

# SHIRE OF BOYUP BROOK ANNUAL REPORT 2016/2017



## **CONTENTS**

	<b>Page</b>
1. <b>Statement of Compliance</b>	<b>1</b>
2. <b>President's Report</b>	<b>2</b>
3. <b>Operational Structure</b>	<b>4</b>
3.1 <b>Council (Elected Members) Structure</b>	<b>5</b>
3.2 <b>Organisational Structure</b>	<b>6</b>
3.3 <b>Senior Executive</b>	<b>7</b>
4. <b>Chief Executive Officer's Report &amp; Overview</b>	<b>8</b>
4.1 <b>Chief Executive Officer's Report</b>	<b>8</b>
4.2 <b>Overview of Agency's Plan for the Future</b>	<b>10</b>
5. <b>Performance Management Framework</b>	<b>12</b>
5.1 <b>Toward an Outcome Based Management Framework</b>	<b>12</b>
6. <b>Performance</b>	<b>14</b>
6.1 <b>Overview of Agency's Performance</b>	<b>14</b>
6.1 <b>Strategic Focus Areas</b>	<b>16</b>
7. <b>Legislative Environment</b>	<b>19</b>
7.1 <b>Administered Legislation – Local Laws</b>	<b>19</b>
7.2 <b>Significant Legislation Relevant to Local Government</b>	<b>19</b>
7.3 <b>Regulatory Reporting Requirements</b>	<b>20</b>
8. <b>Legal Compliance</b>	<b>24</b>
8.1 <b>2016-17 Financial Statements</b>	<b>24</b>

**Appendix 1 – Funding to Organisations**

**Appendix 2 – Finance Report for the year ended 30 June 2016**

# 1.0 Statement of Compliance

**For the year ended 30 June 2017**

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 2017.

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

Alan Lamb

Accountable Authority

07 February 2018

## 2.0 President's Report



It is with pleasure that I provide my report to you as your Shire President on the 2016-17 year.

Council continues to focus the majority of its resources on infrastructure assets (roads, bridges, drainage and footpaths). In 2016-17 48% of the total operating expenditure, and 97% of capital expenditure (not including Plant and Equipment), was directed to maintaining and improving the Shire's road system. To facilitate this focus, Council ensures the Works teams have appropriate and serviceable plant and equipment, through its long term plant replacement program.

The State Government, in its review of expenditure and commitments, decided not to fund a Water Corporation sewerage scheme for Boyup Brook. It appears that the initial estimates for this project were dramatically understated (by \$10m) making it unaffordable in the current economic climate. This is very disappointing and it is hard to understand how the preliminary and final estimates could be so different. This is not the end and I am working with three other Council's, who also had sewerage scheme projects cancelled (and had similar variances between initial and final estimates), on options to move forward. We are working, with assistance from WALGA, on taking our cases to the Minister and/or Premier. Hopefully I will have some positive news when I next report to you.

Council continues to work with the Bunbury Wellington Group of Councils (BWGC) on regional matters and a regional waste facility remains a significant focus. The BWGC worked with the South West Development Commission, and other Councils in the South West, on identifying a site to dispose of/deal with the regions waste products. The BWGC had Royalties for Regions monies for the purchase and development of a site. The preferred site was in the Shire of Capel, that Shire's community demonstrated their opposition, and the Capel Council did not seek to take control of the land (a Crown Reserve). Subsequently the State Government decided to ask for its grant funds to be returned and so the groups will now look at alternatives. Whilst this may seem a setback it allows a new focus on waste to energy and other alternatives to landfill which is more in line with this Council's preferred direction.

Council has continued to work on options for aged accommodation. Lodge upgrades, and new developments on land around the Lodge and in Forrest Street had been planned and costed. The new developments relied, to some extent, on the sewerage scheme being available. When it was confirmed that the Government would not fund the planned scheme, Council reviewed its options and moved the focus to the Hospital Road site. It was established that the Health Department, and not the Shire, was responsible for planned works at the Citizens Lodge and we have been working with relevant senior staff on getting required works done. To this end, Council provided \$80,000 in its 2017/18 budget to purchase furniture, some fixtures and the like, to assist the Health Department with the Lodge works project.

Council continues to work on a light industry/commercial development opportunity in Boyup Brook. The Saleyards lot had been a favoured site for some time and the old, unused yards are being removed over time by the Rylington Park Management Committee primarily for use there. Land issues and zonings, which take an inordinate amount of time, are being attended to. We have reprioritized this project and so I hope to be able to include met milestones in my next report.

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. Four Councillors either resigned or did not re-nominate in 2017 and so I say a special thanks to these dedicated people and wish them well in their future endeavours. Congratulations to all who were elected (3 new members and 2 continuing Councillors). I thank all Councillors for re-electing me Shire President, I look forward to what we have before us for the 2017-18 year, and beyond. I also thank the Chief Executive Officer and staff for their hard work over the past year. Finally but 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 2017 Council's structure was as follows:

**Shire President  
Graham Aird**



Scotts Brook Ward  
Term Expires: 2019

**Deputy Shire President  
Kevin Moir**



Benjinup Ward  
Term Expires: 2019



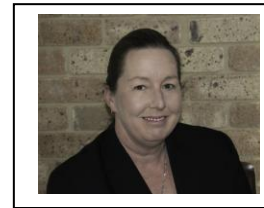
**Cr. Muncey**  
Boyup Brook Ward  
Term Expires 2019



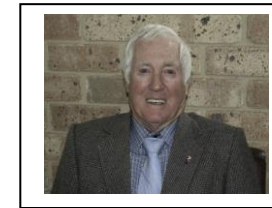
**Cr. Kaltenrieder**  
Boyup Brook Ward  
Term Expired 2017



**Cr. Oversby**  
Dinninup Ward  
Term Expired 2017



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



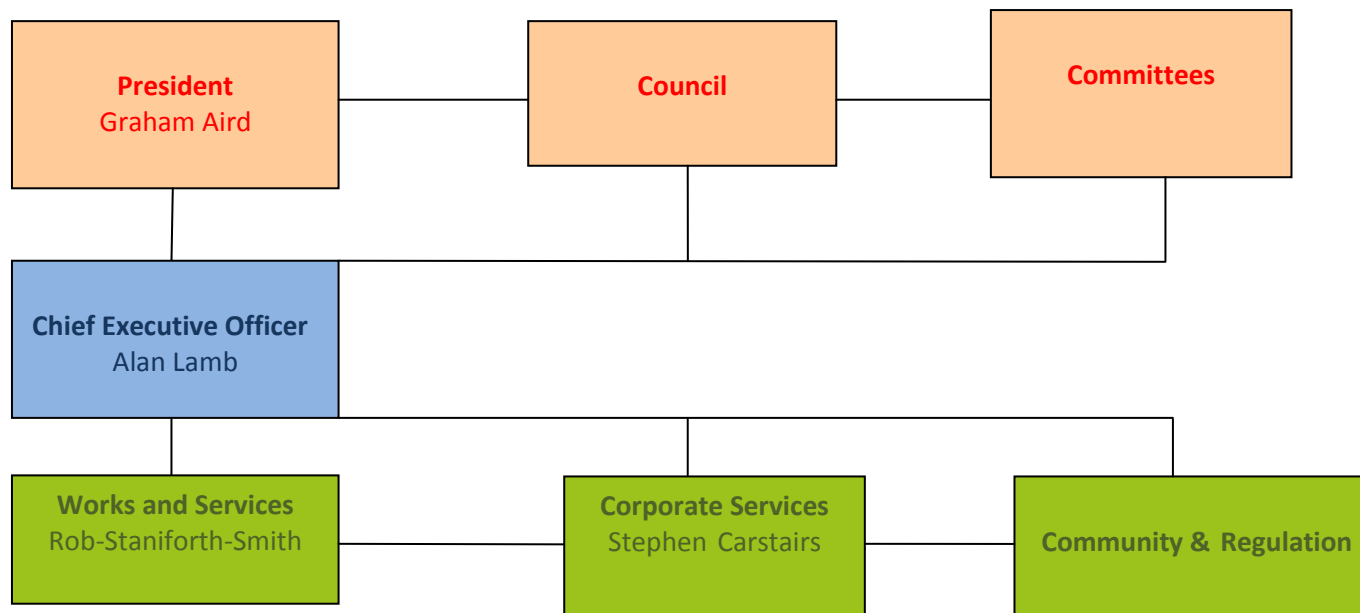
**Cr. Imrie**  
Benjinup Ward  
Term Expired 2017

During the course of the financial year both Councillors Michael Giles (ex. President) and Norm Blackburn withdrew from office. Council sets its meeting dates prior to the start of each 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

During 2016-17 the Shire Council's organisational structure remained unchanged, excepting that Council elected Cr Graham Aird as President on Cr Michael Gile's retirement from office.

Table A – Organisational structure as at 30 June 2017





### 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, Grad 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 DER (formerly Dept Conservation and Land Management).

## 4.0 Chief Executive Officer's Report & Overview



### 4.1 Chief Executive Officer's Report

It is with pleasure that I present this report on the 2016-17 Financial Year.

As will be seen from the Statement of Financial Position (Audited annual accounts 2016-17) the Shire's total assets were \$180m at the end of the financial year. Assets within the road reserves accounted for \$160M (89%) of this. Unsurprisingly then this is also an area of significant expenditure, accounting for nearly 50% of operating expenditure and more than 90% of capital expenditure in 2016-17. External road funding is vital. Council has been successful in gaining grants to assist it to meet its road network maintenance and renewal/replacement (capital) requirements. Especially so with regard to bridges where we have had two bridge replacements and significant improvements to others grant funded (in the order of \$8M) in recent times. This funding enabled Council to spend \$932K on bridges in 2016-17, \$685K in 15-16 and budget to spend \$6,759K in 17-18.

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 generally considered to be high in this region. Council's town team continues to maintain and improve the town's parks, gardens and fields.

As reported last year, administration continues to be faced with ever increasing reporting requirements and the like which is making Local Government as bureaucratic as the other tiers of Government. The steady movement of costs and tasks to Local Government, without corresponding funding, further adds to the load limiting what resources can be applied to activities which may be of greater community benefit.

I take this opportunity to sincerely thank my fellow staff members who have maintained and improved the Shire's infrastructure (roads, gardens, parks, facilities and the like), provided services (licensing, library, health/building/planning etc) and kept the necessary back room operations (accounting/bookkeeping, depot maintenance, works planning, and the like) in order.

I especially thank the Director of Works, Mr Rob Staniforth Smith, and the Director of Corporate Services, Mr Stephen Carstairs, for their tireless efforts and hours of dedication.

I also thank the Shire President, Cr Graham Aird, who I have worked closely with, for his assistance and for his commitment to the often difficult role as leader of the organisation. I also thank all Councillors for the good working relationship. Each year we are faced with the need to further improve services and reduce costs, and a team approach is vital to the success of these goals.

Alan Lamb

Chief Executive Officer

## 4.1 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 2013-2023) 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*.

### 4.1.1 Strategic Community Plan 2013-23

The Shire of Boyup Brook's *Strategic Community Plan 2013-23* 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 2016-17 the Shire's Community Grants Program distributed \$49,041 to community organisations in the district (and see Appendix 1), representing a \$23,632 decrease (32.5%) from 2015-16.

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*'.

#### **4.1.2 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.

#### **4.1.3 Major Initiatives Proposed to Commence or Continued in 2016-17**

- Boyup Brook Citizens Lodge – Refurbishment Program continued in 2016-17 \$510,000, renovation of accommodation rooms and supported by loan and grant funding.
- Aged Accommodation – New accommodation initiative which was continued in 2016-17 \$682,270, two locations being considered one being wholly dependent on a sewerage scheme being developed and the other partially dependant, entails site development and associated works, supported by reserve and loan funds and will also be the subject of grant applications.
- Government Regional Officers House - New Project 2016-17 \$450,000, purchase of land and construction of a 4x2 residence for lease to State Government, supported by loan funding and an ongoing stream of rental income.
- Infrastructure (Roads Bridges etc) - Renewal and New 2016-17 \$7,119,020, one new bridge (\$4.9M) and various road improvements, supported by grant (\$6.347M) and Shire funding.

# 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 2016–17 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 2016-17 Financial Indicators as at 30 Jun 2016</b>	<b>Actual (\$'000)</b>	<b>Budget (\$'000)</b>
Total (operating) cost of services	7,110	7,591
Net (operating) cost of services *	(1,554)	(4,167)
Total Equity	180,371	183,199
Revenue from Rates	(2,560)	(2,533)

\* 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	1
230,001 - 240,000	1
Employees having annual salaries of \$100,000 or more	5



## Efficiency Indicator Summary

The summary results for the local government's efficiency indicators are presented below. The Australian Bureau of Statistics' (ABS) 2016 census provided the number of families in Boyup Brook (465 families), and to it was added an estimate for lone person households in our district (148 single households, as per the WA Planning Commission 2009).

Service	Focal Areas					KPI	Per Household 2016-17 Actual	Per Household 2016-17 Budget
	1	2	3	4	5			
Service 1: Leadership & Governance	x	x	x	x	x	Average Cost (inc depreciation)	\$738	\$757
Service 2: Law Order & Public Safety	x		x			"	\$616	\$679
Service 3: Health	x		x			"	\$1,645	\$1,739
Service 4: Education and Welfare	x		x			"	\$171	\$241
Service 5: Housing			x			"	\$199	\$323
Service 6: Community Amenities			x	x		"	\$565	\$531
Service 7: Recreation & Culture		x	x	x		"	\$1,333	\$1,494
Service 8: Transport	x		x			"	\$5,554	\$5,613
Service 9: Economic Services	x		x	x		Average Cost (inc depreciation)	\$767	\$868
Rates Raised						Average Cost	\$4,177	\$4,133
Funding from Grants						Average Funds	(\$6,861)	(\$12,463)
Depreciation						Average Cost	\$4,857	\$5,265
<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.



### **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 2016 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 2016-17 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 last completed one of these reviews in 2014-15, and reported the findings thereof to the Shire's Audit Committee. Council Policy F.06 *Risk Management* has been adopted, and eleven (Carbone and Associates) internal control recommendations have been subject to review. During the latter part of the 2016-17 financial year the CEO commenced conducting his second review of these systems and procedures, and the outcomes of that review will be reported to the Shire's Audit Committee early in 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.

At its May 2016 ordinary meeting Council resolved (Res. 53/16) to adopted a revised five (5) year Corporate Business Plan (CBP) for the period commencing 2016-17. Then commencing June 2017 the Shire's CBP underwent a comprehensive revision, and the outcomes of that review will be reported to the Council early in 2018.

### **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. It is proposed that commencing in the 2017-18 financial year the Shire's local laws will be reviewed.

### **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 Stat 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 2016-17 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 on all the food premises within the Shire. There continues to be a high compliance rate among our local food premises, including the submitting of a notification form to advise of trading outside their usual premise.

The standards and notification compliance by food businesses at events has also increased during the last year.

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

Twenty food recalls were completed during 2016-17. These were as a result of the presence of foreign objects, incorrect labeling, unsatisfactory levels of harmful bacteria or the food contains inappropriate levels of certain chemicals, or ingredients not permitted by the Australian Food Standards Code.

As part of the requirements of the *Health (Aquatic Facilities) Regulations 2007*, 26 water samples were submitted to testing laboratories to ensure compliance with the water quality standards, and to maintain a safe public swimming pool.

Water testing of potable water supplies is part of the environmental health services offered at the Shire. Only two on farm rain water tanks were sampled and tested this year, which also included the provision of educational material and advice around regular cleaning and maintenance.

### **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 its positive and safe workplace. During 2016-17 the Shire recorded one lost time injury, and the majority of other incident reports related to property damage. An active Safety & Health Committee meets quarterly, and ensures that all staff and contractors remain vigilant about workplace safety. Several safety policies have been reviewed by the Safety and Health committee and updated during the reporting period.

The shire facilitated the co-ordination of seven local events during the reporting period. Two were relatively large events which required the application of risk management principles. The aim of the Shire's Event Policy is to assist in the delivery of a well managed, safe, secure, and quality event for everyone involved.

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

Through the implementation of its Disability Access Inclusion Plan 2013-2018, the shire is continuing to work towards implementing the strategies identified against the seven outcomes as listed in Schedule 3 of the *Western Australian Disability Services Regulations 2004*.



These have included ongoing improvements to access and egress around the town site with the upgrading of foot paths and walkways, continual maintenance of signage for parking, and an audit of access to play grounds and associated equipment.

As the existing plan comes to its end, planning will commence on developing the 2018-2023 plan. This process will involve stakeholder consultation and communication, in order to ensure a practical and relevant approach.

### **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 its community service obligation the Council provides a health service to the district in order to fill a void, and where no potential for competition exists. Note: A commercial practice may not be viable here.

# 8.0 Legal Compliance

## 8.1 2014-15 Financial Statements

The Shire's 2016-17 Annual Financial Statements and the (independent) auditor's report of Tim Partridge (Partner) of AMD Chartered Accountants, are included at Appendix 2.

