

**SHIRE OF BOYUP BROOK  
2017-18 ANNUAL REPORT**



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# 1.0 Statement of Compliance

**For the year ended 30 June 2018**

Residents and rate payers of the Shire of Boyup Brook,

In accordance with section 5.53 of the *Local Government Act 1996*, I hereby submit for your information, the Annual Report for the Shire of Boyup Brook for the financial year ended 30 June 2018.

The Annual Report has been prepared in accordance with the provisions of the *Local Government Act 1995* and *Local Government (Administration) Regulations 1996*.

Stephen Carstairs

Accountable Authority

04 February 2019

## 2.0 President's Report



It is with pleasure that I provide my report to you as your Shire President for the 2017-18 year.

Council continues to focus the majority of its resources on infrastructure assets (roads, bridges, drainage and footpaths). In 2017-18 48% of the Shire's total operating expenditure, and 97% of capital expenditure (not including Plant and Equipment), was directed to maintaining and improving the Shire's transport network (Note: \$8,477,494 was spent on bridges). To facilitate this effort, Council has ensured the Works teams are appropriately resourced with serviceable plant and equipment, through its long term plant replacement program.

As stated in my 2016-17 report, the State Government determined not to fund a Water Corporation sewerage scheme for Boyup Brook. A setback, particularly when you think that Boyup Brook is just under 40 km from the world's biggest lithium producer in Greenbushes, where the lithium mine with its long-life, high-grade ore body is accounting for 30 per cent of the market. The mine is dramatically stepping up production, and at a cost of nearly \$2 billion it aims to capture a new opportunity in electric vehicles. So with the mine's permanent workforce set to more than double to about 650, and Boyup Brook's endeavor to provide housing opportunities for these mining families, I have continued to explore avenues for moving forward on the sewerage scheme and hopefully will have some positive news when I next report to you.

Council continues to explore its various options for improving aged accommodation in the Boyup Brook townsite. To that end, Council provided \$94,332 in its 2017-18 budget to upgrade fixtures and fittings at the Lodge. This initiative will be carried over and completed in the 2018-19 financial year.

In addition to \$64,000 of *Department of Local Government, Sport and Cultural Industries* swimming pool revitalization grants, the Shire also succeeded to receive a \$20,000 *Lotterywest* grant in 2017-18 to replace and upgrade the Toddler's Pool. A newly formed Committee of Council has been overseeing this project, which is due for completion during the 2018-19 pool season.

Council continues to work on its various light industry/commercial development opportunities in and around the Boyup Brook townsite. Land control and zonings issue for the Saleyards lot have largely been attended to, and in 2018-19 ownership of the land is expected to pass to the Shire. In the meantime, the old unused yards have been substantially removed by the Rylington Park Management Committee, primarily for re-use at Rylington Park.

Before closing, I would also like to sincerely thank all my fellow Councillors for their commitment, efforts, and involvement on all the issues which have come before Council during the last financial year. I also thank the Chief Executive Officer and staff for their hard work over the past year. Finally, but very importantly, I record my very sincere thanks to my, and my fellow Councillor's spouses who help us fulfill our civic roles.

Councillor Graham Aird

Shire President

## 3.1 Operational Structure

The Western Australian Constitution (1889) recognises Local Government under section 52. Our constitution states that:

- (1) *The Legislature shall maintain a system of local governing bodies elected and constituted in such manner as the Legislature may from time to time provide.*
- (2) *Each elected local governing body shall have such powers as the Legislature may from time to time provide being such powers as the Legislature considers necessary for the better government of the area in respect of which the body is constituted.*

When developed, the *Local Government Act 1995* (the Act) was written in contemporary style, and so is comparably a little easier to understand than the act that precedes it. The Act brought with it a degree of autonomy, and conveys general competence powers to local governments. At the same time, accountability also features in many areas of the Act, e.g. for a number of local issues it is only with Ministerial approval that local governments can make decisions at a local level, and often this will be in consultation with their communities.

Sections 2.7 through 2.10 of the Act define the roles of our Council (e.g. to govern the local government's affairs), President, Deputy President and Councillors (e.g. to represent the interests of the electors, ratepayers and residents of the district; and provide leadership and guidance to the community), while section 5.41 defines the functions of our CEO (e.g. advise the Council; cause Council decisions to be implemented; and manage the day to day operations of the local government).

Note. Section 5.42 allows a local government to delegate the exercise of its powers to the CEO.

### 3.1 Council (Elected Members) Structure

The Shire comprises of four wards as follows: Benjinup to the north west (two representatives); Boyup Brook Townsite (three representatives); Dinninup to the north east (two representative); and Scotts Brook to the south (two representatives). At the commencement of a term of Council, Council elects the Shire President and Deputy President. As at 30 June 2018 Council's structure was as follows:

**Shire President**  
**Graham Aird**



Scotts Brook Ward  
Term Expires 2019

**Deputy Shire President**  
**Cr Walker**



Benjinup Ward  
Term Expires 2021



**Cr. Moir**  
Benjinup Ward  
Term Expires 2019



**Cr. Kaltenrieder**  
Boyup Brook Ward  
Term Expires 2021



**Cr. Alexander**  
Boyup Brook Ward  
Term Expires 2021



**Cr. Muncey**  
Boyup Brook Ward  
Term Expires 2019



**Cr. O'Connell**  
Scotts Brook Ward  
Term Expires 2021



**Cr. Oversby**  
Dinninup Ward  
Term Expires 2021



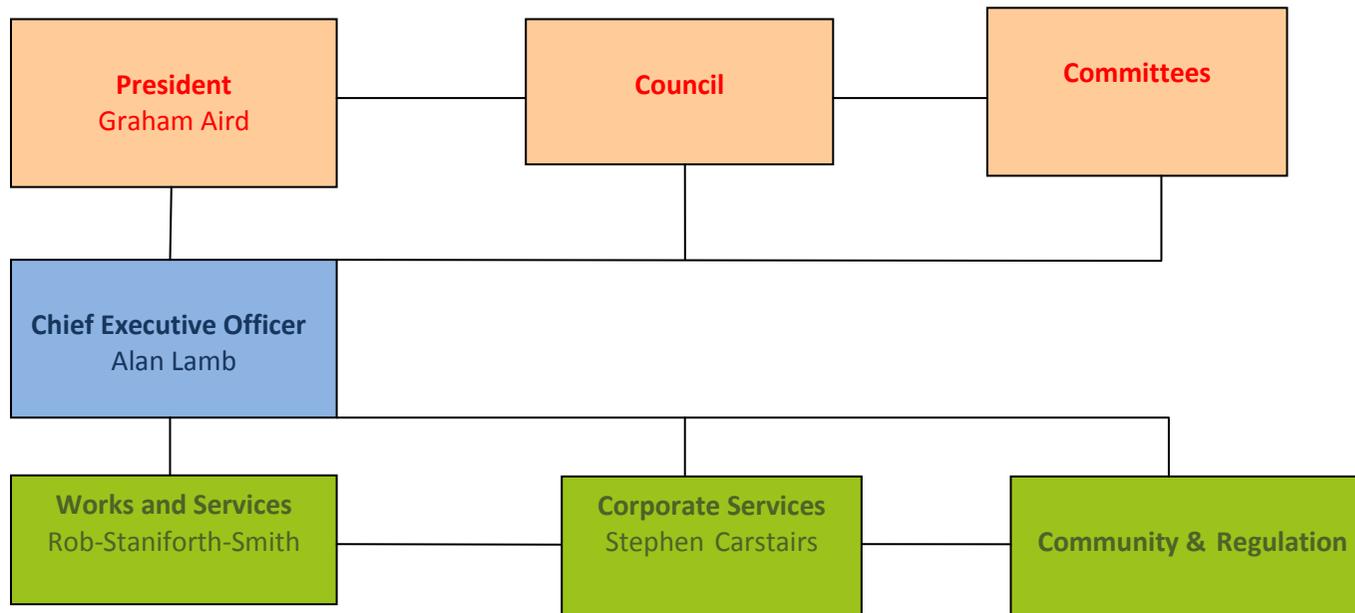
**Cr. Rear**  
Dinninup Ward  
Term Expires 2019

At its October 2017 Councillor elections, Cr (John) Imrie retired from office, Crs Kaltenrieder and Oversby were re-elected, Cr Walker returned to public office after a 2 year absence, and Crs Alexander and O'Connell were elected to office. Farewell and thank you John. Council sets its meeting dates prior to the start of a calendar year and ordinary meetings are generally held on the third Thursday of each month (except where other factors make this impractical), excepting for January where no meeting is held.

### 3.2 Organisational Structure

From October 2017 the Shire Council's organisational structure remained effectively unchanged.

Table A – Organisational structure as at 30 June 2018



### 3.3 Senior Executive

**Alan Lamb** (FLGMA, BBus, Dip LG (C), Dip LG (T)) joined the Shire of Boyup Brook in 2008. Since taking up the role of Chief Executive Officer, Alan has focused on improving the Local Government's sustainability through financial management and planning, and improving services.

Alan has 42 years experience in the Local Government sector, 34 of this at senior management level including 24 at CEO level. His Local Government work has included stints in the Metropolitan Area, Pilbara, Murchison, Great Southern, External Territories (he was the first CEO appointed by the newly formed Cocos (Keeling) Islands Shire Council for 4 years in the nineties), and now the South West. At various stages, of his working life, he has held finance/management positions in transport, merchant banking and mining. His management experience includes the usual Local Government operations and facilities, public housing (managing over 100 houses and a building program of three new houses per year), public transport (both bus and marine), and marine services (including: operation and maintenance of one inter-island passenger ferry, one ocean rescue craft/backup ferry, and sundry small craft; purchase of new craft; operation and maintenance of a slipway, marine craft repair facility and navigation markers/lights; and he holds a current commercial vessel skippers ticket and a radiotelephony licence).

**Rob Staniforth-Smith** (BEng Civil, MIEAUST, CP ENG, Builders Reg, Dip Project Management) joined the Shire of Boyup Brook in 2011. Since joining the Shire, Rob has focused on sourcing additional funding to increase the level of service on the Shires 1100km of roads plus increasing the amenity of the towns' parks and streetscapes.

Following Geoff Carberry's resignation in 2014, Rob took on the role of Building Management and is striving to get the level of maintenance on the Shires numerous buildings up to an acceptable level.

Prior to his current role, Rob ran the family farm (2007-2010) and worked in management on High Rise Construction and commercial Projects for 18 years including management roles on Central Park, St John of God Hospital, Karrinyup and Morley Galleria Shopping Centres, East Perth Redevelopment, Subiaco Railway Tunnel, Subiaco Redevelopment, Fremantle Maritime Museum, Raffles redevelopment, Perth Convention and Exhibition Centre, and finishing up as Project Manager on the \$178 million Perth Central Law Courts.

**Stephen Carstairs** (BSc Hons, Dip Company Director - University New England and Dip Accounting) joined the Shire of Boyup Brook in 2014. Since taking up the role of Director Corporate Services, Stephen has focused on financial compliance matters generally, with some emphasis on financial sustainability and integrated planning processes for local government.

Prior to his current role, Stephen served as Executive Manager Corporate Services at the Shire of Bridgetown-Greenbushes for 4 years. Since joining the local government sector in 1999, Stephen has worked throughout the state including: the Shire's of Carnamah (Manager Finance) and Wiluna (Corporate Services Contractor); the Town of Port Hedland (Manager of Finance); and the Shire of Coolgardie (Manager Corporate Services). Previous to this Stephen worked in the private sector, and for agencies including: The University of WA; Curtin University; Department of Agriculture and Food; and DPAW (formerly Dept Conservation and Land Management).

# 4.0 Acting Chief Executive Officer's Report & Overview

## 4.1 Acting Chief Executive Officer's Report

From the Statement of Financial Position (refer Appendix 2, 2017-18 Audited Financial Statements) the Shire's total assets were \$131m at the end of the financial year. Assets within road reserves accounted for \$76M (58%) of this. Unsurprisingly then that this is the area of substantial investment for Council, with the Works and Towns teams accounting for nearly 50% of the Shire's operating expenditure and more than 90% of expenditure on capital in 2017-18. Grant funding is necessary for maintaining the Shire's transport network, and Council has continued to be successful in gaining grants to assist it to meet its road network maintenance and renewal/replacement (capital) requirements. This has been especially so with regard to bridges where the Shire has had two bridge (Tone and Jackson) replacements completed in 2017-18, and significant improvements to others. This funding enabled Council to invest \$8,477,494 on bridges in 2017-18, \$932K in 2016-17 and \$685K in 2015-16.

The combination of Council funding quality plant and equipment, and works staff dedication/skills have resulted in a number of roads being improved and maintenance kept to a standard which is considered to be high for our region. Council's town team continues to maintain and improve the town's parks, gardens and fields.

As reported in previous years, regulation services and administration continue to be faced with ever increasing reporting requirements. The steady movement of responsibility and costs from State to Local Government, without corresponding funding, further adds to the load limiting what resources can be applied to activities which might otherwise be of greater community benefit.

Shire staff should take some satisfaction out of 2017-18, for their effort in maintaining and improving the Shire's infrastructure (roads, gardens, parks, facilities and the like), for providing services (health services, early learning (child care), licensing, library, environmental health, building services, town planning, etc), and keeping the necessary back room operations (accounting, depot maintenance, works planning, etc) in order. The Director of Works, Mr Rob Staniforth Smith, who's tenure at the Shire was concluding toward the end of 2017-18 is especially thanked.

Finally Shire staff wish to thank the Shire President (Cr Graham Aird) and his fellow Councillors for their support during 2017-18. Council and staff strive to improve services in Boyup Brook and identify efficiencies, and our team approach makes for success in achieving these goals.

Stephen Carstairs  
**Acting Chief Executive Officer**

## 4.2 Overview of Agency's Plan for the Future

As the role of local government in Western Australia (WA) differs to local government in other states, local government in Boyup Brook distinguishes itself from other Western Australian local governments.

WA has the highest per capita expenditure in Australia for law, order and public safety, and for recreation and culture, and is second highest for transport. Contrasting with this, WA has the lowest per capita expenditure for housing, community amenities, and general public services. Relative to most other Western Australian local governments, Boyup Brook invests substantially in ensuring that its community has quality health and medical services, and contemporary aged and community housing.

Council has adopted both a Shire of Boyup Brook *Strategic Community Plan* (for the period 2017-2027) and a *Corporate Business Plan* (for the period 2016-17 to 2020-21), and together these plans comprise the Shire's '*plan for the future*' under the *Local Government Act 1996*.

### 4.2.1 Strategic Community Plan 2017-27

The Shire of Boyup Brook's *Strategic Community Plan 2017-27* sets out the vision, aspirations and objectives of the community in our district so as to guide the work of the Council, and to define Council's role in '*Growing Our Community Together*'.

The Boyup Brook community's vision is for our Shire to be a place:

- for people, with a sense of community, one that is active, vibrant, engaged and connected;
- that is safe and secure;
- that nurtures its youth and aging population, and retains its health and medical services; and
- that grows and has employment opportunities, through commercial diversity based on our comparative advantage.

This will be achieved through Council exercising its leadership and influence, and through Council collaboration, partnerships and empowerment, facilitation, coordination, and regulation.

Given that the Boyup Brook community is a growing and changing one, the Shire Council has determined to align the way it works so as to respond to the changing needs of our community. The strategic community plan has a strong focus on building closer collaboration and stronger partnerships with community service (e.g. not-for-profit clubs and associations) organisations, our neighbour local governments and industry agencies, and the State Government.

The Council's focus is on strengthening and supporting the community through capacity building programs (e.g. the Community Grants Program and its Community Development Services), and by providing: a sound road and footpath network; quality health and medical services; contemporary aged and community housing; quality sport, recreation and landscaped facilities; that waste is managed; library and licensing services; information; advice; and planning, building and environmental health regulation.

By strengthening good governance (local leadership), the Council improves the way it works with community service groups in building a stronger and more cohesive community. The Council will continue to focus on supporting our aged, youth, volunteers and carers, and children and the early years. These are all valued members of our community who rely on the services, facilities and support of the Shire Council.

The Council provides funding to some 20 community organisations (including clubs, our schools and agencies), to support a diverse range of community interests and pursuits. During 2017-18 the Shire's Community Grants Program distributed \$42,098 to community organisations in the district (and see Appendix 1), representing a \$6,944 decrease (14%) from 2016-17.

Our strategic community plan identifies five outcome areas to focus (focal areas) the energy and expertise of Councillors and Shire employees to achieve the following:

- 1 Social. That our people will have a '*sense of community*'.
- 2 Natural Environment. That our natural environment will be '*preserved and sustained*'.
- 3 Built Environment. That our people will have '*enhanced lifestyle choices*'.
- 4 Economic Development. That '*business and employment opportunities will be maximised*'.
- 5 Governance. That '*local leadership will be strengthened*'.

#### 4.2.2 Corporate Business Plan 2016-17 to 2020-21

Boyup Brook's *Corporate Business Plan 2016-17 to 2020-21* sets out, in a way consistent with priorities identified in the strategic community plan, the Shire Council's priorities for dealing with the objectives and aspirations of the community. Further, priority outcomes in the business plan (and also see section 6.0 *Agency Performance* in this report) express the administration's reference to the Shire Council's capacity to resource (asset manage, human resource manage, and finance manage) its operations.

#### 4.2.3 Major Initiatives Proposed to Commence or Continues in 2018-19

- Boyup Brook Citizens Lodge – refurbishment program continued in 2017-18 with \$94,332 being committed to refurbish various fittings and fixtures of the accommodation rooms. Works continues into 2018-19.
- Aged Accommodation – this new accommodation initiative continued in 2017-18 with \$642,200 for allocation to either of two locations: one being wholly dependent on a sewerage scheme being developed; and the other partially dependent. The initiative entails site development and associated works, supported by reserve and loan funds and will also be the subject of grant applications. The program continues in 2018-19.
- Toddler's Pool at the Swimming Pool - refurbishment project continued in 2017-18 with \$160,750 being committed to upgrade the pool. The project continues into 2018-19.
- Transport Infrastructure (roads, bridges etc) - Renewal and New 2017-18 \$10,162,627, and the opening of the new Tone (dual carriage) Bridge (\$4.9M), and various other transport improvements, supported by grants (\$9,405,548M) and Shire funding.
- Solar energy solutions - \$22,690 solar powered electricity to run the Council Administration Building.

## 5.0 Performance Management Framework

### 5.1 Toward an Outcome Based Management Framework

Regulations 22.(1) *Form and content of annual budget* and 34.(3) *Financial activity statement required each month* and Schedule 1 of the *Local Government (Financial Management) Regulations 1996* (the Regulations), are very prescriptive about how local governments may go about presenting information in budgets and making progress reports on performance against those budgets.

The community's five (5) broader focal areas and eleven (11) specific outcomes were actioned through nine (9) services programs. While Schedule 1 of the Regulations identifies 11 (service) programs, for simplicity three of them (Governance, General Purpose Funding, and Other Property and Services) were combined in the (Leadership &) Governance service program (and refer to the table below).

Focal Area		Service Programs									Outcomes
		1	2	3	4	5	6	7	8	9	
Focus 1:	Social	x	x	x	x				x	x	1.1 Community needs for services and facilities are met. 1.2 Sustainable Community.
Focus 2:	Natural Environment	x							x		2.1 Preserved and enhanced natural environment. 2.2 Sustainable resources.
Focus 3:	Built Environment	x	x	x	x	x	x	x	x	x	3.1 Sustainable infrastructure. 3.2 Planned development. 3.3 Housing needs are met.
Focus 4:	Economic Development	x					x	x		x	4.1 Economic Growth. 4.2 Increased visitors and residents.
Focus 5:	(Leadership &) Governance	x									5.1 Council and Community leadership. 5.2 Sustainable governance.

**Service Programs**

1. (Leadership &) Governance
2. Law Order & Public Safety
3. Health
4. Education & Welfare
5. Housing
6. Community Amenities
7. Recreation & Culture
8. Transport
9. Economic Services

This attempted Outcome Based Management (OBM) framework represents a combining of the frameworks of the Financial Management Regulations and the Shire's Strategic Community Plan, and is the framework to which this annual report presents the performance of the local government. Going forward, a revised OBM framework will be implemented which includes effectiveness as well as service indicators.

# 6.0 Performance

## 6.1 Overview of Agency's Performance

The local government's 2017-18 funding was allocated to 9 (operational) service areas. Key financial indicators are presented below with a summary of the results for the Shire's efficiency indicators. The remainder of this chapter describes from the Shire's Strategic Community Plan the desired goals to be achieved by the local government.

<b>Key 2017-18 Financial Indicators as at 30 Jun 2018</b>	<b>Actual (\$'000)</b>	<b>Budget (\$'000)</b>
Total (operating) cost of services	7,515	7,531
Net (operating) cost of services *	(7,833)	(5,255)
Total Equity	129,841	184,889
Revenue from Rates	(2,671)	(2,659)

\* A negative value ( ) indicates a net surplus after costs

### Information about Numbers of Certain Employees

<b>Annual Salary Range (\$)</b>	<b>Number Employees</b>
100,001 - 110,000	1
110,001 - 120,000	1
120,001 - 130,000	1
140,001 - 150,000	2
230,001 - 240,000	1
Employees having annual salaries of \$100,000 or more	6

## Efficiency Indicator Summary

The summary results for the local government's efficiency indicators are presented below. From the Australian Bureau of Statistics' (ABS) 2016 census the number of households in Boyup Brook can be determined (census identified the population to be 1,701, and at 2.3 persons per household there were 740 households in Boyup Brook).

Service	Focal Areas					KPI	Per Household 2017-18 Actual	Per Household 2017-18 Budget
	1	2	3	4	5			
Service 1: Leadership & Governance	x	x	x	x	x	Average Cost (inc depreciation)	\$708	\$754
Service 2: Law Order & Public Safety	x		x			"	\$592	\$444
Service 3: Health	x		x			"	\$1,574	\$1,411
Service 4: Education and Welfare	x		x			"	\$140	\$146
Service 5: Housing			x			"	\$179	\$169
Service 6: Community Amenities			x	x		"	\$439	\$486
Service 7: Recreation & Culture		x	x	x		"	\$1,081	\$1,168
Service 8: Transport	x		x			"	\$4,843	\$4,923
Service 9: Economic Services	x		x	x		Average Cost (inc depreciation)	\$608	\$682
Rates Raised						Average Cost	\$3,611	\$3,596
Funding from Grants						Average Funds	(\$14,978)	(\$11,667)
Depreciation						Average Cost	\$4,256	\$4,138
<b>Focal Areas</b>	1. Social		4. Economic Development					
	2. Natural Environment		5. (Leadership &) Governance					
	3. Built Environment							

## 6.2 Strategic Focus Areas

### 6.2.1 Focus Area 1 - Social

#### **Vision: Building a Sense of Community**

Building a sense of community is central to the Shire of Boyup Brook's future. The Shire of Boyup Brook focus is developing an active, vibrant, safe, caring and secure community, including access to services and facilities that meet our requirements.

#### **Shire Goals**

- ⇒ Improve community safety.
- ⇒ Strengthen community participation, interactions and connections. Build and strengthen an active and vibrant community.

### 6.2.2 Focus Area 2 – Natural Environment

#### **Vision: Preserve and Sustain our Natural Environment**

Preserving and enhancing our natural environment is a key aspect to the Shire of Boyup Brook's future to retain its 'river and forest' identity. The Shire will focus on valuing natural resources, managing use of water and energy.

#### **Shire Goals**

- ⇒ Maintain and preserve the natural environment, enhancing the 'river and forest' experience of Boyup Brook. Sustain and promote the natural environment through the use of green energy solutions.
- ⇒ Promotion of the Shire's Wood first policy.

### **6.2.3 Focus Area 3 – Built Environment**

#### **Vision: Enhanced Lifestyle Choices**

The Shire will focus on enhancing the town through improved streetscaping and infrastructure. The Shire will focus on land-use, including local roads, parks, reserves and facilities will meet the future needs of the growing community, and create employment opportunities through commercial and industrial land-use.

#### **Shire Goals**

⇒ Improve road infrastructure.



#### **6.2.4 Focus Area 4 – Economic Development**

**Vision: Maximise Business and Employment Opportunities**

The economy will thrive through diversifying business and employment opportunities, through attracting industrial and commercial opportunities for the growing community, by actively supporting all local businesses.

**Shire Goals**

⇒ Build the economic base through diversification and actively supporting local businesses.

#### **6.2.5 Focus Area 5 – Governance**

**Vision: Strengthen Local Leadership**

The Shire will focus on sustainability through leadership and regional partners, making informed resource decisions, engaging and listening to community, advocating on the community behalf, be accountable and manage within governance and legislative framework.

**Shire Goals**

⇒ Strong leadership, governance and planning that makes the best use of our physical, financial and human resources.

# 7.0 Legislative Environment

## 7.1 Administered Legislation – Local Laws

As at 30 June 2018 the following legislation was administered by the Shire of Boyup Brook:

- Activities in Thoroughfares and Public Places and Trading Local Law;
- Bush Fire Brigades Local Law;
- Cemetery Local Law;
- Dogs Local Law;
- Local Laws Relating to Fencing;
- Health Local Laws;
- Local Government Property Local Law;
- Parking and Parking Facilities Local Law;
- Standing Orders Local Law

## 7.2 Significant Legislation Relevant to Local Government

Local Governments operate in a complex legislative environment. In performing much of its functions, the Shire adheres with the following relevant laws:

- Bush Fires Act 1954;
- Caravan Parks and Camping Grounds Act 1995; Cat Act 2011;
- Cemeteries Act 1986;
- Control of Vehicles (Off-road) Act 1978; Dog Act 1976;
- Environmental Protection Act 1986;
- Fire and Emergency Services Authority of Western Australia Act 1998; Health Act 1911;
- Local Government Act 1995; Main Roads Act 1930; and
- Waste Avoidance and Resource Recovery Act 2007.

### **7.3 Regulatory Reporting Requirements**

Listed below is the Shire's performance against some of the more prominent legislative requirements.

#### **7.3.1 Elected Members Conduct**

In the financial year ending 2017-18 no complaints were recorded under section 5.121 of the *Local Government Act 1995* as they relate to Elected Members' conduct.

#### **7.3.2 Local Government (Financial Management) Regulations 1996**

The CEO is required to undertake reviews of the appropriateness and effectiveness of the local government's financial management systems and procedures regularly (not less than once in every four financial years), and report the results of those reviews to the local government. During 2014-15 Dominic Carbone and Associates reviewed the Shire's financial management systems and procedures. The next review is scheduled for 2018-19.

#### **7.3.3 Local Government (Audit) Regulations 1996**

Every two years the CEO is required by legislation to undertake reviews of the appropriateness and effectiveness of the local government's systems and procedures as they relate to risk management, internal control, and legislative compliance. The CEO completed one of these reviews in 2014-15, and during the latter part of the 2016-17 financial year the CEO commenced conducting his second review of these systems and procedures. The outcomes of that review, however, will not be reported to the Shire's Audit Committee until December 2018.

#### **7.3.4 Information about Modifications to Certain Plans**

Regulation 19CA of the *Local Government (Administration) Regulations 1996* requires local governments to report, in their annual reports, on modifications to certain of their plans.

Subsequent to consulting with the community and workshopping the outcomes of two (2) community surveys, at its July 2017 ordinary meeting Council resolved (Res. 94/17) to adopt the Strategic Community Plan 2017 – 2027.

Commencing June 2017 the Shire's Corporate Business Plan underwent a revision, and at its June 2018 meeting Council adopted its Boyup Brook Corporate Business Plan 2017-2021.

### **7.3.5 Review of Local Laws**

Section 3.16 of the *Local Government Act 1995* requires that all local laws of a local government will be reviewed within an eight-year period after their commencement, to determine if they should remain unchanged, be amended, or repealed.

With the proclamation of the amendments to the Health Act 1911, and the staged introduction of the Public Health Act 2016, the Shire of Boyup Brook Health Local Laws require reviewing to ensure they were current and applicable to the needs to protect the health, safety and harmony of our community.

The local laws were reviewed in accordance with the requirements of the Local Government Act 1995, and have been submitted to the Department of Local Government for their comments.

### **7.3.6 State Records Act 2000**

The *State Records Act 2000* (the Records Act) provides for the keeping of State records and related items, and Section 19 of the Records Act requires each government agency/authority to have a Records Keeping Plan (RKP) that has been approved by the State Records Commission.

The RKP dictates which records are created by an organisation, how they are stored and maintained, and whether they are ultimately destroyed. The RKP is the primary means of providing evidence of compliance with the Records Act and that best practices have been implemented throughout the organisation. In accordance with Section 17 of the Records Act, the Shire of Boyup Brook and all its employees are legally required to comply with the contents of the plan.

The State Records Office (SRO) requires organisations to update their plans every five (5) years, and the Shire of Boyup Brook's RKP was reviewed during 2014-15 and 2016-17 and subsequently approved and validated by the SRO in September 2016. The next review of the Shire's RKP is due by August 2021.

### **7.3.7 Freedom of Information Act 1992**

In accordance with Section 96(1) of the *Freedom of Information Act 1992*, residents have the right to access records (which are not otherwise exempt) held by State and Local Government agencies. Applications may be made to the Shire to access such information upon payment of a standard fee. In the financial year ending 2017-18 the Shire received no applications to access non-exempt information held by the Shire of Boyup Brook.

### **7.3.8 Environmental Health, Food Safety Standards and Water Sampling and Testing**

Environmental Health administers a wide range of public health related legislation to ensure suitable public safety and environmental health standards are attained. This includes inspections of buildings and businesses, assessment of development applications for compliance, environmental monitoring and sampling, and investigation of health related complaints.

The Food Act 2008 sets out the standards required for businesses that operate within the local authority area. Food safety inspections are conducted all food premises within the Shire. There continues to be a high compliance rate amongst our local food premises, including the submitting of a notification form to advise of trading outside their usual premise.

The number of food notifications received as part of an event has continued to grow as event organisers become more aware of their obligations. This ensures food vendors attending events within the Shire are registered as a food premises and as such meet the food safety standards.

As required the annual food report to the Department of Health was submitted on time, this captures the Shire's statistical data around the number of registered food premises in each risk category, high medium and low.

Over twenty food recalls were issued by the Department of Health during 2017-18. The Department has initiated SMS messages for high risk situations where contact cannot be made with the seller direct. This ensures a timely notification to all food business which contributes to maintaining public health within the community.

As part of the requirements of the Health (Aquatic Facilities) Regulations 2007, monthly water samples were submitted to the testing laboratories to ensure compliance with the water quality standards and maintain a safe public swimming pool. With the introduction of the heating system, which allowed the pool season to be extended, additional water testing was required during the opening period.

Water testing of potable water supplies is part of the environmental health services offered. No requests were received to test water in the reporting period.

### **7.3.9 Occupational Safety and Health and Events Management**

The Shire participates in the Local Government Insurance Services' (LGIS) SW Regional Co-ordination Project, engages the services of a Shared Regional (OSH) Co-ordinator, and prides itself on having a consultative approach to workplace safety and health. During the reporting period, 2017-2018, the Shire recorded zero lost time injuries, and only three incidents requiring first aid treatment only. There is still a high rate of property/vehicle damage that contributes to the overall statistics. Safety & Health Committee meetings provided a forum to assist employees remain informed about workplace safety.

Some key initiatives undertaken included:

- The Shire continues to subsidise emergency transport for all permanent residents through St John Ambulance Sub-Centre.
- First aid refresher training across all areas
- Review of the swimming pool safety manual in consultation with LGIS and the Pool Manager
- Review of existing safety polices - Smoking and Fitness for Work
- Development of new polices - Children in the Workplace, Health and Well being, and Bullying & Aggressive Behaviour.
- Commitment to ongoing weekly toolbox meetings -
- Hearing test reviews plus testing of new employees
- Review of safety policy & procedures for Child Care Centre.

### **7.3.10 Disability Access and Inclusion**

The Shire's Disability Access Inclusion Plan 2013-2018 was nearing its review date, and so research commenced to initiate the review process which included: identifying key stakeholders; reviewing the past plan; and arranging consultation meetings. The finalized draft plan will be submitted to the Council before being lodged with the Department of Communities.

### **7.3.11 Competitive Neutrality**

The Shire has reviewed all areas of its operation to determine the existence or otherwise of significant business activities.

For the purposes of Competitive Neutrality, a significant business activity is defined as an activity with an income in excess of \$500,000 p.a., which is not a regulatory service (community service obligation), and is not already contracted out. Accordingly, it has been determined that, Boyup Brook Medical Centre apart, Council has no significant business activity for the purposes of competitive neutrality as it relates to the National Competition Policy Clause 7 statement. With regard to the Shire's Medical Centre, so as to meet a community service obligation Council provides a health service to the district in order to fill a void where no potential competition exists. Note: A commercial practice may not be viable here.

# 8.0 Legal Compliance

## 8.1 2017-18 Financial Statements

The Shire's 2017-18 Annual Financial Statements and the (independent) auditor's report of Tim Partridge (Partner) of AMD Chartered Accountants, are included at Appendix 2.

