

SHIRE OF MORAWA

ANNUAL FINANCIAL REPORT

2015-2016

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President's Report 2015-2016

To the Ratepayers and Electors of the Morawa Shire, it is my pleasure to present the Shire of Morawa Annual Report for the financial year 2015-2016.

The local economy is mixed, a further downturn in the mining industry has seen businesses struggle. The State economy is also contracting which has resulted in significant reductions in the amount of project grant funding available to the Shire. On a positive note the winter has been kind to the farming community with predictions of a bumper harvest.

The opportunities and challenges for Council this year have been in abundance and achievements are as follows.

Cr Mark Thornton and Cr Darren Agar were both re-elected at the Local Government Elections held on 17 October 2015. After 12 years loyal service to the community Cr David Coaker decided not to stand for re-election and Cr Jane Coaker was elected. I would like to sincerely thank David for his valuable contributions to the Council and the community during his term.

The Morawa Education & Industry Training Alliance (MEITA) continues to '*break new ground*' as the Shire, the Western Australian College of Education - Morawa, Durack Institute of Technology and Morawa District High School work in a collaborative partnership for the strategic benefit of the Morawa community in its efforts to revitalise the Morawa community through innovation and excellence in education service provision. A Morawa Ten Year Education and Training Masterplan, fully funded by the Shire, commenced development in April 2016.

Morawa welcomed Dr Adebola Adeiye and his family in April 2016 replacing Dr Nalini Rao. I would like to thank Dr Rao for her medical expertise and innovation, and for the medical care she provided to residents of Morawa and Perenjori.

The Shire endured significant problems at the completion of the installation of the new pump and filtration equipment. The final task of the project was to sandblast the existing paint for the pool and repaint. During this process the existing render seal was found to have failed. Council made the decision, depending on the structure of the pool shell to seek tenders to re-tile the main and toddler's pools. Safeway Building & Renovations were selected as the preferred contractor for the swimming pool tiling contract. The total cost of this project was \$1.05m; \$800,000 funded from the Shire's own resources and with thanks to Mia Davies MLA and Shane Love MLA a grant of \$250,000 from the Department of Sport & Recreation.

Club Road was originally constructed on the rail reserve and Brookfield Rail and the Public Transport Authority requested its relocation. The total cost of the project was \$192,000, funded through savings made in the Morawa SuperTown Town Centre revitalisation projects. The Club Road works were completed in March 2016. The long awaited truck parking bay south of town on the Mullewa-Wubin Road has been



completed. This project was funded by interest received on the Morawa SuperTown Town Centre revitalisation projects.

The Shire of Morawa expended \$224,063 of the \$358,578 Country Local Government Regional Funds grant on the transfer station project to the end of June, 2016.

The current landfill is almost full and steps need to be taken to minimise the amount of waste going to landfill. The transfer station, due to open in January 2017, will have areas for recycling glass, aluminium, steel, white goods, cardboard, paper and green-waste. Hazardous materials will also be diverted from landfill. This will be a significant but necessary change to current operation of the site. Staff will be on hand when the transfer station opens to assist the community with the transition.

Council has endorsed the Strategic Waste Management Plan (SWMP) for the Shire of Morawa and Perenjori, as endorsed by the Department of Environment and Regulation. The SWMP provides for a sub-regional landfill for Morawa and Perenjori. A suitable landfill site is currently being investigated.

The Shire of Morawa continues to support the youth and young adults in Morawa with funds being provided for the continued employment of a full-time Community Development Officer and a part time youth support worker who will provide the school holiday program as in previous years.

The Tiny Tigers childcare centre, owned by the Shire, and operated by Maddi Clark re-opened on 26 April 2016 filling the large gap in local childcare.

Council has continued to support the local community, hosting and assisting with many events, including the following:

- A free dinner was provided on 29 June 2016 with a strategic planning workshop for local sports clubs delivered by Ian Crawford.
- Free recyclable bags were made available at all Morawa retail outlets from early June 2016 to encourage the community to refrain from using plastic shopping bags.
- Around 200 people enjoyed the stalls and workshops delivered by both local and Perth businesses on 19 March 2016 at the Health and Wellness Expo.
- A Sausage Sizzle was provided on 11 April 2016 by the Shire for participants of the Defence Long Ride for Prostate Cancer, who welcomed the hot food and drinks on a rather wet day.
- The Shire invited Sara Foster, who has written novels set both in WA and abroad, to the Shire. She entertained community members with her journey to become a writer and the ideas behind her four books.
- Alan Briggs from Murdoch University consulted the community about the benefits of geo-tourism, Geo-trails and Geo-Parks in March 2016.
- Bike Dismantle Week was held at the Youth Centre for children aged 12 to 17, to learn how to build or customise their own bikes. This was held in association with the Local Drug Action Group.
- Free Child Yoga was available at the Youth Centre and an invite for children to learn healthy cooking which also tasted amazing.

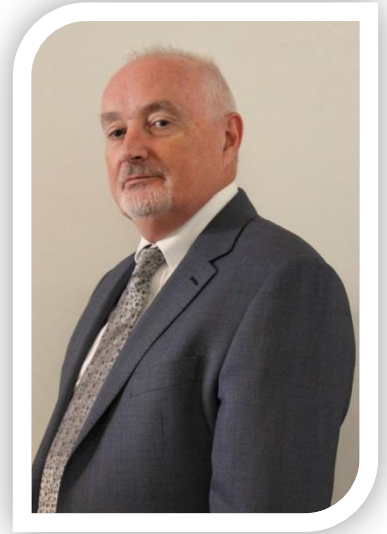
- The Shire supported a visit by Nathan Hulls who shared his story about growing up with a disability with the local school students on 15 February 2016. His inspirational talk was held in association with the Gundawa Young Leaders.
- The Shire supported wheelchair basketball which was held in Morawa on 1 December 2015 during Disability Awareness Week.
- HACC held the 2015 Seniors Big Day Out at the Town Hall on 18 November 2015 with the support of the Shire.
- The Shire held a Thank You function for volunteers at Everlastings Guest House on 22 October 2015 to recognise volunteers who generously give their time for the good of the community. The next function will be held in early 2017.
- A conceptual photography project, Cloud Chasing, involving creative visioning workshops to assist participants to develop their conceptual skills, creating writing and vision board development took place in early November 2015.
- The Morawa Road Trauma Prevention Day at the Fire Station was open to the community with talks and demonstrations.
- Vet program – Murdoch University in 2015 provided, at a reduced rate, well needed expertise for our local cat and dog owners, including sterilization and microchipping. The program will next be held in 2017.
- The Shire assisted the Morawa Historical Society by providing a power supply to the new shed at the museum.
- The Shire was the proud recipient of the DFES Volunteer Employer Recognition Award.
- 2016 Australia Day Celebrations were held at the Bowls Club and attended by over 60 locals. It is planned to hold the 2017 Australia Day Celebrations at the Swimming Pool as usual!

Thank you to all Councillors and Shire staff for their support and tireless hard work during this time of challenge and change for the Morawa community. This year has again been a period of significant achievement for the Morawa community as we continue to strive and position ourselves for the future.

Cr Karen Chappel JP
Shire President

Chief Executive Officer's Report 2015-2016

I am pleased to submit the Chief Executive Officer's report to the residents of the Shire of Morawa on the activities of the Shire for the year ended 30 June 2016.



Major achievements this year included:-

- ❖ Completion of the Club Road relocation and reinstatement at a cost of \$192,140, funded by making savings in the SuperTowns Town Centre Revitalisation Project.
- ❖ Commencement of major flood repairs for two separate flood events that occurred in February and March 2015. These works amounted to \$4.7 million and are predominately funded by a successful application for funds from Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA), the Shire's contribution being \$143,200.
- ❖ Conclusion of the swimming pool pumps, filtration units, backwash tanks and pump house building.
- ❖ Preparation for the re-tiling of the Morawa pool. This included extensive investigation and survey work to assess the condition of the pool prior to the preparation of tender documents and the commencement of works in 2016. Funding of \$250,000 toward the project was obtained from the Department of Sport and Recreation following the submission of an out-of-round-grant application. The remaining funding was from the Shire's own resources.
- ❖ Ongoing support of medical and dental services in the Shire of Morawa, including the recruitment of Doctor Adeiye at the start of 2016 and redecoration of the medical centre and doctor housing during March 2016..
- ❖ Undertaking infrastructure and earthworks for a Transfer Station at the Shire of Morawa Jones Lake Road Landfill Site.
- ❖ Installation and operation of CCTV in public areas in the Morawa town site. These cameras have provided assistance to police on occasions where damage or antisocial behavior has occurred.

The Shire undertook a number of other projects during the 2015/16 year. These included:-

- ❖ Preparation and further development of funding proposals for the major airport upgrade at Prater Airfield.
- ❖ The desludging of the finishing pond at the Morawa Waste Water Treatment Plant.
- ❖ An upgrade to the water supply to the Oval Sports Ground resulting in hot showers for sport participants.

- ❖ A temporary caretaker was appointed July to September. This was a huge success and the intention is to appoint a caretaker for wildflower season each year. Morawa Tourist Centre recorded a total of 4,089 visitors to the facility, with September proving to be the busiest month with 1,592 visitors through the door.
- ❖

The Shire of Morawa has, again, received an unqualified Audit Report from the Shire's Independent auditors RSM Australia.

Major road-works completed for the 2015/2016 financial year include:-

The Shire committed to a substantial road construction and maintenance program for the year. The major road construction / improvement activities occurred on the following road links:-

Rural:

❖ Morawa Three Springs Road	\$151,000
❖ Morawa Yalgoo Road	\$249,000
❖ West Pintharuka Road	\$47,425
❖ Nanekine Road	\$62,606

Townsite:

❖ Club Road	\$192,139
❖ Evans Street	\$50,674
❖ Dreghorn Street	\$55,000
❖ Powell Street	\$76,733
❖ Waddilove Street	\$34,999
❖ Croot Street	\$56,556
❖ Valentine Street	\$40,304

Maintenance of Shire roads costing \$454,874, and maintenance of town streets costing \$56,907 was also completed during the year.

Administration

New staff commencing during 2015/16 were:

Joanne Draper	Community Development Officer
Samantha Appleton	Executive Manager Development & Administration
Sandra Adams	Development Administration Officer
Troy Kingston	Casual Cleaner
Bronwyn Wheeler	Caravan Park Caretaker

I also thank the following staff, who departed in 2015/16, for their work;

John Elliot
Melissa Freebairn
Shelley Smith

Project Officer
Casual Medical Receptionist
Acting Executive Manager

During the year Sean Fletcher and Stephen Tindale were engaged as Acting Chief Executive Officer, while I was on annual leave. I thank them for their assistance.

Congratulations go to Molly-Jane Humble who successfully completed a traineeship while working at the Shire Office.

Acknowledgements

I would like to take this opportunity to sincerely thank the Councillors, senior management team and entire Shire staff for their support and tireless dedication provided during the 2015-2016 year.

The Morawa Shire continues to achieve goals and outcomes way outside of its size and geographic location and this is directly reflective of the high professional standards and positive drive maintained by everyone in this organisation.

John Roberts
Chief Executive Officer

Statutory Reports

Local Government Act and Other Statutory Requirements

Council is required to meet certain statutory obligations under the *Local Government Act 1995* and other Legislation. Council has complied with these requirements, which include but not limited to –

- Submission of Annual Returns (Financial Disclosures) by Councillors and Senior Officers
- Annual Financial Statements
- Adoption of Budget and Budget Review
- Update of Strategic Community Plan
- Update of Corporate Business Plan
- Update of Asset Management Plan
- Long Term Financial Plan
- Workforce Plan
- Review of Delegations
- Audit 17 Review
- Better Practice Review
- Risk Management Review
- Financial Management Review

Strategic Community Plan Report

The Shire of Morawa is required to be compliant regarding the following Integrated Plans:

- Strategic Community Plan 2012 - 2022;
- Corporate Business Plan 2012 – 2016;
- The Workforce Plan;
- Long Term Financial Plan 2012 - 2022; and
- Asset Management Strategy; Policy; and Plans 2012 – currently being updated.

The Shire of Morawa's Strategic Community Plan reflects a vision for the future and is the principal strategic guide for future planning and activities. Based on community engagement the Shire has set out a vision for the future and captured the community's aspirations and values.

A strategic objective has been developed for each of the four key areas of community interest being economic, environmental, social and civic leadership. Desired outcomes have been determined to achieve each of the four objectives after considering the Shire's current and future resources along with demographic trends.

Strategic plans are only effective if resourced adequately to ensure an outcome. The strategies prioritised and actions applied (after an assessment of available resources) through the Corporate Business Plan and subsequently the Annual Budget.

Strategic Community Plan - Measuring Our Success

The aim of the strategic community plan is to align the community's visions and aspirations for the future to the Shire's objectives.

The Shire will use the following two measures to identify how we progress towards our objectives.

Community Satisfaction

As part of the formulation of the strategic community plan, the community was asked to provide feedback on the importance of services provided, and the level of satisfaction with these services.

By conducting community satisfaction surveys, the Shire can obtain an indication of ongoing community satisfaction levels to guide the prioritisation of the delivery of the community business plan.

Key Performance Measures

Key performance measures which are able to provide an indication of whether the Shire is meeting the objectives will be monitored and reported. A combination of measures has been developed by the Shire and captured from January 2017.






An example of some of the measures which may be used for each objective is provided in the table below.




	Objectives	Key Performance Measures
ECONOMIC	<i>To be a diverse and innovative economy with a range of local employment opportunities.</i>	Population statistics No. of business licences Vacancy rates (business and residential) No. of building approvals
ENVIRONMENT	<i>To have a balanced respect to our environment and heritage, both natural and built.</i>	Percentage of waste placed in landfill Energy usage statistics
SOCIAL	<i>Dynamic, passionate and safe community valuing natural and cultural heritage.</i>	Crime rates Community participation rates Community satisfaction levels No. of cultural events
CIVIC LEADERSHIP	<i>Working together as custodians of now and the future.</i>	Financial ratios Long-term financial viability Asset sustainability ratios Employee retention levels Volunteer levels









Corporate Business Plan Review











The following information provides the Objectives and progress of each of the projects on the Strategic Community Plan tracked through the Corporate Business Plan.









Indicator Legend









Off Track (0 – 49% completed)	
Monitor (50 – 69 % completed)	
On-Track (70 – 90% completed)	
Projects deferred until a later date	
Project completed	










Strategic Objectives				
Outcomes	2015-16 Activities/Achievements	2016-17 Activities Planned	Indicator	Measures
Objective 1 - A diverse resilient and innovative economy				
1.1 Maintain and increase population.	Residential subdivision developed.	Residential lots are for sale from Landcorp.		100%
	Industrial subdivision first stage planning completed. Street names submitted to Landgate.	Stage 1 earthworks (8 lots).		50%
1.2 Maximise business, industry and	Operation of Business Incubator Units.	Business Incubator Units - Marketing to prospective tenants to		Ongoing operation










investment opportunities.	Support of MEITA.	recommence. MEITA - Launch of education masterplan.		80%
	Support of visitors centre.	Visitors Centre -maintenance of facility, provision of printing services, provision of public access WiFi.		Ongoing operation
	Participation in Wildflower Tourism Committee.	Wildflower Toursim Committee - Contribution to brochure printing. Participation in group.		Ongoing Operation
	Support Morawa Chamber of Commerce.	Support late night shopping event.		Ongoing operation
1.3 Responsive to innovation and new technologies.	Continual equipment upgrades and training.	Upgrading of existing modules and replacement of equipment as required.		Ongoing operation
	Continuing to lobby for improved telecommunications.	Liaison with Telstra re mobile coverage.		Ongoing
1.4 Provide essential services and infrastructure to support population growth.	Continuing to work with the Water Corporation and Western power for service upgrades.	Utility Provision - Ongoing liaison and investigation of alternative service provision where outages occur.		Ongoing
1.5 Planned and balanced growth.	Review of Local Planning Scheme commenced.	Local Planning Scheme Review - Adoption of Local Planning Strategy, submission to WAPC and community consultation.		70%

	Implementation of Midlands Sub-regional Economic Development Strategy.	Midlands Sub-regional Economic Development Strategy - Liaison with Midwest Development Commission.		Ongoing
1.6 The main street is the civic and retail heart connecting the town.	Town Revitalisation Project.	Town Centre Revitalisation - Project complete.		Complete
1.7 Attractive and well maintained buildings and streetscapes.	Town Revitalisation Project.	Project completed.		Complete
	Maintenance of Shire assets.	Ongoing part of works program.		Ongoing
1.8 Well maintained local roads and ancillary infrastructure.	Ongoing upgrades and maintenance of infrastructure.	Part of works program. Drainage works to be undertaken on eastern portion of town to alleviate minor flooding.		Ongoing program
	Commencement of flood damage works.	Flood damage works ongoing in 16-17.		80%
1.9 Affordable, diverse and quality accommodation options for both residential and business.	Operation of caravan park and units for short term visitors.	Ongoing maintenance of caravan park including caretaker onsite for 3 months of the year. Installation of cabin and WiFi.		Ongoing operation
	Support of aged housing project.	Aged Housing - Promotion of non asset based units to attract tenants. Take over of management of Morawa Community Care Units.		70%
	Provision of accommodation for staff and service providers.	Annual inspections and maintenance program to be carried out.		Ongoing operation
	Letting of units for low income	Promotion of units and operational		Ongoing

	persons. Operation of Business Incubator Units.	maintenance. Promotion to attract additional tenants.		operation Ongoing operation
1.10 Increased investment in transport networks.	Budget provision for transport network upgrades. Liaison with Main Roads WA for funding and Liaison with funding bodies. Preparation of Aerodrome Strategic Management Plan. Application for funding for aerodrome upgrades.	Transport network upgrades - Included in 2016-17 budget. Regional Road Group funding applications and acquittals. Roads to Recovery and WANDRAA funding applications and acquittals. Aerodrome Strategic Management Plan to be used in funding submissions. Funding application has been submitted.	    	Ongoing program Ongoing program
Objective - Protect and enhance the natural environment.				
Outcomes	Activities/Achievements			
2.1 Ensure natural resources are used efficiently and effectively.	Monitor wastage to identify areas for improvement. Recycle storm water and wastewater.	Monitoring of utility charges on Council properties to identify leaks, inefficiencies. Ongoing monitoring of recycled water. Installation of chlorinator to recycled water outlet at oval.	 	Ongoing operation Ongoing operation








2.2 Enhance and promote rehabilitation of our native vegetation.	Management of Shire controlled land.	Control of usage, weeds and fire hazards. Rehabilitation of refuse site. Liaison with stakeholders.		Ongoing operation
2.3 Minimise impact of salinity.	Support for Yarra Yarra Catchment Council.			No longer a member
2.4 A regional waste management solution to achieve zero landfill.	Negotiations with neighbouring Councils.	Working with the Shire of Perenjori.		50%
	Identification of suitable sites.	Budget provision to purchase suitable site.		70%
	Commencement of resource and recovery centre project (transfer station).	Project to be completed and operational during 16-17.		50%
Objective - A community that is friendly, healthy and inclusive.				
Outcomes	Activities/Achievements			
3.1 Services and facilities that meet the needs of the community.	Support of GP and dental service.	Ongoing support		Ongoing support
	Support of MEITA.	Facilitation of meetings, financial support.		Ongoing support
	Support of emergency services and police.	Liaison through Community Emergency Services Officer with emergency services and provision of CCTV footage to police where requested.		Ongoing support



	Sharing of Sport Development Officer with other Shires.	Ongoing with budget provision made.		Ongoing service
	Operation of Morawa Youth Centre and programs.	Ongoing with budget provision made.		Ongoing service
	Support of CRC.	In principal support.		Ongoing support
	Liaising with Morawa Community Care with regard to future operations.	Development of MOU to facilitate asset handover.		50%
	Provision of library and licensing services.	Ongoing service provision.		Ongoing service
	Redevelopment and upgrade to Morawa Swimming Pool commenced.	Tender awarded for second stage and works to commence in July 2016.		49% Second stage to commence in July
3.2 Respect our cultural, indigenous and heritage assets.	Support of Morawa Historical Society.	Budget provision for utilities, insurance, maintenance and contribution.		Ongoing support
	Support of community events.	Provision of facilities, assistance with events.		Ongoing support
	Maintenance and promotion of heritage assets.	Liaison with historical society. Incorporation in Local Planning Strategy and Municipal Heritage Inventory.		Ongoing program

3.3 Retain a safe environment.	Visiting ranger services provided.	Contract renewed for a further three years.		Ongoing service
	Regulation of health and building provision.	Contract arrangements with service providers.		Ongoing service
	Support of shared Community Emergency Services Manager.	Position partially funded by DFES with four councils participating.		Ongoing service
	Participation in Local Emergency Management Committee.	Joint LEMC with the Shires of Mingenew, Three Springs and Perenjori.		Ongoing partnership
	Implementation of risk management processes.	Liaison with LGIS and Moore Stephens to identify risks and address.		Ongoing development
3.4 A wide range of regional events.	Support of biannual arts festival and community events.	Coordination of event, arrangement of sponsorship and promotion.		Ongoing support
3.5 Improved and well maintained community, recreational and civic infrastructure.	Development of asset management plans.	Ongoing development of asset management plans to meet statutory and reporting requirements.		Ongoing development
	Maintenance of assets in accordance with asset management plans.	Budget provisions for maintenance made based on plans and inspections.		Ongoing program
3.6 Promote and support a healthy community.	Provision, monitoring and maintenance of waste water treatment scheme.	Provision, monitoring and maintenance of waste water treatment scheme.		Ongoing program

	Food premises inspections.	Food premises inspections.		Ongoing program
	Orders on untidy land.	Orders on untidy land.		Ongoing program
	Control of refuse site.	Control of refuse site.		Ongoing program
	Provision of refuse removal services.	Provision of refuse removal services.		Ongoing service
3.7 Support an inclusive community	Liaison with key stakeholder groups in the community.	Liaison with key stakeholder groups the community.		Ongoing
	Consultation with the community.	Consultation with the community.		Ongoing
Objective - A connected community with strong leadership.				
Outcomes	Activities/Achievements			
4.1 A well informed, connected and engaged community that actively participates.	Updating of the website on a regular basis.	Training of additional staff to keep website up to date.		Ongoing service
	Regular mailouts to residents.	Mailouts produced to address topical issues so the community remains informed.		Ongoing service
	Production and circulation of Morawa Snippets.	Regularly issued newsletter to provide information to the community.		Ongoing service
	Public access to Council	Meetings are advertised to enable		

	meetings. Notification via Morawa Scene and public noticeboards.	attendance. Information made available to the public	 	Ongoing Ongoing
4.2 Existing strong community and spirit and pride is fostered and encouraged.	Liaison with community groups.	Provision of facilities and assistance.		Ongoing support
	Support of volunteers.	Annual volunteer event.		Ongoing event
	Australia Day celebrations and awards.	Major annual event including recognition of individuals and groups.		Ongoing event
4.3 A local government that is respected, professional and accountable.	Employment of qualified, experienced staff.	Professional recruitment methods used.		Ongoing development
	Observance of code of conduct.	Staff to sign to acknowledge they have read and understood the code of conduct.		Ongoing
	Ongoing training and development of staff and councillors.	Attendance at Local Government Week, briefing sessions.		Ongoing
	Continual review of policies.	Annual review of policies and ad hoc reviews where required.		Ongoing reviews
4.4 Improved regional partnerships with government and industry.	Participation in regional forums and groups.	Provision for attendance at conferences and meetings included in budget.		Ongoing development
	Delivery of services on a regional	Working with neighbouring Shires		Ongoing collaboration

	or shared basis.	on specific projects.		
4.5 Be compliant with relevant legislation.	Continual review of processes.	Introduction of procedures and reviews with auditors and consultants.		Ongoing governance
	Development of corporate calendar.	Working with consultants and exploring software requirements.		80%
	Observance of Acts, Laws, Regulations and Policies.	Have access to acts, laws, regulations and policies. Consult with the relevant government department. Budget provision for access to legal advice where required.		Ongoing governance
4.6 Planned, affordable and effective service delivery and infrastructure	Ongoing development and implementation of integrated planning documents.	Provision for reviews of corporate business plan, workforce plan, long term financial plan, strategic community plan and asset management plans.		60%
4.7 Long term financial viability.	Identification of efficiencies and improvements in operations and implementation of change.	Ongoing reviews of processes, staffing and levels of service. Monthly financial reporting including reporting of variations. Reviews of budget annually and as required ensuring programs are on track.		Ongoing reviews
	Unqualified audit report with no identified issues with procedures or reporting.	Clean audit report with no identified issues with procedures or reporting.		Ongoing governance
4.8 Attract and retain quality staff.	Provision of quality housing for staff.	Maintenance and upgrades as required including preventative		Ongoing maintenance

	<p>Provide Training and Development.</p> <p>Employment of Trainees.</p>	<p>maintenance.</p> <p>Budget for training of staff.</p> <p>Provision for trainees (admin and works). Staff to examine funding for trainees.</p>	 	<p>and upgrades</p> <p>Ongoing Development</p> <p>Ongoing program</p>
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Disability Access and Inclusion Plan (DAIP)

Section 29 (2) of the *Disability Services Act* requires local governments to report about the implementation of the plan.

The plan was last revised in 2014.

DAIP Strategies

The Shire of Morawa is committed to achieving the following outcomes.

Timeliness of these outcomes is addressed in the implementation table in section five (5) of this DAIP document.

The a number of the strategies listed in the listed outcomes in the plan have been reported as completed, but remain in the plan to provide a reminder of service delivery within the whole of the community

A review of progress with regard to the outcomes of the plan was submitted to the June 2016 ordinary meeting of Council for endorsement. This was then submitted to the Disability Services Commission within the required submission period.

Outcome 1

People with disability have the same opportunities as other people to access the services of, and any events organised by a public authority.

Strategies
Ensure people with disability are provided with an opportunity to comment on access to services.
Make library technology as accessible as possible.
Council will ensure that any events are organised so that they are accessible to people with disability.
Council will ensure that all policies and practices that govern the operation of Council facilities, functions, and services are consistent with Council Policy regarding access.

Outcome 2

People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.

Strategies
Ensure all buildings and facilities are physically accessible to people with disability.
Ensure that all new or redevelopment works provide access to people with disability, where practicable.
Ensure adequate ACROD parking to meet the demand of people with disability

in terms of quantity, quality, and location.
Ensure that parks and reserves are accessible.
Ensure that public toilets meet the associated accessibility standards.

Outcome 3

People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.

Strategies
Improve community awareness that Council information can be made available in alternative formats upon request, such as large print..
Improve staff awareness of accessible information needs and how to obtain information in other formats.
Ensure that the Shires website meets contemporary and universal design practices.

Outcome 4

People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.

Strategies
Improve staff awareness of disability and access issues and improve skills to provide good service to people with disability.
Improve the awareness of new staff and new Councilors about disability and access issues.
When required, Council will seek expert advice from the disability field on how to meet the access needs of people with disability.

Outcome 5

People with disability have the same opportunities as other people to make complaints to a public authority.

Strategies
Council will ensure that current grievance mechanisms are accessible for people with disability and are acted upon.

Outcome 6

People with disability have the same opportunities as other people to participate in any public consultation by a public authority.

Strategies
Improve community awareness about the consultation process in place.
Improve access for people with disability to the established consultative process of Council.

Seek broad range of views on disability and access issues from the local community.
Commit to ongoing monitoring of the DAIP to ensure implementation and satisfactory outcomes.

Outcome 7

People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

Strategies
Use inclusive recruitment practices.
Improve methods of attracting, recruiting and retaining people with disability
Work with key disability employment support provider(s) to employ a person with a disability

Record Keeping Plan

The Shire of Morawa is committed to accessible and efficient record keeping practices and complies with relevant legislation including the *State Records Act 2000*.

Council established a Record Keeping Plan which was adopted by Council and submitted to the State Records Commission in 2006. Council staff concluded a review of the plan from which the 2014 Recordkeeping Plan has been prepared.

The Records Management Procedures Manual is designed to adequately address all records management issues and identifies staff roles and responsibilities in the system.

A revision of the structure of the filing system was commenced in early 2016 as part of an overall review of processes to ensure compliance with the plan and effective management of records.

Public Interest Disclosure

The Public Interest Disclosure Code was established by the Commissioner for Public Sector Standards under Section 20 of the Public Interest Disclosure Act.

One of the principles of the Code is not just to provide protection to those who make disclosures (and those who are the subject of the disclosures) but also to encourage a system of transparency and accountability in the way government official's act and utilise public monies.

Matters that fall under the category of public interest include:

- ❖ Improper conduct (irregular or unauthorised use of public resources);

- ❖ An offence under State Law including corruption (substantial unauthorised or irregular use of, or substantial mismanagement of, public monies;
- ❖ Administration matters generally (conduct involving a substantial risk of injury to public health, prejudice to public safety or harm to the environment.

Matters that relate to the Shire of Morawa should be referred to the Shire of Morawa's Public Interest Disclosure Officer. Disclosures to the Public Interest Disclosure Officer can be made not just about officers of the Shire of Morawa but also about its elected officials.

There is an obligation of the Public Interest Disclosure Officer in the Public Interest Disclosure Act to ensure that the disclosure is confidential and that the person making a disclosure is provided adequate protection from reprisals, civil and criminal liability or breach of confidentiality.

The Shire of Morawa had no Public Interest Disclosures in the reporting period.

Freedom of Information Act 1992

Section 96 of the Freedom of Information Act requires local governments to publish an Information Statement.

In summary, the Shire of Morawa's Statement indicates that the Shire of Morawa is responsible for the good governance of the Shire and carries out functions as required including statutory compliance and provision of services and facilities.

This information statement is published in accordance with section 96 of the *Freedom of Information Act 1992*.

Structure and Functions of Council

Establishment

The Shire of Morawa is established under the *Local Government Act 1995*, and has the responsibility for the administration of this Act within the municipality. Other major legislation which creates a duty or an authority for Council to act includes but is not limited to:

- *Health Act 1911*
- *Town Planning and Development Act 1928*
- *Bush Fires Act 1954*
- *Dog Act 1976*
- *Cemeteries Act 1986*

Council

Council's affairs are managed by seven people elected from and by the community, who act in a voluntary capacity, and represent all sections of the community. The Council acts as a community board, establishing policies and making decisions within the requirements of the Local Government Act on a wide range of issues affecting the community, and in keeping with the legislative requirements to:

- Determine policies to be applied by Council in exercising its discretionary powers.
- Determine the type, range and scope of projects to be undertaken by Council.
- Develop comprehensive management plans, budgets, financial controls and performance objectives and indicators for the operations of Council.

The Council makes decisions which direct and/or determine its activities and functions. Such decisions include the approval of works and services to be undertaken, and the allocation of resources to works and services.

Decisions are also made to determine whether or not approvals are to be granted for applications for residential and commercial development.

An ordinary Council election was held in October 2015. One Councillor retired – Cr Dean Coaker and one new Councillor was elected, Cr Jane Coaker.

Ordinary meetings of Council are held on the third Thursday of each month commencing at 3:30pm. All members of the public are welcome to attend.

National Competition Policy

In 1995 the Council of Australian Government entered into a number of agreements known as the National Competition Policy. The Policy is a whole of government approach to bring about reform in the public sector to encourage government to become more competitive.

Local government will mainly be affected where it operates significant business activities (defined as one that generates an annual income from fees and charges exceeding \$200,000) that compete or could compete with private sector business. Local government will also be impacted where its local laws unnecessarily affect competition.

Local laws are reviewed annually.

The Shire of Morawa does not have any Significant Business Activities that have been declared a PTE or an FTE by the Australian Bureau of Statistics.

As the Shire of Morawa has no PTE or FTE's the structural reform principles have not been applied to any activities.

The Shire of Morawa continues to carry out reviews of legislation within which the Shire operates.

Register of Minor Complaints

Section 5.121 of the *Local Government Act 1995* requires the complaints officer for each local government to maintain a register of complaints which records all complaints that result in action under section 5.110(6) (b) or (c) of the Act.

Section 5.53 (2) (b) of the *Local Government Act 1995* requires that details of entries made under section 5.121 during the financial year in the register of complaints including:

- ❖ The number of complaints recorded on the register of complaints;
- ❖ How the recorded complaints were dealt with; and
- ❖ Any other details that the regulations may require;

be disclosed in the Annual Report.

No complaints of minor breaches under the *Local Government Act 1995* were received in the reporting period.

Payment to Employees

Regulation 19B of the *Local Government (Administration) Regulations 1996* requires the Shire to include the following information in its Annual Report: The reported amounts refer to cash remuneration only.

- ❖ The number of employees of the Shire entitled to an annual salary of \$100,000 or more; and
- ❖ The number of those employees with an annual salary entitlement that falls within each band of \$10,000 over \$100,000. The stated amount may not reflect the actual number of employees receiving the amount during the reporting period at any one time.

From	To	Number of Employees
\$100,000	\$109,999	2
\$110,000	\$119,999	
\$120,000	\$129,999	
\$130,000	\$139,999	
\$140,000	\$149,999	1
\$150,000	\$159,999	
\$160,000	\$169,999	
\$170,000	\$179,999	

Other Information

Personal Involvement

Elected members are involved with many organisations within the community, and are also active in representing Morawa at a regional or state level. Council's nominations to other organisations include:

- Northern Zone of WALGA,
- Mid West Regional Road Group
- North East Farming Futures Group
- Morawa Farm Improvement Group
- Morawa Landcare Conservation District Committee
- Morawa Roadwise Committee
- Morawa District Fire Brigade
- Audit Committee
- Morawa Education Alliance

Standing Committees

At present there is one standing Committee of Council:

- Audit Committee

Occasional Committees

Council utilises occasional Committees as and when required.

Agendas

To ensure that all items are included in the Agenda for Council meetings, it is requested that items for consideration be submitted to the Chief Executive Officer at least 10 days prior to Council meeting, as Agendas are prepared for members and are distributed one week prior to the meeting. This will permit each item to be researched if necessary, and be presented to Council with a recommendation for decision, if appropriate.

Copies of the Agenda are available prior to the meeting in accordance with the *Local Government Act 1995*. Please note that all Minutes are subject to confirmation by Council.

Complaints

Complaints received by Council are processed and assigned to a responsible officer to be followed up. Most complaints received are in the form of works requests, which are assigned to works staff to complete. A system is in place to monitor progress of complaints. Where complaints are lodged about Councillor Conduct, these are processed as required under section 5.53 of the Local Government Act. In this instance the complaint is recorded under the Register of Minor Complaints.

Delegated Authority

Under the *Local Government Act 1995*, Council is able to delegate many powers to either Committees or to the Chief Executive Officer. A Committee or the CEO may

then further delegate the duty or responsibility to perform a task. Delegations are recorded in a Register, and are reviewed by Council annually.

Services to the Community

Council provides an extensive variety of services for the community under a wide range of legislation. Services provided include:

Building control	Library services	Recycling
Bush fire control	Litter bins	Roads, footpaths & kerbs
Cemeteries	Traffic control works	Rubbish collection
Citizenship ceremonies	Parks & reserves	Storm water drainage
Crossovers	Planning controls	Street lighting
Dog control	Playground equipment	Street sweeping
Drainage	Public buildings for hire	Street tree planting
Environmental health	Public toilets	Swimming pool
Fire prevention	Recreation/sport facilities	

Access to Council Documents

The following documents are available for inspection at the Council Offices free of charge. Copies of the documents can be made available, although some will incur a charge to cover the cost of photocopying. The *Local Government Act 1995* does stipulate minimum requirements for documents to be made available for public inspection, and these include:

- ❖ Minutes and Agendas of Council and committee meetings
- ❖ General Policy Manual
- ❖ Annual Budgets
- ❖ Annual Report
- ❖ Annual Financial Statements
- ❖ Monthly Financial Statements
- ❖ Council Local Laws (formerly known as By-laws)
- ❖ Local Planning Scheme
- ❖ Electoral Rolls
- ❖ Financial Interest Register - Primary and Annual Returns, and Declarations

2015-16 Financial Statements