

Shire of Morawa Annual Report & Financial Statements 2014-2015



TOWN SQUARE OPENING 2015





ANZAC DAY 2015



AUSTRALIA DAY 2015

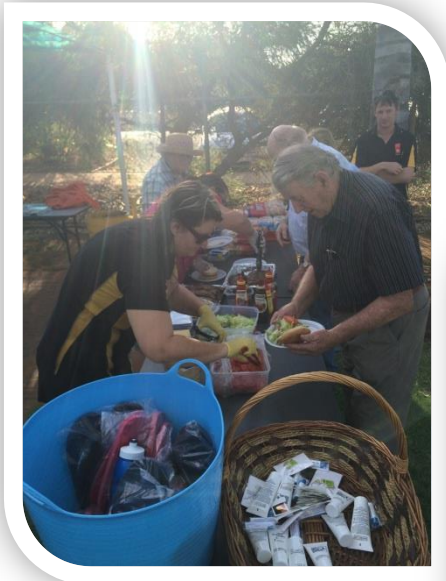




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President's Report 2014-2015

To the Ratepayers and Electors of the Morawa Shire I present The Shire of Morawa annual report for the financial year 2014-2015.

This year has, as in previous years, provided many interesting opportunities and challenges for Council in progressing Morawa's future.

August 2014 saw the completion of the \$2,032,569 Freight Road Realignment construction project. The contractor WBHO Civil was project managed by Porter Consulting and Landcorp. This project was jointly funded by SuperTowns and the Department of Regional Development. The project has resulted in a safer and quieter Winfield Street. Truck parking bays will be installed at the northern and southern ends of the town site.

2014/15 also saw the completion of the \$1,753,141 Town Centre Revitalisation project. The contractor BCL Group was project managed by Emerge and Landcorp. This project was jointly funded by SuperTowns and the Department of Regional Development. The new town centre will be focal point for community events. Feedback from residents and visitors has been extremely positive.

The Freight Road Realignment and Town Centre Revitalisation projects were officially opened by the Hon. Terry Redman MLA, Minister for Regional Development on 30 April 2015. Minister Redman took the opportunity during his visit to officially open the four new aged care units.

An Airport Master plan was prepared during the year. The Master plan provides the basis for a business case which has been submitted to the Mid West Development Commission for a total funding of \$3.0m. If the funding is approved, the project which includes sealing of the main runway and new lights should be completed by mid-2016.

Preparation of a new Local Planning Strategy and Planning Scheme continues with the assistance of consultants TPG Town Planning Urban Design & Heritage. The project is currently at review stage with completion in August 2016 with Gazettal of the Strategy and Scheme. The Local Planning Strategy and Planning Scheme are designed to be broad enough to deliver the visions of the Morawa Growth and Implementation Plan. Morawa's identification as a Super Town and the Growth and Implementation Plan has been developed to offer more opportunities for people who choose to live in Morawa, the Shire and the region.

Although Sinosteel Midwest has ceased mining at Koolanooka they will continue to have a presence in Morawa as they have worked with the Shire to develop a legal framework for the Morawa Future Fund, protecting the fund for the benefit of Morawa residents into the future.





The total of this fund is currently \$2,155,810. Sinosteel Midwest contributed \$1,100,000 and the Shire of Morawa \$900,000. Distribution of 85% of the interest earned annually will be available for community projects. The application process for funds will be made advertised early in 2016.

The continuing dramatic downturn in iron ore prices, from an historic high of \$187.18 in February 2011; \$114.82 (June 2013); \$92.74 (June 2014) to \$62.29 in June 2015 has seen activities in the region slowed which is of concern to the expected expansion of Morawa.

The agricultural season of 2014 was an average to below average season. The Shire continues to have a heavy reliance on the success of the agricultural industry. We need to continue to support this industry, in particular with a strategic approach to up-grading our roads to meet the transport needs of our farmers.

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 Education Masterplan, funded by the Shire, is currently being developed to provide a 10 year strategic direction for education in Morawa.

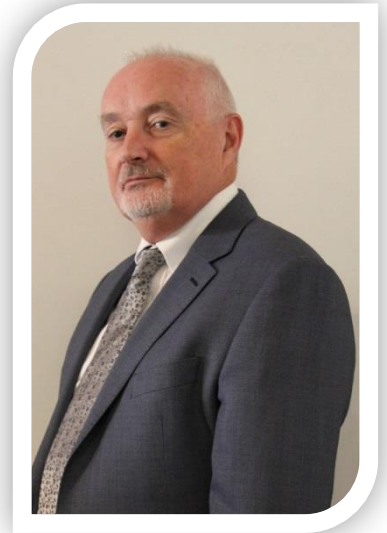
Financially the Shire of Morawa continued to support the youth and young adults in Morawa with funds being provided for the continued employment of a full time Community Development Officer and a part time youth support worker.

Thank you to all Councillors and Council staff for their support and tireless hard work during this time of excitement and change for the Morawa community. This year has again been a period of marvellous 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 2014-2015

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 2015.



Major achievements this year included:-

- ❖ Completion and opening of the Town Square Project in April 2015, part of the \$5.5 million Morawa (Super Town) Town site Revitalisation Project . The Town Square Project was developed in conjunction with Emerge Associates, BCL Group, Landcorp and local contractors.
- ❖ Ongoing development of the Morawa Education & Industry Training Alliance (MEITA) towards consolidation of its strategic direction and engagement of local miners for enhancing education in Morawa.
- ❖ Official opening of Aged Care Units in April 2015. This \$820,000 project was a joint project funded by Royalties for Regions, Shire of Morawa (\$300,000) and Morawa Community Care. The Shire of Morawa also managed the project. Thanks goes to the Department of Regional Development and the Midwest Development Commission for providing funding for the project and to PS Chester and Son the major contractor for the works.
- ❖ The Swimming Pool Upgrade commenced with an upgrade of the filtration system and building of a new plant room.
- ❖ The Aerodrome Strategic Management Plan was completed. This plan will be used to underpin applications for funding of the aerodrome upgrade that includes a bitumen seal of the main runway. The Shire explored alliances with current and potential users of the Aerodrome to support funding applications.



The Shire undertook a number of smaller projects during the 2014/15 year. These included:-

❖ Shire housing upgrades	\$49,489
❖ Barbeque installation at Oval Pavilion	\$5,969

The Shire of Morawa has, again, received a positive Management Report from our new Independent auditors RSM Australia. There were no identified issues arising from the audit.



Major road-works completed for the 2014/2015 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:

❖ Nanekine Road	\$8,345
❖ Barnes Road	\$11,834
❖ Morawa Three Springs Road	\$310,220
❖ Morawa Yalgoo Road	\$337,500
❖ Fabling Road	\$83,000

Townsite:

❖ Evans Street	\$79,691
❖ Milloy Street	\$22,300
❖ Neagle Street	\$35,300
❖ New Airport Road	\$13,801

Shire road maintenance of \$425,357 and Town Streets maintenance of \$49,101 was also completed during the year.

Art Exhibition

The biannual Morawa Art Exhibition was held in August 2014. The main prizewinners for the event were:

- ❖ Shire of Morawa Acquisitive Award
Malcolm Lindsay A Place to Call Home
- ❖ Karrara Mining Indigenous Acquisitive Award
Margaret Whitehurst Stolen Generation

Thanks go to all who exhibited and contributed to making the event a success.

Home and Business Improvement Competition

This is held annually in May as part of the Shire's Tidy Towns Program. Winners were:

- | | |
|----------------------------------|--------------------|
| ❖ Best Garden Category | Henry Van Der Berg |
| ❖ Best Home Improvement Category | Edward Broekstra |
| ❖ Best Yard Improvement Category | Janelle Sapienz |

Congratulations to the winners.



Administration

The Shire had some changes in works crew staff and staff in the Shire administration centre.

New staff commencing during 2014/15 were:

Ray Newah	Cleaner
Jenny Whitmore	Cleaner
Brett Atkinson	Plant Operator
Shane Carpenter	Plant Operator
Simon Taylor	Road Maintenance Worker
Candice Smith	Senior Finance Officer
Nathan Edwards	Gardener
Browyn Wheeler	Caravan Park Caretaker

I also thank the following staff who departed in 2014/15 for their work;

David Williams	Deputy Chief Executive Officer
Anthony Ellery	Building Maintenance Officer
Robert Hennighan	Grader Operator
Jenny Mutter	Finance Officer
Robert Atkins	Gardener
Sally Hoad	Community Development and Youth Officer
Paul Fraser	General Hand
Caitlin Speedy	Caravan Park

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 2014-2015 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

Strategic Plan Reporting

In 2010, the Western Australian State Government introduced legislation requiring Local Governments to prepare an Integrated Planning and Reporting Framework by June 2013.

The plans prepared have been adopted by Council and the commencement of a revision of these plans is expected to begin in 2015.

The plans prepared included:

- ❖ Strategic Community Plan 12 August 2014
- ❖ Corporate Business Plan 20 June 2013
- ❖ Asset Management Plan December 2011
- ❖ Workforce Plan
- ❖ Long Term Financial Plan

Section 5.56 of the *Local Government Act 1995* requires Council to plan for the future. Council has incorporated the Plan for the Future into the Shire of Morawa's Community Strategic Plan. Section 5.53 of the *Local Government Act 1995* requires an overview of the plan for the future of the district made in accordance with, including major initiatives that are proposed to commence or to continue in the next financial year.

As part of compliance with the State Government's new Integrated Planning and Monitoring Framework legislation, the new Strategic Community Plan and Corporate Plan constitute the Plan for the Future, with the plans to be revised in 2015-16.

The following information reports back on the Strategic Community Plan and Corporate Plan with a particular focus on strategic priorities.

Ratios

Financial Management	2014/15	2013/14	2012/13
Current Ratio	3.55	2.17	2.80
Debt Service Cover Ratio	(11.32)	(0.18)	22.54
Operating Surplus Ratio	(0.81)	(0.49)	0.23
Own Source Revenue Coverage Ratio	0.37	0.55	.64
Asset Management Ratio			
Asset Sustainability Ratio	0.89	1.24	1.19
Asset Consumption Ratio	0.52	0.50	0.36
Asset Renewal Funding Ratio	0.60	0.581	0.55

Strategic Community Plan Objectives

Outcomes

ECONOMIC	<i>A diverse, resilient and innovative economy.</i>	<ul style="list-style-type: none"> 1.1 Maintain and increase population. 1.2 Maximise business, industry and investment opportunities. 1.3 Responsive to innovation and new technologies. 1.4 Provide essential services and infrastructure to support population growth. 1.5 Planned and balanced growth. 1.6 The main street is the civic and retail heart connecting the town. 1.7 Attractive and well maintained buildings and streetscapes. 1.8 Well maintained local roads and ancillary infrastructure. 1.9 Affordable, diverse and quality accommodation options for both residential and business. 1.10 Increased investment in transport networks.
ENVIRONMENT	<i>Protect and enhance the natural environment.</i>	<ul style="list-style-type: none"> 2.1 Ensure natural resources are used efficiently and effectively. 2.2 Enhance and promote rehabilitation of our native vegetation. 2.3 Minimise impact of salinity. 2.4 A regional waste management solution to achieve zero landfill.
SOCIAL;	<i>A community that is friendly, healthy and inclusive.</i>	<ul style="list-style-type: none"> 3.1 Services and facilities that meet the needs of the community. 3.2 Respect our cultural, indigenous and heritage assets. 3.3 Retain a safe environment. 3.4 A wide range of regional events. 3.5 Improved and well maintained community, recreational and civic infrastructure.
CIVIC LEADERSHIP	<i>A connected community with strong leadership.</i>	<ul style="list-style-type: none"> 4.1 A well informed, connected and engaged community that actively participates. 4.2 Existing strong community and spirit and pride is fostered and encouraged. 4.3 A local government that is respected, professional and accountable. 4.4 Improved regional partnerships with government and industry. 4.5 Be compliant with relevant legislation. 4.6 Planned, affordable and effective service delivery and infrastructure. 4.7 Long term financial viability. 4.8 Attract and retain quality staff.

Objective - A diverse, resilient and innovative economy.	
Outcomes	Activities/Achievements
1.1 Maintain and increase population.	Residential subdivision developed. Industrial subdivision planned.
1.2 Maximise business, industry and investment opportunities.	Operation of Business Incubator Units. Support of MEITA. Support of visitors centre. Participation in Wildflower Tourism Committee. Support Morawa Chamber of Commerce.
1.3 Responsive to innovation and new technologies.	Continual equipment upgrades and training. Continuing to lobby for improved telecommunications and delivery of the NBN.
1.4 Provide essential services and infrastructure to support population growth.	Continuing to work with the Water Corporation and Western power for service upgrades.
1.5 Planned and balanced growth.	Review of Town Planning Scheme commenced. Implementation of Midlands Sub-regional Economic Development Strategy.
1.6 The main street is the civic and retail heart connecting the town.	Town Revitalisation Project.
1.7 Attractive and well maintained buildings and streetscapes.	Town Revitalisation Project. Maintenance of Shire assets.
1.8 Well maintained local roads and ancillary infrastructure.	Ongoing upgrades and maintenance of infrastructure.
1.9 Affordable, diverse and quality accommodation options for both residential and business.	Operation of caravan park and units. Support of aged housing project. Provision of accommodation for staff and service providers. Operation of Business Incubator Units.
1.10 Increased investment in transport networks.	Budget provision for transport network upgrades. Liaison with funding bodies. Preparation of Aerodrome Strategic Management Plan.
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.
2.2 Enhance and promote rehabilitation	Management of Shire controlled land.

of our native vegetation.	
2.3 Minimise impact of salinity.	Support for Yarra Yarra Catchment Council.
2.4 A regional waste management solution to achieve zero landfill.	Negotiations with neighbouring Councils. Identification of suitable sites.
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. Support of MEITA. Support of emergency services and police. Sharing of Sport Development Officer with other Shires. Operation of Morawa Youth Centre and programs. Support of CRC. Liaising with Morawa Community Care with regard to future operations. Provision of library and licensing services.
3.2 Respect our cultural, indigenous and heritage assets.	Support of the Billaranga Arts Studio. Support of Morawa Historical Society. Support of community events. Maintenance and promotion of heritage assets.
3.3 Retain a safe environment.	Visiting ranger services provided. Regulation of health and building provision. Support of shared Community Emergency Services Manager. Participation in Local Emergency Management Committee. Implementation of risk management processes.
3.4 A wide range of regional events.	Support of biannual arts festival and community events.
3.5 Improved and well maintained community, recreational and civic infrastructure.	Development of asset management plans. Maintenance of assets in accordance with asset management plans.
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 continual basis. Mailouts. Production and circulation of Morawa

	<p>Snippets.</p> <p>Public access to Council meetings.</p> <p>Notification via Morawa Scene and public noticeboards.</p>
4.2 Existing strong community and spirit and pride is fostered and encouraged.	<p>Liaison with community groups.</p> <p>Support of volunteers.</p> <p>Australia Day celebrations and awards.</p>
4.3 A local government that is respected, professional and accountable.	<p>Employment of qualified, experienced staff.</p> <p>Observance of code of conduct.</p> <p>Ongoing training and development of staff and councillors.</p>
4.4 Improved regional partnerships with government and industry.	<p>Participation in regional forums and groups.</p> <p>Delivery of services on a regional or shared basis.</p>
4.5 Be compliant with relevant legislation.	<p>Continual review of processes.</p> <p>Development of corporate calendar.</p> <p>Observance of Acts, Laws, Regulations and Policies.</p>
4.6 Planned, affordable and effective service delivery and infrastructure	<p>Ongoing development and implementation of integrated planning documents.</p>
4.7 Long term financial viability.	<p>Identification of efficiencies and improvements in operations and implementation of change.</p> <p>Clean audit report with no identified issues with procedures or reporting.</p>
4.8 Attract and retain quality staff.	<p>Provision of quality housing for staff.</p> <p>Provide Training and Development</p> <p>Employment of Trainee</p>



AGED UNITS OPENED 2015



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.

A review of the plan was carried out 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

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.
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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.
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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
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Work with key disability employment support provider(s) to employ a person with a disability
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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.

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*.

1. 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.

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	1
\$110,000	\$119,999	1
\$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)
- ❖ Town Planning Scheme
- ❖ Electoral Rolls
- ❖ Financial Interest Register - Primary and Annual Returns, and Declarations

2015-16 Financial Statements and Audit Report



2014 Art Show Winners