> <p><b>2013/14</b></p> <ul style="list-style-type: none"> <li>Additional funding of \$2.536M announced 12 February 2014.</li> <li>;               <ul style="list-style-type: none"> <li><b>Preferred tenderer (BCL Group) selected by Emerge and endorsed by Council on 31 July 2014.</b></li> </ul> </li> </ul>



									<p><b>2014/15</b></p> <ul style="list-style-type: none"> <li>Work has commenced on project.</li> <li>BCL proposed a redesign due to ground levels. New design not acceptable to Council. Emerge have been requested to keep amended design close to the original. Amended design went to OCM in October.</li> </ul> <p><b>2015/16</b></p> <ul style="list-style-type: none"> <li>Projects completed. Now in defects period.</li> <li>Outstanding are the completion of gravel works. BCL are waiting for MRWA approval of traffic management plans.</li> </ul> <hr/> <p><b>Civic Square constructed</b></p> <ul style="list-style-type: none"> <li>Project opened 30 April 2015. A commemorative plaque has been installed under the clock tower.</li> </ul>
<ul style="list-style-type: none"> <li><b>Wireless and Mobile Blackspot Coverage</b></li> </ul> <p>Project involves Shires of Morawa, Mingenew, Perenjori and Three Springs and MWDC</p> <p>Project management: 0.1</p> <p>Percentage Completed: 50%</p>	High	1.3.2, 1.3.4	Project Officer	0	375,000	0	0	CLGF	<p>Shire of Morawa coordinating update to project business case. Funding required is as follows:</p> <ul style="list-style-type: none"> <li>Merkanooka (\$680,000) <ul style="list-style-type: none"> <li>CLGF – R: \$ 83,333</li> <li>MWIP: \$534,167</li> <li>Shire Funds: \$ 62,500</li> </ul> </li> <li>Morawa East High (\$942,000): <ul style="list-style-type: none"> <li>CLGF – R: \$500,000</li> <li>MWIP: \$379,500</li> <li>Shire Funds: \$ 62,500</li> </ul> </li> </ul> <ul style="list-style-type: none"> <li>Business went to the MWDC Board on 28 February 2014;</li> <li>Minister Redman announced 7 March 2014 \$1M approved from CLGF – R;</li> <li>FAA for project received by CEO. Advised DRD awaiting outcome of MWIP decision before project milestones developed;</li> <li>MWDC Board advised 19/03/14 it does not support EOI. Advice issued to participating shire presidents;</li> <li>Issue also referred to Shane Love MLA to discuss with Minister Redman;</li> <li>Council briefed on current position 20 March 2014. Indicated that funding</li> </ul>

									<p>should now go to the upgrading of the Morawa Airport;</p> <ul style="list-style-type: none"> <li>CEOs have had preliminary discussions on allocation of funding to the Airport project;</li> <li>Item will be required by Council to seek reallocation of funding (May OCM 2014);</li> <li>Letter of support received from Shire of Mingenew 29 April 2014.</li> <li>See comments under item 20.</li> </ul> <p><b>Note:</b> The 2013/14 Budget contained an additional \$250,000 from the Community Development Reserve for electrical works</p> <hr/> <p><b>Meets community standards</b></p> <ul style="list-style-type: none"> <li>Monitoring data speed</li> </ul> <p><b>Increase coverage and reliability</b></p> <ul style="list-style-type: none"> <li>Telstra</li> </ul>
<ul style="list-style-type: none"> <li><b>Power Line Upgrade</b></li> </ul> <p>Project management: 0.1</p> <p>Percentage Completed: N/A</p>	Medium	1.4.2	MWDC	0	0	0	0	Wester Power	<p>Project deferred until development of next corporate business plan:</p> <ul style="list-style-type: none"> <li>Must be externally funded;</li> <li>Budget \$7M</li> </ul>
<ul style="list-style-type: none"> <li><b>Land Development – Residential and Industrial</b></li> </ul> <p>Project management: Landcorp?</p> <p>Percentage Completed: 100%</p> <ul style="list-style-type: none"> <li>Residential: 100%</li> <li>Industrial: 50%</li> </ul>	High	1.1.2	CEO	800,000 Landcorp	900,000 Landcorp			Landcorp	<p>Costs for 2012/13, 13/14 met by Landcorp:</p> <ul style="list-style-type: none"> <li>38 residential lots</li> <li>50 industrial lots</li> </ul> <p><b>2014/15 Residential Sub-division</b></p> <ul style="list-style-type: none"> <li>First stage of residential sub-division completed – 8 blocks. Non yet sold.</li> </ul> <p><b>2015/16 Industrial Sub-division</b></p> <ul style="list-style-type: none"> <li>First stage of industrial sub-division – 6 blocks. Clearing re Club Road completed 8 March 2014. Part of the surplus from the Town Centre projects is being used to fund the sealing of Club Road.</li> <li>An amount of \$174,000 has been included in the 15/16 draft budget to relocate Club Road</li> </ul>

									<ul style="list-style-type: none"> <li>The realignment and sealing of Club road will be completed by February 2016. Brookfield and Landcorp have been advised.</li> </ul> <hr/> <b>Lots successfully developed</b> <ul style="list-style-type: none"> <li>Sale of lots</li> </ul>
<ul style="list-style-type: none"> <li><b>Gateway Project Plans</b></li> </ul> <p>Project management: 0.1</p> <p>Percentage Completed: 10%</p>	High	1.2.3, 1.6.1	CEO	0	250,000	0	0	Sinosteel	<ul style="list-style-type: none"> <li>Designs received previously. Matters to be determined: level of funding, Munckton Road, the design (tower)</li> <li>Funding sources : <ul style="list-style-type: none"> <li>Sinosteel: \$200,000. Stated in CBP confirmed. However, only \$30,000 put aside;</li> <li>Shire: \$50,000 to be budgeted. Has not happened.</li> <li>13/14 Budget \$250,000 Sinosteel?</li> <li>SMC are now offering \$100,000</li> <li><b>The CEO and SP have met with SMC on 17 July 2014 to discuss. SMC contribution to the gateway project. SMC agreed the contribution was not tied.</b></li> <li><b>CEO has requested Emerge to develop a nature playground concept for the town square.</b></li> </ul> </li> <li>Recurrent costs post 2016 \$2,500</li> </ul> <hr/> <b>Formal entry will provide sense of place</b> <ul style="list-style-type: none"> <li>Annual community survey</li> <li>Visitor survey conducted visitor centre</li> </ul>
<ul style="list-style-type: none"> <li><b>Omnibus Scheme Development</b></li> </ul> <p>Project management: 0.2</p> <p>Percentage Completed: 80%</p> <ul style="list-style-type: none"> <li>Omnibus: 80%</li> <li>Urban Design: 80%</li> <li>LP Strategy: 80%</li> </ul>	Medium	1.5.1	Planning Officer CEO	0	350,000	300,000	0	WAPC, EPA	<b>2013/14</b> \$232,844 in Budget <ul style="list-style-type: none"> <li>Urban Design Guidelines developed: <ul style="list-style-type: none"> <li>Individual meetings held with business owners;</li> <li>Staff briefed 25 February 2014;</li> <li>Community meeting to be rescheduled;</li> <li>Mike Davis briefed Council 17 April 2014 – matter deferred pending corrections submitted to May meeting</li> </ul> </li> <li>Omnibus amendments due 30/06/14, presented to Council 19 June 2014.</li> <li>Public comment period closed 7 July 2014. No submissions received at</li> </ul>

									<ul style="list-style-type: none"> <li>present.</li> <li>Scheme strategy changes due 30/09/14</li> <li></li> </ul> <b>2015/16</b> <b>Budget \$79,450</b> <b>YTD \$0</b> <ul style="list-style-type: none"> <li></li> </ul> <hr/> <b>LP Strategy and Scheme</b> <ul style="list-style-type: none"> <li>Completed report WAPC</li> </ul> <b>Omnibus</b> <ul style="list-style-type: none"> <li>Completed report WAPC</li> </ul> <b>Urban design guidelines</b> <ul style="list-style-type: none"> <li>Endorsement by Shire of Morawa as policy</li> </ul>
<ul style="list-style-type: none"> <li><b>Old Morawa Hospital</b></li> </ul> <p>Project management: 0.05</p> <p><b>Percentage Completed: 80%</b></p>	Medium	1.9.4	CEO	0	50,000	0	0	MWDC, R4R	<b>2013/14</b> <ul style="list-style-type: none"> <li>\$50,000 not budgeted;</li> <li>Technical report received 16/11/13. Cost of report: \$3,900 funded from Consultancy Services Admin;</li> <li>Scope of report discussed with Council 11 February 2014;</li> <li>Separate site visit and briefing completed 20 March 2014;</li> <li>Extension for management order (Intention to Take): <ul style="list-style-type: none"> <li>Sort by CEO/DCEO/PO 3 April 2014 as current order expires in May 2014;</li> <li>Order approved until further notice</li> </ul> </li> <li>Further resolution on use of site required.</li> <li><b>CEO has obtained a legal opinion on the transfer of the building and this has been distributed to councillors.</b></li> </ul> <hr/> <b>Hospital is renewed as community asset</b> <ul style="list-style-type: none"> <li>Project completion and new community use</li> </ul>

**Objective:** A collaborative and connected community with strong and vibrant leadership

**Program Area:** Governance and Leadership

**Goal:** Provide high levels of governance to lead and successfully manage the Shire and program of services for the community

Project	Priority	SCP	Who	12/13	13/14	14/15	15/16	Stakeholders	Progress (Including Performance
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		Link		\$	\$	\$	\$		Indicators)
<ul style="list-style-type: none"> <li><b>Leadership and Mentoring – Young people</b></li> </ul> <p>Project management 0.01 FTE</p> <p><b>Percentage Completed: 48%</b></p>	High	3.1.9	CYDO	0	120,000	120,000	120,000	<ul style="list-style-type: none"> <li>Morawa Youth Centre</li> </ul>	<p><b>2013/14</b></p> <ul style="list-style-type: none"> <li>Operating \$112,634;</li> <li>Projects \$24,200 (Grants):</li> </ul> <p><b>2014/15</b></p> <ul style="list-style-type: none"> <li>Operating \$158,892</li> <li>YTD \$15,396;</li> </ul> <p><b>2015/16</b></p> <ul style="list-style-type: none"> <li>Operating \$186,330</li> <li>Projects \$96,275 (Grants \$42,500)</li> <li>YTD \$134,937</li> </ul> <hr/> <p><b>Young people move into leadership role</b></p> <ul style="list-style-type: none"> <li>Number in community organisations and Council</li> </ul>
<ul style="list-style-type: none"> <li><b>Leadership and Advocacy Role:</b> <ul style="list-style-type: none"> <li>CBH to upgrade and extend facilities</li> <li>Lobby for access to education system</li> <li>Advocate with State Government to deliver NBN</li> <li>Advocate with Western Power for an upgrade of the Morawa Three Springs Feeder</li> <li>Lobby State Government to retain grain on rail</li> <li>Lobby for Roads Funding</li> <li>Engage with State Government re Kadji Kadji Station</li> <li>Advocate for visiting specialist and allied health</li> <li>Advocate for adequate police and emergency services</li> </ul> </li> </ul> <p>Project management 0.1 FTE</p> <p><b>Percentage Completed: 83%</b></p>	High	1.2.1, 1.3.4	CEO	0	0	0	0	<ul style="list-style-type: none"> <li>All major service providers,</li> <li>State and Australian Government Agencies</li> </ul>	<p>Met through normal operating costs</p> <p><b>2013/14</b></p> <ul style="list-style-type: none"> <li>CBH: Has changed focus? No further action</li> <li>Education System: MEITA project – Interim Business Case completed;</li> <li>NBN: Satellite to Mt Campbell; Optic to Town;</li> <li>Western Power – Townsite has been upgraded, but feeder line under review see Status Report;</li> <li>Grain on Rail: Watching Brief;</li> <li>Kadji Kadji: Conservation watching brief;</li> <li>Specialist &amp; Allied Health: <ul style="list-style-type: none"> <li>GP expanding practice,</li> <li>RFDS Dental Van in place;</li> </ul> </li> <li>Police &amp; Emergency Services: LEMC and CESM Program in place;</li> <li>Participated in Northern Zone Conference;</li> </ul> <hr/> <p><b>Agencies and Service Providers meet community needs</b></p> <ul style="list-style-type: none"> <li>Annual community survey</li> </ul>
<ul style="list-style-type: none"> <li><b>Invest in Council's Capacity</b></li> </ul> <p>Oversee Management of</p>	High	4.3.1, 4.3.2, 4.3.3, 4.4.1, 4.4.2,	CEO	0	0	0	0		<p>Met through normal operating costs:</p> <p><b>Staff Training and Development</b></p> <ul style="list-style-type: none"> <li>PWOH: \$34,438</li> <li>Administration \$10,000</li> </ul>

[illegible]

									<b>Annual Customer Surveys</b> <ul style="list-style-type: none"> <li>Process to be revisited during 2015/16</li> </ul> <b>Excellence in governance, management and leadership</b> <ul style="list-style-type: none"> <li>Annual community survey</li> </ul>
<b>Program Area Operating Cost:</b>  Percentage Completed: 50%	Ongoing		CEO	836,083	852,000	869,000	886,000		2015/16 YTD (\$47,072) <b>Staff Required:</b> 1 FTE <b>Members of Council</b> <b>Budget:</b> \$376,187 <b>Actual</b> \$221,507  <b>Governance – General</b> <b>Budget</b> \$123,662 <b>YTD Actual</b> \$28,160  Recurrent Cost post 2017: \$903,000

## Assessment

The following matrix is a summary assessment on the status of the Corporate Business Plan:

Criterion	Key Requirements	Progress/Comment	Tracking
Assessment of Projects	<b>Projects (35):</b>  Projects on-track: 14 Projects monitored: 5	<b>Projects</b> <ul style="list-style-type: none"> <li>Staff resourcing in terms of key roles had been a constant issue regarding consistency and progressing of goals i.e. the long term vacancy of the CEO position;</li> </ul>	

	<p>Projects off-track: 4</p> <p>Projects deferred: 9</p> <p>Projects completed: 3</p> <p>Percentage Completed: <b>50.35%</b></p> <p><b>Program Areas-Operating (4):</b></p> <p>Monitor 0</p> <p>On-track 4</p> <p>Off-track 0</p>	<ul style="list-style-type: none"> <li>The second key issue has been the constant waiting on the approval of funding or resources for key projects: <ul style="list-style-type: none"> <li>State Cabinet – continual delays whilst it makes a decision (Town Centre Revitalisation and Freight Road Re-alignment);</li> <li>Scrapping of Commonwealth funding programs e.g. RADF5 (Town Hall project);</li> <li>Changes to Royalties for Regions (CLGF) funding or not meeting acquittal requirements (Includes key funding regarding the Morawa Swimming Pool);</li> <li>MWDC requirement to continually review business cases;</li> <li>Competition regarding the availability of bitumen for major road projects (has been secured for Feb 2014, so will be on track)</li> </ul> </li> <li>The majority of projects with monitoring status, although they have a low completion status, are on track in terms of where they are regarding the timeline of the project.</li> </ul> <p><b>Program Areas-Operating</b></p> <p>Each program area – operating although they have a monitoring status and off-track status, are on track in terms of normal operations for this time of year.</p>	
<b>Resource Capability (Staff)</b>	<ul style="list-style-type: none"> <li>CBP: 2.08 FTE</li> <li>Programs: 24.07 FTE</li> <li>Project Officer funded externally</li> <li>MWRC setting up support re: <ul style="list-style-type: none"> <li>Human Resource Management</li> <li>Higher Level Financial Management</li> <li>Engineering</li> <li>Health and Building</li> </ul> </li> <li>Succession planning/mentoring</li> </ul>	<p>The key issue here is that the MWRC has dissolved and so is no longer in a position to provide additional support. In particular:</p> <ul style="list-style-type: none"> <li>HRM appears to be lacking;</li> <li>Higher level financial management appears to be lacking;</li> <li>Engineering support has fallen over;</li> <li>Health and building support has fallen over. Now using City of Greater Geraldton, however this is proving a difficult relationship.</li> <li>CEO is currently assessing these issues.</li> </ul> <p>The balance between SuperTowns and local government operations is impacting on staff. Key impacts include:</p> <ul style="list-style-type: none"> <li>The struggle to provide consistent governance support;</li> <li>Records management constantly suffers;</li> <li>Front line services constantly interrupt administration support.</li> </ul> <p>Resource sharing with Shire of Perenjori is now being explored to help address the above. CEO has made contact with Perenjori CEO to</p>	



		discuss further.	
<b>Assets of the Shire</b>	Whole of Life costs for the next 10 years are put at \$2,426,700 per annum	No change. However, this may change once the review of the asset management plans are completed at the end of 2015.	
<b>Financial Estimates of the SCP</b>	<p><b>Funding:</b></p> <ul style="list-style-type: none"> <li>Shire Contribution \$3,041,238</li> <li>CLGF – Regional: \$ 250,000</li> <li>CLGF – Local: \$ 718,000</li> <li>Mid West DC: \$3,049,980</li> <li>Other: \$5,147,500</li> </ul> <p><b>Financial Ratios</b></p> <ul style="list-style-type: none"> <li>It is not believed that the CBP will negatively impact on the ratios</li> <li>Will need recalculation in line with the long term financial plan</li> </ul>	<p><b>Funding:</b></p> <p>As per Assessment of Projects:</p> <ul style="list-style-type: none"> <li>CLGF – R for Mobile Blackspot Tower Project of \$583,333 (out of \$1M approved 7 March 2014);</li> <li>CLGF – L 358,000 for 2012/13 is subject to reinstatement as part of the State Budget process for 2014/15</li> </ul> <p><b>Financial Ratios</b></p> <p>The 2014/15 auditor's report puts three ratios within acceptable limits and three that are borderline</p>	
<b>Operational Risk Assessment</b>	<p>Consists of three key elements:</p> <ul style="list-style-type: none"> <li>Systems</li> <li>Processes</li> <li>Resources</li> </ul>	<p>A Corporate Risk Management Plan and Matrix has been prepared for the Shire</p> <p><b>Document Management</b></p> <ul style="list-style-type: none"> <li>Staff is in the process of setting up electronic records management.</li> </ul> <p><b>Project Management</b></p> <ul style="list-style-type: none"> <li>A project management policy has been prepared and was endorsed by Council at the October 2014 Council Meeting</li> </ul> <p><b>Stakeholder Management System</b></p> <ul style="list-style-type: none"> <li>Not in place. CEO is currently developing this.</li> </ul> <p><b>ICT System</b></p> <ul style="list-style-type: none"> <li>Current system is adequate for needs. Requires optimisation of its use. An ICT Strategic Plan is required.</li> </ul> <p><b>HR Processes</b></p> <ul style="list-style-type: none"> <li>Training and development is budgeted for;</li> <li>Flexible work arrangements are in place;</li> <li>Recruitment processes have been improved since November 2013 (recruitment start up sheet and interview assessment sheet introduced);</li> <li>Performance review process has been developed and is currently underway and will be completed by end of September 2015.</li> </ul> <p><b>Workforce Planning and Cost Modelling</b></p> <ul style="list-style-type: none"> <li>Performance management system required;</li> <li>A review of JDFs (PDs) is being undertaken and is due to be</li> </ul>	

		<p>completed by end of September 2015.</p> <p><b>Skills Development</b> See HR processes and Workforce Planning and Cost Modelling</p> <p><b>Workforce</b></p> <ul style="list-style-type: none"> <li>• Corporate Business Plan monthly report developed and implemented December 2013;</li> <li>• Also see workforce planning and cost modelling.</li> </ul> <p><b>Council</b></p> <ul style="list-style-type: none"> <li>• Engagement of community regarding the role of the Shire and Council's responsibilities is required;</li> <li>• Review of the community engagement policy required;</li> </ul> <p><b>Asset Base</b></p> <ul style="list-style-type: none"> <li>• Rationalisation of assets will occur with the adoption of the asset management plans;</li> <li>• Collaborative regional processes that optimise the revenue base is occurring</li> </ul>	
<b>Internal Analysis (Required Improvements)</b>	<p>There are 10 key improvements required:</p> <ol style="list-style-type: none"> <li>1. Invest in electronic data management</li> <li>2. Implement electronic project management. Microsoft Project software purchased.</li> <li>3. Stakeholder relationships managed electronically. A stakeholder schedule will be developed early 2015/16.</li> <li>4. Communication systems between staff and councillors</li> <li>5. Formal HR mentoring for senior staff</li> <li>6. Implement HR systems</li> <li>7. Effective job planning, detailed JDFs are being developed.</li> <li>8. Implement work output monitoring systems</li> <li>9. Rationalise asset base at every opportunity</li> <li>10. Continue to invest in regional processes that optimise Shire revenue base</li> </ol>	See Operational Risk Assessment	
<b>Measuring Our Success</b>	<p>The Key Performance Measures are:</p> <ul style="list-style-type: none"> <li>• Community satisfaction telecommunication services (AS);</li> </ul>	<p><b>Annual Survey (AS) Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Survey process is in place. Satisfaction levels developed based on Shire of Morawa Community Engagement Report 2012.</li> </ul>	

	<ul style="list-style-type: none"> <li>Community satisfaction town amenity (AS);</li> <li>Community satisfaction housing supply (AS);</li> <li>Community satisfaction other services (AS)</li> <li>Number houses built per year;</li> <li>Land availability for projects;</li> <li>Nil waste targets achieved;</li> <li>All residents able to access primary health care service within 24 hour target;</li> <li>Number cultural events held;</li> <li>Annual community satisfaction with cultural, heritage and recreation services (AS);</li> <li>Volunteering rate each census period;</li> <li>Community satisfaction with engagement with Council (AS);</li> <li>Improvement in financial ratios</li> <li>Low employee turnover</li> <li>Successful fundraising for key projects 50% target</li> </ul>	<p><b>House Built Statistics:</b></p> <ul style="list-style-type: none"> <li>To be determined (possibly 2 per annum)</li> </ul> <p><b>Waste Targets</b></p> <ul style="list-style-type: none"> <li>Closure of Landfill by 2016; Subregional centre in place 2016</li> </ul> <p><b>Primary Health Care Access (24 hour)</b></p> <ul style="list-style-type: none"> <li>Increase satisfaction rating from 2.23 – 2.93.</li> </ul> <p><b>Cultural Events</b></p> <ul style="list-style-type: none"> <li>There are 12 – 15 events in place a year.</li> <li>Arts festival in place</li> </ul> <p><b>Volunteering Rate (ABS Census)</b></p> <ul style="list-style-type: none"> <li>To be ascertained</li> </ul> <p><b>Financial Ratios</b></p> <ul style="list-style-type: none"> <li>These are now compiled and form part of the 2014/15 annual financial statements.</li> </ul> <p><b>Employee Turnover</b></p> <ul style="list-style-type: none"> <li>Currently 7%. The benchmark for local government is 12%-16%</li> </ul> <p><b>Successful Fundraising for key Projects = 50%</b></p> <ul style="list-style-type: none"> <li>Grants approved to date include: <ul style="list-style-type: none"> <li>RADS funding \$20,000 to develop Airport Masterplan. Shire contribution will be \$20,000;</li> <li>DER - Waste Management Strategic Plan: \$5,000. Shire's contribution \$5,000.</li> </ul> </li> <li>It would be appropriate to develop a grants plan and matrix to Identify, track and summarise all grants received</li> </ul>	
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<b>Legend</b>	
Off-track (0-49% completed)	
Monitor (50-69% completed)	
On-track (70–100% completed)	
Projects deferred until a later date	
Project completed	

## 7.2 Reports from the Chief Executive Officer

<i>Date of Meeting:</i>	<b>18 February 2016</b>
<i>Item No:</i>	<b>7.2.6.2</b>
<i>Subject:</i>	<b>Tree Removal</b>
<i>Date &amp; Author:</i>	<b>11 January 2016 John Roberts</b>
<i>Responsible Officer:</i>	<b>Chief Executive Officer</b>
<i>Applicant/Proponent:</i>	<b>Chief Executive Officer John Roberts</b>
<i>File Number:</i>	<b>Various</b>
<i>Previous minute/s &amp; Reference:</i>	<b>18 December 2015 (Last Update to Council)</b>

### **SUMMARY**

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

### **DECLARATION OF INTEREST**

The author has no interest to declare in this report.

### **ATTACHMENTS**

Site photos

### **BACKGROUND INFORMATION**

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

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

### **OFFICER'S COMMENT**

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

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

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

### **COMMUNITY CONSULTATION**

Nil

### **COUNCILLOR CONSULTATION**

Councillor Briefing Session 10 February 2016

### **STATUTORY ENVIRONMENT**

Not Applicable

### **POLICY IMPLICATIONS**

Not Applicable

### **FINANCIAL IMPLICATIONS**

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

### **STRATEGIC IMPLICATIONS**

Not Applicable

### **RISK MANAGEMENT**

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

### **VOTING REQUIREMENT**

Simple Majority

### **OFFICER'S RECOMMENDATION**

That Council:

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







2

4  
TREE



7.2.6.3 Correspondence

7.2.6.4 Information Bulletin

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

**9. Applications for Leave of Absence**

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

**11. Questions from Members without Notice**

**12. Meeting Closed**

12.1 Matters for which the meeting may be closed

12.2 Public reading of resolutions that may be made public

**13. Closure**

**Next Meeting**

Ordinary Meeting 17 March 2016