

**SHIRE OF BOYUP BROOK
2018-19 ANNUAL REPORT**



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Appendix 1 – Financial Report for the year ended 30 June 2019

1.0 Statement of Compliance

For the year ended 30 June 2019

Residents and rate payers of the Shire of Boyup Brook,

In accordance with section 5.53 of the *Local Government Act 1995*, I hereby submit for your information, the Annual Report for the Shire of Boyup Brook for the financial year ended 30 June 2019.

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

Christopher Victor Smith
Accountable Authority
04 December 2019

2.0 President's Report



It is with pleasure that I provide my report to you as your Shire President for the 2018/19 year.

Once again this year the Shire has focused the majority of its efforts on improvements to our road infrastructure assets and the plant that performs the work. I would like to congratulate the Works Management team for firstly their ongoing ability to source grants to help fund this road expenditure and then to the staff for delivery of the works.

The year has not been without its challenges and the Shire continues to question the imposition of the Biosecurity regime being imposed on our ratepayers and residents. Council and our ratepayers have maintained a strong focus on both invasive plants and pests which can affect our livelihood. The Shire staff working with local land care group, Blackwood Basin Group have maintained and worked together to manage these threats. The introduction of a new levy and yet a further group to work in this space is unwarranted. Council will continue to advocate for the removal of this tax in our Shire.

I feel it is important for me to touch also on the provision of medical services to the Shire. We are very fortunate to have the services of wonderful doctors residing in the town, who not only service our community but look after patients in the hospital, the Lodge and St John's with accidents. This service is heavily subsidised by Council and I ask that you support our medical team.

In 2018/2019 The Shire of Boyup Brook received grant contributions of \$286,680. The Shire received \$191,930 for the Bush Fire Brigade Local Government Grant Scheme and for the Mitigation and Activity Fund for fire mitigation, plant, equipment and insurance and maintenance of emergency vehicles. The Shire was also successful in gaining a small Seniors Activation Grant from the Department of Local Government Sport and Cultural Industries to fund the Linkwest state award winning WISE (Weekly Information and Seniors Exercise) program. This \$3,000 grant funded a well attended weekly class and exercise equipment that made a positive difference to the lives and wellbeing of seniors in the Boyup Brook Community. The youth of the town were also

catered for with a Stronger Communities Programme Round 4 Grant of \$7,7750 from the Department of Industry, Innovation and Science. The collaborative project with the Boyup Brook Playgroup provided a shade sails for the new nature playground at the Early Learning Centre and Playgroup. The new children's pool area project was also completed and the \$64,000 Community Pool Revitalisation Fund from the Department of Local Government Sport and Cultural Industries and \$20,000 Lotterywest Grant contribution were acquitted in the 2018/19 financial year. The Shire was not successful in its Regional Aged Accommodation Grant application and will strengthen the business case for future applications.

Informing information:

Grant	Project	Grant Amount	Notes
Regional Aged Accommodation Program - Royalties for Regions unsuccessful	Boyup Brook Independent Living Units	\$1,582,000	Unsuccessful
Community Pool Revitalisation Fund - Department of Local Government Sport and Cultural Industries (acquitted in 2018/19)	New children's pool area	\$64,000	
Lotterywest Grant (acquitted in 2018/19)	New children's pool area	\$20,000	
Bush Fire Brigades Local Government Grant Scheme	LGGS Plant, equipment, maintenance and insurance	\$52,538	
Mitigation Activity Fund	Fire mitigation	\$139,391.50	
Seniors Activation Grant - Department of Local Government Sport and Cultural Industries	Weekly Information and Seniors Exercise (WISE) program	\$3,000	
Stronger Communities Programme Round 4 - Department of Industry, Innovation and Science	Shade sails for nature playground at the Early Learning Centre and Playgroup	\$7750	Grant 50% of the project. Shire and Playgroup contributed 25% each.

Council continues to work on its various light industrial/commercial development opportunities in and around the Boyup Brook town site. Recent pushes by Government to have Councils review their planning and zoning is complimentary to the work that Council has already started. Land control and zoning issues for the Saleyards are progressing.

In the coming year we have to look forward to receiving the results of our community consultation on the ongoing functioning of Rylington Park. Rylington Park is Councils single largest asset and it is important that its function compliments other Shire activities. I look forward to engaging with the Rylington Park Management Committee on their future plans.

Before closing, I would also like to sincerely thank all my fellow Councillors for their commitments, efforts and involvement on all of the issues which have come before Council during the past financial year. I would also like to thank Councillor Muncey who retired at this years election. Special thanks goes to Stephen Carstairs who acted in the CEO role until the search for our new Chief Executive was concluded.

I record my very sincere thanks to mine and my fellow Councillors spouses who help us fulfil our 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 exercising 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 2019 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



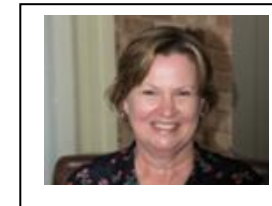
Cr. Kaltenrieder
Boyup Brook Ward
Term Expires 2021



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



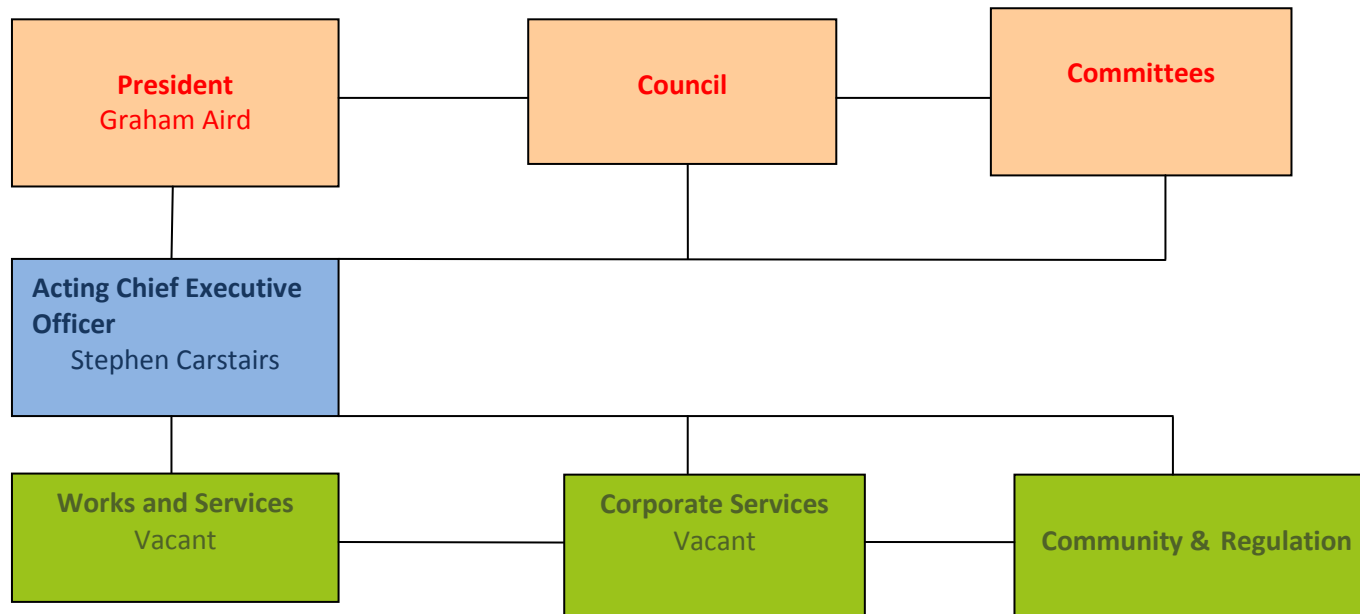
Cr. Rear
Dinninup Ward
Term Expires 2019

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

The Shire Council's organisational structure remained effectively unchanged, however a number of positions remained vacant.

Table A – Organisational structure as at 30 June 2019



4.0 Chief Executive Officer's Report & Overview

4.1 Chief Executive Officer's Report

In the year gone the Shire has once again invested heavily in road improvements amounting to \$2.128 million and plant purchases of \$0.315 million.

In Local Government reporting much emphasis is being placed on various ratios which are predictions of a Shires sustainability. While the Shire pays careful attention to these indicators the final determinant of a Shires performance is its cash and cash reserves. Overall cash has remained constant at \$3.112 million, slightly down from \$3.17 million the year before. The Shire has been successful in attracting the grants necessary to continue focusing on our road asset improvements.

The Shires net result for the period was a deficit of \$0.935 million of which \$0.727 million was budgeted. It should be noted that this includes a charge of \$3.6 million for depreciation which is up by \$0.413 million from \$3.147 million. Current rates of spend on infrastructure and the impact of favourable revaluations have contributed to these increases.

The Shire expects that while we are expending heavily on infrastructure these ratios will be adversely impacted. This will largely remain the same in 2019/20 and improve in 2020/21.

The period to the end of 2018/19 has seen the departure of Chief Executive Officer Alan Lamb. I would like to acknowledge the contribution made by Stephen Carstairs who has acted as CEO prior to my appointment. Much credit goes to the staff who have resolutely carried out their jobs through this time of change.

On behalf of the staff I would like to thank the Shire President Graham Aird and his fellow Councillors for their support during 2018/19. We have a dedicated staff who look forward to serving the community in the coming year.

Christopher Victor Smith
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 1995*.

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.

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

- Boyup Brook Citizens Lodge – refurbishment program continued in 2018-19 with \$56,604 being committed to refurbish various fittings and fixtures of the accommodation rooms.
- Transport Infrastructure (roads, bridges etc) - Renewal and New 2018-19 \$2,127,781.

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 2018-19 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.

Key 2018-19 Financial Indicators as at 30 Jun 2019	Actual (\$'000)	Budget (\$'000)
Total (operating) cost of services	8,512	8,208
Net (operating) cost of services *	934	727
Total Equity	128,993	129,114
Revenue from Rates	(2,761)	(2,766)

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

Information about Numbers of Certain Employees

Annual Salary Range (\$)	Number Employees
120,001 - 130,000	1
140,001 - 150,000	1
150,001 - 160,000	1
200,001 - 210,000	1
340,001 - 350,000	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 2018-19 Actual	Per Household 2018-19 Budget
	1	2	3	4	5			
Service 1: Leadership & Governance	x	x	x	x	x	Average Cost (inc depreciation)	\$644	\$658
Service 2: Law Order & Public Safety	x		x			"	\$566	\$875
Service 3: Health	x		x			"	\$1,778	\$1,618
Service 4: Education and Welfare	x		x			"	\$321	\$324
Service 5: Housing			x			"	\$177	\$173
Service 6: Community Amenities			x	x		"	\$459	\$491
Service 7: Recreation & Culture		x	x	x		"	\$1,494	\$1,256
Service 8: Transport	x		x			"	\$5,392	\$5,116
Service 9: Economic Services	x		x	x		Average Cost (inc depreciation)	\$672	\$581
Rates Raised						Average Cost	\$3,627	\$3,744
Funding from Grants						Average Funds	(\$1,491)	(\$2,657)
Depreciation						Average Cost	\$4,811	\$4,180
Focal Areas	1. Social 2. Natural Environment 3. Built Environment 4. Economic Development 5. (Leadership &) Governance							

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 2019 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 2018-19 1 breach was 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 2018-19 Dominic Carbone and Associates and Darren Long Consulting reviewed the Shire's financial management systems and procedures.

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 2017-18, and the report was presented to the Shire's Audit Committee in 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 the June 2018 meeting Council adopted the 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 2018-19 the Shire received 1 application to access information held by the Shire of Boyup Brook.

7.3.8 Public Health and the Environment

Public Health services are provided to protect, promote and improve public health and wellbeing of people within our community. There is strong focus on ensuring legislative requirements, such as those required by the Health (Miscellaneous Provisions) Act 1911, the Food Act 2008, the Tobacco Products Control Act 2006, and a range of subsidiary legislation are administered and enforced to regulate environmental and public health matters.

This has included monitoring, management and advice on a variety of public health matters such as monthly water samples from the public swimming pool, food premises inspections, public building compliance and waste management.

We continue to transition towards the introduction of the new Public Health Act 2016, however the Health (Miscellaneous Provisions) Act 1911 is still the principle enforcement tool for local governments at this stage. It is anticipated that the next stage, stage 5 will commence in 2020-2021, which will be the most significant stage of implementation for local government as it represents the point when the legislative framework will move fully to the Public Health Act 2016.

7.3.9 Occupational Safety and Health and Events Management

The Shire continues to participate in the Local Government Insurance Services' (LGIS) SW Regional Co-ordination Project, utilising the services of their Regional Risk Coordinator.

In the reporting period, 2018-2019, the Shire recorded one lost time injury that resulted in a minor strain. Corrective action included task analysis and job redesign to ensure the incident did not re-occur. Manual handling training to increase awareness of these lifting tasks was also conducted by the LGIS program provider to reinforce the process involved in identifying, accessing and eliminating risk.

A review of the Safety and Health manual was undertaken and all staff were required to participate in the induction training process to ensure they had a comprehensive understanding of policy, procedures and relevant information, including their individual duty of care, and that of the Shire. Additional training conducted included accident reporting, fire safety and manual handling.

Risk assessments and compliance audits were also conducted across a variety of work areas and job activities, these included:

- LGIS organisational assessment report
- Plant and machinery use - interface between users access and operation
- Swimming pool safety operations - conducted by Royal Life Saving
- Administration building workplace inspection

- Working in the outdoors - risk associated with exposure to UV.
- Risk assessment of the current Transfer Station operations

Skin cancer screening was also offered to staff on a voluntary basis, which saw 24 assessments conducted, resulting in 8% being referred to a GP.

The occupational safety and health function is an ongoing commitment that requires continual improvement through consultation and review of policies and procedures.

The Shire continues to work with community groups to increase the level of professionalism in the development of their event plans. A total of ten (10) event plans were submitted for review from local both community groups and those that are Shire organized. Committees are assisted with the provision of templates and advice that contributes to their delivery of well managed safe, secure and quality event.

7.3.10 Disability Access and Inclusion

In July 2018 the Shire's Disability Access and Inclusion Plan was submitted to the Department of Communities after being accepted by Council. The plan included feedback from community groups and information gathered via an online survey. The planned strategies include some ongoing initiatives and some new concepts that will work towards ensuring people with disability have better access to Shire owned facilities. This includes a planned upgrade to the administration ablutions and Council Chambers.

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 2018-19 Financial Statements

The Shire's 2018-19 Annual Financial Statements and the (independent) auditor's report of Office of the Auditor General, are included at Appendix 1.

