

AGENDA



SHIRE OF MORAWA **16th October**

Councillors and Senior Staff are reminded that the next Ordinary Meeting of the Morawa Shire Council will be held in the Morawa Shire Chambers, Winfield Street, Morawa on **Thursday 16th October 2014**

Ordinary Council Meeting

5.30pm



John Roberts
Chief Executive Officer
Date: 10th October 2014



16th October 2014

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Next Meeting

Ordinary Meeting 20th November, 2014

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:

1. 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.
2. This notice must be given to the Chief Executive Officer prior to the meeting.
3. It is the responsibility of the individual Councillor or Committee Member to disclose a Financial interest. If in doubt, seek appropriate advice.
4. 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.

OFFICE USE ONLY:

1. PARTICULARS OF DECLARATION GIVEN TO MEETING
2. PARTICULARS RECORDED IN MINUTES
3. 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

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	

1 Declaration of Opening

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

1.1 Recording of Those Present

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

Mr J Roberts	Chief Executive Officer
Mr D Williams	Deputy Chief Executive Office
Mr P Buist	Principal Works Manager
Ms W Gledhill	Manager of Accounting and Finance

1.2 Recording of Apologies

1.3 Recording Leave of Absence Previously Approved

Cr K P Stokes

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 Confirmation of Minutes

18th September 2014 – Ordinary 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

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

SUMMARY

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

DECLARATION OF INTEREST

The author has no interest to declare in this report.

ATTACHMENTS

Shire of Morawa September 2014 Status Report.

BACKGROUND INFORMATION

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

OFFICER'S COMMENT

As per the Status Report

COMMUNITY CONSULTATION

As per the Status Report

COUNCILLOR CONSULTATION

As per the Status Report

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Not Applicable

FINANCIAL IMPLICATIONS

Not Applicable

STRATEGIC IMPLICATIONS

Not Applicable

RISK MANAGEMENT

Not Applicable

VOTING REQUIREMENT:

Simple Majority

OFFICER'S RECOMMENDATION

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

MEETING	ITEM	ACTION REQUIRED	RESPONSE	OFFICER	TIME FRAME
Jun-06	10.20	Consider community options for use of existing Morawa Hospital.	<ul style="list-style-type: none"> • Hospital has been transferred to the Shire under an interim deed of arrangement through the Dept of Health until permanent transference has been completed via resolution of an outstanding native title matter. Morawa's selection as a Super Town may also offer some opportunities. TPG has suggested that old Hospital could be turned into a modern Backpacker's Hostel to service Morawa and the region. Another option is an over 55's Retirement Village or converting the site into a potential camp school for education purposes. An engineering assessment is being coordinated to clarify the condition of the building. • A scope of works is currently being prepared follow up requested on 8 May 2013. Engineer was onsite 12-06-2013 report to follow. Still waiting. • EHO sent reminder 11 November 2013 re report. • The report was received on 26 November 2013. Council advised of its contents at the Briefing Forum on 19 December 2013; • CEO and DCEO did a thorough walkthrough of the site on 6 January 2014 re the report; • CEO discussed further with Council at the Briefing Forums on 11 February 2014 and March 2014; • Council visited the site on 20 March 2014. Initial discussions followed the site visit. It is recommended that a workshop on the matter is held at an appropriate time in the future; • CEO advised at the Council meeting 17 April 2014 that he has asked for an extension of time on the "Intention to Take" order to allow Council time to consider this matter. This has now been granted. • CEO met with Andrew Klein District Operations Manager on 19 September 2014 to discuss maintenance and security issues. • Conversations with Andrew and Sally Lee Land & Property Manager Department of Health indicate that as Native Title is not an issue the Department of Lands are in the process of creating new lots. • Conversations also indicate that a Deed signed in 2009 transferring care and control to the Shire was an interim step towards full transfer following a Native Title determination. • The CEO is obtaining legal advice on the matter. 	CEO	Dec-14

Mar-08	8.1.2	Sinosteel Midwest Corporation Ltd – Entry Statement Project (Gateway Project)	<ul style="list-style-type: none"> • 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 15th 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 29th November 2011 with a following submission. TPG have provided a proposal to provide a scoping design role under the Morawa Super Town Project. • Council sub-committee and SMC representative met with principal consultants in Perth on 27th February 2012. Initial design proposal received and on site meeting held on 7th May 2012. Further design received for Council consideration. • Informal discussion held between ACEO and Scott Whitehead (SMC) – June 2013? Topics included: <ul style="list-style-type: none"> ○ Gateway project; ○ Future fund; ○ Radio tower • Options now required to address status of this project: <ul style="list-style-type: none"> ○ 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; ○ Discussions highlighted that SMC is willing to allocate \$100,000 to the project or this level of funding to another town based project; ○ Council informed of status at the Briefing Forum on 11 February 2014. • The former CEO suggested to Council at the February Council 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. • SP, CEO & Stuart Griffiths (SMC) met on 17 July 2014 to discuss the Gateway Project and the future fund.. SMC stated 	CEO / CYDO	Dec-13
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			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.		
Oct-09	8.1.2	Morawa Sports Ground Amenities Upgrade	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).	CEO	Oct-13
Feb-10	8.2.2	Morawa Perenjori Trail Master Plan	<ul style="list-style-type: none"> • 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. • 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; • Notified 5 March 2014 that the above application was unsuccessful; • 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. 	CEO	Dec-12

Jul-10	8.1.3	Heavy Industrial Land 10781 Stage 2	<ul style="list-style-type: none"> • 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 7th 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. • Stage 1 – Clearing: <ul style="list-style-type: none"> ◦ 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; • Stage 2 – Headworks: <ul style="list-style-type: none"> ◦ Will be funded by Landcorp. Approval to finalise funding will not occur until November 2014 • Stage 3 – Installation of Roadways: <ul style="list-style-type: none"> ◦ 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. 	DCEO	Dec-12
Jul-10	Urgent Business	Club Road Access	<ul style="list-style-type: none"> • 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. • Department of Environment and Regulation permits approved end of December 2013. • Landcorp has recommended local contractor to assist with the clearing. This work ties in with Stage 1 of Heavy Industrial Land <p><u>Note:</u> The progress on this project is now subject to the Industrial Sub-division outcomes. See previous item.</p>	CEO	Dec-13

Dec-10	8.3.4	Karara Mining Ltd Regional Community Trust	<ul style="list-style-type: none"> • Enter into discussions and negotiate a Regional Community Trust for Morawa, Perenjori, Three Springs and Mingenew with Karara Mining Ltd. • Met with Karara on 17 July 2014. SMC have offered prepare a draft trust document for the Shire. 	CEO	Feb-13
Jun-11	8.2.1	Climate Change Risk Assessment & Adaptation Action Plan	<ul style="list-style-type: none"> • Implement adaptation action plan strategies rated 'extreme' and 'high' as budgetary and human resources permit. • Consideration required to start funding actions in 2014/15 	CEO	Jun-13
Apr-13	8.2.2	Regional Mobile Tower Coverage	<ul style="list-style-type: none"> • DRD confirmed on 26 February 2014 that the \$1M from the CLGF-R component was approved by Cabinet and issued the FAA at the same time. Minister Redman made this announcement on 7 March 2014. • In the interim, the CEO advised DRD (Meegan Babe – Project Officer) on 6 March 2014 that the project commencement date and access to funding is subject to endorsement by the MWDC Board re MWIP funding, which in turn is still subject to final approval by Cabinet. • The MWDC Board met on 28 February 2014 to discuss the project. CEO asked for feedback on 6 March 2014 regarding the outcome of the meeting. • The CEO and Project Officer also made a submission to the Commonwealth Government's \$100M Mobile Coverage Programme and have listed Merkanooka and Morawa East High as areas requiring a base station. The President based on comments made by some councillors at the Council meeting on 20 February 2014 suggested they contact the CEO on other potential locations. The CEO also asked for this information in the Councillor update issued on 28 February 2014 including whether Merkanooka North and Canna/Gutha North East was suitable; • In an email to councillors on 19 March 2014, the author advised that the MWDC Board did not support the project. In short, the letter from the MWDC stated that funding from the Mid West Investment Plan to the seven sites is not supported (worth about \$2.2M) as: <ul style="list-style-type: none"> ○ The MWDC is continuing to work with the State Government regarding the implementation of RMCP Round 2 and that three of the seven sites have been included on the initial draft list of priority sites for the Mid West (Arrino, Latham and Yandanooka); ○ Suggests the shires fund the other four towers themselves (for Morawa this means funding both towers – Merkanooka and Morawa East). • The letter was also sent to the participating member shire 	CEO	Jun-30

			<p>presidents.</p> <ul style="list-style-type: none"> • As discussed at a session with councillors on 20 March 2014: <ul style="list-style-type: none"> ○ In Morawa’s case, there is not the capacity to fund the two towers (the expected cost is in the order of \$2M). As a result, it is highly doubtful that this project will now proceed and leaves the recently awarded \$1M from the County Local Government Fund (CLGF) Regional component to this project at a loose end; ○ Reallocate the \$1M CLGF – Regional component funding to another Morawa project that is regional in nature. In essence, the Shire of Morawa is entitled to the total allocation of this funding to a regional project due to the other shires already benefitting from earlier allocations out of the CLGF – Regional component; ○ The Shire President advised that she has spoken to Shane Love MLA on 19 March 2014 to advocate further on this matter re the MWDC and funding from the MWIP. The author also then provided supporting information to Mr Love; ○ In response, councillors suggested that the \$1M CLGF – R was allocated to the Morawa Airport project. The Shire President indicated that the other shires will need to agree. • On 1 April 2014 Megan from DRD contacted the author regarding whether the funds will be spent this financial year or next financial year. The author commented that the funds will be spent next financial year. Accordingly, Megan advised that the funds will be available from 1 July 2014 once the Shire needs this funding. • The CEO has advised the other CEOs that they need to meet to discuss the possibility of reallocating the \$1M CLGF – R funds to a Morawa project that is of regional benefit. He has also had the opportunity to have preliminary discussions with the CEOs of Three Springs and Mingenew and mention that the upgrade of the Morawa Airport meets the funding requirements. • Letter of Support received from the Shire of Mingenew 29 April 2014. • Business Plan completed and is being reviewed by Shire staff. • <p>Note: The 2013/14 Budget contained an additional \$250,000 for electrical works</p>		
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Council Resolutions for Actioning or Attention Completed

Chief Executive Officer					
Feb 2014	7.2.6.1	Strategic Plan Update and Progress Report	Put forward for 2014/15 Budget consideration the requirements of Regulation 17 regarding risk management: <ul style="list-style-type: none"> ▪ CEO attended LGMA briefing session on 28 February 2014 regarding the requirements of Regulation 17; ▪ Quote received from LGIS to undertake this project on a group basis: Mingenew, Carnamah, Coorow, Morawa and Perenjori. Cost will be \$5,856. ▪ Project has been completed. Report to Council in October 2014. 	CEO	Completed
Feb 2014	7.2.6.2	Management of Morawa Community Care Units	This matter is now handled by the Morawa Community Aged Care Committee. Next committee meeting 16 September 2014.	CEO	Completed
Mar 2014	12.1.1	Proposal to Reallocate Solar Thermal Feasibility Funding (\$500,000)	<ul style="list-style-type: none"> • Letter requesting transfer of \$500,000 to the upgrade of the Morawa Airport issued 2 April 2014; • This matter replaces the previous item on this matter (Western Power – September 2007) • Business Plan completed and is being reviewed by Shire staff. • 	CEO	In Progress
Deputy Chief Executive Officer					
Apr 2014	7.2.5.1	Agreement to Perform Works Level Crossing Upgrade Brookfield Rail – Shire of Morawa	<ul style="list-style-type: none"> • Document executed 17 April 2014. • Document re-executed 30 April 2014 and sent registered post 5 May 2014 	DCEO	Completed
Manager Accounting & Finance					
	Nil			MAF	
Project Officer					
	7.2.4.2	Morawa Freight Heavy haulage Road main Road Acquisition of Portion of Lot 454 Winfield Street Morawa	Also refer Status Update 8.2.1 April 13.	PO	In Progress
Apr 2014	7.2.4.1	Proposed Amendment No. 3 to	<ul style="list-style-type: none"> • Matter was deferred at the April 2014 meeting pending further 	PO	In Progress

		Local Planning Scheme No. 2 (Omnibus Scheme Amendment)	information; <ul style="list-style-type: none"> To be presented to the 19 June 2014 OCM Period of advertising seeking submissions closed 7 July 2014. No submissions received. 		
	Community Youth Development Officer			CYDO	
	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.

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

SUMMARY

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

DECLARATION OF INTEREST

Nil

ATTACHMENTS

Shire of Morawa Grants Management Policy-3.9

BACKGROUND INFORMATION

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

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

OFFICER'S COMMENT

Extract from the Policy

"The Shire of Morawa relies on grant funding as an important source of funding for continued delivery and enhancement of the level of services for a sustainable community into the future. The Shire of Morawa actively seeks opportunities by identifying available grants which are in accordance with its strategic priorities and core values. The Shire of Morawa

has a duty to manage grants in an efficient, consistent, transparent and accountable manner to ensure that:

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

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

COMMUNITY CONSULTATION

Nil

COUNCILLOR CONSULTATION

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

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

Nil.

RISK MANAGEMENT

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

VOTING REQUIREMENT:

Absolute Majority

OFFICER'S RECOMMENDATION

That Council resolves that;

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



3.9 SHIRE OF MORAWA GRANTS MANAGEMENT POLICY

1. Objective

The objective of this Policy is to provide a framework for the prioritisation, application, management, and corporate accountability of grants received by Council contributing to the funding of the delivery of Council's Community Strategic Plan 2012, Corporate Business Plan, Forward Capital Works Plan, Long Term Financial Plan and annual budgets.

2. Policy Statement

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

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

3. Definitions

Community Strategic Plan	Council's corporate publication outlining the long term priorities for the community.
Council	Shire of Morawa.
Grant Agreement	Agreement created by the Funding Provider stipulating the objective of the grant including what the grant is to be expended on, reporting/acquittal dates, project outcomes and all other conditions Council is legally bound to.
Funding Provider	The Department, agency or entity providing the grant to Council.
Grants Database	Council's internal management document containing information on all grants applied for and received by Council.

4. Grant Types

4.1 Recurrent (Ongoing)

Recurrent grants are those that generally have a formal application and acquittal process and funds are distributed to Council based on criteria including demographics, geographic location etc. (ie Roads to Recovery, Federal Financial assistance grants, State funded operational grants, Black Spot Funding).

4.2 Non Recurrent (One-off)

Non-recurrent grants are those that involve a competitive process whereby Council is required to adhere to strict criteria, a formal application and acquittal process and justify how the project meets the guidelines as developed by the funding provider. Projects must have a start and end date. The majority of grants are non-recurrent opportunities.

5. Prioritising Projects

Grants are to be sought for projects in accordance with the Strategic Community Plan. In the event that large infrastructure grants are offered or Council is only permitted to submit one application for funding, project recommendations are to be discussed at an Senior Managers Meeting to prioritise the projects and then submit an application based on the project ranking decided at the meeting. Consideration of the projects must include availability of planning documents, up-to-date budgets and quotes and whether it is 'shovel-ready'.

6. Applications & Acquittals

6.1 Applications

A report is to be presented to Council, outlining the grant and its intended purpose, seeking endorsement to apply for the grant. Applications are to be compiled by the officers with the appropriate writing and technical knowledge. Applications are to be signed by the relevant Authorising Officer (see 10). Small grants less than \$10,000 not requiring Council contribution may be applied for without Council endorsement, however final approval of the expenditure will require Council endorsement through the budgetary process.

6.2 Reporting/Acquittals

Grants are to be properly reported on and fully acquitted/certified in a timely manner and in accordance with the grant agreement. This may involve the acquittal being audited by an external auditor. The budget and project outcomes must be evaluated. Unspent funds are to be returned to the funding provider with the acquittal.

6.3 Unspent Grants at year end /Grants unspent

Unspent grants at year end must be assessed and reviewed to ascertain if the project can still proceed within the allocated budget for the following year. Grant funds or surplus funding must be actioned as prescribed in the relevant clauses of the grant agreement

7. Grant Agreements

Successful applications must be formalised through a signed grant agreement between the funding provider and Council. Grant agreements establish the basis for effective working relationships between Council and the funding provider and are a shared understanding of objectives, responsibilities and expectations. Grant agreements are to be reviewed and signed

by the Chief Executive Officer. Occasions may require Council's common seal is to be stamped on the grant agreement's declaration page.

Failure to comply with grant requirements may render Council ineligible for further funding for future grant opportunities.

8. Funding/Claims

Grants issued in one financial year will fund activities that begin and conclude in the same financial year. However, this is not always possible, particularly in the cases of grants issued at the end of the financial year and multiyear grants. Grant agreements stipulate how funding is to be obtained and or how claims are to be made and these clauses must be adhered to.

9. Variations

Variations or extensions to grant agreements with funding providers shall only be made in writing. Variations will be considered by the funding provider and any agreed variation will be signed off by both parties.

10. Authorising Officer

The Chief Executive Officer is the Authorising Officer for Council and is therefore responsible for signing applications, agreements and acquittals on behalf of Council. Authority must be sought from Council to apply for each grant.

11. Governance & Accountability

Grants are to be a standing item at Senior Managers Meetings to discuss upcoming grants and grant applications in progress in an effort to avoid duplication and ensure transparency.

11.1 Database

A Grants Database is to be maintained by Council containing the project details, funding provider, grant requested, outcome of application, grant received, and date of notification, reporting /acquittal dates and reasons for unsuccessful applications.

12. Policy Administration

Directorate	Chief Executive Office
Responsible Officer	Chief Executive Officer
Council Reference	Ordinary Council Meeting - Item
Policy Review Date	Annually as required by regulation
File Number	ADM 0364
Relevant Legislation	<ul style="list-style-type: none"> • Local Government Act 1995 • Local Government (Financial Assistance) Act 1995
Related Polices/Procedures/Protocols	<ul style="list-style-type: none"> • Code of Conduct

Adopted Council meeting 16 October 2014

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

SUMMARY

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

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

DECLARATION OF INTEREST

Nil

ATTACHMENTS

Nil

BACKGROUND INFORMATION

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

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

OFFICER’S COMMENT

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

68. Fees and charges fixed by local government

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

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

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

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

COMMUNITY CONSULTATION

Nil

COUNCILLOR CONSULTATION

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

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

Nil

RISK MANAGEMENT

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

OFFICER’S RECOMMENDATION

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

Rubbish Collection Charges

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

to read ;

Rubbish Collection Charges

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

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

SUMMARY

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

DECLARATION OF INTEREST

Nil

ATTACHMENTS

Shire of Morawa Project Management Policy-3.10

BACKGROUND INFORMATION

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

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

OFFICER'S COMMENT

Extract from the Policy

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

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

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

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

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

COMMUNITY CONSULTATION

Nil

COUNCILLOR CONSULTATION

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

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

Nil.

RISK MANAGEMENT

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

VOTING REQUIREMENT:

Absolute Majority

OFFICER'S RECOMMENDATION

That Council resolves that;

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



3.10 SHIRE OF MORAWA PROJECT MANAGEMENT POLICY

1. Objective

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

2. Policy Statement

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

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

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

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

3. Definitions

Community Strategic Plan	Council's corporate publication outlining the long term priorities for the community.
Council	Shire of Morawa.
Project Manager	The person responsible for the day to day management of the project objectives, tasks, progress and project team.

4. Risk Management

Risk Management is an important obligation Council takes very seriously and proactively manages especially in regard to its projects delivery. In the formulation and delivery of projects, the Shire of Morawa is very aware that there are risks to be assessed and systematically managed, to which Elected Members, employees, community and interested parties may be exposed.

The Shire has a Risk Management Policy, Framework and system to be applied. In the concept formation, approval, planning, delivery, cost, quality and assurance control, monitoring and evaluation of projects, all elected members, managers, project managers, contractors, employees and interested parties are encouraged to consider and assess applicable perceived risks and, if necessary, communicate them to the Chief Executive Officer or Project Manager prior to the commencement of the project or relevant project phase or activity.

5. Policy Administration

Responsible Officer	Chief Executive Office
Council Reference	Ordinary Council Meeting - Item
Policy Review Date	Annually as required by regulation
File Number	ADM 364
Relevant Legislation	• Local Government Act 1995
Related Policies/Procedures/Protocols	• Code of Conduct • Project Management Procedure

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

SUMMARY

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

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

DECLARATION OF INTEREST

Nil

ATTACHMENTS

Shire of Morawa Risk Management Policy-3.11

BACKGROUND INFORMATION

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

Regulation 17. CEO to review certain systems and procedures

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

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

OFFICER'S COMMENT

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

Extract from the policy

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

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

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

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

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

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

COMMUNITY CONSULTATION

Nil

COUNCILLOR CONSULTATION

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

STATUTORY ENVIRONMENT

Local Government Act 1995

The Local Government Act 1995 (Audit) Regulations

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

Nil

RISK MANAGEMENT

Extract form the Policy

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

VOTING REQUIREMENT:

Absolute Majority

OFFICER'S RECOMMENDATION

That Council resolves that;

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



3.11 SHIRE OF MORAWA RISK MANAGEMENT POLICY

Purpose

The Shire of Morawa (“the Shire”) Risk Management Policy documents the commitment and objectives regarding managing uncertainty that may impact the Shire’s strategies, goals or objectives.

Policy

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

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

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

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

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

Definitions (from AS/NZS ISO 31000:2009)

Risk: Effect of uncertainty on objectives.

Note 1: An effect is a deviation from the expected – positive or negative.

Note 2: Objectives can have different aspects (such as financial, health and safety and environmental goals) and can apply at different levels (such as strategic, organisation-wide, project, product or process).

Risk Management: Coordinated activities to direct and control an organisation with regard to risk.

Risk Management Process: Systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.

Risk Management Objectives

- Optimise the achievement of our vision, mission, strategies, goals and objectives.
- Provide transparent and formal oversight of the risk and control environment to enable effective decision making.
- Enhance risk versus return within our risk appetite.
- Embed appropriate and effective controls to mitigate risk.
- Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
- Enhance organisational resilience.
- Identify and provide for the continuity of critical operations

Risk Appetite

The Shire quantified its risk appetite through the development and endorsement of the Shire's Risk Assessment and Acceptance Criteria. The criteria are included within the Risk Management Procedures and are subject to ongoing review in conjunction with this policy.

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

Roles, Responsibilities & Accountabilities

The CEO is responsible for the allocation of roles, responsibilities and accountabilities. These are documented in the Risk Management Procedures (Operational Document).

Monitor & Review

The Shire will implement and integrate a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends.

This policy will be kept under review by the Shire's Management Team and its employees. **It will be formally reviewed two years.**

Adopted Council meeting 18 September 2014

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

INTRODUCTION

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

DECLARATION OF INTEREST

Nil

ATTACHMENTS

Draft Morawa Aerodrome Master Plan 2014-2025

BACKGROUND INFORMATION

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

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

OFFICER’S COMMENT

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

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

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

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

COMMUNITY CONSULTATION

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

COUNCILLOR CONSULTATION

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

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

RISK MANAGEMENT

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

OFFICER'S RECOMMENDATION

It is recommended:-

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



Morawa Aerodrome

Master Plan 2014-2024

Prepared for the Shire of Morawa
By

Forte Airport
Management



MORAWA AERODROME MASTER PLAN 2014-2024

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Executive Summary

The Morawa Aerodrome Master Plan has been prepared by Forte Airport Management after due consideration of the Morawa catchment aviation demand profile, the aerodrome site constraints and development potential, the aerodrome operator expectations, CASA standards and aerodrome master planning guidelines.

The process has determined an appropriate master planning geometric layout for the ultimate development of the Morawa aerodrome for operations of aircraft type up to Code 3C.

The plan does not address commercial viability to accommodate air transport services or charter operations. Rather, it has established a development structure that will allow the Shire of Morawa to appropriately manage aviation industry demand into the future.

Like all planning documents it should be reviewed either when significant change demand arises or at regular intervals of the order of ten years to be assured the planning principles remain appropriate for the aerodrome and the needs of the Shire of Morawa. For the purposes of the Morawa Aerodrome Master Plan the vision extends to an adopted review date of 2024.

An initial works package has been identified and quantified for Morawa aerodrome to enable the Shire of Morawa to be appropriately positioned and take advantage of potential use by resource companies undertaking mining and exploration in their catchment. The cost plan, which sets out the scope of work and associated estimate comprises a separate section of the master plan.

The works, which include bituminous sealing of the runway and installation of electric runway lighting, are vital to ensure all weather and all hour aircraft operations can occur. This is reinforced with Morawa growing as an important regional town with public hospitals, schools and local based service suppliers establishing to meet the needs of the resource and agriculture sectors. There are **two stages** of development which are detailed throughout the document and in Section 10. of the Master Plan.

“All weather” airstrips are those typically constructed with sealed runways and adequate storm water drainage to avoid closure except in extreme storm events. As the closure of aerodromes result in lost productivity for those reliant upon them, such as companies with mobile work forces with FIFO operations, these users are very conscious of aerodrome infrastructure standards.

From an air charter operators perspective the same concern is expressed if rain prevents a landing as any delay or cancellation of a flight accumulates as a scheduling cost problem.

Where an aerodrome belongs to a small regional service centre, such as Morawa, which will potentially be used by the resource sector either directly and indirectly, then its financial contribution to the local economy can be significant further enhancing the case for “all weather” runway status.

A recommended budget for the work is \$2.6 million, which includes design and project management fees.

1.0 INTRODUCTION

The Morawa Aerodrome Master Plan is prepared for the Shire of Morawa as the owner of the aerodrome.

Aerodrome master planning seeks to examine current and future growth requirements, typically over a 5-10 year period, and provide an appropriate development framework to meet projected demands.

There can be a range of factors driving the planning process. It maybe business activity on the landside, aviation growth and the need for airside improvements, engineering service needs to facilitate site development, land available for development, surface access or external land use considerations.

Aviation activity growth is typically the primary driver for master planning because of its broader impact on infrastructure needs, such as the runway, apron and terminal building.

However, at Morawa aerodrome the significant pressure points are all aligned to the absence of essential infrastructure standards to satisfy 'all weather' general aviation charter operations and night flights and the consequent constraint this places on the ability to promote aviation growth.

There is a lack of suitable general aviation apron parking for regular charter operators. There is no basic general aviation terminal facility or public ablutions. The main runway is unsealed limiting its operational use to 'dry to depth' pavement conditions and night operations can only be conducted by emergency service flights using the portable solar lights. Further, the current length of the main runway 15/33 limits the type of charter aircraft that could operate.

The Morawa Gliding Club have operated from the aerodrome for many years and as a fixed base operator of non powered, light aircraft. It is highly desirable separation of their operations is kept separate from heavier fixed wing aircraft operations utilizing the main runway. Hence, separate apron areas are appropriate.

So this master plan has established the **framework** for the development of suitable apron parking areas for the range of general aviation aircraft operations and defined an area of expansion land suitable for development of a terminal building and hangars.

The Morawa Aerodrome Master Plan has considered constraints and opportunities and depicted the ultimate development potential for the site over the planning period. Further, it established a staged development plan to meet current and future operating requirements.

As the airport operator's business objective is to foster all aspects of flying, student flying, charter flying, scenic tour flying, flying for sport, gliding, ultra-light flying and small aircraft repair and maintenance, it is essential to ensure there is the right mix of sites available and the flexibility of user spaces to enable a compatible development outcome.

The considerations of the Gliding Club, the RFDS and a local pilot have been viewed in the preparation of the development plan for the airport to satisfy the interests of the widest range of potential users. User groups also need to be consulted during the design phase of proposed airport works to ensure specific issues, operational or otherwise, are addressed.

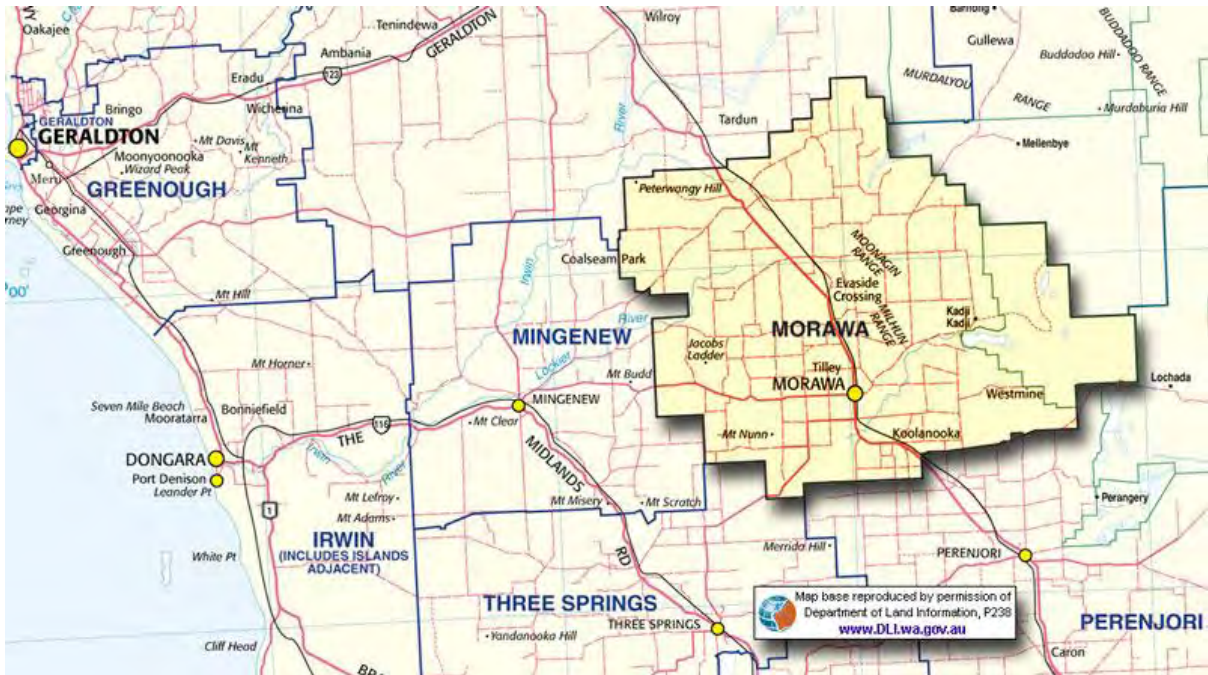
It is noted that airport development decisions will be commercially or financially driven from a timing point of view but invariably any airport development of this nature has the potential to generate secondary economic benefit to local business and the community generally.

2.0 EXISTING AERODROME SITE

The Shire of Morawa is located approximately 400 km north of Perth in the Midwest region of Western Australia. It has catchment of 3,516 square kilometres and a population of between 900 to 1,000.

Morawa township is a key regional centre with a rich agriculture and mining history.

Although agriculture remains a stable economic contributor to the State it is the emergence of the resource sector activity and various associated aligned services that have provided a distinct boost to the town and its need for aerodrome infrastructure upgrade to serve the business needs of the wider catchment area.



The Shire own and operate the Morawa aerodrome which is situated approximately 2 km east of the Morawa township with all its approaches aligned over farm land.

Morawa aerodrome, also known as 'Prater Airport' after Mr. R. C. Prater a pioneer of the district who was responsible for sourcing the land, was officially commissioned in 1948.

It is presently a registered aerodrome with the Civil Aviation Safety Authority (CASA) and is compliant with the necessary regulatory standards pertaining to civil aviation aerodromes in Australia.

It was originally constructed to Department of Civil Aviation (DCA) aerodrome standards and up until recent times was used as an Aerodrome Landing Area (ALA) due to lack of demand and high regulatory costs to sustain being 'licensed'. However, the aviation demand equation has changed over the past five years necessitating significant improvement works being undertaken by the Shire to achieve CASA registration standards.



The aerodrome has two cross direction natural surface runways with a small sealed apron parking area. The detailed particulars of the aerodrome facilities are published by Airservices Australia (AsA) in the Enroute-Supplement Australia (ERSA) handbook used by the flying fraternity.

The physical characteristics of the aerodrome are described as follows.

2.1 Runways

Runway 15/33 is 1350 metres x 30 metres within a graded 90 metre wide runway strip, which is defined by day marking aids.

This runway has solar runway lights that can be pilot activated by VHF radio frequency. The lighting is approved for emergency use by RFDS flight operations only.

Secondary (east-west alignment) runway 09/27 is 975 metres x 18 metres within a 60 metre wide runway strip. It is suitable for day operations by light aircraft when cross wind conditions prevail.

2.2 Apron and Taxiway

A sealed apron adjoins the main runway strip 15/33. It has a small stub taxiway link that connects to the apron just outside of the runway strip markers. This is a shared use apron for aircraft parking by the Morawa Gliding Club and itinerant aircraft.

2.3 Navigation Aids

There is a ground based Non-directional Beacon (NDB) navigation aid, from which an approach procedure is published for runway 15/33. The navigation aid is owned by AsA. In addition AsA have designed and published a GPS straight-in approach to this runway.

An Automatic Weather Station (AWS) is located on site, which is owned and operated by the Bureau of Meteorology. Although it not equipped to broadcast instant weather it could be linked by VHF radio equipment provided this was privately funded and received the Bureau's approval.

2.4 Wind Indicators

A new primary wind indicator centrally located has been established for day operations. A secondary wind indicator is also provided.

2.5 Other Infrastructure

A private hangar, used by the Morawa Gliding Club, a St Johns patient transfer building and an old terminal/residence building that is used as gliding club rooms are located adjoin the apron area.

Mains power is available to the site via an overhead feed.



Morawa Gliding Club Infrastructure

A new sealed access road into the airport has been constructed, which is an eastern extension of Manning Road. This route alignment is to the east of the Shire's recreation facilities enabling the access to the aerodrome to be separated from access to the sports oval.

3.0 AVIATION PROJECTIONS

3.1 Current Traffic

No formal records are kept to determine annual aircraft movements at Morawa aerodrome but a reasonable estimate can be made.

Activity can be broken into three key general aviation groups, namely the RFDS, Glider operations and itinerant movements.

The Gliding Club indicate around 1,000 launches per annum occur. Weekend gliding and flying training activity generate significant peaks with club members arriving for the social enjoyment and flying.

The Royal Flying Doctor Service (RFDS) indicate an average of 30 visits per annum, many of which are night movements at the request of the Morawa Hospital medical team.

Fixed wing general aviation charter movements are ad hoc to suit the business activity of the catchment. There is no actual movement record but a reasonable estimate is around 750 per annum.

The above collective, plus the potential for regular charter operations serving the resource sector of the order 6-10 flights per month, determines the basis for current planning of 2,300 per annum movements increasing to 5,000 as a reasonable assessment upon which to base ultimate planning decisions for the Morawa aerodrome.

3.2 Demand Analysis

Morawa Gliding Club is one of five at aerodromes in Western Australia. The other clubs are located at Beverley, Cunderdin, Narrogin and Cranbrook. The club has three aircraft, a hangar and club room facilities and activity levels are considered stable.

Aviation demand (growth) will most likely be influenced by the activity of the resource sector.

Mutiny Gold are a company scheduled to commence rework of the 'Gullewa' tenements within the Deflector Mineralized Corridor some 60 km north-east of Morawa. The company estimate that around 6 flights per month of 30 seater type aircraft will operate into Morawa.

Sinosteel Midwest have relocated their mining operations from Koolanooka, which was 20 km east of Morawa to the 'Blue Hills' Mungada mine site which is 90 km east, after depleting reserves and are presently operating into Karara aerodrome. The company advises low level prospective activity will continue at Koolanooka and result in the requirement for ad hoc charter flights into Morawa.

Karara Mining have a requirement to upgrade their mine site aerodrome and have sought assistance from the Shire of Morawa to utilise the Morawa aerodrome. The demand timeline is yet to be determined but maybe as early 2015. The immediate term operation requirement would be for a period of 4-6 weeks and the aircraft type operations would be Dash8-100/300 type. Beyond this period the company indicate there is potential for limited small aircraft type operations into Morawa.

Imerys Talc Australia operations at Three Springs indicate they would have requirement for the occasional use of Morawa aerodrome, particularly if it is bitumen sealed. Mainly a local

workforce is employed however flights for management visits are undertaken and use is made of the Three Springs landing ground if conditions are dry and the aircraft type is light.

Prospective work is being conducted by Sheffield Resources Ltd on a substantial potash tenement just west of Morawa. Drilling is in progress and this may in the future become a project that gives rise to further resource driven demand for aircraft operations into Morawa.

Locally established service companies and external suppliers of goods and services to Morawa and its greater catchment, comprising predominantly agriculture and mining, are all reliant upon the aerodrome providing the option for expedient air transfer of goods and service personnel.

4.0 BASIS OF DESIGN

4.1 Standards

Morawa aerodrome is a general aviation aerodrome serving the collective needs of a range of private air operators within the Shire of Morawa catchment. It is registered with the Civil Aviation Safety Authority (CASA).

CASA standards are established from the International Civil Aviation Organisation (ICAO) published standards and are published in their Manual of Standards (MOS) Part 139 - Aerodromes.

Design standards require the adoption of a design aircraft type and then assigning a reference code number and code letter for the aerodrome for which CASA facility standards then apply.

As there are many aircraft that may fit within the range of code criteria established by CASA it is necessary to establish the appropriate type for the master planning of the aerodrome.

The table below sets the aircraft runway length requirement, aircraft wing span and outer main gear wheel span set of criteria for the codes.

Table 4.1 Aerodrome Reference Criteria

AERODROME REFERENCE CODE				
Code Number	Aeroplane Reference Field Length	Code Letter	Wing Span	Outer Main Gear wheel Span
1	< 800m	A	< 15m	< 4.5m
2	800m < 1200m	B	15m < 24m	4.5m < 6.0m
3	1200m < 1800m	C	24m < 36m	6.0m < 9.0m
4	> 1800m	D	36m < 52m	9.0m < 14 m

Reference: MOS Part 139 Table 2.1-1

Morawa aerodrome 09/27 runway is 975m x 18m width and by length is deemed Code 2 capable. However, it presently published as Code 1B for the reason its runway width is prepared and declared at 18 metre. (refer to Table 4.2).

Main runway 15/33 is 1350m x 30m width and by length is Code 3 capable. However, it is presently published as Code 2 for reasons of managing the approach inner edge clearances at 90 metres, rather than 150 metres as required by the approach procedures.

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However, where visual meteorological condition flight operations are conducted by aircraft below 22,700 Kg then it is acceptable for Code 3 runways to retain a 90 metre inner edge.

The approach and takeoff obstacle clearance surfaces requirements are discussed at Section 7.0.

Table 4.2 Runway Width and Reference Code

Code Number	Code Letter					
	A	B	C	D	E	F
1	18 m	18 m	23 m	–	–	–
2	23 m	23 m	30 m	–	–	–
3	30 m	30 m	30 m	45 m	–	–
4	–	–	45 m	45 m	45 m	60 m

Reference: CASA's Table 6.2-1

Note: Subregulation 235A (1) allows CASA to issue instructions specifying the minimum runway width applicable to an aeroplane or a type of aeroplane. Use of that runway width is subject to compliance with the conditions contained in the instructions.

The below Table 4.3 'Aircraft Type and Reference Code' provides an extensive list of aircraft type that meet the light and medium size general aviation aircraft.

Light being categorised as having less than or equal to 5,700Kg Maximum All Up Mass (MAUM). Medium size being less than 22,500 Kg MAUM.

Table 4.3 Aircraft type and Reference Code

AEROPLANE TYPE	REF CODE	AEROPLANE CHARACTERISTICS					
		ARFL (m)	Wing-span (m)	OMGWS (m)	Length (m)	MAUM (kg)	TP (kPa)
Beechcraft:							
58 (Baron)	1A	401	11.5	3.1	9.1	2449	392
100	1A	628	14.0	4.0	12.2	5352	-
Britten Norman Islander	1A	353	14.9	4.0	10.9	2850	228
Cessna:							
172	1A	272	10.9	2.7	8.2	1066	-
206	1A	274	10.9	2.6	8.6	1639	-
310	1A	518	11.3	3.7	9.7	2359	414
404	1A	721	14.1	4.3	12.1	3810	490
Partenavia P68	1A	230	12.0	2.6	9.4	1960	-
Piper:							
PA 31 (Navajo)	1A	639	12.4	4.3	9.9	2950	414
PA 34	1A	378	11.8	3.4	8.7	1814	-
Beechcraft 200	1B	592	16.6	5.6	13.3	5670	735
Cessna:							
208A (Caravan)	1B	296	15.9	3.7	11.5	3310	-
402C	1B	669	13.45	5.6	11.1	3107	490
441	1B	544	15.1	4.6	11.9	4468	665
DHC 6 Twin Otter	1B	695	19.8	4.1	15.8	5670	220
Dornier 228-200	1B	525	17.0	3.6	16.6	5700	-
Lear Jet 28/29	2A	912	13.4	2.5	14.5	6804	793
Beechcraft 1900	2B	1098	16.6	5.8	17.6	7530	-

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AEROPLANE TYPE	REF CODE	AEROPLANE CHARACTERISTICS					
		ARFL (m)	Wing-span (m)	OMGWS (m)	Length (m)	MAUM (kg)	TP (kPa)
CASA C-212	2B	866	20.3	3.5	16.2	7700	392
Embraer EMB110	2B	1199	15.3	4.9	15.1	5670	586
Metro II	2B	800	14.1	5.4	18.1	5670	740
Metro III	2B	991	17.37	5.4	18.1	6577	740
ATR 42-200	2C	1010	24.6	4.9	22.7	16150	728
Cessna 550	2C	912	15.8	6.0	14.4	6033	700
DHC-8:							
100	2C	948	25.9	8.5	22.3	15650	805
300	2C	1122	27.4	8.5	25.7	18642	805
Lear Jet 55	3A	1292	13.4	2.5	16.8	9298	-
IAI Westwind 2	3A	1495	13.7	3.7	15.9	10660	1000
BAe 125-400	3B	1713	15.7	3.3	15.5	12480	1007
Canadair:							
CL600	3B	1737	18.9	4.0	20.9	18642	1140
CRJ-200	3B	1527	21.21	4.0	26.77	21523	1117
Cessna 650	3B	1581	16.3	3.6	16.9	9979	1036
Dassault-Breguet: Falcon 900	3B	1515	19.3	5.3	20.2	20640	1300
Embraer EMB 120	3B	1420	19.78	4.8	20.0	11500	-
Metro 23	3B	1341	17.4	5.4	18.1	7484	742

Reference: MOS Part 139 Table 2.1-2 (in part)

From the above table secondary it is apparent runway 09/27 can serve the operational needs of aircraft type such as B200 King Air (Code 1B) a twin engine turbo-propeller aircraft that seats nine passengers and is in operational use by the RFDS.

Although it should be noted that the RFDS recommend a minimum of 1200 metres of runway length for all their aircraft operations runway 09/27 at 975 metres length should enable day operations, perhaps with limits on payload.

The Morawa Gliding Club are fixed base operators and the club and private member aircraft are all below 5,700 kg registered MAUM.

Most gliders have a wing span in the range 15 metres to 20 metres which puts them in a Code 1B category. The Air Tractor AT-802 aerial water bomber is also a Code 1B aircraft with a wing span of 18 metres.

Runway 09/27 physical dimensions and its existing design Code 1B are adequate for the current order of operations. However, for the master plan horizon Code 2C is appropriate. This would develop the runway width from its current 18 metres to a 30 metre width, a width dimension recommended by the RFDS.

Larger aircraft type (greater than 5,700 Kg) include the contracted Government corporate jet to fly ministers and other officials which is a Cessna 550, with design Code 2C.

The Dash 8 100/200/300 aircraft requires a Code 2C. It is a popular charter aircraft for the Fly-in Fly-out (FIFO) market because of its cost effective range of around 500 km, ability to carry between 30-40 passengers and its relatively short runway requirements.

The Beech 1900 is another popular 19 seater charter aircraft used for FIFO.

So it is appropriate to ensure the development standards at Morawa aerodrome accommodate the CASA design standards for the range of aircraft use.

However, given 15/33 runway length determines it is a Code 3 runway (between 1200-1800 metres) it would be appropriate to optimise planning to meet the full potential of Code 3 aircraft such as the Metro 23 (19 seats) and EMB 120 Brasilia (30 seat) to operate.

It is recommended the Basis of Design for the Morawa Aerodrome Master Plan, which establishes the geometric parameters, be Code 3C for Runway 15/33 and 2C for Runway 09/27.

4.2 Charter Aircraft Requirements

To determine the most suitable type aircraft for closed charter services it is appropriate to consider a range of potential aircraft type and their associated aerodrome requirements.

Aircraft operators typically offer the airframe grouped into 'high capacity', 'medium capacity' and 'low capacity' type subject to their passenger carrying limits as determined by the manufacturer.

The high capacity group are all jet aircraft and have seating for 70 or more passengers. Jet aircraft are not as cost effective to operate on short sector lengths such as Perth to Morawa (400 km) as the turbo-propeller type aircraft.

This is evidenced by the scheduled air services between Perth and Geraldton airports being conducted with Q400 and F50 turbo-propellor (medium capacity) aircraft type.

Hence, aircraft type most likely to operate to and from Morawa aerodrome, either for charter or Regular Public Transport (RPT) will be either medium capacity (50 to 70 seats) or low capacity (10 to 35 seats) dependent upon the passenger uplift needs.

Regulatory and industry standards dictate that the selected medium and low capacity aircraft type will have more than one engine and be capable of operation by two pilots under the instrument flight rules (IFR).

The following tables provide a range of aircraft type and their major characteristics that could be considered to operate to Morawa .

Table 4.4 Medium Capacity Aircraft Types

Medium Capacity	# Seats	Reference Code *	Runway (Length** (m)	RWY Width	RWS Width
F50	46	3C	1,760	30	90
EMB 120 ('Brasilia')	30	3B	1,420 (1,500)+	30	90
DHC-8-300	50	2C	1,130 (1,400)+	30	90
DHC-8-100 ('Dash 8')	34	2C	1,000 (1,400)+	30	90

Table 4.5 Low Capacity Aircraft Types

Low Capacity	# Seats	Reference Code *	Runway (Length** (m)	RWY Width	RWS Width
Beech 1900	19	2B	1,098 (1,500)+	23	90
Metroliner 23 ('Metro 23')	19	2B	1,000 (1,500)+	18	90
Beech 100 or 200 ('King Air')	10	1B	592 (1,100)+	18	60
C441 ('Conquest')	10	1B	544 (1,100)+	18	60

Notes:

An indicative figure – absolute numbers of seats depends upon the operator's aircraft configuration.

* Reference ICAO Annex 14. The Code is composed of two elements: element 1 is a number related to the aeroplane reference field length; and element 2 is a letter related to the aeroplane wingspan and outer main gear wheel span. The code sets the physical characteristics of the aerodrome.

** Extracted from CASA document MOS 139, Ch 2, Table 2.1-2. In practice, the required runway length may vary by 10-20% from this figure depending on temperatures and required payload and fuel.

+ Realistic Runway Lengths based on requirements of the air operator.

4.3 Aerodrome Operator Requirements

The Civil Aviation Safety Regulations (CASR's) establish various levels of compliance subject to the size of aircraft and nature of operations conducted.

For aircraft with less than 10 passenger seats and involved only in charter operations then an Aeroplane Landing Area (ALA) is an acceptable standard to the Civil Aviation Safety Authority (CASA). This standard may apply if the Conquest and King Air aircraft type are utilized.

Where charter or Regular Public Transport (RPT) aircraft operations occur conducted with more than 9 seats but not more than 30 seats the construction and operating standards of the aerodrome must conform to those of registered aerodromes. This criteria is currently met at Morawa aerodrome. Further, registration is also essential if the aerodrome is to have published instrument non-precision approach procedures.

An additional obligation on the aerodrome operator is the conduct of an annual safety inspection report, an aerodrome reporting officer must be appointed and the operating standards are subject to CASA surveillance. Morawa aerodrome is registered thereby permitting aircraft type up to 30 seats, such as Metroliner 23 and Beech1900 to operate regular charter services.

Certification of the aerodrome is mandatory for aircraft operations, either charter or RPT, by aircraft with passenger seating greater than 30.

5.0 AIRSIDE PLAN

5.1 Runway 09/27

Runway expansion beyond its existing 975 metre length is limited by a fence 160 m from the western end (golf course) and 140 m from eastern end (paddock). This suggests any extension of the runway would need to be east and acquisition of farm land necessary.

The runway utilisation is 'secondary' when cross wind operations on the main runway 15/33 exceed the aircraft's stability tolerance. The larger the aircraft the greater its cross wind tolerance. So for the greater than 5,700 Kg type their operations will be contained on main runway 15/33.

Runway 09/27 is currently a non-instrument runway and this planning standard is recommended to be retained.

5.2 Runway 15/33

Runway 15/33 is developed as 1350m x 30m and it is the dominant alignment for the prevailing wind.

The gravel runway is located within a graded 90 metre runway strip.

The runway strip ends are approximately 200m-250m from fenced boundaries at either end. To the north is the Morawa - Yalgoo Road and to the south is agriculture land.

Extending 15/33 runway by 150 metres to the south would provide a runway length of 1500 metres. This is a practical length for the range of aircraft up to Code 3C type that may use Morawa.

It will be necessary to remove and reposition signs, approximately 250m distant from current threshold as these critical objects result in published gradients of 2.24%. Removal of the signs will permit the takeoff gradient to be reduced to a recommended 2% or less, subject to survey.

An ultimate development length of 1600m can be achieved if another 100m extension is added to the north.

At this juncture it is not deemed required for the aircraft type considered potential users. However, if say the Fokker 50 were to be put into service then this extra runway length would be appropriate.

It is recommended runway 15/33 be master planned to Code 3 Instrument non-precision standards and to length 1600 metres.

5.3 Physical Characteristics of Runways

The physical geometric characteristics for both runways in their ultimate development are tabulated below.

Table 5.1 Geometric Runway Design Requirements

Characteristic	Runway 09/27 (ultimate) Code 2C	Runway 15/33 (ultimate) Code 3C
Runway Length	975m	1,600m
Runway Width	30m	30m
Runway Strip Width	90m, but 60m when used by aircraft not exceeding 5,700 Kg by day	150m, with 90m graded & marked
Clearway	60m	60m
Runway End Safety Area (RESA)	Not mandatory	90m, but 60m for non jet operations.
Runway Shoulders	Not mandatory	Not mandatory. Desirable for sealed runways.

5.4 Taxiway Widths

Taxiway widths are also established by the Aerodrome Reference Code for the aircraft it is intended to serve.

Although for master planning a Code 3C is adopted for runway 15/33 it is not necessary that all taxiways be established to this standard. For instance, the taxiway servicing the Gliding Club requires Code 1B for the aircraft in use at the aerodrome.

Code 1B requires a 10.5 metre minimum width taxiway. The actual width of the main sealed taxiway meets this requirement.

For the master planned Code C standard 15.0 metre taxiway widths are required.

All taxiways must also be located within a taxiway strip, just as runways are positioned within runway strips.

The taxiway and taxiway strip widths versus code letter are expressed in Table 5.2 below.

Table 5.2 Taxiway Width and Reference Code

Code Letter	Taxiway Width (minimum)	Taxiway Strip Width	Taxiway Strip Width (Graded)
A	7.5m	32.5	22.0
B	10.5m	43.0	25.0
C	18.0m (15m for wheel base < 18m)	52.0	38.0

Reference: CASA MOS Part 139 Table 6.3-1

Transitional surface clearance standards necessitate parked aircraft and passenger terminal buildings and hangars to be located clear. An infringement of the Obstacle Limitation Surfaces (OLS) is deemed an obstacle and must be avoided unless physical constraints prevent thereby warranting developing a safety case for consideration by CASA. The benefit of master planning is the ability to create a development plan that will allow future expansion without limitations.

Future infrastructure must be clear of the operational airspace and be able to expand in line with future demand for the likes of hangars and apron parking.

Due to the limited available aircraft apron area for the Gliding Club aircraft, as currently situated, it is not practical to locate general aviation charter aircraft in the same vicinity.

A new taxiway and apron development location is recommended for Morawa aerodrome, as depicted by drawings MRW-001 Sheet 1 & 2.

Immediate development needs can be met without conflict with the NDB.

With regard to the Glider taxiway/apron area an expansion of the existing can occur. It is effectively positioned in the 'flyover' area (ie the non-graded portion) of the runway strip but the aircraft size mean they will not cause infringement of the arising surface when instrument landings are conducted by Code 2 aircraft type.

The obstacle clearance gradient is 1:7 from the edge of the marked 90 metre runway strip.

All new building structures though are to be located behind the building line, within the building reserve, and capped at 5 metre maximum height.

The building reserve backs up to the aerodrome reserve property boundary.

5.5 General Aviation Charter Apron

Apron depth for charter or RPT operations of aircraft such as the Dash 8 and up to F50 type require 60 metres to apron edge to taxi and then manoeuvre onto a dedicated bay.

All aircraft above 5,700 Kg must taxi onto an apron parking bay, which is marked as suitable for the particular aircraft type. Apron markings would be determined as a design detail at the appropriate time.

The Apron Building Area Development plan MRW-001 Sheet 2 depicts the extensive ultimate capacity for apron expansion and building development to suit the growth needs of both itinerant and fixed based operators.

Other aircraft operational needs include fixed wing water bomber aircraft and associated water storage tanks and transfer pump equipment.

Also an aircraft parking area for under 5,700 Kg aircraft type such as the RFDS that can allow itinerant short term turn around.

Light aircraft term parking also should be catered for in this zone with clearly identified parking signage.

5.6 Airfield Lighting

Runway 15/33 is equipped with solar lights installed at 90 metre interspacing. The lights can be activated manually and by VHF frequency, termed Pilot Activated Lighting (PAL).

There are no lights on secondary runway 09/27. Operational requirement for night flying is typically very low (around 10% of all flying hours) at all regional airports and a single direction lit runway is therefore considered adequate.

Reliability of the existing solar lights, particularly for VHF activation, has been brought into question with recent call out to manual activate.

Mains power electric lighting provides a high level of operational reliability with installations needing to be undertaken by licensed electrical installers and then flight tested by a CASA certified person.

The master plan recommends an electric airfield lighting system be provided for runway 15/33, extending to the proposed new taxiway link and apron. The extent of apron lighting being aligned to extent of terminal expansion.

6.0 LANDSIDE PLAN

6.1 Building Reserve

The landside development is required to occur behind a designated 'building line', which is a demarcation boundary on the landside for airside security and safety and in the context of planning the limit to which buildings are separated from apron parking areas.

Priority location is afforded to the development site for a terminal building. Investment in building infrastructure may be modest in the first instance but preserving the location is important because it caters for the public users of the aerodrome. An RFDS patient transfer building meets the criteria to be located within the 'Terminal Reserve'.

Private infrastructure investment sites with sole use characteristics have been allocated as those south of the general aviation 'Terminal Reserve'.

Buildings that have a requirement to interface with apron areas (eg hangars) should be afforded lease sites on the first tier of land adjoin the apron.

Office and commercial aligned business activity requiring sites for building would typically be assigned a lease site on the second tier of land. ie not up to the building line. As the demand for non-aviation sites does not presently exist this consideration can be addressed under a future review of the master plan.

6.2 Telephone

No public phone exists at the airport but mobile coverage does. Whereas the aviation industry typically has sought landlines for flight planning and internet access it is now readily achievable by mobile means.

Hence, the provision of telephone land lines has no immediate need.

6.3 Aviation Fuels

Currently there is no provision of fuel at Morawa aerodrome.

The purchase and installation of fuel facilities at the aerodrome would enhance its attractiveness to general aviation but cost of such installation would need to be balanced against fuel uptake and other priority upgrade works.

Geraldton to the east and Meekatharra to the north both have JetA1 and Avgas bulk storage and pump dispense supply.

The travel range of most turbine aircraft is such that on carriage of the fuel uplifted from say Perth, Geraldton or Meekatharra would suffice for the trip planning.

The provision of a storage shed for drum stock of fuel can be considered if the demand for drum stock can be demonstrated by a regular customer.

6.4 Ground Handling Equipment Storage

Ground handling equipment is required for larger aircraft type to enable transfer of passenger bags to and from landside to the aircraft and vice versa.

Typically supplied by the air operator but a covered awning/shelter to protect equipment from the weather is required. This may comprise an extension to a general aviation terminal.

A practical way of achieving is the provision of an extended roof line from the terminal with associated hard stand. When terminal building funding is secured this development need should be appraised as part of a stage two development.

6.5 Car Park

Vehicle parking needs are to be considered when planning for development of the general aviation terminal.

The master planning has provided a concept layout for vehicle access and parking associated with provision of a general aviation terminal.

6.6 Engineering Services

Horizon Power electricity supply would be available but may necessitate a headworks contribution to connect into the master plan building area location because of the separation distance from the existing apron area.

A generated emergency power source could also be considered as back up to mains power airfield lighting. This is a mandated requirement for night RPT operations but for charter diversion maybe acceptable and for the RFDS the current solar lighting would be acceptable.

Water supply could be a storage tank that is filled as required to meet ablution requirements or if economics permit an extension of the scheme supply.

7.0 EXTERNAL LAND USE

7.1 Clearways & RESA's

Regulatory standards for registered and certified aerodromes require provision of an obstruction free rectangular plane, extending from the physical end of a runway over which an aeroplane taking off may make a portion of its initial climb.

Termed clearway, its surface is not prepared for surface movement, but is clear of upstanding obstacles to permit safe over-flight.

The minimum length of the clearway to be provided is 60 metres for Code 2 and 3 runways and this length is provided between the end of the runway and the runway strip end.

A Runway End Safety Area (RESA) is required for Code 3 runway 15/33 and the minimum length is 60 metres. It needs to be extended to 90 metres should jet RPT aircraft operations occur.

The RESA is provided beyond the end of the runway strip to protect an aircraft in the event of undershoot or overrun occurring. The width of RESA is twice the width of the runway or 60 metres for the 15/33 runway.

The RESA must be prepared so as to reduce the risk of damage to an aircraft, enhance its deceleration and facilitate the movement of rescue and fire fighting vehicles.

Adequate development capacity to implement RESA's at both runway 15/33 ends.

7.2 Runway Approach Areas

The approach/takeoff surfaces of the runways are inclined planes arising to/from the end of the runway strip end, termed the 'inner edge'. These surface extend outwards up to distance of 15,000 metres depending upon runway use (instrument or visual). The width and slope of the approach/takeoff surface are also dependant upon runway code categorisation.

The surface governs the height of objects on or near the airport. Objects should not penetrate or extend above the approach/takeoff surface. If they do they are classified as obstructions and must be either marked or removed.

To further enhance the safe operations of aircraft the FAA recommend (FAA AC150/5300-13 'Airport Design') Runway Protection Zones (RPZ) under the approach path to be kept clear of all obstructions to enhance the protection of people and property on the ground.

For proposed instrument non-precision runway 15/33 the RPZ is trapezoid with dimensions 150 metres at the inner edge extending out 500 metres to a width of 300 metres.

For small aircraft exclusively, namely runway 09/27 the RPZ dimensions recommended are 80 metres at the inner edge extending out 300 metres to a width of 150 metres

7.3 Obstacle Limitation Surfaces

The Obstacle Limitation Surfaces (OLS) are prescribed clearances associated with both approach and takeoff from a runway. The clearances vary by standard of runway approach.

Runway 09/27 is non-instrument (ie no approach procedure available to it) and being Code 2 has a set of surfaces quite contained to the runway inner edge and extending out only 2,500 metres.

Runway 15/33 is instrument non-precision and has a greater divergence angle from the inner edge and a lower approach slope and its protection length extends out 15,000 metres.

Drawing MRW-002 Sheet 3 of 3 has the applicable data table extracted from CASA's MOS 139 Table 7.1-1 'Approach Runways' and Table 7.1-2 'Take-off Runways'.

The overall OLS heights (aerial contours) to be protect are depicted by the drawing set MRW-002 Sheets 1, 2 & 3.

The primary surfaces have no obstacle issues. The approach/take-off surfaces associated with runway 15/33 do need to be closely managed with external planning control over building and structures occurring in these critical zones.

It is advisable the Shire of Morawa capture the aerodrome height controls under its planning scheme, thereby enabling more detailed assessment of any development proposal for new structures in the approach and takeoff zones of the aerodrome to prevent new structures becoming obstacles around the aerodrome.

8.0 NAVIGATION AIDS

8.1 Instrument Runway 15/33

Morawa has a published non-precision Approach (NPA) instrument procedure (non-instrument) to permit runway aligned approaches to runway 15/33. The NPA instrument procedure is designed around an emitted signal (range 50nm) from a ground based radio navigation aid, the Non Directional Beacon (NDB).

Airservices Australia (AsA) is the responsible organisation for maintenance of the NDB and the validity of the NPA procedure. AsA have advised they will be decommissioning the NDB and voiding the NDB NPA mid 2016, the work being completed by contractors and the site returned to 'greenfield' standard.

The reason being the greater reliance upon Global Positioning System (GPS) approaches using satellites and a national reduction of NDB's that are not used for alternate flight operations. That is operations where air operators plan for either poor weather or fuel requirements to divert to an alternate aerodrome.

Geraldton airport is the closest to Morawa and offers this capability with NDB, VOR and GPS-NPA navigation runway aligned procedures.

Morawa aerodrome will not be without a published INPA. AsA have published a GPS arrival procedure and a runway 33 NPA GPS aligned procedure.

9.0 DRAWING SCHEDULE

The following schedule of drawings are appended.

Drawing Name	Plan Number
MORAWA AERODROME – Airside Development Layout	MRW-001 Sheet 1 of 2
MORAWA AERODROME – Apron and Building Area Development	MRW-001 Sheet 2 of 2
MORAWA AERODROME - Stage 1 Upgrade Works	MRW-003 Sheet 1 of 1
MORAWA AERODROME – Obstacle Limitations Surfaces, Inner	MRW-002 Sheet 1 of 3
MORAWA AERODROME – Obstacle Limitation Surfaces, Outer North	MRW-002 Sheet 2 of 3
MORAWA AERODROME - Obstacle Limitation Surfaces, Outer South	MRW-002 Sheet 3 of 3

10.0 INFRASTRUCTURE WORK

10.1 Aerodrome Development Works - Stage 1

The suite of works to upgrade Morawa aerodrome to suit low and medium capacity charter aircraft operations are described as follows.

- Runway 15/33 lengthened by a southern 150 metres extension to suit Code 3C aircraft, taking total length to 1500 metres. Development would be subject to detailed survey taking due account of critical obstacles and mitigation of current infringements.
- Pavement constructed at 30 metre width to F50 aircraft pavement strength. This ensures the future range of turbo-propeller aircraft can operate without pavement concession or risk of pavement damage.
- Runway to be spray sealed with a two coat aggregate and sand emulsion finish.
- Runway day visual markings to include surface paint and the strip width of 90 metre delineated by cones/gables.
- Main power runway lights installed to CASA registered/certified aerodrome standards.
- A new sealed general aviation taxiway and apron parking area developed with associated lighting from the runway lighting circuit.
- Secondary runway 09/27 would require 'nibs' of seal constructed out to the limit of the associated fillets connecting the intersect runways. No other works are required.
- General aviation terminal and ablution facilities provided. Existing facilities are a part of the Glider Club infrastructure.
- The GPS-NPA instrument procedure on runway 15/33 revalidated for the new runway threshold.
- Illuminated Wind Indicators either provided at each runway threshold or a VHF transmission from the existing Bureau of Meteorology automatic weather recording site established to effectively convey the equivalent information to pilots conducting straight in approaches.
- Survey of runway 15/33 takeoff/approaches and publication of the information.

The indicative estimate to upgrade Morawa aerodrome, as per the above itemized Stage 1 works is \$2.6 million with the key items of cost separately itemized.

10.2 Aerodrome Development Works - Stage 2

Future work considerations in the 5-10 year time frame are as follows, but not limited to;

- Widen runway 09/27 (gravel) from 18 metre to 30 metres at an estimated \$100k.
- Provide a VHF Automatic Weather Information Service (AWIS) from the current telephone Automatic Weather Information Broadcast (AWIB) at an estimated \$10k.
- Construct a Ground Service Equipment (GSE) shelter/shed with paved areas at an estimated \$40k.

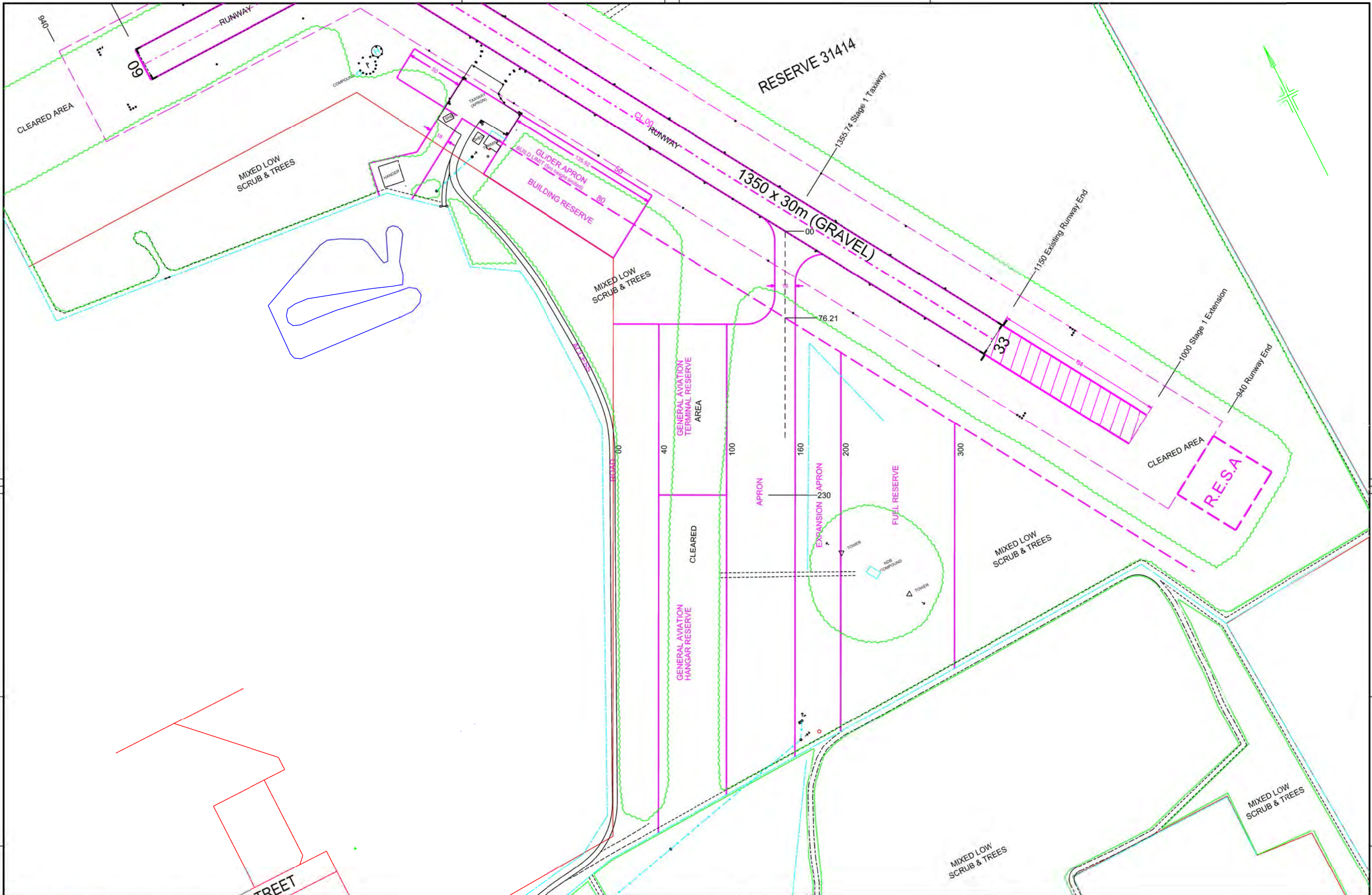
MORAWA AERODROME MASTER PLAN 2014-2024

MORAWA AERODROME DEVELOPMENT ESTIMATE					
Runway 15/33 Upgraded to 1500 m x 30 Sealed					
GA Apron, Taxiway and Terminal Constructed					
ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
1	PRELIMINARIES/ESTAB/DEMOB	Item			\$150,000
			Total ESTABLISH		\$150,000
2	CLEARING (Approach/Takeoff)	Item			\$2,000
			Total CLEARING		\$2,000
3	FORMATION EARTHWORKS RWY EXTENSION				
	Excavation Runway to Subgrade & Compact Cut to Spoil (150m x 90m) x 0.30 depth	cu. m	4,050	6.10	\$24,705
	Borrow to Fill with suitable Sub-base gravel. (150 x 30) x 0.20 depth = 900 cu. M	cu. m	900	12.40	\$11,160
		Cut	Total EARTHWORKS		\$35,865
4	FORMATION EARTHWORKS GA APRON/TAXIWAY				
	Excavation Taxiway to Subgrade & Compact Cut to Spoil (60m x 23m) x 0.30 depth	cu. m	414	6.10	\$2,525
	Excavation Apron to Subgrade & Compact Cut to Spoil (60m x 100m) x 0.30 depth	cu. m	1,800	12.40	\$22,320
		Cut	Total EARTHWORKS		\$24,845
5	DRAINAGE				
	Open Unlined Drain - cut to shape	lin. Metre	5,000	3.00	\$15,000
			Total DRAINAGE		\$15,000
6	RUNWAY PAVEMENT CONSTRUCTION				
	Cement stabilise existing 200mm thick sandy gravel pavement. 1500m x 30m x 0.20 Sub-base	cu. m	9,000	21.00	\$189,000
	Win, load, cart & spread local sourced gravel	cu. m	9,000	12.40	\$111,600
	Place 200mm thick, water and compact to 98% MMDD making use of wet mix with recycler.	cu. m	9,000	19.50	\$175,500
			Total PAVEMENTS		\$287,100
7	TAXIWAY & APRON PAVEMENT CONSTRUCTION				
	Cement stabilise 200mm thick sub-base gravel pavement. Area and Volume as per Item 4	cu. m	2,214	21.00	\$46,494
	Win, load, cart & spread local sourced gravel	cu. m	2,214	12.40	\$27,454
	Place 200mm thick, water and compact to 98% MMDD making use of wet mix with recycler.	cu. m	2,214	19.50	\$43,173
			Total PAVEMENTS		\$70,627
8	AIRCRAFT PAVEMENT BITUMINOUS TREATMENT				
	Rwy 1500m x 30m = 45,000 sq.m				
	Twy 60m x 15m = 900 sq.m				
	Apron 60m x 100m = 6,000 sq.m				
	Prime base course	sq. m	51,900	1.90	\$98,610
	10 mm Seal		51,900	4.75	\$246,525
	7 mm Seal		51,900	3.90	\$202,410
	Emulsion sand seal		51,900	3.35	\$173,865
			Total BITUMEN		\$721,410

MORAWA AERODROME MASTER PLAN 2014-2024

Continued.

9	DAY MARKING AIDS				
	Set out and paint pavement markings	Item			\$30,000
	Cones and gables	Item			\$2,000
				Total DAY MARKING	\$32,000
10	RUNWAY LIGHTING				
	Install runway,taxiway,apron lights,IWI plus PAL	Item			\$355,000
	Flight Test	Item			\$6,000
				Total RWY LIGHTS	\$361,000
11	FENCING				
	Install apron/building line fence	metre	200	25.00	\$5,000
				Total FENCES	\$5,000
12	TERMINAL				
	Supply pre-fabricated Building & Ablutions	Item			\$250,000
	Building Installation, Earthworks Power Connect				
	External works to include paving, landscaping, water supply and power.	Item			\$75,000
				Total TERMINAL	\$325,000
13	SUNDRIES				
	Takeoff Survey	Item			\$15,000
	Materials laboratory & testing				\$25,000
	Re-design GPS NPA	Item			\$5,000
	Survey & PSM's	Item			\$15,000
				Total SUNDRIES	\$60,000
				Sub Total	\$2,089,847
14	CONTINGENCY				
	Allow 10% on overall project sum contingency		CONTINGENCY		\$208,985
15	DESIGN & DOCUMENTATION				
	Allow 10% on overall project sum Detailed design		DESIGN		\$208,985
16	PROJECT MANAGEMENT	Item			
	Allow 5% on overall project sum		PROJECT MGT		\$104,492
			Total		\$2,612,309
			BUDGET SAY		\$2.6M



Forte Airport Management

PO Box 63,
GUILDFORD
W.A. 6935
Tel: 08 9378 2430 CAD FILE - MORAWA AERODROME DGM

08 07 14
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DATE

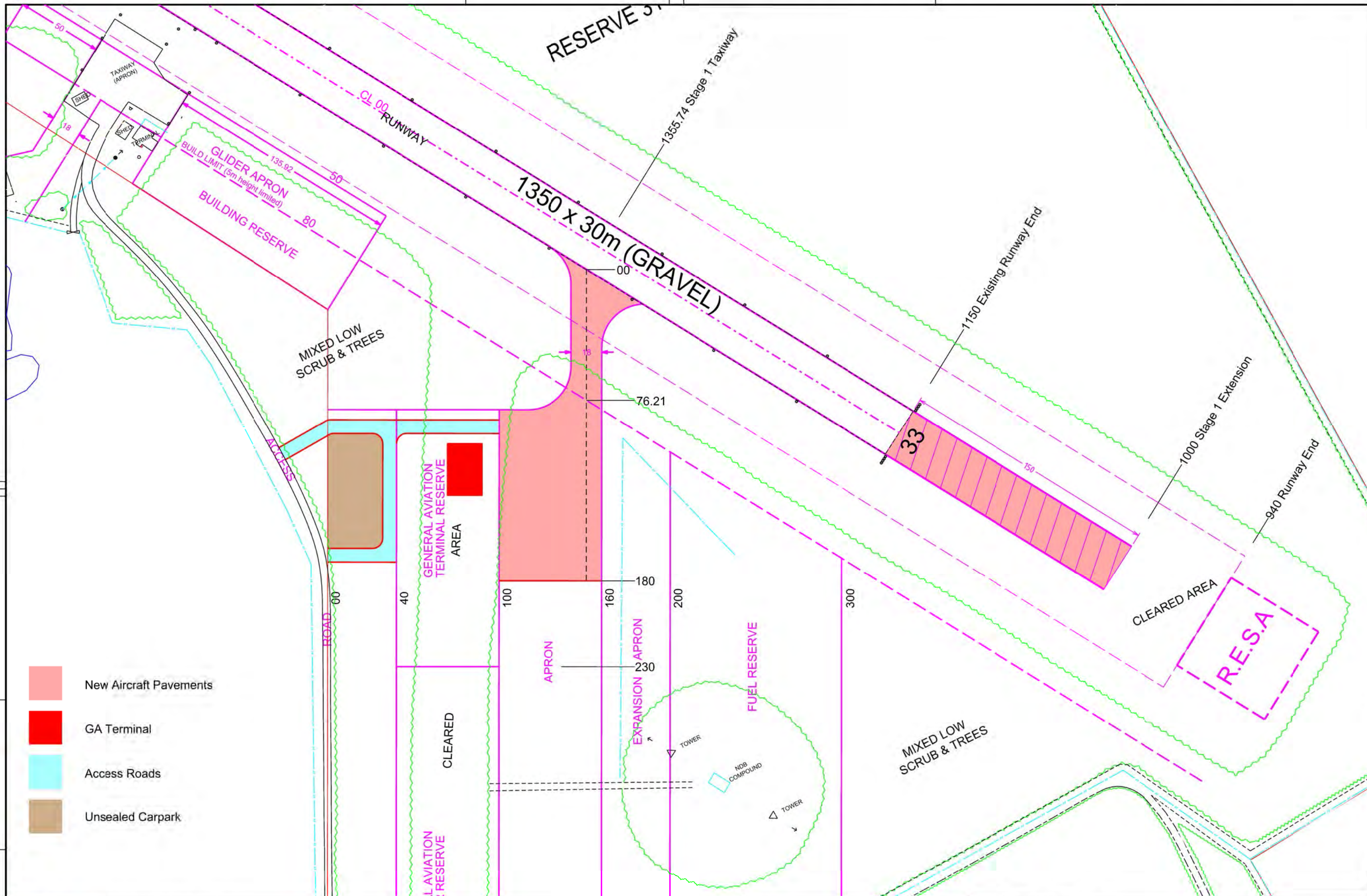
Changes Added
DRAWN

AMENDMENTS

SLE A/J
SLE A/J
DRN APPS

SHIRE OF MORAWA
MORAWA AERODROME
APRON BUILDING DEVELOPMENT

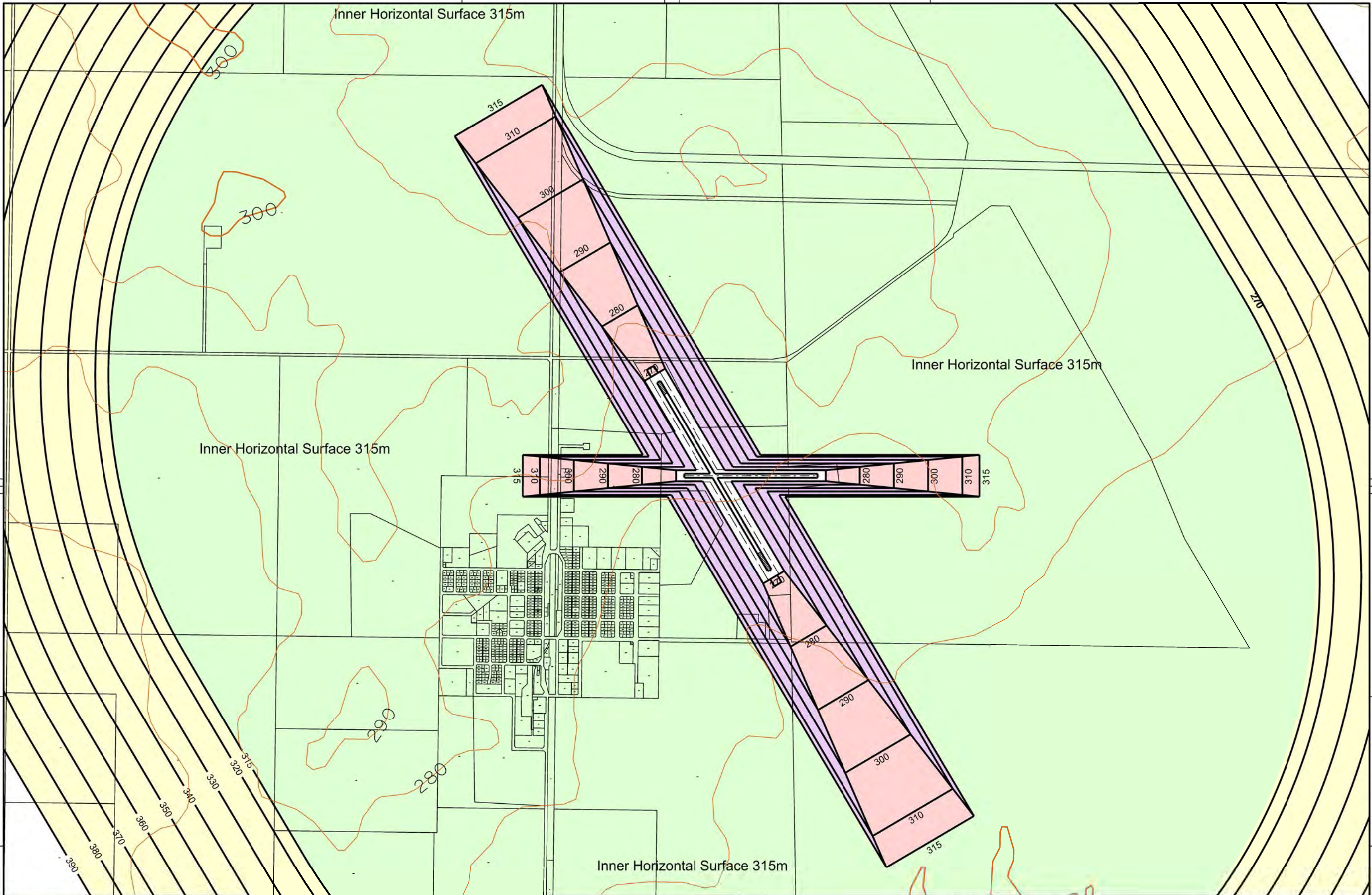
SCALE 1 : 3000 @ A3
SHEET 2 OF 2
DRAWING NO. MRW-001



- New Aircraft Pavements
- GA Terminal
- Access Roads
- Unsealed Carpark

7 07 14	DRAWN	SLE	AJF
DATE	AMENDMENTS	DRN	APPS

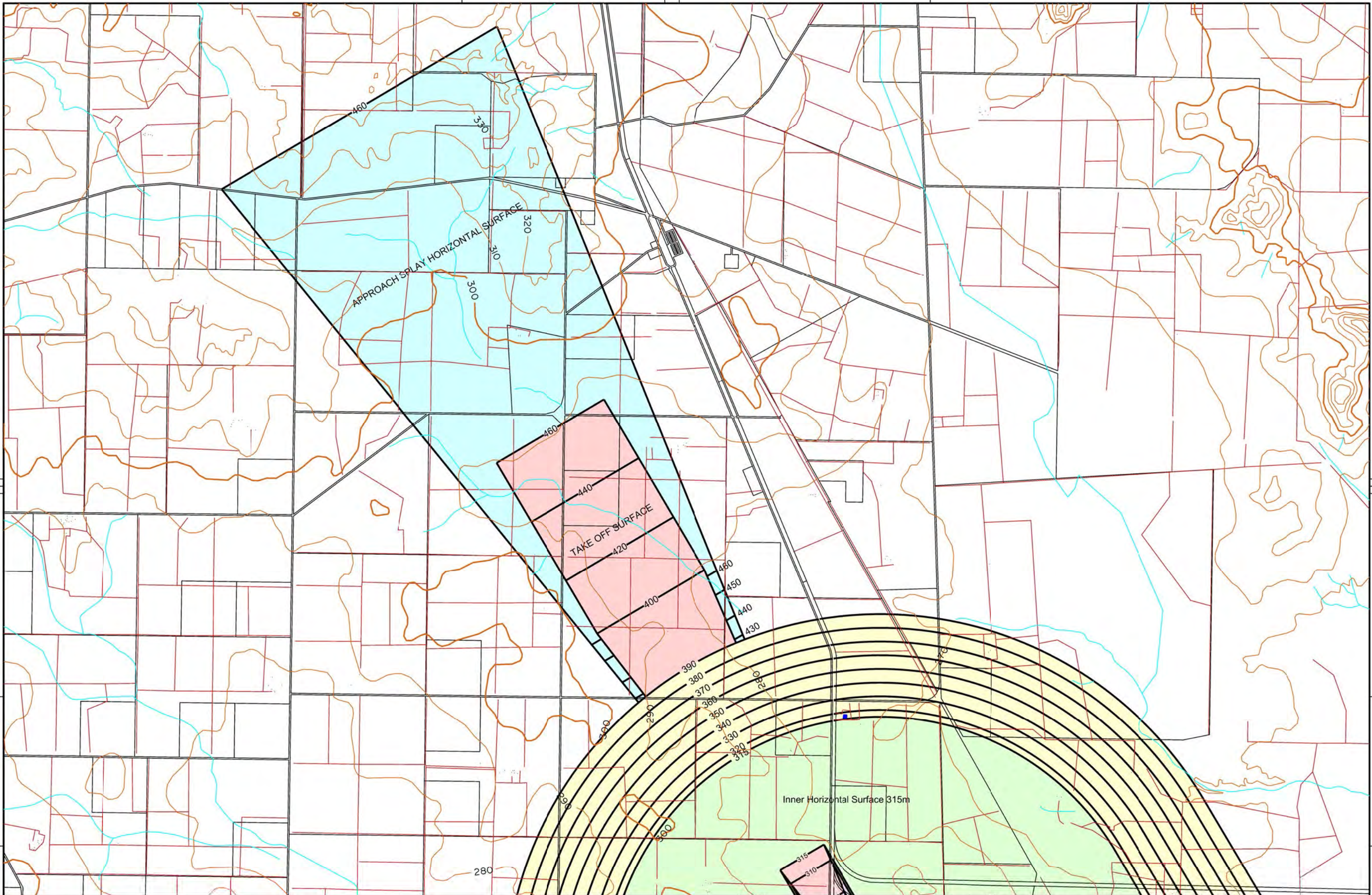
SHIRE OF MORAWA	
MORAWA AERODROME	
STAGE 1 UPGRADE WORKS	
TAXIWAY, APRON & GA TERMINAL	
SCALE	1 2000 @ A3
SHEET	1 OF 1
DRAWING NO.	MRW-003



07/07/14	DRAWN	SLE	AJF
DATE	AMENDMENTS	DRN	APPS

SHIRE OF MORAWA
 SHIRE OF MORAWA
 OBSTACLE LIMITATION SURFACES
 INNER SURFACE

SCALE	1 : 2500 @ A3
SHEET	1 OF 3
DRAWING NO.	MRW-002



Forte Airport Management

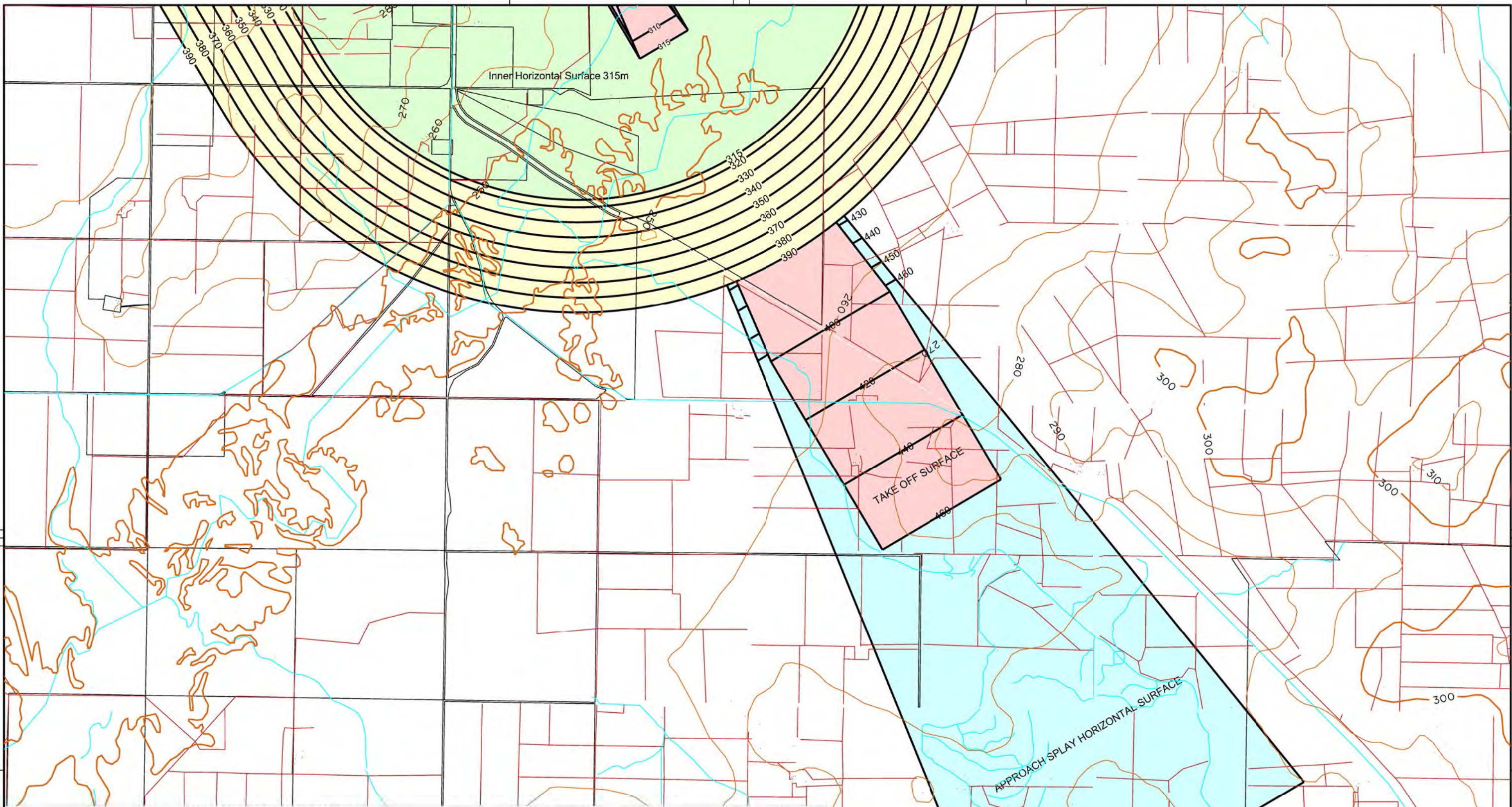
PO Box 63,
GUILDFORD
W.A. 6935

CAD FILE - Morawa OLS DGN

7 07 14	DRAWN	SLE	AJF
DATE	AMENDMENTS	DRN	APPJS

SHIRE OF MORAWA
MORAWA AERODROME
OBSTACLE LIMITATION SURFACES
OUTER SURFACE NORTH

SCALE	1 : 5000 @ A3
SHEET	2 OF 3
DRAWING NO.	MRW-002



APPROACH AND TAKE-OFF SURFACES DATA

CATEGOR Y	APPROACH SURFACE											TAKE-OFF SURFACE					
	ORIGIN CH.	HEIGHT M	WIDTH INNER EDGE	DIVERGE %	SLOPE %	LENGTH	SLOPE %	LENGTH	SLOPE %	LENGTH	TRANSITIO N	ORIGIN CH.	HEIGHT M	WIDTH INNER EDGE	DIVERGE %	SLOPE %	LENGTH
3-INPA	1660	270	150	15% (1:6.66)	3.33%	3000	2.50%	3600	Level	8400	14.3% (1:7)	940	270	180	12.5% (1:8)	2.00%	15000
3-INPA	940	270	150	15% (1:6.66)	3.33%	3000	2.50%	3600	Level	8400	14.3% (1:7)	1660	270	180	12.5% (1:8)	2.00%	15000
2-NI	940	270	80	10%	4%	2500						2035	270	80	10%	4%	2500
2-NI	2035	270	80	10%	4%	2500						940	270	80	10%	4%	2500

ADOPTED DATUM 270

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

SUMMARY

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

DECLARATION OF INTEREST

Nil

ATTACHMENTS

Nil

BACKGROUND INFORMATION

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

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

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

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

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

3.11 Bush Fire Advisory Committee to nominate bush fire control officers

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

3.12 Local government to have regard to nominees

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

3.13 Bush Fire Advisory Committee to consider bush fire brigade recommendations

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

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

Community Emergency Service Manager Richard Ryan (Rick)

Brigades

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

Koolanooka Glen Tapscott

Morawa West Darren Yewers

Pintharuka Mark Coaker Laurie North

Town Brigade Colin Malcolm

The following Bush Fire Control Officers be appointed as:

Chief Fire Control Officer: Robert Kowald

Deputy Chief Fire Control Officer: Glen Tapscott &_Darren Yewers

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

Chief Bush Fire Control Officer: Robert Kowald

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

Town Fire Control Officer: Colin Malcolm

Community Emergency Services Manager: Rick Ryan

Chief Executive Officer Shire of Morawa: John Roberts

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

OFFICER'S COMMENT

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

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

COMMUNITY CONSULTATION

Nil

COUNCILLOR CONSULTATION

Nil

STATUTORY ENVIRONMENT

Bush Fire Act 1954 section 38 and 67

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

RISK MANAGEMENT

Nil

VOTING REQUIREMENT:

Simple Majority

OFFICER'S RECOMMENDATION

It is recommended:-

- 1. Council appoint the following as Bushfire Control Officers for the Shire of Morawa ;**

Community Emergency Service Manager: Richard Ryan (Rick)

Brigades

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

Koolanooka: Glen Tapscott

Morawa West: Darren Yewers

Pintharuka: Mark Coaker, Laurie North

Town Brigade: Colin Malcolm

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

Chief Fire Control Officer: Robert Kowald

Deputy Chief Fire Control

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

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

Colin Malcolm

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

Chief Bush Fire Control Officer: Robert Kowald

Deputy Chief Bush Fire Control

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

Town Fire Control Officer: Colin Malcolm

Community Emergency Services Manager: Rick Ryan

Chief Executive Officer Shire of Morawa: John Roberts

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

SUMMARY

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

The sections of Agar Road requested are as follows;

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

DECLARATION OF INTEREST

Cr D Agar

ATTACHMENTS

Nil

BACKGROUND INFORMATION

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

At the 18th of September meeting of Council resolved;

COUNCIL RESOLUTION

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

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

*CARRIED
5/0*

COUNCIL RESOLUTION

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

It is recommended:-

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

Moffatt Rd - 5 km

Healy Rd - 3km

Burma Rd - 6 km

Winterbourne Rd - 3 km

For the harvest 2014 period only subject to:-

Standard Conditions of Use:

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

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

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

Advise note:

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

*CARRIED
5/0*

COUNCIL RESOLUTION

Moved: Cr D B Collins

Seconded: Cr D S Carslake

It is recommended:-

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

*MOTION LOST
1/4*

OFFICER'S COMMENT

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

COMMUNITY CONSULTATION

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

COUNCILLOR CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995

Main Roads Act 1930

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

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

RISK MANAGEMENT

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

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

VOTING REQUIREMENT:

Simple Majority

OFFICER'S RECOMMENDATION

It is recommended:-

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

The sections of Agar Road as follows;

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

For the harvest 2014 period only subject to:-

Standard Conditions of Use:

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

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

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

Advise note:

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

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

SUMMARY

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

DECLARATION OF INTEREST

Nil

ATTACHMENTS

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

BACKGROUND INFORMATION

Midwest Carpentry and Electrical has discussed the options of the leasing the premises with the Chief Executive Officer.
 The lot 466(81) Winfield Street has been leased by Council in the past and is currently vacant with no tenant.
 In anticipation that the site would again be considered for lease, a valuation was sought from Russell Coupe and Assoc and is provided for Council information.

OFFICER’S COMMENT

Midwest Carpentry and Electrical are currently operating in a residential zone and part of the business includes a waste water collection vehicle. Concerns have been raised regarding the operation of such a vehicle from the residential premises. Council agreeing to lease Lot 466 Winfield Street to Midwest Carpentry and Electrical would eliminate concerns that have been raised regarding the vehicle.

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

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

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

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

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

COMMUNITY CONSULTATION

Nil

COUNCILLOR CONSULTATION

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

Shire of Morawa Policy

11.1 INCENTIVES FOR INVESTMENT

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

*Local businesses looking to expand into new areas;
Businesses relocating into the district;
New enterprises to establish in the district.*

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

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

Nil

RISK MANAGEMENT

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

VOTING REQUIREMENT:

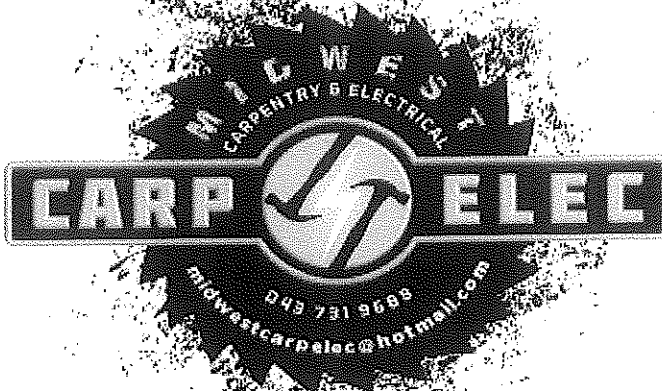
Simple Majority

OFFICER'S RECOMMENDATION

It is recommended that:

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

RECEIVED
Shire of Morawa
00 OCT 2014
File No. _____



Date. 08/10/2014

Wayne Vick

Midwest Carpentry & Electrical

0437 319 688

A.B.N. 57 952 872 121

E.C. 105 17

From: Midwest carpentry & electrical pty ltd.

To: Shire of Morawa

Dear John Roberts,

Midwest Carpentry & Electrical pty ltd would like to rent lot 81 Winfield Street from the shire of Morawa.

We would like a 12 month rental with an optional extra 12 month contract after the first 12 months is up i will re access the business and how we are travelling.

If things are still looking good after the 24 month period i will re approach the shire with an option for further investment into this work shop.

Rental price as discussed between John Roberts and myself (Wayne Vick)

\$750 Not inclusive of power nor access water charges.

Morawa shire CEO

Midwest Carpentry & Electrical Director

John Roberts

Wayne Vick

Kind Regards

Wayne Vick

**VALUATION
as at 27 March 2014**

**LOT 466 / No. 81 WINFIELD STREET
MORAWA**

Prepared for: SHIRE OF MORAWA

RUSSELL COUPE & ASSOC.
Licensed Valuers
253 Sutcliffe Road, Waggrakine
GERALDTON WA 6530
Phone: (08) 9938 3838 Fax: (08) 9938 3840
Mobile: 0427 338 808
Email: recoupe@wn.com.au

@ 01 April 2014

RUSSELL COUPE & ASSOC.
Howgate Nominees Pty Ltd atf R.E. Coupe Family Trust T/as Russell Coupe & Associates
ABN 99 507 732 424
Licensed Valuers

Correspondence:
253 Sutcliffe Road
Waggrakine,
GERALDTON 6530
WESTERN AUSTRALIA

Mobile: 0427 338 808
Office: (08) 9938 3838
A/H: (08) 9938 1178
Fax: (08) 9938 3840
Email: recoupe@wn.com.au

Our ref: M-1294-14
Your ref: P/O 15374

The Chief Executive Officer
Shire of Morawa
P.O. Box 14
MORAWA
W.A. 6623

VALUATION - LOT 466 / No. 81 WINFIELD STREET,
FROSTY'S YARD, MORAWA

EXECUTIVE SUMMARY

Purpose of Valuation

This is to arrive at the fair current market value of the above named property for the use of the Shire of Morawa.

Market Value

Market Value means the estimated amount for which an asset should exchange on the date of valuation, between a willing buyer and a willing seller, in an arms length transaction after proper marketing wherein the parties acted knowledgably, prudently and without compulsion.

The Title

C/t 2574 / 326 being Lot 466 on DP 26259, in the name of the Shire of Morawa, there are no encumbrances.

Zoning

Commercial under the Shire of Morawa Town Planning Scheme.

The Property

The property has a site area of 4119 sqm with improvements consisting of a 21.6 x 7.5m fully enclosed shed and a small brick office and mostly as new Colourbond fence. The improvements are in the region of 60 y.o., are only in fair condition and are poorly presented. Needed are a clean up of the yard and the internal of the buildings, replace of termite damaged purlins in the main building and

minor repairs to the cladding as needed. The property is well located being just on the south boundary of the towns development and having good frontage to the Wubin - Mullewa Road. This provides good exposure to the majority of traffic entering and leaving Morawa. The property is suited to a variety of uses (with the Shire's approval). It has two pairs of gates allowing drive through access to large vehicles, the shed is located at the back of the block allowing good use of all the land

VALUATION

Current Fair Market Value	\$90,000
----------------------------------	-----------------

Current Fair Rental Value (annually with the shire paying all outgoing + GST by the Lessee)	\$9,000
--	----------------

- The above valuations assume that the presentation of the property is made good.
- Contamination - the property is not registered on the Registration of Contaminated sites. Its use in the past includes being a fuel depot, a mechanical workshop / earth moving / transport depot. The site could well be contaminated. If it proves to be so, significant cost could be incurred in decontaminating the site. If it proves to be a contaminated site Russell Coupe & Associates reserves the right to adjust this valuation. The valuation assumes that no underground fuel tanks remain.
- It is recommended that if the Shire sells the property, it seeks legal advice of having any responsibility for any contamination subsequently found (if this is possible under the various regulations).
- Date of inspection and valuation - 27 March 2014
- Last sale - N/A
- Valued on the basis of a freehold unencumbered title.

Attached:

- 1) Copy of title
- 2) Plan of the town
- 3) Aerial Photo
- 4) Floor plan of buildings
- 5) Valuation detail
- 6) Photos

Please note that the following qualifications to this report are made, some of which are required by our Professional Indemnity Insurer:

- 1) This valuation has been prepared on specific instructions from Shire of Morawa for the purposes of determining fair market rental and value. The report is not to be relied upon by any other person or for any other purpose. We accept no liability to third parties nor do we contemplate that this report will be relied upon by third parties. We invite other parties who may come into possession of this report to seek our written consent to them relying on this report. We reserve the right to withhold our consent or to review the contents of this report in the event that our consent is sought.

-
- 2) We have carried out an inspection of exposed and readily accessible areas of the improvements. However, the valuer is not a building construction or structural expert and is therefore unable to certify the structural soundness of the improvements. Readers of this report should make their own enquiries.
 - 3) All values referred to are GST exclusive.
 - 4) Russell Coupe & Assoc. have no pecuniary interest in the property.
 - 5) Liability limited by a scheme approved under Professional Standards Legislation.
 - 6) The valuation has been undertaken based on an unencumbered fee simple title, any allowance for possible heritage restrictions on the existing structure or the land itself and Native Title claim over the land has not been considered.
 - 7) You are reminded that issues of privacy can arise if permission is not gained from persons affected by this information. Russell Coupe & Associates has taken all care and provided this advice on the basis that any necessary permission is obtained by you if select information can be directly linked to an individual who would prefer that information to remain private. Russell Coupe & Associates will accept no liability or expense from any issues arising from these matters. Your use of the information provided will imply that you indemnify Russell Coupe & Associates in this respect.
 - 8) **Environmental statement**

The Western Australian Contaminated Sites Act 2003 (the Act) took effect on 01 December 2006.

The act defines a 'contaminated site' as:

in relation to land, water or a site, having a substance present in or on that land, water or site at above background concentrations that presents, or has the potential to present, a risk of harm to human health, the environment or any environmental value.

A search of the Western Australian Department of Conservation and Environment contaminated sites database

<http://secure.dec.wa.gov.au/idelve/css/>

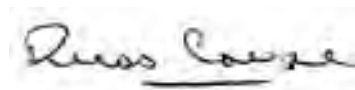
reveals that the subject property is not listed.

Where past or present land use activities involve, or have involved, the storage, handling or disposal of chemicals, there is an increased risk of contamination. Although the property is not listed, potential contamination may not have been noted or reported at this point.

Although we did not note any hazardous or toxic material on-site at inspection, it should be noted that our valuation has been prepared without the benefit of a soil test or/and environmental study.

The current use of the property does not appear to have any potentially contaminating activity. Should contamination be confirmed, we reserve the right to review our valuation.

-
- 9) This valuation is current as at the date of valuation only. The value assessed herein may change significantly and unexpectedly over a relatively short period (including as a result of general market movements or factors specific to the particular property). Liability for losses arising from such subsequent changes in value is excluded as is liability where the valuation is relied upon after the expiration of 3 months from the date of the valuation, or such earlier date if you become aware of any factors that have any effect on the valuation.



Russell E. Coupe A.A.P.I.
Certified Practicing Valuer
License No. 169

02 April 2014

WESTERN



AUSTRALIA


REGISTRATION NUMBER 466/DP26259	
DIPLICATE EDITION 1	DATE DUBLICATED ISSUED 24/9/2004

RECORD OF CERTIFICATE OF TITLE
UNDER THE TRANSFER OF LAND ACT 1893

FOURTH EDITION
2574

FIFTH EDITION
326

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the incursions, conditions and depth land contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.


REGISTRAR OF TITLES 

LAND DESCRIPTION:

LOT 466 ON DEPOSITED PLAN 26259

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

SHIRE OF MORAWA OF POST OFFICE BOX 14, MORAWA

(TF 1963209) REGISTERED 23 JULY 2004

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
* Any encumbrance created by an instrument, may not appear on the current edition of the duplicate certificate of title.
Lot is situated in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: LR3123-137 (466/DP26259)
PREVIOUS TITLE: LR3123-137
PROPERTY STREET ADDRESS: 81 WINFIELD ST, MORAWA
LOCAL GOVERNMENT AREA: SHIRE OF MORAWA

APPLICATION #689816

WESTERN



AUSTRALIA

REGISTER NUMBER
N/A

**CERTIFICATE
OF
CROWN LAND TITLE**
UNDER THE TRANSFER OF LAND ACT 1997
AND THE LAND ADMINISTRATION ACT 1997

VOLUME FOLIO
LR 3123 137



NO DUPLICATE CREATED

The undermentioned land is Crown land in the name of the STATE of WESTERN AUSTRALIA, subject to the interests and Statutory Orders shown in the first schedule which are in turn subject to the limitations, interests, encumbrances and notifications shown in the second schedule.

RS Roberts
REGISTRAR OF TITLES

LAND DESCRIPTION:

LOT 466 ON DEPOSITED PLAN 26259

STATUS ORDER AND PRIMARY INTEREST HOLDER:
(FIRST SCHEDULE continued overleaf)

STATUS ORDER/INTEREST: UNALLOCATED CROWN LAND

PRIMARY INTEREST HOLDER: STATE OF WESTERN AUSTRALIA

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE continued overleaf)

Warning: A correct search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required. Lot as described in the land description may be a lot or location.

END OF CERTIFICATE OF CROWN LAND TITLE

STATEMENTS:

The statement set out below are not intended to be and should not be relied on as substitutes for inspection of the land and the relevant documents or for local government, local, surveying or other professional advice.

SKETCH OF THE LAND: DP26259
PREVIOUS TITLE: THIS TITLE
PROPERTY STREET ADDRESS: NO STREET ADDRESS INFORMATION AVAILABLE
LOCAL GOVERNMENT AREA: NO LOCAL GOVERNMENT AUTHORITY INFORMATION AVAILABLE

NOTE: A000001A CORRESPONDENCE FILE 03779-1926-01R0
NOTE: LAND PARCEL IDENTIFIER OF MORAWA LOT 466 CHANGED TO LOT 466 ON DEPOSITED PLAN 26259 ON 10-NOV-05 TO ENABLE ISSUE OF A DIGITAL CERTIFICATE OF TITLE.

END OF PAGE 1 - CONTINUED OVER

Superseded - Copy for Sketch Only

Landgate Map Viewer

Page 1 of 1

Landgate MAP VIEWER

Windows Show/Hide

Map Tools

Layers Legend Search

Address

Number Type

Start Number

End Number

Road Name

Road Type

Locality/Suburb

Search Type None

Submit Reset

Map Tools

Windows Show/Hide

Cadastral Parcels

41

Scale 1:1,277 Latitude: -32.21533 Longitude 116.01465 02/03/2014

http://www.landgate.wa.gov.au/mapviewer/erm_mapviewer.htm?user=ukLR07&token=93053e73181454428e75303bf61a279235e9209... 31/03/2014



Scale: 1:1,194

Description

Map Projection: GDA 94 (Lat/Long)

Datum: Geocentric; Datum of Australia
1994

1 Midland Square
Midland, WA 60056
(08) 9273 7341
customerservice@landgate.wa.gov.au
www.landgate.wa.gov.au

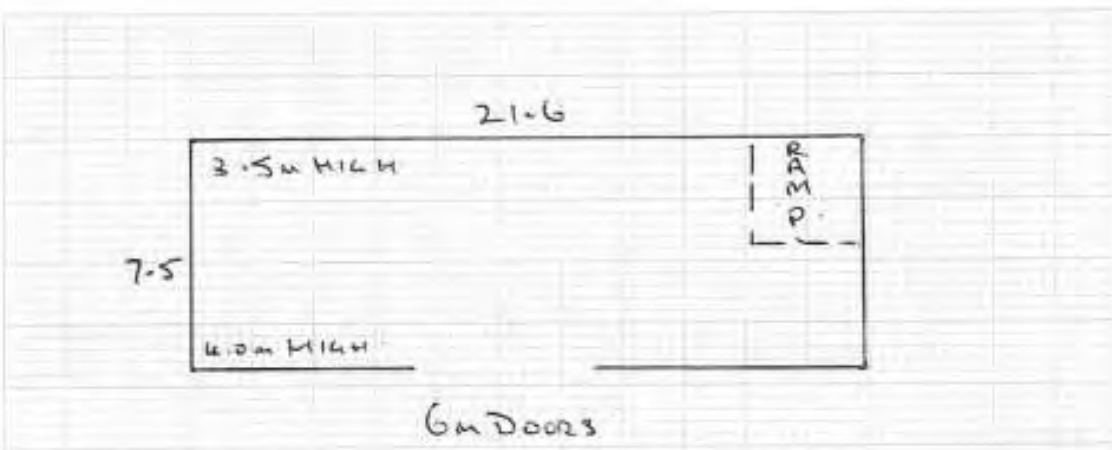


Landgate

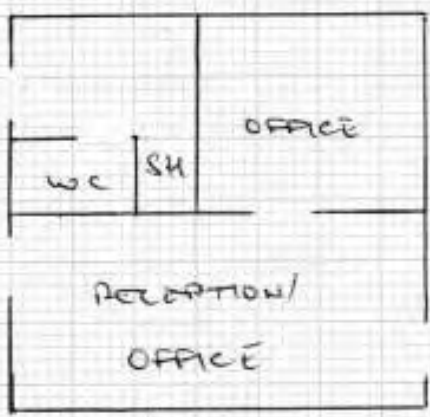
© Western Australian Land Information Authority 2007

Map Viewer





SHED @ 1:200



OFFICE @ 1:100

VALUATION DETAIL

1) BY SUMMATION

LAND

Characteristics

Dimensions - frontage 95.78m depth 40.28m (N) and 27.74m (S) area 4119 sqm. The lot is almost rectangular in shape.

Services - 3 phase power, scheme water, telephone, sealed road frontage.

Topography - level.

Soil - clay loam

Zoning - commercial

Evidence of comparable value:

- (a) Lot 413 McGlew Street 2023 sqm vacant lot, zoned industrial, security fenced.
\$65,000 @ 01/11/13 = \$32-10 / sqm
- (b) Lot 411 McGlew Street - 8,524 sqm vacant lot, zoned industrial, security fenced.
\$90,000 @ 31/08/2011 = \$10-50 / sqm

Residential zoned lots:

Lot 217 Valentine Road - 1156 sqm \$21,000 @ 20/09/2013 = \$18-20 / sqm

Lot 436 Richter Avenue - 1012 sqm \$26,000 @ 13/09/2013 = \$25-70 / sqm

Lot 360 White Avenue - 1027 sqm \$40,000 @ 11/09/2011 = \$38-90 / sqm

Lot 362 White Avenue - 1027 sqm \$45,000 @ 17/08/2011 = \$43-80 / sqm

Comment - there is only one directly comparable sale and this sale needs to be adjusted for the difference in area and zoning. Sale (a) has an area of 2023 sqm compared to the subjects 4119 sqm, the larger the area, the lower the value per square metre.

Sale (b) @ \$10.50 / sqm occurred in August 2011, it has double the area of the subject. Over all, it is considered that the subjects comparable value is \$20 / sqm therefore:

4119 sqm @ \$20 / sqm = \$82,380 say

\$80,000

ADDED VALUE OF IMPROVEMENTS

- **The main shed**

Approximately 60 y.o., t & sf & c.i. skillion roof, fully enclosed, 90% has concrete floor, 15 sqm ramp, one pair of 6m wide doors, adequate power points, 3 flood lights.

Is in only fair condition. Is basic structure, some of the purlins are termite damaged, the doors and front wall need repairs.

Replacement cost:

21.6 x 7.5m = 162 sqm @ \$250 / sqm	40,500
Less depreciation and obsolescence say 50%	20,250
	20,750

Added value say

20,000

- **The office**

Approximately 50 y.o., double brick and steel roof. Provides reception area, small office, w.c and shower. In poor condition.

Replacement cost:

6.5 x 6.7 = 44 sqm @ \$1000 / sqm	44,000	
Less depreciation and obsolescence @ 75%	33,000	
	11,000	
Say		10,000

- **Other Improvements**

As new Colourbond steel fence along the front and two sides,
Cyclone along the rear boundary

Colorbond - 167 m @ \$100 /m = 16,700 say	10,000	
Cyclone - 90m @ \$70 /m = 6300	2,000	
Hardstand	1,000	
Engine room	-	
Washdown bay	-	
Servicing	5,000	
	18,000	
		48,000

Total = \$80,000 + 48,000 = 128,000

ADOPT \$125,000

2) BY COMPARABLE SALES

Evidence from recent sales

- (a) **Lot 14 Valentine Street** - 1012 sqm lot zoned commercial.
Improvements - 12 y.o., 10 x 20 x 5 m high fully enclosed shed in good condition.
\$71,000 @ 07/06/2013

- (b) **Lot 14 Solomen Tce** - 1012 sqm lot zoned commercial.
Improvements - approximately 60 y.o. 19 x 24m shed divided to retail / display / workshop / storage areas plus a double steel garage and toile block. Has been used as a machinery agency, mechanical services and stock firm agency. Fair condition only.
\$120,000 @ 04/02/13

- (c) **Lots 36 & 37 Winfield Street, Morawa**
Total area of 1533 sqm and frontage of 30.42 sqm, zoned commercial .
Improvements - building varying in age from 80 to 50 y.o. approx. Concrete floor, cement brick walls and a corrugated iron roof. Its total area is 447 sqm, it provides a retail area, storage space and basic staff facilities. At the rear of this building is a 10 y.o., 6 x 8m all steel shed used for the storage of liquor, plus various sheds of nominal value. The main building is in need of some renovations to enhance the presentation of the business.
Occupied by 'Morawa Traders' which has been trading for about 80 years. This is one of the two grocery stores in the town. This one has also got a liquor license.
\$320,000 @ 22/08/09 allocated to land and building as part of a wi / wo sale.

- (d) **Lot 76 Winfield Street, Morawa**
989 sqm lot zoned Commercial
Improvements - 70 y.o., 4 x 1, tf house + 2 good sheds. All in good condition.
\$106,000 @ 04/09 (and \$42,000 @ 02/05)

- (e) **Lots 77 & 78 Winfield Street, Morawa**
 2 x 1012 sqm lots, both zoned commercial. Improvements - 18 y.o., 280 sqm all steel shed / fully enclosed, good access and lighting, 4.5m to eaves in very good condition. Second shed of approx. 60 y.o., t & sf & ci, concrete floor, partitioned for retail / office / storage / parts areas, 235 sqm in average condition for age. Ladies and gents toilets, good hard stand. Established to provide mechanical services. Sold with vacant possession.
\$130,000 @ 02/09 land & fixed improvements only & \$155,000 @ 01/06 including some plant and equipment.

Sale (a) - \$71,000 has much less land, is in an inferior position, but has a much superior shed. Over all (a) is considered to be inferior.

Sale (b) - \$120,000 has much less land, superior improvements and position. It is considered to be in the same range of value.

Noting all four sales it is considered that the subject has a comparable value of:

\$90,000

3) BY CAPITALISATION

Fair current rental value:

By Space

Main shed - 162 sqm @ \$30 / sqm	4,860
Office - 43 sqm @ \$50 / sqm	2,150
Yard - 4119 less (162 + 43) = 3914 sqm @ 50c / sqm	<u>1,960</u>
	8,970

Say p.a. + VOG & GST (\$750 pcm) 9,000

Capitalised

\$9000 @ 12% = \$75,000
\$9000 @ 11% = \$82,000
\$9000 @ 10% = \$90,000

ADOPT \$80,000

IN SUMMARY / VALUATION

Value by summation	\$125,000
Value by comparable sales	\$90,000
Value by capitalisation	\$80,000

ADOPT \$90,000



Shed



Wash down



Damaged door



Termite damage



Waste oil





Shed interior



Office



Hoist

7.2.6 Chief Executive Officer - Other

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

SUMMARY

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

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

Other updates are also provided regarding the informing strategies including:

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

DECLARATION OF INTEREST

The author has no interest to declare in this report.

ATTACHMENTS

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

BACKGROUND INFORMATION

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

Currently, the Strategic Community Plan has 106 actions listed:

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

Table One: Summary of Strategic Actions

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

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

Informing Strategies

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

Long Term Financial Plan

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

Status

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

Asset Management Plan

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

Status

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

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

Roman II has been updated with local road data.

Workforce Plan

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

Status

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

Information Communication and Technology (ICT) Plan

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

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

Status

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

Other Key Informing Strategies

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

Risk Management Framework and Compliance Plan

. The Shire CEO by 31 December 2014 will need to have in place:

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

Status

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

OFFICER'S COMMENT

Strategic Community Plan

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

Corporate Business Plan

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

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

Projects

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

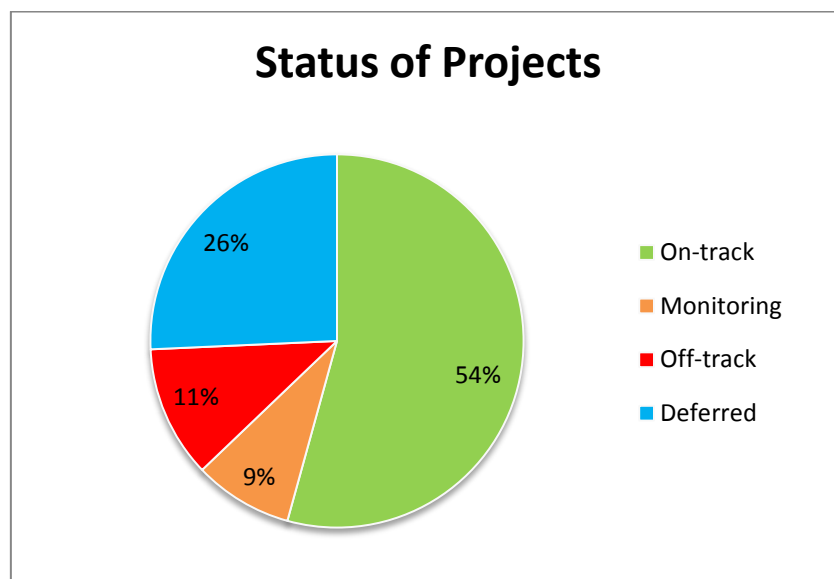


Chart 1: Breakdown on Status of Projects for 2014/15

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

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

Programs

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

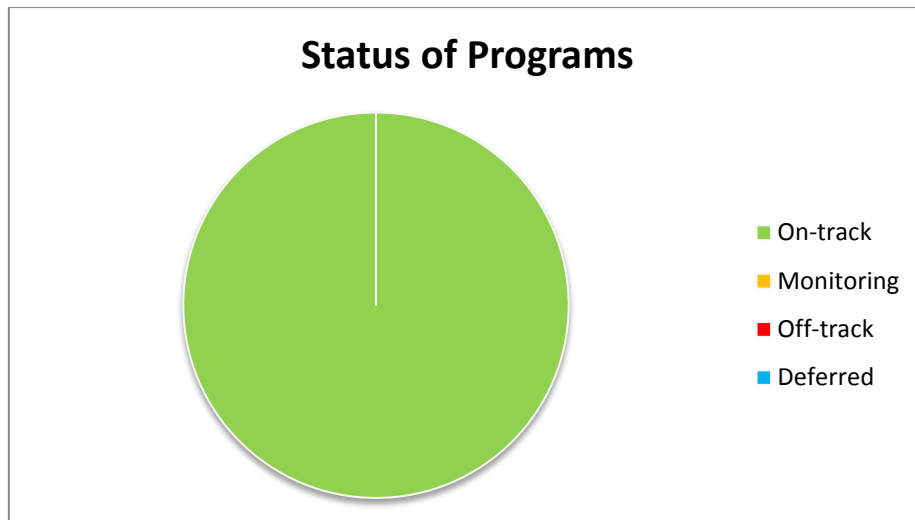


Chart 2: Breakdown on Status of Programs for 2014/15

Chart 2 indicates that all four program areas on track i.e. the Sports Facilities and Programs (5%), Roads Program (1%), Ongoing Health Care Provision (3%) and Governance (2%). The programs on track are subject to key operational or day to day activities and are impacted by seasonal issues. The latter programs generally take time for the costs to come through.

COMMUNITY CONSULTATION

As per the Strategic Plan Update and Progress Report

COUNCILLOR CONSULTATION

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

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Not Applicable

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

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

RISK MANAGEMENT

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

VOTING REQUIREMENT:

Simple Majority

OFFICER'S RECOMMENDATION

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

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 2014/15. 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)
1. Greater Sports Ground Project Project management 0.0 FTE 2014/15 Percentage Completed: 99%	High	3.5.2	CEO	0	2,800,000	0	0	Department of Sport and Recreation	<ul style="list-style-type: none"> Remaining paths to be done. Difficulties arranging quotes at this time. <hr/> Increased Sporting Participation <ul style="list-style-type: none"> Club membership numbers reported by clubs Increased Usage <ul style="list-style-type: none"> Additional events reported by Sporting Committee. To date: two events held
2. Sports Club Development Officer – Regional Project Project management 0 FTE Percentage Completed: 95%	Medium	3.1.7	CEO, Shire of Three Springs	0	12,500	12,500	12,500	<ul style="list-style-type: none"> Department of Sport and Recreation Shire of Three Springs Shire of Perenjori Shire of Mingenew 	<ul style="list-style-type: none"> Advised 26/02/14 Perenjori/Morawa/Three Springs submission successful (\$30,000 PA for two years from 2014/15.); Next steps: <ul style="list-style-type: none"> \$10,000 share allocated in 14/15 Budget to an existing function Perenjori have advertised for a shared resource. Closing date 22 September 2014. 4 applications received. Currently being reviewed by the 3 shires. <hr/> Increased Support for Members & Volunteers <ul style="list-style-type: none"> Membership numbers Club Officials trained in financial and corporate governance <ul style="list-style-type: none"> Clubs report improvement
3. Recreational Facility Development: 3.1 Swimming Pool Upgrade	Medium	3.5.3	CEO	0	800,000 300,000	400,000	0 0	Department of Sport and Recreation	Swimming Pool (Works 2014/15 - \$757,578) <ul style="list-style-type: none"> CLGF funding of \$358,000 for 12/13 withheld as Shire had not acquitted a previous project within required

<p>3.2 Construction of the Skate Park</p> <p>Project management 0.1 FTE</p> <p>Percentage Completed: 70% 3.1: 47% 3.2 95%</p>									<p>timelines. Request for reconsideration was declined;</p> <ul style="list-style-type: none"> • DSR contribution \$229,000 parked. (Submission seeking deferral made 29/04/14); • Minister Redman agreed as a result of WALGA lobbying to re-include for 2014/15 Budget consideration; • Council resolved at Feb 2014 Budget Review to fund gap by way of a loan. Currently on hold for now; • CEO has provided further information to Shane Love for Minister Redman's information; • DCEO met with consultants 6/03/14 to initiate program of works; • CEO met with Eastman Poletti Sherwood on 2 September 2014. • Steps: <ul style="list-style-type: none"> ○ Filtration System and Shed included in 14/15 budget. ○ Requests for Tenders are being developed. EPS undertook a site visit 11 September 2014. ○ Works to be completed following the pool season ending in April 2015. <p>Skate Park.</p> <ul style="list-style-type: none"> • Shade sails to be installed in 14/15 subject to obtaining grant funding. • Lighting to be installed in 14/15 subject to obtaining grant funding. <hr/> <p>Reduction of Vandalism</p> <ul style="list-style-type: none"> • Maintenance costs (reduced) <p>Improved School Attendance</p> <ul style="list-style-type: none"> • School attendance records
<p>Program Area Operating Cost:</p> <ul style="list-style-type: none"> • Undertake ongoing maintenance and management of the Sports facilities and programs <p>Percentage Completed: 5%</p>	Ongoing			775,000	790,000	805,000	821,000		<p>Recurrent Cost post 2017: \$837,000 Staff Required: 3 FTE Cost YTD: \$37,295</p> <p>Note: Expenditure for 2013/14 set at: \$712,501 (Swimming Pools & Other Recreation)</p>
<p>Program Area: Health Provision</p>									

Goal: Support ongoing health care provision through existing arrangements									
Project	Priority	SCP Link	Who	12/13 \$	13/14 \$	14/15 \$	15/16 \$	Stakeholders	Progress (Including Performance Indicators)
Program Area Operating Cost: <ul style="list-style-type: none"> Support the implementation of the North Midlands Primary Care Project Support the provision of adequate GP services Support the Three Springs Dental Service Percentage Completed: 3%	Ongoing	3.1.1, 3.1.2, 3.1.3, 3.1.4		251,884	256,900	262,000	267,000		Note: <ul style="list-style-type: none"> Expenditure for 2014/15: \$301,809; Includes one off contribution to Mobile Dental Clinic of \$50,000: <ul style="list-style-type: none"> February clinic had 67 patients; Next clinic due 31 March 2014 As of 10 February 2014, Dr Rao is in the process of setting up Mid West Medical Services and seeking to employ an additional GP. Requires use of 2 Caulfield Street for accommodation Recurrent Cost post 2017: \$272,000 Staff Required: 0.02 FTE Cost YTD: \$8,062

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)
4. Morawa Community Care Project management 0.6 FTE Percentage Completed: 85% 4 Units: 100% Management: 85%	High	1.9.1	CEO	528,800	420,718	40,000	40,000	Morawa Community Care	Construction 2013: <ul style="list-style-type: none"> Construction of the 4 units completed Cost post 2013/14 are recurrent costs. Will need revaluation Management: <ul style="list-style-type: none"> Committee commenced 18 March 2014 and identified action matrix; Draft service delivery plan and policies developed and considered 13/05/14; Handover of units underway 30 April 2014; Sean Fletcher has been engaged to finalise the transfer of the Morawa Aged Care Units to the Shire. The next committee meeting will take place on 19 August 2014. Transfer of land management order underway. It is anticipated the completion of the handover will occur in November 2014

									Elderly people age in their home community <ul style="list-style-type: none"> Census figures Older people able to live independently <ul style="list-style-type: none"> Increase in number aged people staying in community
5. Refurbish Old Council Chambers Percentage Completed: 35%	High	1.7.3	CEO	0	220,000			LotteryWest	<ul style="list-style-type: none"> Capital Works for 2014/15 set at \$230,000. Funded: <ul style="list-style-type: none"> Lotterywest: 90,595 Reserve: 139,041 RDAF5 funding of \$89,990 abolished by Commonwealth Government. This means façade, exterior and lesser hall kitchen cannot go ahead; Lotterywest has indicated its funding is fine. Request to defer funding has been approved; DCEO met with Terry Baker and Laura Gray (Heritage Adviser) during Jan 2014 to confirm schedule of works: <ul style="list-style-type: none"> Roof to change from tile to colourbond; Change to roof material and other specification items approved by the Heritage Council; Tender specification for remaining works i.e chambers & admin area: <ul style="list-style-type: none"> PO met Terry Baker 29 April 2014 to confirm requirements; Approval to go to tender 21 August 2014 OCM; Currently awaiting quotes. If less than \$100k tender not required. CEO site meeting with Eastman Poletti Sherwood on 10 September to discuss specification. Currently awaiting drawings and specification from EPS. <hr/> Increased level volunteer activity <ul style="list-style-type: none"> Annual survey Volunteering statistics available every census Older people able to live independently <ul style="list-style-type: none"> Number community activities per year monitored <hr/> Note: regular use is occurring.
6. Childcare Centre	Medium	3.1.8	CEO	0	0	0	0	<ul style="list-style-type: none"> Department of 	<ul style="list-style-type: none"> Deferred post 2015/16

<p>development</p> <p>Project management 0.2 FTE</p> <p>Percentage Completed: NA</p>								<ul style="list-style-type: none"> Communities Mid West Development Commission LotteryWest 	<ul style="list-style-type: none"> Expected cost \$750,000 Expected completion date 2018 <p>Additional childcare places available to the community</p> <ul style="list-style-type: none"> Uptake of service <p>Employment opportunities in the caring industry</p> <ul style="list-style-type: none"> Number of people employed <p>Respite care available to parents</p> <ul style="list-style-type: none"> Respite visits number per annum
<p>7. Community Group Support:</p> <ul style="list-style-type: none"> Billaranga Arts Studio Morawa Historical Society Community events Morawa CRC Biennial Arts Festival Morawa Future Fund Community connectedness forum Morawa Chamber of Commerce <p>Project management 0.1 FTE</p> <p>Percentage Completed: 1%</p>	<p>Medium</p>	<p>3.2.2, 3.2.4, 3.2.5, 3.4.1</p>	<p>CEO</p>	<p>35,000</p>	<p>35,000</p>	<p>35,000</p>	<p>35,000</p>		<ul style="list-style-type: none"> Arts Festival successful (Shire contribution: \$11,000). Discussions recommenced re Future Fund (Scott Whithead & Stuart Griffiths) <p>Costs 2014/15</p> <ul style="list-style-type: none"> YTD: <ul style="list-style-type: none"> Arts Festival \$1,102 Museum: \$0 Depreciation: \$0 Recurrent costs post 2016 are \$35,000 per annum <hr/> <p>Community events enhance liveability of community</p> <ul style="list-style-type: none"> Reports to Council community groups <p>Community feedback on events</p> <ul style="list-style-type: none"> Annual community survey
<p>8. Community Engagement and Communication</p> <p>Project management 0.05 FTE</p> <p>Percentage Completed: 0%</p>	<p>Medium</p>	<p>4.1.1, 4.1.2</p>	<p>CEO</p>	<p>1,020</p>	<p>1,020</p>	<p>1,020</p>	<p>1,020</p>		<p>Costs 2014/15</p> <ul style="list-style-type: none"> Met through Public Relations Budget (\$6,000) Recurrent costs post 2016 are \$1,020 per annum <hr/> <p>Good relationship between community and Council</p> <ul style="list-style-type: none"> Annual community survey
<p>9. Trails Strategy</p> <p>Project management 0.1 FTE</p> <p>Percentage Completed: 0%</p>	<p>Medium</p>	<p>1.7.2</p>	<p>CEO</p>	<p>0</p>	<p>0</p>	<p>260,000</p>	<p>0</p>	<ul style="list-style-type: none"> LotteryWest Department of Regional Development 	<p>Morawa Perenjori Wildflower Drive Trail</p> <ul style="list-style-type: none"> R4R Grant required listed in 2013/14 Budget: \$467,000 - Pending <p>Town Heritage Walk Trails 2014/15</p> <ul style="list-style-type: none"> \$65,000 Lotterywest application unsuccessful (7 March 2014) \$65,000 Shire contribution not budgeted

										Bush Trails 2014/15? <ul style="list-style-type: none"> \$65,000 application "parked" with Lotterywest subject to Council contribution ; \$65,000 Shire contribution required Recurrent cost post 2016: \$5,000 PA
Increased level of community activity and activation trails <ul style="list-style-type: none"> Annual community survey 										

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)
10. Waste Management – Regional Project Project management 0.15 FTE Percentage Completed: 20%	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"> Capital works for tip set at \$265,000. Funded by Refuse Station Reserve Recurrent costs post 2016: \$60,000; Joint project identified between Shire of Morawa and Shire of Perenjori: <ul style="list-style-type: none"> DCEO successfully applied for \$5,000 in planning funding; Joint approach discussed on 9 December 2013 at meeting between Presidents, Deputy President and CEO's - Agreed this is a key project. Dallywater Consulting have developed strategic plan which was presented to Council on 17 July 2014 Application for funding in the Waste Authority Regional Funding Program was lodged on 27 June 2014. Anticipate assessment will be completed in October 2014. <hr/> Coordinated waste management by Shires <ul style="list-style-type: none"> Removal of waste to sub-regional station
11. Water Supply Development Project management 0.05 FTE Percentage Completed: N/A	Medium	1.4.1	CEO	0	0	0	Unknown	<ul style="list-style-type: none"> Water Corporation Department of Water 	<ul style="list-style-type: none"> Recurrent costs post 2016: Unknown Drainage re greening of the Town. Not until 2015/16 Stage Three SuperTowns. Subject to be raised with the Minister at the WALGA Convention in August 2014.

									Future water needs secured
									<ul style="list-style-type: none"> Water storage constructed
12. Solar Thermal Power Station Feasibility Study Project management 0.1 FTE Percentage Completed: 90%	Medium	1.3.1	Project Officer	0	500,000	0	0	<ul style="list-style-type: none"> Western Power Public utilities Office 	<ul style="list-style-type: none"> Legal advice received re reallocation of \$500,000 to another project; Shire President and CEO met with Paul Rosair 17 February 2014 to discuss; Project suspended indefinitely; Letter issued to DRD 2 April 2014 seeking reallocation of funding to Airport Project;. Business Plan has now been completed. Adjusted the SCP at September 2014 Review Recurrent costs post 2016: \$60,000 <hr/> Feasibility study completed <ul style="list-style-type: none"> Completion. (Note: The feasibility study will not proceed) Endorsement key agencies Satisfaction Western Power, Public utilities Office
13. Water Supply Development and Waste Water Plant Upgrade Project management 0.05 FTE Percentage Completed: 100%	Medium	1.4.4, 2.1.1, 2.1.3	CEO	0	140,000	0	0	<ul style="list-style-type: none"> Watercorp 	Works for 2013/14: <ul style="list-style-type: none"> Set at \$70,000 for sewerage pond desludging; Scope of Works reduced to reflect budget; Works commenced 11 March 2014 and finished 31 March 2014 for \$32,000 (Leaving \$38,000). This means Stage 1 and 2 are now completed. Works for 2014/15 <ul style="list-style-type: none"> One pond remaining (\$49,681); Funding from Reserve. Recurrent costs post 2016:Unknown <hr/> Overflow managed in winter <ul style="list-style-type: none"> Nil events Improved use of waste water for irrigation <ul style="list-style-type: none"> Reduced potable water usage
14. Sustainability Program: <ul style="list-style-type: none"> Identify policies to manage carbon 	Medium	2.1.5, 2.1.6, 2.2.1,	DCEO	0	0	0	0	<ul style="list-style-type: none"> 	2013/14 <ul style="list-style-type: none"> Costs are as per in accordance with the EHO role;

<ul style="list-style-type: none"> sequestration Implement the Climate Change and Adaption Plan Continue to manage feral flora and fauna Rehabilitate, protect and conserve Shire controlled land Support and promote environmental management practices <p>Project management 0.1 FTE</p> <p>Percentage Completed: 83%</p>	2.2.2, 2.2.3								<ul style="list-style-type: none"> Sequestration policies to be included in LPS and Strategy; The Climate Change Risk Assessment & Adaption Action Plan needs resources for this to happen in 2014/15; Flora & Fauna pests in conjunction with Department of Agriculture Bio-Security Officer in Morawa; Shire has rehabilitation policy in place; Environmental management practices are supported through implementation of relevant infrastructure: <ul style="list-style-type: none"> Continuing monitoring and upgrading of key facilities <p>Sustainability initiatives achieved</p> <ul style="list-style-type: none"> Set of nominated activities achieved
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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)
15. Develop Industry Training Centre <p>Project management 0.1 FTE</p> <p>Percentage Completed: 25%</p>	High	1.2.8, 3.1.5	MEITA & Shire	0	508,404	0	0	<ul style="list-style-type: none"> MWDC, Durack Institute, Department of Training & Workforce Development, Karara Mining Limited 	<ul style="list-style-type: none"> Training Centre expenditure: <ul style="list-style-type: none"> 2013/14 set at \$433,908; Funded through Mid West Investment Plan; Business case reviewed and submitted to MWRC Board 28 November 2013. Further changes completed: <ul style="list-style-type: none"> Improve in-kind contribution re project management; Develop job description form for training coordinator. 13 December 2013 the MWDC Board approved funding for this project; Equipment costs queried before it can progress further; First part of funding should be received 2013/14, but works cannot commence at the Industrial units until the Ag School move out in August 2014; Final estimate received Business Case reviewed and submitted to MWDC. Design and specifications to be

									<p>prepared prior to tender process in October. Delays in preparing the drawings has occurred, due to Building Regulation requirements for class room ventilation.</p> <ul style="list-style-type: none"> Recurrent cost post 2016: \$80,000 <hr/> <p>Students demand training and gain jobs in the mining industry as a result</p> <ul style="list-style-type: none"> Annual student numbers, conversion to employment <p>Specialist training provided through facility</p> <ul style="list-style-type: none"> Educational staff numbers (increase)
<p>16. Migration Settlement Scheme (Research)</p> <p>Project management 0.3 FTE</p> <p>Percentage Completed: N/A</p>	Medium	Super Town Growth Implementation Plan	CEO	0	0	0	0	<ul style="list-style-type: none"> Department of Immigration, Department of Training and Workforce Development 	<ul style="list-style-type: none"> Deferred post 2015/16 Expected cost \$45,000 <hr/> <p>Sustainable increase in population</p> <ul style="list-style-type: none"> Population trends
<p>17. Develop Additional Business Incubator Units</p> <p>Project management 0.2 FTE</p> <p>Percentage Completed: N/A</p>	Medium	1.9.7	CEO	0	0	0	0	<ul style="list-style-type: none"> MWDC, MEITS 	<ul style="list-style-type: none"> Deferred post 2015/16 Costs not identified <hr/> <p>New business established</p> <ul style="list-style-type: none"> New business establishment
<p>18. Industry Attraction and Retention Project</p> <p>Regional Resource – Investment Coordinator: 1.25 FTE (Funded MWIP)</p> <p>Project management 0.08 FTE</p> <p>Percentage Completed: 83%</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"> MWDC, MWCCI, Other Shires 	<p>2011/12</p> <ul style="list-style-type: none"> PRACYS developed Growth & Implementation Plan <p>2012/13</p> <ul style="list-style-type: none"> PRACYS commenced North Midlands Economic Development Strategy (\$85,800 inc GST); Prospectus reviewed January 2013 <p>2013/14</p> <ul style="list-style-type: none"> PRACYS developing North Midlands Economic Development Strategy: <ul style="list-style-type: none"> Framework finalised December 2013 Working Group established Feb 2014 (CEOs meeting 13 April 2014 for briefing); Investment plan required (attraction process defined)? Funding of \$100,000 pa from CLGF/Mid West Investment Plan not requested?;

									<ul style="list-style-type: none"> Project requires revaluation 2014 <ul style="list-style-type: none"> Regional Resource Coordinator employed and prospectus issued? <hr/> Service gaps filled <ul style="list-style-type: none"> Reported by community Increased business activity <ul style="list-style-type: none"> Applications recorded Reported by CCI
19. Local Tourism Industry Development Support Visitor Information Centre 0.02 FTE Project management 0.02 FTE Percentage Completed: 100%	Medium	1.2.7, 1.2.10, 1.2.11	CEO	0	50,000	0	0	<ul style="list-style-type: none"> Wildflower Way Committee, Local Tourism Group 	2013/14 <ul style="list-style-type: none"> CYDO is attending Wildflower Country Committee meetings. CEO attended June meeting. CEO has completed regional tourism project survey and attended the North Midlands Tourism Workshop 3 April 2014 (with CYDO and Tourism Centre members) as part of the Economic Blueprint process; Audit of 2010/11 Wildflower Way project completed 2 April 2014. Unfavourable report. A copy, including management responses, is attached. 13/14 \$40,000 allocated for the Caravan park Caretaker transportable accommodation to be cfwd to 14/15. <hr/> Increase in visitor numbers <ul style="list-style-type: none"> Visitor numbers Caravan park Wildflower Way project <ul style="list-style-type: none"> Completion of project

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)
20. Upgrade Morawa Airport Project development support 0.02 FTE 13/14 Project management: 0.2 FTE – External 14/15	High	1.10.1, 1.10.2	Project Officer	0	40,000	1,000,000	1,500,000	RDAF	2013/14 <ul style="list-style-type: none"> Airport Masterplan: <ul style="list-style-type: none"> \$20,000 RADS - approved \$20,000 Shire funds Andrew Forte appointed to develop Masterplan. Shire President, ACEO met with Gavin

<p>Asset management: 0.2 FTE - ongoing</p> <p>Percentage Completed: 50%</p>									<p>Treasure 9 December 2013 confirming that that the Airport project is an "above the line" project;</p> <ul style="list-style-type: none"> New airport road sealed Feb 2014; Andrew Forte met with DCEO 28 March 2014 and completed preliminary discussions and assessment. Draft management plan has been received and circulated to Elected Members. An EOI has been requested by MDC for \$900k funding. This was submitted by 11 July 2014. Business Plans have been requested by DRD for the reallocation of \$500k Solar Thermal funds and \$1m Blackspot funds. These are now completed and under review and will be submitted to the October OCM. <ul style="list-style-type: none"> 2014/15 Seal and upgrade runways and apron <p>2015/16</p> <ul style="list-style-type: none"> Provide Terminal Building <hr/> <p>Commencement commercial facility</p> <ul style="list-style-type: none"> Commencement <p>Improved transport hub to the region</p> <ul style="list-style-type: none"> Volume traffic flow <p>Service hub RFDS</p> <ul style="list-style-type: none"> Usage
<p>21. Upgrade Major Roads and Annual Road Program</p> <p>Project management: 0.9</p> <p>Percentage Completed: 1%</p>	Medium	1.8	Works Manager	1,580,000	1,580,000	1,580,000	1,580,000	Department of Main Roads	<p>2014/15 (\$1,041,965) YTD: \$14,412</p> <ul style="list-style-type: none"> Recurrent cost post 2016: \$1.6M <hr/> <p>Road safety</p> <ul style="list-style-type: none"> Survey <p>Asset maintenance</p> <ul style="list-style-type: none"> Improvement in asset ratios

Program Area Operating Cost:	Ongoing		Works Manager	2,059,403	2,100,000	2,142,000	2,185,000		2014/15 (\$2,150,847) Staff Required: 11 FTE Cost YTD: \$100,677 Recurrent Cost post 2017: \$2.23M
Percentage Completed: 5%									

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)
22. Key Worker Housing 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
23. Staff Housing Project management 0.1 FTE Percentage Completed: N/A	High	1.9.5	CEO	0	0	350,000	350,000	Royalties for Regions - CLGF	2014/15 <ul style="list-style-type: none"> \$139,316 has been allocated for maintenance Recurrent cost post 2016: \$14,000 <hr/> Houses constructed <ul style="list-style-type: none"> Houses in place Staff satisfaction with housing <ul style="list-style-type: none"> Staff satisfaction (annual survey)
24. Expansion Van Park 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"> 4 dwellings constructed; Budget \$500,000 from Shire funds <hr/> Additional people stay in town <ul style="list-style-type: none"> Accommodation statistics Additional expenditure <ul style="list-style-type: none"> Increased estimated expenditure
25. Lifestyle Village for Aged Care Project management 0.3 FTE Percentage Completed: N/A	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"> Plan and feasibility study for additional aged care housing; Budget \$10M from various sources.



Note:

No key activity is occurring for this goal in 2014/15

Program Area: ?

Goal: ?

Project	Priority	SCP Link	Who	12/13 \$	13/14 \$	14/15 \$	15/16 \$	Stakeholders	Progress (Including Performance Indicators)
26. Main Street Project Landcorp Project Management 1 FTE funded Project support: 0.5 FTE – External 13/14 Percentage Completed: 60% Stage 1: 100% Stage 2: 20%	High	1.7.1, 1.7.5, 1.6.1	Project Officer	0	3,536,000	2,200,000	0	SuperTownns Project – R4R	<ul style="list-style-type: none"> 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"> Freight Realignment (Stage 1) - 2013/14/15 Civic Square (Stage 2) - 2013/14/15 Recurrent costs of \$50,000 Stage 3 deferred beyond 2015/16 Stage 4 deferred beyond 2015/15 Stage 5 commenced pending funding <p>2013/14</p> <ul style="list-style-type: none"> Additional funding of \$2.536M announced 12 February 2014. Tenders for freight road re-alignment: <ul style="list-style-type: none"> Practical Completion occurred on 26 August 2014. Tender specifications for Civic square have been developed during May 2014; <ul style="list-style-type: none"> Preferred tenderer (BCL Group) selected by Emerge and endorsed by Council on 31 July 2014. Work has commenced on project. BCL have 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 to go to OCM in October. Expected completion for Stage 1 and 2 January 2015 <p>Civic Square constructed</p> <ul style="list-style-type: none"> Project opening 2015
27. Wireless and Mobile	High	1.3.2,	Project	0	375,000	0	0	CLGF	Shire of Morawa coordinating update to

<p>Blackspot Coverage</p> <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>		1.3.4	Officer						<p>project business case. Funding required is as follows:</p> <ul style="list-style-type: none"> o Merkanooka (\$680,000) <ul style="list-style-type: none"> ▪ CLGF – R: \$ 83,333 ▪ MWIP: \$534,167 ▪ Shire Funds: \$ 62,500 o Morawa East High (\$942,000): <ul style="list-style-type: none"> ▪ CLGF – R: \$500,000 ▪ MWIP: \$379,500 ▪ Shire Funds: \$ 62,500 <ul style="list-style-type: none"> • Business went to the MWDC Board on 28 February 2014; • Minister Redman announced 7 March 2014 \$1M approved from CLGF – R; • FAA for project received by CEO. Advised DRD awaiting outcome of MWIP decision before project milestones developed; • MWDC Board advised 19/03/14 it does not support EOI. Advice issued to participating shire presidents; • Issue also referred to Shane Love MLA to discuss with Minister Redman; • Council briefed on current position 20 March 2014. Indicated that funding should now go to the upgrading of the Morawa Airport; • CEOs have had preliminary discussions on allocation of funding to the Airport project; • Item will be required by Council to seek reallocation of funding (May OCM 2014); • Letter of support received from Shire of Mingenew 29 April 2014. • See comments under item 20. <p>Note: The 2013/14 Budget contains an additional \$250,000 from the Community Development Reserve for electrical works</p> <hr/> <p>Meets community standards</p> <ul style="list-style-type: none"> • Monitoring data speed <p>Increase coverage and reliability</p> <ul style="list-style-type: none"> • Telstra
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28. Power Line Upgrade Project management: 0.1 Percentage Completed: N/A	Medium	1.4.2	MWDC	0	0	0	0	Wester Power	Project deferred until development of next corporate business plan: <ul style="list-style-type: none"> o Must be externally funded; o Budget \$7M
29. Land Development – Residential and Industrial Project management: Landcorp? Percentage Completed: 100% <ul style="list-style-type: none"> • Residential: 100% • Industrial: 50% 	High	1.1.2	CEO	800,000 Landcorp	900,000 Landcorp			Landcorp	Costs for 2012/13, 13/14 met by Landcorp: <ul style="list-style-type: none"> • 38 residential lots • 50 industrial lots 2013/14 Residential Sub-division <ul style="list-style-type: none"> • First stage of residential sub-division completed – 8 blocks Industrial Sub-division <ul style="list-style-type: none"> • First stage of industrial sub-division – 6 blocks. Clearing re Club Road completed 8 March 2014 • Stage two re headworks is now scheduled for November 2014 • Stage three – finalisation of roads <hr/> Lots successfully developed <ul style="list-style-type: none"> • Sale of lots
30. Gateway Project Plans Project management: 0.1 Percentage Completed: 10%	High	1.2.3, 1.6.1	CEO	0	250,000	0	0	Sinosteel	<ul style="list-style-type: none"> • Designs received previously. Matters to be determined: level of funding, Munckton Road, the design (tower) • Funding sources : <ul style="list-style-type: none"> o Sinosteel: \$200,000. Stated in CBP confirmed. However, only \$30,000 put aside; o Shire: \$50,000 to be budgeted. Has not happened. o 13/14 Budget \$250,000 Sinosteel? o SMC are now offering \$100,000 o 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. • Recurrent costs post 2016 \$2,500 <hr/> Formal entry will provide sense of place <ul style="list-style-type: none"> • Annual community survey • Visitor survey conducted visitor centre
31. Omnibus Scheme	Medium	1.5.1	Planning	0	350,000	300,000	0	WAPC, EPA	2013/14

<p>Development</p> <p>Project management: 0.2</p> <p>Percentage Completed: 80%</p> <ul style="list-style-type: none"> • Omnibus: 80% • Urban Design: 80% • LP Strategy: 80% 			Officer CEO						<p>\$232,844 in Budget</p> <ul style="list-style-type: none"> • Urban Design Guidelines developed: <ul style="list-style-type: none"> ○ Individual meetings held with business owners; ○ Staff briefed 25 February 2014; ○ Community meeting to be rescheduled; ○ Mike Davis briefed Council 17 April 2014 – matter deferred pending corrections submitted to May meeting • Omnibus amendments due 30/06/14, presented to Council 19 June 2014. • Public comment period closed 7 July 2014. No submissions received at present.. • Scheme strategy changes due 30/09/14 <hr/> <p>LP Strategy and Scheme</p> <ul style="list-style-type: none"> • Completed report WAPC <p>Omnibus</p> <ul style="list-style-type: none"> • Completed report WAPC <p>Urban design guidelines</p> <ul style="list-style-type: none"> • Endorsement by Shire of Morawa as policy
<p>32. Old Morawa Hospital</p> <p>Project management: 0.05</p> <p>Percentage Completed: 80%</p>	Medium	1.9.4	CEO	0	50,000	0	0	MWDC, R4R	<p>2013/14</p> <ul style="list-style-type: none"> • \$50,000 not budgeted; • Technical report received 16/11/13. Cost of report: \$3,900 funded from Consultancy Services Admin; • Scope of report discussed with Council 11 February 2014; • Separate site visit and briefing completed 20 March 2014; • Extension for management order (Intention to Take): <ul style="list-style-type: none"> ○ Sort by CEO/DCEO/PO 3 April 2014 as current order expires in May 2014; ○ Order approved until further notice • Further resolution on use of site required. CEO to follow up with the Health Department maintenance and security issues. • CEO now seeking legal opinion on the transfer of the building. <hr/> <p>Hospital is renewed as community asset</p> <ul style="list-style-type: none"> • Project completion and new community

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 Link	Who	12/13 \$	13/14 \$	14/15 \$	15/16 \$	Stakeholders	Progress (Including Performance Indicators)
<p>33. Leadership and Mentoring – Young people</p> <p>Project management 0.01 FTE</p> <p>Percentage Completed: 10%</p>	High	3.1.9	CYDO	0	120,000	120,000	120,000	<ul style="list-style-type: none"> Morawa Youth Centre 	<p>2013/14</p> <ul style="list-style-type: none"> Operating \$112,634; Projects \$24,200 (Grants): <ul style="list-style-type: none"> Crime Prevention Grant application to be submitted for CCTV and Skate Park lighting (\$24,000); LDAG Event: 160 people attended; National Youth Event (Music Festival) 4 April 2014 <p>2014/15</p> <ul style="list-style-type: none"> Operating \$158,892 YTD \$15,396; <p>Young people move into leadership role</p> <ul style="list-style-type: none"> Number in community organisations and Council
<p>34. Leadership and Advocacy Role:</p> <ul style="list-style-type: none"> CBH to upgrade and extend facilities Lobby for access to education system Advocate with State Government to deliver NBN Advocate with Western Power for an upgrade of the Morawa Three Springs Feeder Lobby State Government to retain grain on rail Lobby for Roads Funding Engage with State Government re Kadji Kadji Station Advocate for visiting specialist and allied health Advocate for adequate police and emergency 	High	1.2.1, 1.3.4	CEO	0	0	0	0	<ul style="list-style-type: none"> All major service providers, State and Australian Government Agencies 	<p>Met through normal operating costs</p> <p>2013/14</p> <ul style="list-style-type: none"> CBH: Has changed focus? No further action Education System: MEITA project – Interim Business Case completed; NBN: Satellite to Mt Campbell; Optic to Town; Western Power – Townsite has been upgraded, but feeder line under review see Status Report; Grain on Rail: Watching Brief; Kadji Kadji: Conservation watching brief; Specialist & Allied Health: <ul style="list-style-type: none"> GP expanding practice, RFDS Dental Van in place; Police & Emergency Services: LEMC and CESM Program in place; Participated in Northern Zone Conference; Regional Cooperation Workshop to be

<p>services</p> <p>Project management 0.1 FTE</p> <p>Percentage Completed: 83%</p>									<p>held 10 April 2014</p> <p>Agencies and Service Providers meet community needs</p> <ul style="list-style-type: none"> Annual community survey
<p>35. Invest in Council's Capacity</p> <p>Oversee Management of Shire 0.1 FTE</p> <p>Integrated Strategic Planning Support: 0.2 FTE</p> <p>Annual Customer Survey: 0.1 FTE</p> <p>Percentage Completed: 83%</p>	<p>High</p>	<p>4.3.1, 4.3.2, 4.3.3, 4.4.1, 4.4.2, 4.5.1, 4.5.2, 4.5.3, 4.6.1, 4.6.2, 4.7.1, 4.7.2, 4.8.1, 4.8.3</p>	<p>CEO</p>	<p>0</p>	<p>0</p>	<p>0</p>	<p>0</p>		<p>Met through normal operating costs:</p> <p>Staff Training and Development</p> <ul style="list-style-type: none"> PWOH: \$26,578 Other Property & Services: \$8,438 <p>Professional Development Councillors</p> <ul style="list-style-type: none"> \$8,000. Zone Conference 28/29 March - completed <p>Traineeships</p> <ul style="list-style-type: none"> \$0. CII Student 1 day a week engaged <p>Whole of Life Costings</p> <ul style="list-style-type: none"> 12/13 Plant & Equipment not finished 13/14 Land & Buildings 14/15 Road Infrastructure 15/15 Furniture & Equipment <p>Implemented IPR Framework</p> <ul style="list-style-type: none"> SCP 21/06/12; CBP 20/06/13; Department requested modifications to SCP by 31 March 2014 – completed 25/03/14; SCP reviewed in September 2014. Risk Management policy, compliance plan and strategy now required (Reg 17). Commenced in August 2014 by LGIS <p>Review Council Policies and Local Laws</p> <ul style="list-style-type: none"> To be undertaken in March 2015. <p>Compliance with all Legislation and LG Act</p> <ul style="list-style-type: none"> Annual Compliance Return undertaken and submitted to March OCM – completed for 2013. PID annual survey completed, 30 June 2014 FOI annual return completed 30 June 2014 <p>Delivery of Services as Sub-Regional Hub</p>

										<ul style="list-style-type: none"> Ongoing Shared Services, further discussions to take place. <p>Annual Customer Surveys</p> <ul style="list-style-type: none"> Process to be revisited during 2014/15 <hr/> <p>Excellence in governance, management and leadership</p> <ul style="list-style-type: none"> Annual community survey
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Program Area Operating Cost:	Ongoing		CEO	836,083	852,000	869,000	886,000			2014/15 (\$508,806) Staff Required: 1 FTE Members of Council Cost YTD: \$10,055 Governance - General Cost YTD: \$225 Recurrent Cost post 2017: \$903,000
Percentage Completed: 2%										

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	<p>Projects (35):</p> <p>Projects on-track: 14 Projects monitored: 5 Projects off-track: 7 Projects deferred: 9 Percentage Completed: 66%</p> <p>Program Areas-Operating (4):</p> <p>Monitor 2 Off-track 2</p>	<p>Projects</p> <ul style="list-style-type: none"> Staff resourcing in terms of key roles has been a constant issue regarding consistency and progressing of goals i.e. the long term vacancy of the CEO position; 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"> State Cabinet – continual delays whilst it makes a decision (Town Centre Revitalisation and Freight Road Re-alignment); Scrapping of Commonwealth funding programs e.g. RADF5 (Town Hall project); Changes to Royalties for Regions (CLGF) funding or not 	

		<p>meeting acquittal requirements (Includes key funding regarding the Morawa Swimming Pool);</p> <ul style="list-style-type: none"> ○ MWDC requirement to continually review business cases; ○ Competition regarding the availability of bitumen for major road projects (has been secured for Feb 2014, so will be on track) <ul style="list-style-type: none"> • 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. <p>Program Areas-Operating 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>	
Resource Capability (Staff)	<ul style="list-style-type: none"> • CBP: 2.08 FTE • Programs: 24.07 FTE • Project Officer funded externally • MWRC setting up support re: <ul style="list-style-type: none"> ○ Human Resource Management ○ Higher Level Financial Management ○ Engineering ○ Health and Building • Succession planning/mentoring 	<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"> • HRM appears to be lacking; • Higher level financial management appears to be lacking; • Engineering support has fallen over; • Health and building support has fallen over. • CEO is currently assessing these issues. <p>The balance between SuperTowns and local government operations is impacting on staff. Key impacts include:</p> <ul style="list-style-type: none"> • The struggle to provide consistent governance support; • Records management constantly suffers; • Front line services constantly interrupt administration support. <p>Resource sharing with Shire of Perenjori is now being explored to help address the above. CEO has made contact with Perenjori CEO to discuss further.</p>	
Assets of the Shire	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	
Financial Estimates of the SCP	<p>Funding:</p> <ul style="list-style-type: none"> • Shire Contribution \$3,041,238 • CLGF – Regional: \$ 250,000 • CLGF – Local: \$ 718,000 • Mid West DC: \$3,049,980 • Other: \$5,147,500 	<p>Funding: As per Assessment of Projects:</p> <ul style="list-style-type: none"> • CLGF – R for Mobile Blackspot Tower Project of \$583,333 (out of \$1M approved 7 March 2014); • CLGF – L 358,000 for 2012/13 is subject to reinstatement as part of the State Budget process for 2014/15 	

	<p>Financial Ratios</p> <ul style="list-style-type: none"> • It is not believed that the CBP will negatively impact on the ratios • Will need recalculation in line with the long term financial plan 	<p>Financial Ratios</p> <p>The 2013/14 auditor's report puts three ratios within acceptable limits and three that are borderline</p>
<p>Operational Risk Assessment</p>	<p>Consists of three key elements:</p> <ul style="list-style-type: none"> • Systems • Processes • Resources 	<p>A Corporate Risk Management Plan and Matrix is required for the Shire (This was not identified as a key system in the CBP although there is an operational risk assessment that forms part of the CBP. The operational risk assessment does not provide the list of risk parameters or appetite that can be used on an ongoing basis. This is a critical tool when making key decisions). Now a requirement under R.17 by 31 Dec 2014.</p> <p>Document Management</p> <ul style="list-style-type: none"> • Staff is in the process of setting up electronic records management. <p>Project Management</p> <ul style="list-style-type: none"> • A project management policy has been prepared and will be presented to the October 2014 Council Meeting <p>Stakeholder Management System</p> <ul style="list-style-type: none"> • Not in place <p>ICT System</p> <ul style="list-style-type: none"> • Current system is adequate for needs. Requires optimisation of its use. An ICT Stratgic Plan is required. <p>HR Processes</p> <ul style="list-style-type: none"> • Training and development is budgeted for; • Flexible work arrangements are in place; • Recruitment processes have been improved since November 2013 (recruitment start up sheet and interview assessment sheet introduced); • It is highly unlikely that HR support and high level financial support will come from the MWRC; <p>Workforce Planning and Cost Modelling</p> <ul style="list-style-type: none"> • Performance management system required; • Outstanding performance review need to be undertaken. • A review of JDFs (PDs) required. <p>Skills Development</p> <p>See HR processes and Workforce Planning and Cost Modelling</p> <p>Workforce</p>

		<ul style="list-style-type: none"> • Corporate Business Plan monthly report developed and implemented December 2013; • Also see workforce planning and cost modelling. <p>Council</p> <ul style="list-style-type: none"> • Engagement of community regarding the role of the Shire and Council's responsibilities is required: <ul style="list-style-type: none"> ◦ Review of the community engagement policy required; <p>Asset Base</p> <ul style="list-style-type: none"> • Rationalisation of assets will occur with the adoption of the asset management plans; • Collaborative regional processes that optimise the revenue base is occurring 	
<p>Internal Analysis (Required Improvements)</p>	<p>There are 10 key improvements required:</p> <ol style="list-style-type: none"> 1. Invest in electronic data management 2. Implement electronic project management 3. Stakeholder relationships managed electronically 4. Communication systems between staff and councillors 5. Formal HR mentoring for senior staff 6. Implement excellent HR systems 7. Effective job planning, detailed JDFs 8. Implement work output monitoring systems 9. Rationalise asset base at every opportunity 10. Continue to invest in regional processes that optimise Shire revenue base 	<p>See Operational Risk Assessment</p>	
<p>Measuring Our Success</p>	<p>The Key Performance Measures are:</p> <ul style="list-style-type: none"> • Community satisfaction telecommunication services (AS); • Community satisfaction town amenity (AS); • Community satisfaction housing supply (AS); • Community satisfaction other 	<p>Annual Survey (AS) Outcomes:</p> <ul style="list-style-type: none"> • Survey process is in place. Satisfaction levels developed based on Shire of Morawa Community Engagement Report 2012. <p>House Built Statistics:</p> <ul style="list-style-type: none"> • To be determined (possibly 2 per annum) <p>Waste Targets</p> <ul style="list-style-type: none"> • Closure of Landfill by 2015; Subregional centre in place 2015 <p>Primary Health Care Access (24 hour)</p>	

	<p>services (AS)</p> <ul style="list-style-type: none"> • Number houses built per year; • Land availability for projects; • Nil waste targets achieved; • All residents able to access primary health care service within 24 hour target; • Number cultural events held; • Annual community satisfaction with cultural, heritage and recreation services (AS); • Volunteering rate each census period; • Community satisfaction with engagement with Council (AS); • Improvement in financial ratios • Low employee turnover • Successful fundraising for key projects 50% target 	<ul style="list-style-type: none"> • Increase satisfaction rating from 2.23 – 2.93. <p>Cultural Events</p> <ul style="list-style-type: none"> • There are 12 – 15 events in place a year. • Arts festival in place <p>Volunteering Rate (ABS Census)</p> <ul style="list-style-type: none"> • To be ascertained <p>Financial Ratios</p> <ul style="list-style-type: none"> • These are now compiled and form part of the 2012/13 annual financial statements. <p>Employee Turnover</p> <ul style="list-style-type: none"> • Currently 7%. The benchmark for local government is 12%-16% <p>Successful Fundraising for key Projects = 50%</p> <ul style="list-style-type: none"> • Grants approved to date include: <ul style="list-style-type: none"> ○ RADS funding \$20,000 to develop Airport Masterplan. Shire contribution will be \$20,000; ○ DER - Waste Management Strategic Plan: \$5,000. Shire's contribution \$5,000. • It would be appropriate to develop a grants plan and matrix to identify, track and summarise all grants received 	
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Legend

Off-track (0-49% completed)	
Monitor (50-69% completed)	
On-track (70 – 100% completed)	
Projects deferred	

- 7.2.6.4 Correspondence
- 7.2.6.5 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 20th November 2014