



## **AGENDA**

### **ORDINARY COUNCIL MEETING**

**TO BE HELD ON**

**THURSDAY, 16 November 2017**

**5.30<sup>PM</sup>**

**SHIRE COUNCIL CHAMBERS**

**Note: Following the Council Meeting is a CEO briefing  
on Building Better Regions funding and capital projects.**



**WESTERN AUSTRALIA'S  
WILDFLOWER COUNTRY**

# **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.**

**CHRIS LINNELL  
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 council meeting held*

On \_\_\_\_\_  
Date

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

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

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

Item No:	Subject Matter	CEO Action
1.		
2.		
3.		
4.		
5.		
6.		

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

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

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



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Nil	
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Nil	

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## **1     Declaration of Opening**

The Shire President to declare 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 Stokes	
Mr C Linnell	Chief Executive Officer
Ms S Appleton	Executive Manager Development & Administration
Mrs F Gledhill	Executive Manager Corporate & Community Services
Ms E Cuthbert	Economic Development Manager
Mr P Buist	Principal Works Manager
Mrs S Adams	Executive Assistant to CEO

### **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 Meetings**

4.1 Ordinary Council Meeting – 19 October 2017

4.2 Special Council Meeting – 23 October 2017

## **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      Executive Manager Corporate & Community Services**

**7.2.3      Executive Manager Development & Administration**

**7.2.4      Economic Development Manager**

Nil

**7.2.5      Principal Works Manager**

Nil

## 7.2.2 Executive Manager Corporate & Community Services

<i>Item No/Subject:</i>	<b>7.2.2.1 Accounts Due For Payment – October 2017</b>
<i>Date of Meeting:</i>	<b>16 November 2017</b>
<i>Date &amp; Author:</i>	<b>12 November 2017 – Candice Smith Senior Finance Officer</b>
<i>Responsible Officer:</i>	<b>Fred Gledhill – Executive Manager Corporate &amp; Community Services</b>
<i>Applicant/Proponent:</i>	<b>Executive Manager Corporate &amp; Community Services</b>
<i>File Number:</i>	<b>FM.CRD.1</b>
<i>Previous minute/s &amp; Reference:</i>	

### **SUMMARY**

A list of accounts is attached for all payments made for the month of October 2017

### **DECLARATION OF INTEREST**

Nil

### **ATTACHMENTS**

7.2.2.1a List of accounts due and submitted to Council on 16 November 2017

### **BACKGROUND INFORMATION**

Local Government (Financial Management) Regulations 1996 – Reg 13

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

### **OFFICER'S COMMENT**

Nil

### **COMMUNITY CONSULTATION**

Nil

### **COUNCILLOR CONSULTATION**

Nil

### **STATUTORY ENVIRONMENT**

Local Government (Financial Management) Regulations 1996 – Reg 13

### **POLICY IMPLICATIONS**

Section 3 – Finance 3.6 Use of Corporate Credit Cards Policy

### **FINANCIAL IMPLICATIONS**

As per list of accounts

### **STRATEGIC IMPLICATIONS**

Nil

### **RISK MANAGEMENT**

As per Policy Section 3 – Finance 3.11 Risk Management Controls

### **VOTING REQUIREMENT**

Simple Majority

## **OFFICER'S RECOMMENDATION**

That Council endorses the list of accounts paid by the Chief Executive Officer under delegated authority, represented by:

- Municipal EFT Payment Numbers EFT 10133 to EFT 10219 inclusive, amounting to \$285,303.58
- Municipal Cheque Payments Numbered 11751 to 11760 amounting to \$36,156.42 and Cheque Payment Numbered 24 amounting to \$458.75
- Municipal Direct Debit Payments Numbers DD5808.1 to DD5864.2 amounting to \$19,387.58
- Payroll for October 2017

05/10/2017 - \$ 46,344.36

18/10/2017 - \$ 52,811.39

24	25/10/2017	Shire of Morawa	Petty Cash September 2017	1	458.75
EFT10133	03/10/2017	WesTrac Equipment Pty Ltd	Parts	1	2,075.49
EFT10134	03/10/2017	S & K Electrical Contracting Pty Ltd	Service on Air conditioners Harley Street	1	510.40
EFT10135	03/10/2017	Morawa Rural Enterprises	Parts	1	660.00
EFT10136	03/10/2017	Covs Parts Pty Ltd	Various Parts	1	518.68
EFT10137	03/10/2017	Herrings Coastal Plumbing & Gas	Repairs	1	176.99
EFT10138	03/10/2017	Protector Fire Services	Service on equipment	1	1,643.29
EFT10139	03/10/2017	Morawa Rural Enterprises Two	Parts	1	2,614.80
EFT10140	03/10/2017	Star Track Express	Freight	1	2,026.75
EFT10141	03/10/2017	Morawa Medical Centre	Consultation	1	149.90
EFT10142	03/10/2017	Morawa Traders	Purchases	1	224.00
EFT10143	03/10/2017	Canine Control	Ranger Services	1	982.72
EFT10144	03/10/2017	Courier Australia	Freight	1	10.44
EFT10145	03/10/2017	Jason Signmakers	Purchases	1	349.69
EFT10146	03/10/2017	Neverfail Springwater Limited	Rental	1	14.30
EFT10147	03/10/2017	Geraldton Radiology	Scan – Workers Comp	1	368.70
EFT10148	03/10/2017	Wallis Computer Solutions	Services 17/18	1	5,022.60
EFT10149	03/10/2017	Blue Hill Couriers	Freight	1	132.00



EFT10150	03/10/2017	MEEDAC Incorporated	Purchases	1	39.60
EFT10151	03/10/2017	Promcolour Pty Ltd	Purchases	1	813.63
EFT10152	03/10/2017	Heath Bergersen	Services – Holiday Programme Youth Centre	1	150.00
EFT10153	03/10/2017	Colliers	Management Fees	1	421.85
EFT10154	05/10/2017	Australian Services Union	Payroll deductions	1	82.35
EFT10155	05/10/2017	Department of Human Services	Payroll deductions	1	495.83
EFT10156	06/10/2017	Conway Highbury	Local Laws stage 3	1	1,287.00
EFT10157	06/10/2017	Bob Waddell & Associates Pty Ltd	Consultancy	1	8,591.00
EFT10158	06/10/2017	Strategic Teams	Professional Services	1	4,400.00
EFT10159	06/10/2017	PMH Insights	Envisio software	1	23,688.00
EFT10160	11/10/2017	Australian Taxation Office	August BAS 2017	1	11,132.00
EFT10161	13/10/2017	Morawa News & Gifts	September 2017	1	163.54
EFT10162	13/10/2017	BL & MJ Thornton Waste Removal Services	Waste removal services Sep 2017	1	7,919.33
EFT10163	13/10/2017	IT Vision Australia Pty Ltd	Rates Billing 17/18	1	2,475.00
EFT10164	13/10/2017	Landgate	Land Enquiry	1	151.80
EFT10165	13/10/2017	Courier Australia	Freight	1	13.11
EFT10166	13/10/2017	Austral Mercantile Collections Pty Ltd	Collection Fees - Rates	1	2,009.55
EFT10167	13/10/2017	Vidguard Security Systems	Monitoring Fees Oct - Dec 17	1	102.00
EFT10168	13/10/2017	Greenfield Technical Services	Prepare and issue tender documents Flood Damage 2017	1	2,002.00

EFT10169	13/10/2017	Bob Waddell & Associates Pty Ltd	Assistance with 16/17 Budget Review - Feb 2017	1	792.00
EFT10170	13/10/2017	Executive Media Pty Ltd	Advertising Caravanning Australia	1	1,800.00
EFT10171	13/10/2017	Leading Edge Computers Dongara & Geraldton	Printer cartridges rates	1	818.00
EFT10172	13/10/2017	SAI Global Limited	BCA & REF Stds Online Renewal	1	2,454.10
EFT10173	13/10/2017	CS Legal	LGA Sale - Lot 12 Simpson Street Gutha	1	2,870.57
EFT10174	13/10/2017	Medelect Biomedical Services	Programmed preventative maintenance of medical equipment	1	1,210.00
EFT10175	13/10/2017	Great Southern Fuel Supplies	Fuel Sept 2017	1	1,676.30
EFT10176	13/10/2017	WINC Australia	Photocopier usage September 2017	1	1,607.82
EFT10177	13/10/2017	Griffin Valuation Advisory	Valuation Services 100% for 2017 Infrastructure Assets	1	10,560.00
EFT10178	13/10/2017	DALLYWATER CONSULTING	Contract acting EMDA and EHO Work Week ending 06/10/2017	1	8,888.00
EFT10179	13/10/2017	Strategic Teams	Acting CEO Week Ending 13th October 2017	1	4,400.00
EFT10180	19/10/2017	Australian Services Union	Payroll deductions	1	82.35
EFT10181	19/10/2017	Department of Human Services	Payroll deductions	1	348.92
EFT10182	19/10/2017	Refuel Australia	Fuel September 2017	1	13,971.92
EFT10183	19/10/2017	Canine Control	Ranger Services 12th Oct 2017	1	982.72
EFT10184	19/10/2017	Bob Waddell & Associates Pty Ltd	Assistance with 2016/17 Annual Financial & Monthly Reporting	1	198.00
EFT10185	19/10/2017	Geraldton Mower & Repairs Specialists	Various Parts	1	171.50
EFT10186	19/10/2017	IGA Morawa	Sept 2017	1	915.73

EFT10187	19/10/2017	MEEDAC Incorporated	Refuse Station Attendant hours	1	5,907.50
EFT10188	19/10/2017	Terry White Chemmart Geraldton	Camera	1	1,953.85
EFT10189	19/10/2017	DALLYWATER CONSULTING	Contract A/EMDA & EHO Work on site WE 20/10/2017	1	4,444.00
EFT10190	19/10/2017	Strategic Teams	Acting CEO WE 20/10/2017	1	4,400.00
EFT10191	27/10/2017	Morawa Traders	Purchases – Including Tom O’Toole Event	1	1,165.55
EFT10192	27/10/2017	Morawa Hotel Motel	Purchases – Including Tom O’Toole Event	1	1,384.90
EFT10193	27/10/2017	Morawa Football Club Inc	Bond Reimbursement	1	300.00
EFT10194	27/10/2017	Records Archives Historical Management	Onsite archiving	1	9,064.00
EFT10195	27/10/2017	It Vision User Group Inc	Membership Fee	1	715.00
EFT10196	27/10/2017	Morawa Rural Enterprises Two	Purchases	1	1,195.35
EFT10197	27/10/2017	Sandy Adams	Reimbursement	1	234.00
EFT10198	27/10/2017	Debbie Collins	Reimbursement	1	263.76
EFT10199	27/10/2017	Star Track Express	Freight	1	87.46
EFT10200	27/10/2017	Landmark Operations Limited	Gas	1	327.00
EFT10201	27/10/2017	WesTrac Equipment Pty Ltd	Purchases	1	2,012.21
EFT10202	27/10/2017	IT Vision Australia Pty Ltd	Training and consultancy - Records Training	1	7,018.81
EFT10203	27/10/2017	Marketforce	Advertising	1	4,103.74
EFT10204	27/10/2017	WA Local Government Association	Advertising	1	1,166.00
EFT10206	27/10/2017	Sigma Companies Group Pty Ltd	Pool chemicals	1	6,657.88

EFT10207	27/10/2017	Winchester Industries	Stone	1	3,564.28
EFT10208	27/10/2017	Bunnings Group Limited	Purchases	1	124.85
EFT10209	27/10/2017	LGIS Risk Management	RRC program 1st instalment	1	4,869.70
EFT10210	27/10/2017	Wallis Computer Solutions	Share point installation	1	1,086.45
EFT10211	27/10/2017	Covs Parts Pty Ltd	Parts	1	364.37
EFT10212	27/10/2017	Medical Director	Annual subscription – Medical Centre	1	1,089.00
EFT10213	27/10/2017	Margaret River Business Centre	Community plan review	1	7,500.00
EFT10214	27/10/2017	Globe Pest Solutions	Pest Control	1	1,364.00
EFT10215	27/10/2017	GH Country Courier	Freight	1	75.14
EFT10216	27/10/2017	Courier Australia	Freight	1	74.83
EFT10217	27/10/2017	LGISWA	LGIS Property 2nd instalment	1	64,771.18
EFT10218	31/10/2017	Bob Waddell & Associates Pty Ltd	Assistance with Financial Report	1	1,353.00
EFT10219	31/10/2017	Strategic Teams	CEO Services	1	9,499.50
11751	03/10/2017	Synergy	Usage	1	2,036.45
11752	03/10/2017	Telstra Corporation Limited	Usage	1	68.49
11753	06/10/2017	Synergy	Usage	1	615.25
11754	13/10/2017	Synergy	Power usage June - August 2017	1	1,744.35
11755	13/10/2017	Morawa Licensed Post Office Emmlee's	Postage Sept 2017	1	1,104.47
11756	27/10/2017	Shire of Morawa	Registration 1DTX783	1	445.60

11757	27/10/2017	Synergy	street light usage	1	3,661.70
11758	27/10/2017	Telstra Corporation Limited	Usage	1	3,065.51
11759	31/10/2017	Synergy	Usage 16 Aug to 16th October17	1	22,837.40
11760	31/10/2017	Synergy	Business Units Power Usage	1	577.20
DD5808.1	04/10/2017	WA Local Government Superannuation Plan	Payroll deductions	1	7,681.75
DD5808.2	04/10/2017	AMP LIFE LTD - SUPERANNUATION	Superannuation contributions	1	488.32
DD5808.3	04/10/2017	BT FINANCIAL GROUP	Superannuation contributions	1	300.94
DD5808.4	04/10/2017	MLC Super Fund	Superannuation contributions	1	222.87
DD5808.5	04/10/2017	Commonwealth Bank Group Super	Superannuation contributions	1	194.75
DD5808.6	04/10/2017	Concept One	Superannuation contributions	1	256.87
DD5808.7	04/10/2017	Australian Super	Superannuation contributions	1	214.53
DD5808.8	04/10/2017	BT Super for Life	Superannuation contributions	1	102.86
DD5808.9	04/10/2017	LGIA Super	Superannuation contributions	1	321.54
DD5824.1	18/10/2017	WA Local Government Superannuation Plan	Payroll deductions	1	7,167.52
DD5824.2	18/10/2017	AMP LIFE LTD - SUPERANNUATION	Superannuation contributions	1	488.32
DD5824.3	18/10/2017	BT FINANCIAL GROUP	Superannuation contributions	1	300.94
DD5824.4	18/10/2017	MLC Super Fund	Superannuation contributions	1	222.87
DD5824.5	18/10/2017	Commonwealth Bank Group Super	Superannuation contributions	1	88.08

DD5824.6	18/10/2017	Concept One	Superannuation contributions	1	165.23
DD5824.7	18/10/2017	Australian Super	Superannuation contributions	1	214.53
DD5824.8	18/10/2017	BT Super for Life	Superannuation contributions	1	108.21
DD5824.9	18/10/2017	LGIA Super	Superannuation contributions	1	321.54
DD5864.1	02/10/2017	Westnet Pty Ltd	October Westnet 2017	1	224.75
DD5864.2	12/10/2017	BOQ Finance	Photocopier Lease October 2017	1	301.16

#### REPORT TOTALS

<b>EFT</b>	<b>\$ 285,303.58</b>
<b>Cheque</b>	<b>\$ 36,615.17</b>
<b>Direct Debits</b>	<b>\$ 19,387.58</b>
<b>Payroll</b>	<b>\$ 99,155.75</b>
<b>Credit Card</b>	<b>\$ 0</b>
<b>TOTAL</b>	<b>\$440,462.08</b>

<i>Item No/Subject</i>	<b>7.2.2.2 Reconciliations - October 2017</b>
<i>Date of Meeting:</i>	<b>16 November 2017</b>
<i>Date &amp; Author:</i>	<b>12 November 2017 - Candice Smith – Senior Finance Officer</b>
<i>Responsible Officer:</i>	<b>Fred Gledhill – Executive Manager Corporate &amp; Community Services</b>
<i>Applicant/Proponent:</i>	<b>Executive Manager Corporate &amp; Community Services</b>
<i>File Number:</i>	<b>FM.ACC.1</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 October 2017**

<b>Account</b>	<b>2017</b>
Municipal Account #	\$1,852,756.35
Trust Account	\$15,980.75
Business Telenet Saver (Reserve) Account	\$3,354,648.94
WA Treasury O/night Facility (Super Towns) Account	\$599,761.19
Reserve Term Deposit (Community Development)	\$500,000.00
Reserve Term Deposit (Future Funds 1)	\$800,000.00
Reserve Term Deposit (Future Funds 2)	\$800,000.00

**BANK RECONCILIATION BALANCES**

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

<b>Account</b>	<b>2016</b>	<b>2017</b>
Municipal Account #	\$527,908.42	\$1,825,935.43
Trust Account	\$12,647.14	\$17,157.40
Reserve Account	\$5,962,379.25	\$6,054,410.13



## **RESERVE ACCOUNT**

The Reserve Funds of \$6,054,410.13 as at 31 October 2017 were invested in:-

- Bank of Western Australia \$3,354,648.94 in the Business Telenet Saver Account and
- \$599,761.19 in the WA Treasury O/Night Facility
- Term Deposit (Future Funds 1) \$800,000.00
- Term Deposit (Future Funds 2) \$800,000.00
- Term Deposit (Community Development Fund) \$500,000.00

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

	<b>2016</b>	<b>2017</b>
Sports Complex Upgrade Reserve	\$0.00	\$0.00
Land & Building Reserve	\$79,381.03	\$100,344.33
Plant Reserve	\$945,341.09	\$908,848.79
Leave Reserve	\$287,869.67	\$282,171.70
Economic Development Reserve	\$108,493.66	\$109,709.71
Sewerage Reserve	\$145,215.90	\$217,100.99
Unspent Grants & Contributions Reserve	\$24,732.06	\$58,133.40
Community Development Reserve	\$1,182,438.69	\$1,190,087.64
Water Waste Management Reserve	\$0.00	\$0.00
Future Funds Reserve	\$2,149,689.79	\$2,123,044.12
Morawa Future Funds Interest Reserve	\$54,937.24	\$88,359.74
Aged Care Units Reserve Units 6-9	\$9,063.12	\$9,164.81
Aged Care Units Reserve Units 1-4	0	\$68,213.58
Aged Care Units Reserve Unit 5	0	\$54,758.46
Transfer Station Reserve	\$28,907.21	\$27.18
S/Towns Revitalisation Reserve	\$174,869.83	\$37,389.11
ST Solar Thermal Power Station Reserve	\$554,281.36	\$562,372.08
Business Units Reserve	\$61,500.38	\$82,263.25
Legal Reserve	\$15,063.70	\$20,250.93
Road Reserve	\$140,594.52	\$142,170.31
<b>TOTAL</b>	<b>\$5,962,379.25</b>	<b>\$6,054,410.13</b>

## **TRANSFER OF FUNDS**

- \$521,430.00 from Unspent Grants to Municipal Fund being for General FAGS paid in advance June 2017. 17 July 2017
- \$299,042.00 from Unspent Grants to Municipal Fund being for Roads FAGS paid in advance June 2017. 10 August 2017
- \$140,000.00 from S/Towns Revitalisation Reserve to Municipal Fund being for monies spent on project 16/17. 26 October 2017

### ○ **Investment Transfers**

- \$500,000.00 from Community Development Fund to Term Deposit Community Development for 11 months and 30 days @ 3% interest
- \$800,000.00 from Future Funds to Term Deposit Future Funds1 for 11 months and 30 days @ 3% interest
- \$800,000.00 from Future Funds to Term Deposit Future Funds2 for 11 months and 30 days @ 3% interest

## **COMMUNITY CONSULTATION**

NIL

## **COUNCILLOR CONSULTATION**

NIL

## **STATUTORY ENVIRONMENT**

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

## **POLICY IMPLICATIONS**

Section 3 – Finance 3.11 Risk Management Controls

Section 3 – Finance 3.4.3 Investment Policy – Delegated Authority

## **FINANCIAL IMPLICATIONS**

As presented

### **STRATEGIC IMPLICATIONS**

Nil

### **RISK MANAGEMENT**

As per Policy Section 3 – Finance 3.11 Risk Management Controls

### **VOTING REQUIREMENTS**

Simple Majority

### **OFFICER'S RECOMMENDATION**

That Council receive the bank reconciliation report for 31 October 2017.

<i>Item No/Subject:</i>	<b>7.2.2.3 Monthly Financial Statements – October 2017</b>
<i>Date of Meeting:</i>	<b>16 November 2017</b>
<i>Date &amp; Author:</i>	<b>12 November 2017 - Candice Smith – Senior Finance Officer</b>
<i>Responsible Officer:</i>	<b>Fred Gledhill – Executive Manager Corporate &amp; Community Services</b>
<i>Applicant/Proponent:</i>	<b>Executive Manager Corporate &amp; Community Services</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**

7.2.2.3a October Monthly Financial Activity Report pertaining to Councils operations.  
A copy of the schedules is available if required.

### **BACKGROUND INFORMATION**

Nil

### **OFFICER'S COMMENT**

Nil

### **COMMUNITY CONSULTATION**

Nil

### **COUNCILLOR CONSULTATION**

Nil

### **STATUTORY ENVIRONMENT**

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

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

As presented

### **STRATEGIC IMPLICATIONS**

Nil

### **RISK MANAGEMENT**

Nil

### **VOTING REQUIREMENTS**

Simple Majority

### **OFFICER'S RECOMMENDATION**

That Council receive the Statement of Financial Activity and the Variance Report for the period ending the 31 October 2017.



## **SHIRE OF MORAWA**

### **MONTHLY STATEMENT OF FINANCIAL ACTIVITY**

**FOR THE PERIOD 1 JULY 2017 TO 31 OCTOBER 2017**

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## SHIRE OF MORAWA

## STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2017 TO 31 OCTOBER 2017

	NOTE	OCTOBER 2017 Actual \$	OCTOBER 2017 Y-T-D Budget \$	2017/18 Budget \$	Variances Actuals to Budget \$	Variances Actual Budget to Y-T-D %	
<b>Operating</b>							
<b>Revenues/Sources</b>	1,2						
Governance		545	0	20,010	545	0.00%	
General Purpose Funding		189,659	224,428	897,142	(34,769)	(15.49%)	▼
Law, Order, Public Safety		9,948	11,502	26,230	(1,554)	(13.51%)	
Health		0	1,250	5,350	(1,250)	(100.00%)	
Education and Welfare		3,652	34,482	133,899	(30,830)	(89.41%)	▼
Housing		34,237	20,144	147,761	14,093	69.96%	▲
Community Amenities		437,213	475,619	554,091	(38,406)	(8.07%)	
Recreation and Culture		2,678	5,400	69,214	(2,722)	(50.41%)	
Transport		359,163	173,652	1,092,694	185,511	106.83%	▲
Economic Services		56,365	48,592	223,319	7,773	16.00%	
Other Property and Services		23,910	28,396	139,184	(4,486)	(15.80%)	
		1,117,370	1,023,465	3,308,894	93,905	9.18%	
<b>(Expenses)/(Applications)</b>	1,2						
Governance		(119,475)	(151,387)	(491,640)	(119,475)	0.00%	
General Purpose Funding		(57,359)	(54,324)	(174,282)	(3,035)	(5.59%)	
Law, Order, Public Safety		(21,594)	(26,055)	(84,223)	4,461	17.12%	
Health		(60,232)	(71,196)	(210,604)	10,964	15.40%	▼
Education and Welfare		(24,531)	(185,511)	(800,015)	160,980	86.78%	▼
Housing		(81,526)	(76,908)	(313,270)	(4,618)	(6.00%)	
Community Amenities		(138,659)	(251,684)	(741,202)	113,025	44.91%	▼
Recreation & Culture		(281,923)	(392,207)	(1,136,614)	110,284	28.12%	▼
Transport		(329,873)	(548,380)	(1,598,634)	218,507	39.85%	▼
Economic Services		(124,449)	(260,278)	(794,594)	135,829	52.19%	▼
Other Property and Services		(314,726)	(66,299)	(36,296)	(248,427)	(374.71%)	▲
		(1,554,347)	(2,084,229)	(6,381,374)	378,495	(25.42%)	
<b>Net Result Excluding Rates</b>		(436,977)	(1,060,764)	(3,072,480)	472,400		
<b>Adjustments for Non-Cash (Revenue) and Expenditure</b>							
(Profit)/Loss on Asset Disposals	4	0	(4,332)	(13,000)	4,332	100.00%	
Movement in Leave Reserve (Added Back)		1,034	0	0	1,034	0.00%	
Movement in Deferred Pensioner Rates/ESL (noi)		0	0	0	0	0.00%	
Movement in Employee Benefit Provisions (non-c)		0	0	0	0	0.00%	
Rounding Adjustment		0	0	0	0	0.00%	
Depreciation on Assets		0	487,756	1,463,496	(487,756)	100.00%	▼
<b>Capital Revenue and (Expenditure)</b>							
Purchase of Investments		0	0	0	0	0.00%	
Purchase Land Held for Resale	3	0	(6,664)	(20,000)	6,664	100.00%	
Purchase Land and Buildings	3	(397)	(17,000)	(155,000)	16,603	97.66%	▼
Purchase Plant and Equipment	3	0	(20,000)	(155,000)	20,000	100.00%	▼
Purchase Furniture and Equipment	3	0	(2,870)	(22,870)	2,870	100.00%	
Purchase Infrastructure Assets - Roads	3	(191,231)	(554,478)	(1,631,978)	363,247	65.51%	▼
Purchase Infrastructure Assets - Footpaths	3	0	0	(27,937)	0	0.00%	
Purchase Infrastructure Assets - Drainage	3	0	0	0	0	0.00%	
Purchase Infrastructure Assets - Parks & Ovals	3	0	0	0	0	0.00%	
Purchase Infrastructure Assets - Airfields	3	0	0	(10,000)	0	0.00%	
Purchase Infrastructure Assets - Play Equip	3	0	0	0	0	0.00%	
Purchase Infrastructure Assets - Sewerage	3	0	0	0	0	0.00%	
Purchase Infrastructure Assets - Dams	3	0	0	0	0	0.00%	
Purchase Infrastructure Assets - Other	3	(58,357)	(24,168)	(137,500)	(34,189)	(141.46%)	▲
Proceeds from Disposal of Assets	4	0	0	15,000	0	0.00%	
Repayment of Debentures	5	(24,158)	(24,157)	(70,815)	(1)	(0.00%)	
Proceeds from New Debentures	5	0	0	0	0	0.00%	
Advances to Community Groups		0	0	0	0	0.00%	
Self-Supporting Loan Principal Income	5	0	0	0	0	0.00%	
Transfers to Restricted Assets (Reserves)	6	(16,867)	(66,896)	(278,751)	50,029	74.79%	▼
Transfers from Restricted Asset (Reserves)	6	960,472	1,036,032	1,892,170	(75,560)	(7.29%)	
<b>ADD Net Current Assets July 1 B/Fwd</b>	7	558,952	428,376	428,376	130,576	30.48%	
<b>LESS Net Current Assets Year to Date</b>	7	2,583,745	1,973,480	564	610,265	(30.92%)	
<b>Amount Raised from Rates</b>	8	(1,791,274)	(1,802,645)	(1,796,852)	11,371	(0.63%)	

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 2017 TO 31 OCTOBER 2017

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

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

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

##### (i) Inventories

###### *General*

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

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

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

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

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

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

##### (j) Fixed Assets

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

###### *Initial Recognition*

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

###### *Revaluation*

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

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

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

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



## SHIRE OF MORAWA

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

FOR THE PERIOD 1 JULY 2017 TO 31 OCTOBER 2017

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

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

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

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

- 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 2017 TO 31 OCTOBER 2017

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

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

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

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

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

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

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

##### (m) Impairment

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

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

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

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

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

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

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

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

## **SHIRE OF MORAWA**

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

**FOR THE PERIOD 1 JULY 2017 TO 31 OCTOBER 2017**

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

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

##### **GOVERNANCE**

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

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

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

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

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

##### **HEALTH**

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

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

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

##### **HOUSING**

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

##### **COMMUNITY AMENITIES**

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

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

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

##### **TRANSPORT**

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

##### **ECONOMIC SERVICES**

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

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

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

<u>2,160,285</u>	<u>625,180</u>	<u>249,984.59</u>
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SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2017 TO 31 OCTOBER 2017

	2017/18 Budget \$	OCTOBER 2017 YTD Budget \$	OCTOBER 2017 Actual \$
<b>3. ACQUISITION OF ASSETS (Continued)</b>			
The following assets have been acquired during the period under review:			
<b><u>By Class</u></b>			
Land Held for Resale	20,000	6,664	0.00
Investments	0	0	0.00
Land	0	0	0.00
Buildings	155,000	17,000	396.56
Plant and Equipment	155,000	20,000	0.00
Furniture and Equipment	22,870	2,870	0.00
Infrastructure Assets - Roads	1,631,978	554,478	191,230.65
Infrastructure Assets - Footpaths	27,937	0	0.00
Infrastructure Assets - Drainage/Dams	0	0	0.00
Infrastructure Assets - Parks & Ovals	0	0	0.00
Infrastructure Assets - Airfields	10,000	0	0.00
Infrastructure Assets - Playground Equipment	0	0	0.00
Infrastructure Assets - Sewerage	0	0	0.00
Infrastructure Assets - Dams	0	0	0.00
Infrastructure Assets - Other	137,500	24,168	58,357.38
	<u>2,160,285</u>	<u>625,180</u>	<u>249,984.59</u>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2017 TO 31 OCTOBER 2017

5 INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-16	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		2017/18 Budget \$	2017/18 Actual \$	2017/18 Budget \$	2017/18 Actual \$	2017/18 Budget \$	2017/18 Actual \$	2017/18 Budget \$	2017/18 Actual \$
Housing									
Loan 133 - GEHA House	70,621	0	0	34,156	0	36,465	70,621	4,076	
Loan 134 - 2 Broad Street	49,838	0	0	24,158	24,158	25,680	25,680	3,090	
Loan 136 - 24 Harley Street - Staff Housing	332,137	0	0	12,501	0	319,636	332,137	12,931	
	452,596	0	0	70,814.62	24,158	381,781.38	428,438	20,097	0

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 2017 TO 31 OCTOBER 2017

	2017/18 Budget \$	OCTOBER 2017 Actual \$
<b>6. RESERVES (Continued)</b>		
<b>(i) Business Units Reserve</b>		
Opening Balance	81,961	81,962
Amount Set Aside / Transfer to Reserve	20,761	301
Amount Used / Transfer from Reserve	0	0
	<u>102,722</u>	<u>82,263</u>
<b>(j) Morawa Future Funds Interest</b>		
Opening Balance	88,036	88,036
Amount Set Aside / Transfer to Reserve	12,050	324
Amount Used / Transfer from Reserve	0	0
	<u>100,086</u>	<u>88,360</u>
<b>(k) Morawa Community Future Funds Reserve</b>		
Opening Balance	2,121,127	2,121,127
Amount Set Aside / Transfer to Reserve	19,703	1,917
Amount Used / Transfer from Reserve	(36,000)	0
	<u>2,104,830</u>	<u>2,123,044</u>
<b>(l) Refuse Transfer Station Reserve</b>		
Opening Balance	27	27
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>27</u>	<u>27</u>
<b>(m) Aged Care Units Reserve - Units 6-9</b>		
Opening Balance	9,131	9,131
Amount Set Aside / Transfer to Reserve	85	34
Amount Used / Transfer from Reserve	0	0
	<u>9,216</u>	<u>9,165</u>
<b>(n) ST-N/Midlands Solar Thermal Power</b>		
Opening Balance	559,632	558,966
Amount Set Aside / Transfer to Reserve	5,198	2,740
Amount Used / Transfer from Reserve	(550,000)	0
	<u>14,830</u>	<u>561,706</u>
<b>(o) ST-Morawa Revitalisation Reserve</b>		
Opening Balance	176,558	176,348
Amount Set Aside / Transfer to Reserve	1,640	831
Amount Used / Transfer from Reserve	(178,198)	(140,000)
	<u>0</u>	<u>37,179</u>
<b>(p) Legal Fees Reserve</b>		
Opening Balance	20,177	20,177
Amount Set Aside / Transfer to Reserve	5,187	74
Amount Used / Transfer from Reserve	0	0
	<u>25,364</u>	<u>20,251</u>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2017 TO 31 OCTOBER 2017

6. RESERVES (Continued)

Transfers from Reserves

Leave Reserve

(80,000)

0

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 within a set period as further transfers to the reserve accounts are expected as funds are utilise



# SHIRE OF MORAWA

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

FOR THE PERIOD 1 JULY 2017 TO 31 OCTOBER 2017

### 8. RATING INFORMATION

#### RATE TYPE

	Rate in \$	Number of Properties	Rateable Value \$	2017/18 Rate Revenue \$	2017/18 Interim Rates \$	2017/18 Back Rates \$	2017/18 Total Revenue \$	2017/18 Budget \$
<b>General Rate</b>								
GRV Residential/Commercial	0.07571	269	2,912,592	212,543	0	0	212,543	214,220
UV Rural	0.02304	205	63,004,000	1,451,801	0	0	1,451,801	1,451,801
UV Mining	0.28968	15	472,333	136,826	0	0	136,826	136,826
<b>Sub-Totals</b>		489	66,388,925	1,801,170	0	0	1,801,170	1,802,847
<b>Minimum Rates</b>								
GRV Residential/Commercial	290	45	26,778	13,340	0	0	13,340	13,050
UV Rural	290	6	53,200	1,740	0	0	1,740	1,740
UV Mining	656	11	11,311	7,216	0	0	7,216	7,216
<b>Sub-Totals</b>		62	91,289	22,296	0	0	22,296	22,006
<b>Discounts</b>								
<b>Total amount raised from general rates</b>							1,823,466	(28,000)
Ex-Gratia Rates							(32,194)	
Rates Written Off							1,791,272	1,796,853
Specified Area Rates							0	5,792
Movement in Excess Rates							(61)	(2,000)
							0	0
							(36,284)	0
<b>Total Rates</b>							1,754,927	1,800,645

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 2017/18 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 2017 TO 31 OCTOBER 2017**

**10. OPERATING STATEMENT**

	<b>OCTOBER 2017 Actual \$</b>	<b>2017/18 Budget \$</b>	<b>2016/17 Actual \$</b>
<b>OPERATING REVENUES</b>			
Governance	545	20,010	40
General Purpose Funding	1,980,931	2,693,995	4,202,543
Law, Order, Public Safety	9,948	26,230	396,038
Health	0	5,350	3,328
Education and Welfare	3,652	133,899	33,333
Housing	34,237	147,761	661,358
Community Amenities	437,213	554,091	439,329
Recreation and Culture	2,678	69,214	329,087
Transport	359,163	1,092,694	4,971,279
Economic Services	56,365	223,319	156,934
Other Property and Services	23,910	139,184	137,479
<b>TOTAL OPERATING REVENUE</b>	<b>2,908,642</b>	<b>5,105,747</b>	<b>11,330,748</b>
<b>OPERATING EXPENSES</b>			
Governance	119,475	491,640	449,851
General Purpose Funding	57,359	174,282	196,911
Law, Order, Public Safety	21,594	84,223	146,986
Health	60,232	210,604	155,117
Education and Welfare	24,531	800,015	176,028
Housing	81,526	313,270	152,845
Community Amenities	138,659	741,202	585,147
Recreation & Culture	281,923	1,136,614	1,164,884
Transport	329,873	1,598,634	5,175,238
Economic Services	124,449	794,594	415,210
Other Property and Services	314,726	36,296	62,476
<b>TOTAL OPERATING EXPENSE</b>	<b>1,554,347</b>	<b>6,381,374</b>	<b>8,680,694</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b><u>1,354,295</u></b>	<b><u>(1,275,627)</u></b>	<b><u>2,650,054</u></b>

SHIRE OF MORAWA

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2017 TO 31 OCTOBER 2017

12. FINANCIAL RATIO

	2017 YTD	2016	2015	2014
Current Ratio	10.620	4.220	3.530	7.880

The above rates are calculated as follows:

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

**REPORTABLE NON-CASH VARIATIONS**

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

**REPORTABLE CAPITAL EXPENSE VARIATIONS**

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

Purchase of land for tip site - Timing

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

Purchases overall under budget expectations

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

Capital Road Works for roads under budget - timing

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

Timing Variance on Road Construction  
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

## 7.2.3 Executive Manager Development & Administration

<i>Item No/ Subject:</i>	<b>7.2.3.1 Gifting of 24 Richter Avenue Morawa</b>
<i>Date of Meeting:</i>	<b>16 November 2017</b>
<i>Date &amp; Author:</i>	<b>23 October 2017 – Gordon Houston – Acting Executive Manager Development &amp; Administration</b>
<i>Responsible Officer:</i>	<b>Samantha Appleton – Executive Manager Development &amp; Administration</b>
<i>Applicant/Proponent:</i>	<b>J&amp;SK Wilde</b>
<i>File Number:</i>	<b>RV.RAT.1</b>
<i>Previous minute/s &amp; Reference:</i>	

### **SUMMARY**

A letter received on 13 September 2017 from Jason and Sew Kim Wilde of 2 Astor Court, Thornlie. They are seeking to gift the vacant property they own at 24 Richter Avenue Morawa to the Shire.

### **DECLARATION OF INTEREST**

The author has no interest to declare in this report.

### **ATTACHMENTS**

Nil

### **BACKGROUND INFORMATION**

The owners of the property at 24 Richter Avenue, Morawa (J and SK Wilde) have written to the Shire seeking to gift the vacant block to the Shire.

The gifting is subject to:

- the waiving of all outstanding council and water rates; and
- the various costs associated with the transfer of the land ownership being borne by the Shire.

### **OFFICER'S COMMENT**

The acquisition of vacant land within the townsite could be considered a strategic opportunity in light of Council's efforts towards repopulation. Shires like Bruce Rock have previously embarked on programs to rebuild their townsites by approaching owners of vacant or old and uninhabitable properties in the town and offering transfer

of land/buildings to the Shire for no cost in exchange for waiving of current or impending rates and the costs associated with fixing or demolishing buildings on the properties.

Subsequently, they were able to clear the blocks and advertise the availability of cheap land as an incentive marketing exercise (of the townsite) with a requirement that purchasers had to apply for and build a residence on the property within two years of purchase (or a nominated period of time).

The initiative was popular due in main to the offer of cheap land supported by the wide range of services in the town (alike Morawa) and the population of Bruce Rock has continued to grow ever since.

In addition, old and tired housing stock has slowly disappeared and has been replaced with new build structures improving the aesthetics of the townsite.

### **COMMUNITY CONSULTATION**

Nil

### **COUNCILLOR CONSULTATION**

Nil

### **STATUTORY ENVIRONMENT**

Nil

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

The various costs to the Shire are estimated to be as follows:

- |                                 |          |
|---------------------------------|----------|
| • Settlement Fee                | \$550.00 |
| • Certificate of Title searches | \$30.00  |
| • Landgate Registration Fee     | \$168.70 |
| • Perth Agents Attendance Fee   | \$55.00  |
| • EAS Fees Approx.              | \$100.00 |
| • P & P                         | \$13.00  |

The water rates (Annual Service Charge) is \$250.39 and they are up to date.

The current rates for this financial year are \$612.16 (includes rates, ESL and sewerage charge).

Therefore, if Council approved the “purchase” of the land, the actual costs will be in the vicinity of \$920, with the annual ongoing lost rates income being \$612.60.

The ongoing costs associated with ownership of the property will be for:

- the Water Corp's Annual Service Charge (\$250.39); and
- any costs associated with maintenance/fire mitigation (ESL Levy, firebreaks etc)

The property is currently listed by Peter Kuhne Real Estate for \$14,900.

### **STRATEGIC IMPLICATIONS**

Control of the vacant land in town means control over the market and marketing associated with the use of that land, to support any repopulating initiative.

Outcome 1.1 Maintain and increase population.						
Reference	Strategy	Still Relevant	Priority	Timeframe	Key Partners	
1.1.2	Make land available for residential, commercial and industrial uses.	YES	HIGH	2 – 4 YEARS	LANDCORP	

Outcome 1.7 Attractive and well maintained buildings and streetscapes.						
Reference	Strategy	Still Relevant	Priority	Timeframe	Key Partners	
1.7.5	Encourage local residents to improve presentation of their properties.	YES	MEDIUM	ONGOING	MCC	

### **RISK MANAGEMENT**

Nil

### **VOTING REQUIREMENTS**

Absolute Majority

### **OFFICER'S RECOMMENDATION**

That, subject to there being no encumbrances on the property affecting its ability to be used for residential purposes, Council agrees:

1. to accept the gifting of the vacant land at 24 Richter Avenue from J and SK Wilde;
2. to pay all fees and associated with the transfer of the ownership of the property to the Shire; and
3. to accept responsibility for the rates and any service charges raised against the property.

<i>Item No/ Subject:</i>	<b>7.2.3.2 Amendment to Policy 1.4 Council Meetings</b>
<i>Date of Meeting:</i>	<b>16 November 2017</b>
<i>Date &amp; Author:</i>	<b>8 November 2017 – Samantha Appleton</b>
<i>Responsible Officer:</i>	<b>Samantha Appleton – Executive Manager Development and Administration</b>
<i>Applicant/Proponent:</i>	<b>Executive Manager Development and Administration</b>
<i>File Number:</i>	<b>CM.POL.1</b>
<i>Previous minute/s &amp; Reference:</i>	

### **SUMMARY**

Council to consider an amendment to Shire of Morawa Policy 1.4 Council Meetings.

### **DECLARATION OF INTEREST**

Nil

### **ATTACHMENTS**

7.2.3.2a Revised Policy 1.4 Council Meetings

### **BACKGROUND INFORMATION**

Policy 1.4 was adopted in 1997 and amended in 2007. As part of writing item 7.2.3.5 of this agenda, the policy was examined and in order to adopt the recommendation of item 7.2.3.5 the policy requires amending.

### **OFFICER'S COMMENT**

A copy of the policy is detailed below:

#### **1.4 COUNCIL MEETINGS**

*Council meetings are to be held on the third Thursday of each month, with the exception of January, May and November when the Council is in recess.*

*The procedures for public question time are set out in Section 7 of the Local Government (Administration) Regulations 1996 and local law 6.7 of the Shire of Morawa Meeting Procedures Local Law 2012.*

*Written notice of each question should be given to the Chief Executive Officer fifteen minutes prior to the commencement of the meeting.*



*The Shire President and Deputy Shire President shall be elected by Council every second year at the first held following the ordinary Council election.*

*Adopted 16/10/1997*

*Amended 20/12/2007*

*Reviewed 19/12/2016*

The current policy states that there will be no Council meetings in May and November. During 2017 meetings have been resumed for these months to enable Council business to be dealt with in a timely manner.

Additionally the procedure for public question time are regulated in both the Local Government (Administration) Regulations and the Shire of Morawa Meeting Procedures Local Law 2012.

The requirement to elect the Shire President and Deputy President is prescribed in Schedule 2.3 of the Local Government Act 1995 and the Local Government (Constitution) Regulations 1997, making this part of the policy surplus to requirements as it is covered by legislation.

#### **COMMUNITY CONSULTATION**

Nil

#### **COUNCILLOR CONSULTATION**

Nil

#### **STATUTORY ENVIRONMENT**

Shire of Morawa Meeting Procedures Local Law 2012  
Local Government (Administration) Regulations 1996 – Reg 7 section 7  
Local Government Act 1995 section 5.24 (2), Schedule 2.3 clauses 1 to 5  
Local Government (Constitution) Regulations 1997 Reg 11A to 11G

#### **POLICY IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

Nil

#### **STRATEGIC IMPLICATIONS**

Shire of Morawa Strategic Community Plan  
4.3 A local government that is respected, professional and accountable.

## **RISK MANAGEMENT**

### Shire of Morawa Risk Management Framework

- Embed appropriate and effective controls to mitigate risk.
- Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.

## **VOTING REQUIREMENTS**

Absolute Majority

## **OFFICER'S RECOMMENDATION**

That with respect to the Shire of Morawa Policy Manual, Council adopt the revised Policy 1.4 Council Meetings

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## 1.4 Council Meetings

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### Objective

To set dates and times for ordinary meetings of Council.

### Policy Statement

Ordinary Council meetings are to be held on the third Thursday of each month at 5.30pm. No meeting will be held in January.

Meeting dates are to be set annually by Council prior to the end of the calendar year for the subsequent year.

### Scope

This policy applies to the setting of dates for ordinary meetings of the Shire of Morawa Council.

### Legislative and Strategic Context

Update relevant text. Delete rows that are not applicable.

Act:	<i>Local Government Act 1995 Section 5.4</i>
Regulations:	<i>Local Government (Administration) Regulations 1996 Section 12</i>
State Policy/Guideline/Standard:	N/A
Link to Strategic Community Plan:	4.5.1 Adhere to the Local Government Act 1995

### Associated Documents

Update relevant text. Delete rows that are not applicable.

Policy:	N/A
Delegation:	Delegation to the CEO
Authorisation/Appointment:	
Other Guidelines:	Shire of Morawa Meeting Procedures Local Law 2012

### Version Control

#### Revision Date

This policy is to be reviewed as required.

Responsible Officer

Executive Manager Development and Administration

Revision History

<b>Version</b>	<b>Author</b>	<b>Version Description</b>	<b>Date Completed</b>
3.0	EMDA	Council adoption reference: OCM: Resolution:	16/11/2017

<i>Item No/ Subject:</i>	<b>7.2.3.3 Appointment of Committee Members and Delegates</b>
<i>Date of Meeting:</i>	<b>16 November 2017</b>
<i>Date &amp; Author:</i>	<b>6 November 2017 – Samantha Appleton</b>
<i>Responsible Officer:</i>	<b>Samantha Appleton – Executive Manager Development and Administration</b>
<i>Applicant/Proponent:</i>	<b>Executive Manager Development and Administration</b>
<i>File Number:</i>	
<i>Previous minute/s &amp; Reference:</i>	<b>Minutes 22 October 2015</b>

### **SUMMARY**

Council to appoint members of committees of Council and delegates to committees.

### **DECLARATION OF INTEREST**

Nil

### **ATTACHMENTS**

Nil

### **BACKGROUND INFORMATION**

Council reviews delegates to committees following Local Government Elections, which are held every two years. Ordinary Council elections were held on 21 October 2017, with the four presiding members running for re-election being elected unopposed.

### **OFFICER'S COMMENT**

Appointments are for a period of two years.

Details of vacancies and previous appointees are listed below:

<b>Committee</b>	<b>Number of Representatives</b>	<b>Current Representatives</b>	<b>Nominated Representatives</b>
Audit Committee	All Councillors	All Councillors	
Northern Zone of WALGA	2 Representatives 1 Proxy	Cr Chappel CEO Proxy Cr Stokes	
Morawa Education & Industry Training Alliance	2 Representatives 1 Proxy	Cr Chappel CEO Proxy Cr Coaker	
North East Farming Futures (NEFF)	2 Representatives	CEO Cr Agar	
Regional Road Group	2 Representatives 1 Proxy	Cr Stokes CEO Proxy Cr Thornton	
Midwest Joint Development Assessment Panel (Morawa)	2 Representatives 2 Proxies	Cr Carslake Cr Chappel Proxy Cr Collins Proxy Cr Stokes	No nominations required. Current nominees remain in place until 26 April 2020.
Occupational Health and Safety Committee	1 Representative	CEO	
Aged Care Committee	4 Representatives	Cr Chappel Cr Stokes Cr Collins Cr Agar	

## **COMMUNITY CONSULTATION**

Nil

## **COUNCILLOR CONSULTATION**

Nil

## **STATUTORY ENVIRONMENT**

### **5.8. Establishment of committees**

A local government may establish\* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

*\* Absolute majority required.*

## 5.9. Committees, types of

- (1) In this section —  
***other person*** means a person who is not a council member or an employee.
- (2) A committee is to comprise —
  - (a) council members only; or
  - (b) council members and employees; or
  - (c) council members, employees and other persons; or
  - (d) council members and other persons; or
  - (e) employees and other persons; or
  - (f) other persons only.

## 5.10. Committee members, appointment of

- (1) A committee is to have as its members —
  - (a) persons appointed\* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
  - (b) persons who are appointed to be members of the committee under subsection (4) or (5).

*\* Absolute majority required.*

- (2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.
- (3) Section 52 of the *Interpretation Act 1984* applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the local government.
- (4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.
- (5) If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —
  - (a) to be a member of the committee; or
  - (b) that a representative of the CEO be a member of the committee,the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

## **POLICY IMPLICATIONS**

Nil

## **FINANCIAL IMPLICATIONS**

Nil

## **STRATEGIC IMPLICATIONS**

Shire of Morawa Strategic Community Plan

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

## **RISK MANAGEMENT**

Shire of Morawa Risk Management Framework

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**

Absolute Majority

## **OFFICER’S RECOMMENDATION**

That with respect to the appointment of committee members and delegates the following Councillors are nominated to represent the Shire of Morawa on the following Committees:

1. Resolve to appoint Cr ..... and the CEO as delegates to the Northern Zone of WALGA with Cr ..... as proxy.
2. Resolve to appoint Cr ..... and the CEO as delegates to the North Midland Education & Industry Training Alliance (NMEITA) with Cr ..... as proxy.
3. Resolve to appoint Cr ..... and the CEO as delegates to the North East Farming Futures (NEFF) with Cr ..... as proxy.
4. Resolve to appoint Cr ..... and the CEO as delegates to the Regional Road Group with Cr ..... as proxy.
5. Resolve to appoint the whole of Council as delegates to the Aged Care Committee.
6. Resolve to appoint the whole of Council as delegates to the Audit Committee.



<i>Item No/Subject</i>	<b>7.2.3.4 2018 Council Meeting Dates</b>
<i>Date of Meeting:</i>	<b>16 November 2017</b>
<i>Date &amp; Author:</i>	<b>8 November 2017 - Samantha Appleton</b>
<i>Responsible Officer:</i>	<b>Samantha Appleton - Executive Manager Development and Administration</b>
<i>Applicant/Proponent:</i>	<b>Executive Manager Development and Administration</b>
<i>File Number:</i>	<b>CV.CMT.1</b>
<i>Previous minute/s &amp; Reference:</i>	<b>Resolution 16120010 19 December 2016</b>

## **SUMMARY**

Council to set dates for ordinary meetings to be held in 2018.

## **DECLARATION OF INTEREST**

Nil

## **ATTACHMENTS**

Nil

## **BACKGROUND INFORMATION**

The Local Government Act 1995 details the requirement to hold meetings of Council:

### **Division 2 — Council meetings, committees and their meetings and electors' meetings**

#### **Subdivision 1 — Council meetings**

#### **5.3. Ordinary and special council meetings**

- (1) A council is to hold ordinary meetings and may hold special meetings.
- (2) Ordinary meetings are to be held not more than 3 months apart.
- (3) If a council fails to meet as required by subsection (2) the CEO is to notify the Minister of that failure.

#### **5.4. Calling council meetings**

An ordinary or a special meeting of a council is to be held —

- (a) if called for by either —  
    (i) the mayor or president; or  
    (ii) at least  $\frac{1}{3}$  of the councillors,  
in a notice to the CEO setting out the date and purpose of the proposed meeting; or  
(b) if so decided by the council.

## **5.5. Convening council meetings**

(1) The CEO is to convene an ordinary meeting by giving each council member at least 72 hours' notice of the date, time and place of the meeting and an agenda for the meeting.

(2) The CEO is to convene a special meeting by giving each council member notice, before the meeting, of the date, time, place and purpose of the meeting.

### **OFFICER'S COMMENT**

The proposed motion acknowledges an indication to change meeting dates and times for 2018, with all meetings set for the third Thursday of the month. The current time of 5.30pm will be advertised as the time that the meetings will convene. Suggested meeting dates are listed below:

- Thursday 15 February 2018
- Thursday 15 March 2018
- Thursday 19 April 2018
- Thursday 17 May 2018
- Thursday 21 June 2018
- Thursday 19 July 2018
- Thursday 16 August 2018
- Thursday 20 September 2018
- Thursday 18 October 2018
- Thursday 15 November 2018
- Thursday 20 December 2018

Section 5.25 of the Local Government Act 1995 requires the giving of public notice of the date and agenda for Council or Committee meetings. Once dates are set they will be advertised.

### **STATUTORY ENVIRONMENT**

Local Government Act 1995 Section 5.3, 5.4 and 5.25

### **POLICY IMPLICATIONS**

Shire of Morawa Policy 1.4 Council Meetings

### **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**

Nil

## **VOTING REQUIREMENTS**

Simple Majority

## **OFFICER'S RECOMMENDATION**

That with respect to the Shire of Morawa's Council Meeting dates for 2018 Council:

1. Resolve to set the Ordinary Council Meeting dates as follows:
  - Thursday 15 February 2018
  - Thursday 15 March 2018
  - Thursday 19 April 2018
  - Thursday 17 May 2018
  - Thursday 21 June 2018
  - Thursday 19 July 2018
  - Thursday 16 August 2018
  - Thursday 20 September 2018
  - Thursday 18 October 2018
  - Thursday 15 November 2018
  - Thursday 20 December 2018
2. Resolve that all ordinary Council meetings commence at 5.30pm.
3. Resolve that public notice be given of the date and time of all ordinary Council meetings.

<i>Item No/ Subject:</i>	<b>7.2.3.5 Adjustment to Fees and Charges Morawa Swimming Pool</b>
<i>Date of Meeting:</i>	<b>16 November 2017</b>
<i>Date &amp; Author:</i>	<b>9 November 2017 – Samantha Appleton</b>
<i>Responsible Officer:</i>	<b>Samantha Appleton - Executive Manager Development and Administration</b>
<i>Applicant/Proponent:</i>	<b>Executive Manager Development and Administration</b>
<i>File Number:</i>	<b>FM.BUD.1</b>
<i>Previous minute/s &amp; Reference:</i>	<b>Budget meeting – 4 September 2017</b>

### **SUMMARY**

Council to consider amending fees and charges for entrance to the Morawa Swimming Pool.

### **DECLARATION OF INTEREST**

Nil

### **ATTACHMENTS**

Nil

### **BACKGROUND INFORMATION**

Council resolved at its budget meeting the fees and charges for 2017/18. The current fees and charges for the swimming pool are as follows:

<b>Season Tickets</b>	
Family	\$164.00
Adults	\$88.00
Pensioners/Children	\$62.00
 <b>Gate Prices</b>	
Adult	\$4.30
Child	\$3.10
Pensioner/Spectator	\$2.10

## **OFFICER'S COMMENT**

An issue has arisen with regard to the ability to carry sufficient change given to patrons paying the gate fee. At a recent Senior Management Team meeting it was suggested that fees be adjusted to reduce the amount of change required to operate.

The suggested amended gate fees are as follows:

Gate Prices	Current	Proposed
Adult	\$4.30	\$4.50
Child	\$3.10	\$3.00
Pensioner/Spectator	\$2.10	\$2.00

## **COMMUNITY CONSULTATION**

Nil

## **COUNCILLOR CONSULTATION**

Nil

## **STATUTORY ENVIRONMENT**

### **LOCAL GOVERNMENT ACT 1995 - SECT 6.16**

#### **6.16 . Imposition of fees and charges**

(1) A local government may impose\* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

*\* Absolute majority required.*

- (2) A fee or charge may be imposed for the following —
- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
  - (b) supplying a service or carrying out work at the request of a person;
  - (c) subject to section 5.94, providing information from local government records;
  - (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;
  - (e) supplying goods;
  - (f) such other service as may be prescribed.

(3) Fees and charges are to be imposed when adopting the annual budget but may be —

- (a) imposed\* during a financial year; and
- (b) amended\* from time to time during a financial year.

*\* Absolute majority required.*

#### **6.19 . Local government to give notice of fees and charges**

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

- (a) its intention to do so; and
- (b) the date from which it is proposed the fees or charges will be imposed.

### **POLICY IMPLICATIONS**

Nil

### **FINANCIAL IMPLICATIONS**

Minor impact on revenue.

### **STRATEGIC IMPLICATIONS**

Shire of Morawa Strategic Community Plan

3.1 Services and facilities that meet the needs of the community.

### **RISK MANAGEMENT**

Shire of Morawa Risk Management Framework

- Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.

### **VOTING REQUIREMENTS**

Absolute Majority

### **OFFICER'S RECOMMENDATION**

That with respect to the Adjustment to Fees and Charges Morawa Swimming Pool Council:

1. Resolve that under section 6.16 of the Local Government Act 1995, the entry fees for the Morawa swimming pool be amended as follows:

Adult	\$4.50
Child	\$3.00
Pensioner/Spectator	\$2.00

2. Resolve that the amended fees be effective from 18 November 2017
3. Note that the Shire of Morawa will give public notice of the amended fees

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 18 December 2017