



**CHIEF EXECUTIVE OFFICER ATTACHMENTS
ORDINARY MEETING OF COUNCIL
WEDNESDAY 21 APRIL 2021**

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Council Committees and Advisory Groups Membership

Endorsed by Council on 22 October 2019

OFFICE USE ONLY:

Adoption and Amendment Record

AMENDMENT		DETAILS OF ADOPTION / AMENDMENT	AMENDED BY
NUMBER	DATE		
1	22 October 2019	Adopted	NM 25/10/2019
2	11 December 2019	Amendment – added membership to the Rural Water Council of WA (Inc)	NM 18/12/2019
3	18 March 2020	Amendment – added membership to the Wannamal Community Centre Inc	NM 19/03/2020
4	20 May 2020	Amendment – added Chittering Health Advisory Group	NM 02/06/2020
5	17 June 2020	Amendment – updated CHAG Terms of Reference	NM 09/07/2020
6	15 July 2020	Amendment – updated membership to LEMC Amendment – updated membership to CBFAC	NM 16/07/2020
7	16 September 2020	Amendment – update to CMAG Amendment – added CTAG	NM 19/09/2020
8	18 November 2020	Amendment – as per Resolution 111120	NM 07/12/2020
9	9 December 2020	Amendment – updated CTAG Terms of Reference	NM 18/12/2020

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INTRODUCTION

This booklet contains details of:

1. Council Committees
 2. Council Portfolios
 3. Advisory Groups
 4. Council Representation on External Organisations
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PART 1 – COUNCIL COMMITTEES

Section 5.8 of the **Local Government Act 1995** provides that Council can establish committees of three (3) or more persons. An **Absolute Majority** decision is required.

1.1 *Types of Committees*

Section 5.9 provides that a committee can comprise:

- a) Council Members only
- b) Council Members and Employees
- c) Council Members and Employees and other persons
- d) Council Members and other persons
- e) Other persons only

1.2 *Appointment of Committee Members*

Section 5.10 provides for the appointment of committee members. A decision to appoint committee members requires an **Absolute Majority** decision of Council.

At any given time each Council member is entitled to be a member of at least one committee that comprises Council members only, or Council members and employees. If a Council member nominates himself/herself to be a member of such committee/s, the Council is to include that Council member to at least one of those committees as the Council determines.

If the Council is to make an appointment to a committee that has or could have a Council member as a member and the President informs Council of his/her wish to be a member of the committee, the Council is to appoint the President to be a member of the committee.

If the Council is to make an appointment to a committee that has or will have an employee as a member and the Chief Executive Officer informs the Council of his/her wish:

- a) to be a member of the committee, or
 - b) that a representative of the Chief Executive Officer be a member of the committee
- the Council is to appoint the Chief Executive Officer or the Chief Executive Officer's representative, as the case may be, to be a member of the committee.

1.3 *Tenure of Committee Membership*

Where a person is appointed as a member of a committee under *section 5.10(4) or (5)* (i.e. the sections relating to appointing the President and the Chief Executive Officer or the Chief Executive Officer's representative to a committee), the person's membership of the committee is valid until:

- a) *the person no longer holds the office by virtue of which the person becomes a member, or is no longer the Chief Executive Officer, or the Chief Executive Officer's representative, as the case may be,*
 - b) *the person resigns from membership of the committee,*
 - c) *the committee is disbanded, or*
 - d) *the next ordinary elections day,*
- whichever happens first.*

Where a person is appointed as a member of a committee other than under *section 5.10(4) or (5)*, the person's membership of the committee continues until:

- a) *the term of the person's appointment as a committee member expires,*
 - b) *the Council removes the person from the office of committee member or the office of committee member otherwise becomes vacant,*
 - c) *the committee is disbanded, or*
 - d) *the next ordinary elections day,*
- whichever happens first.*

1.4 *Elected members obligation when appointed by Council*

Councillors are to represent the views of Council, as deemed by resolution Policy or strategic objectives, when attending Committee meetings and Working Groups that include "**other persons**".

"Other Persons" means a person who is not a Council member or employee

1.5 *Election of Presiding Member and Deputies*

The members of a committee are to elect a presiding member and deputy presiding member from amongst themselves in accordance with *section 5.12*.

1.6 Quorum

The quorum for a meeting of a committee is at least 50% of the number of offices whether vacant or not.

The Council may, with an **Absolute Majority** decision, reduce the number of offices of committee members required for a quorum at a committee meeting specified by the Council if there would not otherwise be a quorum for the meeting.

1.7 Presiding at Committee meetings

The presiding member elected by the committee is to preside at meetings of the committee.

If, in relation to the presiding member of a committee:

- a) the office of presiding member is vacant, or
- b) the presiding member is not available or is unable or unwilling to perform the functions of presiding member,

then the deputy presiding member, if any, may perform the functions of presiding member.

If, in relation to the presiding member of a committee:

- a) the office of presiding member and the office of deputy presiding member are vacant, or
- b) the presiding member and the deputy presiding member, if any, are not available or are unable or unwilling to perform the functions of presiding member,

then the committee members present at the meeting are to choose one of themselves to preside at the meeting.

1.8 Delegation of some powers and duties to certain committees

Under and subject to *section 5.17*, Council may delegate to a committee any of its powers and duties other than the power of delegation. An **Absolute Majority** decision of Council is required.

A delegation is to be in writing and may be general or as otherwise provided in the instrument of delegation.

A delegation has effect for the period of time specified in the delegation or if no period has been specified, indefinitely.

Any decision to amend or revoke a delegation is to be made by an **Absolute Majority**.

Although Council may have delegated authority to a committee, nothing prevents the Council from performing any of its functions by acting through another person.

1.9 *Limits on the delegation of powers and duties to certain committees*

The Council can delegate:

- a) to a committee comprising Council members only, any of the Council's powers or duties under the Act except:
 - i. any power or duty that requires a decision of an absolute majority or a 75% majority of the Council; and
 - ii. any other power or duty that is prescribed;
- b) to a committee comprising Council members and employees, any of the council's powers or duties that can be delegated to the Chief Executive Officer; and
- c) to a committee comprising Council members, employees and other persons, Council members and other persons, and employees and other persons, any of the council's powers or duties that are necessary or convenient for the proper management of:
 - i. the Council's property; or
 - ii. an event in which the Council is involved.

The Council cannot delegate any of its powers or duties to a committee comprising "other persons only".

1.10 *Statutory compliance*

The Presiding Member, deputy presiding member, committee members and the Council officer responsible for the committee are to make themselves fully conversant with all of the provision of the **Local Government Act 1995** and Council's Standing Orders relating to committees and committee meetings.

Council has resolved to formally establish the following committees with the membership and other relevant information as shown.

1.11 Audit and Risk Committee

1.11.1 Membership

As at 22 October 2019:

Members
Cr Kylie Hughes (Chair)
Cr Carmel Ross
Cr Don Gibson
Cr John Curtis
Cr Mary Angus
Cr Peter Osborn
VACANT

Quorum

4 members

1.11.2 Terms of Reference

Adopted by Council on 22 October 2019

1.11.3 Function

1.11.3.1 NAME

The name of the Committee shall be the Shire of Chittering Audit and Risk Committee hereinafter referred to in its abbreviated form as ARC.

1.11.3.2 DISTRICT

The ARC shall operate within the local government boundaries of the Shire of Chittering.

1.11.3.3 GUIDING PRINCIPLES

The guiding principles are in accordance with the *Local Government Operational Guidelines (No 9) for Audit Committees in Local Government – Their appointment, function and responsibilities*.

1.11.3.4 ESTABLISHMENT

The Committee is established pursuant to *Section 5.8* of the *Local Government Act 1995*.

1.11.3.5

OBJECTIVES

The Regulations state that an audit committee:

- a) is to provide guidance and assistance to the local government:
 - i. as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act;
 - ii. as to the development of a process to be used to select and appoint a person to be an auditor;
- b) may provide guidance and assistance to the local government as to:
 - i. matters to be audited;
 - ii. the scope of audits;
 - iii. its functions under Part 6 of the Act;
 - iv. the carrying out of its functions relating to other audits and other matters related to financial management;
- c) is to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to:
 - i. report to the council the results of that review;
 - ii. give a copy of the CEO's report to the council;
- d) review the annual Compliance Audit Return and report to the council the results of that review, and
- e) consider the CEO's biennial reviews of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance and report to the council the results of those reviews.

The role of the audit and risk committee is to support council in fulfilling its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, internal and external audit functions and ethical accountability.

The audit and risk committee should critically examine the audit and management reports provided by the external auditor. The committee would then determine if matters raised in the reports require action to be taken by the local government and ensure that appropriate action is implemented.

A further role for the audit committee would be to receive and authorise the report relating to the audit prepared by the CEO that is to be sent to the Minister.

This report would outline any actions the local government has taken or intends to take in relation to the matters identified by the auditor.

While a formal internal audit function could be considered to be an operational function and therefore the responsibility of the CEO, it is desirable for an internal auditor to have a direct line of communication to the audit and risk committee.

The audit and risk committee needs to form an opinion of the local government's internal audit requirements and recommend a course of action that ensures that any internal audit processes adopted are appropriate, accountable and transparent. The role of the external auditor in this regard can be established at the time of appointment.

1.11.3.6 **POWERS OF THE AUDIT AND RISK COMMITTEE**

The ARC is a formally appointed committee of Council and is responsible to that body. The committee does not have executive powers or delegated authority to implement actions in areas over which the Chief Executive Officer has legislative responsibility and does not have any delegated financial responsibility. The committee does not have any management functions and cannot involve itself in management processes or procedures.

The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the Chief Executive Officer.

1.11.3.7 **MEMBERSHIP**

The committee shall consist of all elected members. All members shall have full voting rights.

The Chief Executive Officer and employees are not members of the committee.

The Chief Executive Officer and Executive Manager Corporate Services (or their nominee) is to attend all meetings to provide advice and guidance to the committee.

The local government shall provide secretarial and administrative support to the committee.

1.11.3.8 **REPORTING**

Reports and recommendations of each committee meeting shall be presented to the next Ordinary Meeting of the Council.

1.11.3.9 **DUTIES AND RESPONSIBILITIES**

The duties and responsibilities of the ARC will be to—

- (a) Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits.
- (b) Develop and recommend to Council—
 - i. a list of those matters to be audited,
 - ii. the scope to be undertaken.
- (c) Liaise with the Chief Executive Officer to ensure that the local government does everything in its power to—
 - i. assist the auditor to conduct the audit and carry out his or her other duties under the **Local Government Act 1995**,
 - ii. ensure that audits are conducted successfully and expeditiously.
- (d) Examine the reports of the auditor after receiving a report from the Chief Executive Officer on the matters and—
 - i. determine if any matters raised require action to be taken by the local government,
 - ii. ensure that appropriate action is taken in respect of those matters.
- (e) Review the report prepared by the Chief Executive Officer on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or six months after the last report prepared by the auditor is received, whichever is the latest in time.

- (f) Review the scope of the audit plan and program and its effectiveness.
- (g) Address issues brought to the attention of the Committee, including responding to requests from Council for advice that are within the parameters of the Committee's "Terms of Reference".
- (h) Seek information or obtain expert advice through the Chief Executive Officer on matters of concern within the scope of the Committee's "Terms of Reference" following authorisation from the Council.

1.11.3.10

TENURE OF MEMBERSHIP

Shall be in accordance with the **Local Government Act 1995, section 5.11.**

- (1) *Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until—*
 - (a) *the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be;*
 - (b) *the person resigns from membership of the committee;*
 - (c) *the committee is disbanded; or*
 - (d) *the next ordinary elections day,**whichever happens first.*
- (2) *Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until—*
 - (a) *the term of the person's appointment as a committee member expires;*
 - (b) *the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant;*
 - (c) *the committee is disbanded; or*
 - (d) *the next ordinary elections day,**whichever happens first.*

1.11.3.11

DELEGATED AUTHORITY

Nil

1.11.3.12

COMMITTEE

Chairperson

The members shall appoint the Chairperson of the ARC.

Secretary

A Shire staff officer will fulfil the role of non-voting Secretary.

Standing Ex-Officio Members

Nil

1.11.3.13

MEETINGS

Annual General Meeting

Nil

Committee meetings

The ARC shall meet at least annually. Additional meetings shall be convened at the discretion of the presiding person.

Quorum

The quorum at any meeting shall be half plus one of the number of offices. Therefore the number for a quorum shall be four voting members.

Voting

Shall be in accordance with the **Local Government Act 1995, Section 5.21.**

5.21 Voting

- (1) *Each council member and each member of a committee who is present at a meeting of the council or committee is entitled to one vote.*
- (2) *Subject to section 5.67, each council member and each member of a committee to which a local government power or duty has been delegated who is present at a meeting of the council or committee is to vote.*
- (3) *If the votes of a member present at a council or a committee meeting are equally divided, the person presiding is to cast a second vote.*
- (4) *If a member of a council or a committee specifically requests that there be recorded —
(a) his or her vote; or
(b) the vote of all members present
On a matter voted on at a meeting of the council or the committee, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.*
- (5) *A person who fails to comply with subsection (2) or (3) commits an offence.*

Minutes

Shall be in accordance with the **Local Government Act 1995, Section 5.22.**

5.22 Minutes of council and committee meetings

- (1) *The person presiding at a meeting of a council or a committee is to cause minutes to be kept of the meeting's proceedings.*
- (2) *The minutes of a meeting of a council or a committee are to be submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.*
- (3) *The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation.*

Who acts if no presiding member?

Shall be in accordance with the **Local Government Act 1995, Section 5.14.**

5.14 Who acts if no presiding member

- (1) *If, in relation to the presiding member of a committee —
(a) the office of presiding member and the office of deputy presiding member are vacant; or
(b) the presiding member and the deputy presiding member, if any, are not available or are unable or willing to perform the functions of presiding member,
then the committee members present at the meeting are to choose one of themselves to preside at the meeting.*

Meetings

Meetings shall be generally open to the public pursuant to the **Local Government Act 1995, Section 5.23** and include question time for members of the pursuant to the **Local Government Act 1995, Section 5.24**.

Members interests to be disclosed

Members of the Committee are bound by the provisions of the **Local Government Act 1995, Section 5.65** with respect to disclosure of financial, impartiality or proximity interests.

1.12 Chittering Bush Fire Advisory Committee

1.12.1 Membership

As at 15 July 2020:

Members	Deputies
Shire of Chittering Councillor Cr Carmel Ross (Chair)	Shire of Chittering Councillor Cr John Curtis
Chief Executive Officer Matthew Gilfellon	Nil
Community Emergency Services Manager / Chief Bush Fire Control Officer David Carroll	Nil
Deputy Chief Bush Fire Control Officer Southern Region David Wilson	Nil
Deputy Chief Bush Fire Control Officer Northern Region Kim Haeusler	Nil
Deputy Chief Bush Fire Control Officer Central Region Phillip Humphry	Nil
Muceha Brigade representative Shelly Pannell	Muceha Brigade representative Shane Robertson
Lower Chittering Brigade representative Graham Furlong	Lower Chittering Brigade representative Johan Rossouw
Upper Chittering Brigade representative Aaron Cover	Upper Chittering Brigade representative Gordon Carter
Bindoon Brigade representative Peter Watterston	Bindoon Brigade representative Nic Walter
Wannamal Brigade representative Richard Rose	Wannamal Brigade representative Clayton Smith
Incident Support Brigade representative Peter Hall	Incident Support Brigade representative Paulette Embling

QUORUM

6 members

1.12.2 Terms of Reference

Adopted by Council on 22 October 2019

1.12.3 *Function*

1.12.3.1 **NAME**

The name of the Committee shall be the Chittering Bush Fire Advisory Committee hereinafter referred to in its abbreviated form as CBFAC.

1.12.3.2 **DISTRICT**

The CBFAC shall operate within the local government boundaries of the Shire of Chittering.

1.12.3.3 **VISION**

Our vision is for the Shire of Chittering to have an efficient and responsive fire service and as a Committee to educate and inform the community of the dangers of fire.

1.12.3.4 **GUIDING PRINCIPLES**

Nil

1.12.3.5 **ESTABLISHMENT**

The CBFAC is established pursuant to the *Local Government Act 1995, Section 5.8* and the *Bush Fires Act 1954, Section 67*.

1.12.3.6 **OBJECTIVES**

To make recommendations and advise Council on all matters relating to the *Bush Fires Act 1954, Section 67(1)*.

To liaise with other emergency organisations and relevant bodies with regard to Fire and Emergency Management within the Shire of Chittering

The Committee will advise the local government all matters relating to:

- (a) Preventing, controlling and extinguishing of bush fires
- (b) The planning of the layout of fire-breaks in the district
- (c) Prosecutions for breaches of the *Bush Fire Act 1954*
- (d) The formation of bush fire brigades and the grouping thereof under group brigade officers
- (e) The ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities
- (f) Any other matter relating to bush fire control whether of the same kind, as, or a different kind from, those specified.

1.12.3.7

MEMBERSHIP

Membership

- (a) One Shire of Chittering Councillor as member and one Councillor as deputy
- (b) Chief Executive Officer as member
- (c) Community Emergency Services Manager/Chief Bush Fire Control Officer as member
- (d) Deputy Chief Bush Fire Control Officer Southern Region as member
- (e) Deputy Chief Bush Fire Control Officer Northern Region as member
- (f) Deputy Chief Bush Fire Control Officer Central Region as member
- (g) Muchea Brigade
 - i. one Bush Fire Control Officer as member and
 - ii. one Bush Fire Control Officer as deputy
- (h) Lower Chittering Brigade
 - i. one Bush Fire Control Officer as member and
 - ii. one Bush Fire Control Officer as deputy
- (i) Upper Chittering Brigade
 - i. one Bush Fire Control Officer as member and
 - ii. one Bush Fire Control Officer as deputy
- (j) Bindoon Brigade
 - i. one Bush Fire Control Officer as member and
 - ii. one Bush Fire Control Officer as deputy
- (k) Wannamal Brigade
 - i. one Bush Fire Control Officer as member and
 - ii. one Bush Fire Control Officer as deputy
- (l) Incident Support Brigade
 - i. one Bush Fire Control Officer as member
 - ii. one Bush Fire Control Officer as deputy

Tenure of Membership

Shall be in accordance with the **Local Government Act 1995, Section 5.11.**

1.12.3.8

ATTENDANCE BY GOVERNMENT AGENCIES

The following are invited (non-voting) to attend meetings of the CBFAC:

- (a) DFES Fire Services Manager Perth North Coastal
- (b) DEC Conservation and Land Management Officer

1.12.3.9

DELEGATED AUTHORITY

Nil

1.12.3.10

COMMITTEE

Chairperson

The members shall appoint the Chairperson of the CBFAC.

Secretary

A Shire staff officer will fulfil the role of Secretary (non-voting).

Standing Ex-Officio Members

Nil

1.12.3.11

MEETINGS

Annual General Meeting

Nil

Committee meetings

Meetings shall be as determined by the CBFAC.

Quorum

At least 50% of the members of the Committee.

Voting

Shall be in accordance with the **Local Government Act 1995**, Section 5.21.

- (1) *Each council member and each member of a committee who is present at a meeting of the council or committee is entitled to one vote.*
- (2) *Subject to section 5.67, each council member and each member of a committee to which a local government power or duty has been delegated who is present at a meeting of the council or committee is to vote.*
- (3) *If the votes of members present at a council or a committee meeting are equally divided, the person presiding is to cast a second vote.*
- (4) *If a member of a council or a committee specifically requests that there be recorded —*
 - (a) *his or her vote; or*
 - (b) *the vote of all members present,**on a matter voted on at a meeting of the council or the committee, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.*
- (5) *A person who fails to comply with subsection (2) or (3) commits an offence.*

Members are to vote by secret ballot on the Election of Positions to be recommended to Council as if they were electors voting at an election.

Minutes

Shall be in accordance with the **Local Government Act 1995**, Section 5.22(1).

- (1) *The person presiding at a meeting is to ensure that minutes are kept of the meeting's proceedings.*

A copy of the unconfirmed minutes shall be forwarded to all CBFAC members within five to 10 days of the meeting for endorsement at the next meeting.

CBFAC recommendations arising from the minutes shall be presented to Council in the next available Council agenda for endorsement and/or action.

The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify confirmation.

Who acts if no presiding member?

In accordance with the provisions of the **Local Government Act 1995**, Section 5.14.

*If, in relation to the presiding member of a committee—
the office of a presiding member and the office of deputy presiding member are vacant; or the presiding member and the deputy presiding member, if any, are not available or are unable or unwilling to perform the functions of the presiding member, then the committee members present at the meeting are to choose one of themselves to preside at the meeting.*

Meetings

Meetings shall be open to the public pursuant to the **Local Government Act 1995**, Section 5.23 and is not required to have questions from the public as there are no Council delegations.

Brigade and Shire Training Coordinator reports

Each member brigade shall provide a brigade report to the meeting. The Shire Training Coordinator shall provide a report to the Chief Bush Fire Control for presentation at the meeting.

Working groups

The CBFAC may appoint any of its members to a working group to carry out specific tasks. A working group will undertake only those duties specified by the Committee.

Deputations

The CBFAC may invite any person or organisation to attend any meetings but such persons shall not be entitled to vote on any decision arising from such meetings.

Power of the Council

Nothing herein contained shall restrict the powers of Council.

Code of Conduct

Members must comply with the Shire's Staff Policy 3.1 Code of Conduct – Staff, Volunteers and Contractors.

1.13 Local Emergency Management Committee

1.13.1 Membership

As at 16 July 2020:

Members	Deputies
Shire President Cr Kylie Hughes (Chair)	Shire Deputy President Cr Carmel Ross
Chief Executive Officer	
Community Emergency Services Manager Chief Bush Fire Control Officer	Deputy Chief Bush Fire Control Officer Southern/Northern Region
Executive Manager Technical Services	
Executive Manager Corporate Services	
Executive Manager Development Services	
Principal Building Surveyor	
Principal Environmental Health Officer	
St John Ambulance Gingin/Chittering	
WA Police – Gingin	
Department of Fire and Emergency Services	
Department for Communities	
Department of Health	
Department of Primary Industries and Regional Development	
Australian Defence Force	
WA Meat Industry Authority	
Bindoon Primary School	
Edmund Rice College	
Immaculate Heart College	

Quorum

9 Members

1.13.2 Terms of Reference

Adopted by Council 22 October 2019

1.13.3 Functions

1.13.3.1 NAME

The name of the Committee shall be the Local Emergency Management Committee hereinafter referred to in its abbreviated form as LEMC.

1.13.3.2 DISTRICT

The LEMC shall operate within the local government boundaries of the Shire of Chittering.

1.13.3.3 VISION

Our vision is for the Shire of Chittering to have an efficient and responsive emergency management.

1.13.3.4 GUIDING PRINCIPLES

Nil

1.13.3.5 ESTABLISHMENT

The LEMC is established pursuant to *Section 5.8* of the **Local Government Act 1995** and Section 38 of the **Emergency Management Act 2005**.

1.13.3.6 OBJECTIVES

- (a) To plan, administer and test the Local Emergency Management Arrangements.
- (b) To keep up to date the Contact details in the Local Emergency Management Arrangements.
- (c) Meet and produce post-incident reports.
- (d) Meet and produce post-exercise reports.
- (e) Produce an Annual report.
- (f) Produce and approve an Annual Business Plan.

The Committee will advise the local government all matters relating to Emergency Management.

Shall be in accordance with the **Emergency Management Act 2005**, Section 39.

The functions of a local emergency management committee are, in relation to its district or the area for which it is established —

- (a) *to advise and assist the local government in ensuring that local emergency management arrangements are established for its district;*
- (b) *to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and*
- (c) *to carry out other emergency management activities as directed by the OEM or prescribed by the regulations.*

1.13.3.7

MEMBERSHIP

Membership

Membership of the LEMC is representative of agencies, community groups, non-government organisations and expertise relevant to the identified community hazards and risks and emergency management arrangements.

Chair	President
Deputy Chair	Deputy President
Executive Officer	Community Emergency Services Manager / Chief Bush Fire Control Officer
Members	SoC Local Recovery Coordinator SoC President St Johns Ambulance Gingin/Chittering SoC Principal Environmental Health Officer SoC Building Surveyor SoC Executive Manager Development Services SoC Executive Manager Corporate Services SoC Executive Manager Technical Services SoC Deputy Chief Bush Fire Control Officers SoC Local Welfare Liaison Officer WA Police – Gingin representative Department for Communities representative DFES District Manager North East RAAF Defence representative Western Australian Meat Industry Authority representative Bindoon Primary School Edmund Rice College Immaculate Heart College

Tenure of Membership

Shall be in accordance with the **Local Government Act 1995**, Section 5.11.

1.13.3.8

ATTENDANCE BY GOVERNMENT AGENCIES

Department of Fire and Emergency Services
Department for Communities

1.13.3.9

DELEGATED AUTHORITY

Nil

1.13.3.10

COMMITTEE

Presiding Member

Shire of Chittering Councillor

Secretary

A Shire staff officer will fulfil the role of Secretary (non-voting)

Standing Ex-Officio Members

Nil

1.13.3.11

MEETINGS

Annual General Meeting

Nil

Committee meetings

Meetings shall be held quarterly

Quorum

At least 50% of the members of the Committee.

Voting

Shall be in accordance with the **Local Government Act 1995**, Section 5.21.

- (1) *Each council member and each member of a committee who is present at a meeting of the council or committee is entitled to one vote.*
- (2) *Subject to section 5.67, each council member and each member of a committee to which a local government power or duty has been delegated who is present at a meeting of the council or committee is to vote.*
- (3) *If the votes of members present at a council or a committee meeting are equally divided, the person presiding is to cast a second vote.*
- (4) *If a member of a council or a committee specifically requests that there be recorded—
 - (a) *his or her vote; or*
 - (b) *the vote of all members present,*on a matter voted on at a meeting of the council or the committee, the person presiding is to cause the vote or votes, as the case may be, to be recorded in the minutes.*
- (5) *A person who fails to comply with subsection (2) or (3) commits an offence.*

Minutes

Shall be in accordance with the **Local Government Act 1995**, Section 5.22(1).

- (1) *The person presiding at a meeting is to ensure that minutes are kept of the meeting's proceedings.*

A copy of the unconfirmed minutes shall be forwarded to all LEMC members within five to 10 days of the meeting for endorsement at the next meeting.

LEMC recommendations arising from the minutes shall be presented to Council in the next available Council agenda for endorsement and/or action.

The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify confirmation.

Who acts if no presiding member?

In accordance with the provisions of the **Local Government Act 1995**, Section 5.14.

*If, in relation to the presiding member of a committee—
the office of a presiding member and the office of deputy presiding member are vacant; or the presiding member and the deputy presiding member, if any, are not available or are unable or unwilling to perform the functions of the presiding member, then the committee members present at the meeting are to choose one of themselves to preside at the meeting.*

Meetings

Meetings shall be open to the public pursuant to the **Local Government Act 1995**, Section 5.23 and is not required to have questions from the public as there are no Council delegations.

Working groups

The LEMC may appoint any of its members to a working group to carry out specific tasks. A working group will undertake only those duties specified by the Committee.

Power of the Council

Nothing herein contained shall restrict the powers of Council.

Code of Conduct

Members must comply with the Shire's Staff Policy 3.1 Code of Conduct – Staff, Volunteers and Contractors.

PART 2 – COUNCIL PORTFOLIOS

Councillors may choose to hold one or more portfolios in relation to a particular matter that is of interest to Council. An Elected Member may be delegated by Council the function of monitoring and providing elected member reports to Council on items of interest to Council.

Elected Members of Council holding a particular portfolio may be requested by the Council or Chief Executive Officer to attend various meetings in relation to the portfolio, and provide input from the Shire of Chittering’s perspective taking into consideration the corporate goals and policies of Council.

No sitting fee shall be paid in connection with an allocated portfolio; however any bona fide expense shall be reimbursed. Should a portfolio holder meet with a Minister in relation to the portfolio, the President in the first instance or Deputy President of the Council shall be invited to attend.

Council has resolved to formally establish the following portfolios in line with the *Strategic Community Plan 2017-2027* with the membership and other relevant information as shown:

Description	Membership
Community Development <ul style="list-style-type: none"> Health and aged care Youth and related services Sport and recreation 	Cr Mary Angus
Natural Environment <ul style="list-style-type: none"> Chittering Landcare Waste management Catchment management 	Cr Kylie Hughes
Built Environment <ul style="list-style-type: none"> Precinct planning Recreation trails and reserves Infrastructure services Project activities Heritage 	Cr John Curtis
Economic Development and Tourism <ul style="list-style-type: none"> Chamber of Commerce Chittering Tourist Association Regional tourism initiatives Small business Project activities Events 	Cr Carmel Ross
Governance <ul style="list-style-type: none"> Integrated Planning Asset Management Financial Sustainability 	Cr Peter Osborn

PART 3 – ADVISORY GROUPS

An “Advisory Group” will **NOT** be a formal committee established under section 5.8 of the **Local Government Act 1995**. An “Advisory Group” is to meet as and when required and membership is to vary dependent on the issues to be addressed. The Officer responsible for the “Advisory Group” will report any outcomes from working group meetings direct to Council.

“Advisory Groups” will not attract a sitting fee to elected members as the “Advisory Group” is not a formal committee constituted pursuant to the **Local Government Act 1995**.

Council members are to represent the views of Council when attending an external organisation as a member appointed by the Council, not their personal views if these conflict with Council policy and position.

Representation of external organisations will not attract a sitting fee to elected members but any out of pocket expenditure or travelling expenses will be reimbursed.

3.1 Advisory Group Membership and Objectives

3.1.1 Chittering Community Planning Advisory Group

The Chittering Community Planning Advisory Group (CCPAG) is made up of representatives of diverse community interests from within the Shire of Chittering; representing the localities of Lower Chittering, Muchea, Bindoon, Mooliabeenee and Wannamal.

3.1.1.1 MEMBERSHIP

Sporting groups and Community groups from within the Shire of Chittering are encouraged to nominate one representative per group.

Alternatively, for those groups involved in a Chittering Shire facility user group a representative from the user group are encouraged to participate on CCPAG.

Members	Deputies
President Cr Kylie Hughes	Deputy President Cr Carmel Ross
Community Development Coordinator (CDC)	And any other Shire staff by invitation as determined by projects of the committee
Bindoon Agricultural Society representative	-
Bindoon Community Progress Association representative	-
Bindoon Chittering Retirees / CWA representative	-
Bindoon Theatre Incorporated representative	-

Members	Deputies
Brockman Historical Precinct user group representative representing the: <ul style="list-style-type: none"> • Bindoon Historical Society • Bindoon Arts & Crafts • Bindoon Men’s Shed 	-
Chittering Tourist Association representative	-
Chittering Progress Association representative	representing the Lower Chittering Hall user group
Bindoon Sport and Recreation Association representative	representing the Chinkabee Complex user group
Bindoon Primary School P & C representative	-
Sandown Park representative	-
Muchea User Group representative	-
Wannamal Community Centre representative	-

QUORUM

7 members (comprising of 5 community members, 1 Councillor and the CDC)

3.1.1.2

OBJECTIVES

- (a) Contribute and participate in the review of the Shire of Chittering Strategic Community Plan
 A point of reference for the Shire of Chittering as part of community engagement activities. To ensure that community planning and development remain a key component of Council’s Strategic planning process.
- (b) Community attitudes and perceptions
 A collective voice for advocating community attitudes and perception, ideas and projects of the communities within the Shire of Chittering between the Council, funding providers and government agencies.
- (c) Identify opportunities
 To identify opportunities for community development through creative utilisation of existing and future resources and funding by collectively identifying, supporting and working towards projects that serve to build community pride. This will be achieved through the dissemination of information, brainstorming and/ or a collective think tank of ideas facilitated by the broad knowledge base of the group.

- (d) Promotion
To promote the importance of community planning development in the Shire of Chittering by being a conduit between the community, sporting and community groups, Shire of Chittering and potential partners i.e. funding providers and Government agencies.

Provide a focal point for the exchange of information among the local community and the Shire of Chittering, on issues of concern or projects of interest that serve to build pride within our community, being mindful of not replicating work that is already being done within the community.
- (e) Communication with Council
To facilitate and encourage widespread consultation with the community by communication to the council on community planning and development issues and; make recommendations to Council on all matters relating to this.
- (f) Budget priorities
To identify and make recommendations to Council on budget provisions for community development projects by advocating community priorities to council for budgetary considerations.
- (g) Community facilities
To advise and assist Council in the development of community facilities and services within the Shire of Chittering.
- (h) Community projects
Assist and support, where appropriate, any new community projects and; advocate for improved use of resources (time, people, financial etc.) through utilising the networking opportunities present within the group.

3.1.1.3

MEETING TIMES

Once a year held in April

1 – 3pm in the Shire of Chittering Council Chambers

Meetings may be held more regularly where necessary to projects of the group.

3.1.2 Chittering Community Support Funding Advisory Group

3.1.2.1 MEMBERSHIP

Members	Deputies
President Cr Kylie Hughes	Deputy President Cr Carmel Ross
Executive Manager Corporate Services	-
Community Development Officer	-

QUORUM

2 members

3.1.2.2 OBJECTIVES

(a) Recommendations

- i. To assess the Financial Assistance Grant applications received from not for profit organisations operating in the Shire of Chittering in order of priority and based on any Council policies with respect to donations.
- ii. To make recommendations to Council of the applications for inclusion in the annual Budget.

(b) Community initiatives

To encourage not for profit organisations operating in the Shire of Chittering to submit applications for financial assistance towards projects that will benefit the Chittering community based on the adopted annual budget.

(c) Community awareness

To ensure the Financial Assistance Grant scheme is advertised via media and correspondence to known 'not-for-profit' organisations.

3.1.2.3 MEETING TIMES

Twice a year (July and November)
 Shire of Chittering Council Chambers

3.1.2.4 POLICY IMPLICATIONS

Community Development Policy 6.4 Community Assistance Grant Scheme

3.1.3 Chittering Education Scholarship Advisory Group

3.1.3.1 MEMBERSHIP

Members	Deputies
Cr Mary Angus	Cr John Curtis
Gingin Chittering Lions Club representative	-
Community Development Coordinator	

QUORUM

2 members

3.1.3.2 OBJECTIVES

(a) Promotion

To promote and assist education opportunities for the youth of the Shire.

(b) Determination

To assess and recommend to Council the Year 6 and Year 10 winners of the Education Scholarship (\$1,000) using the following selection criteria:

- i. Year 6 or 10 student residing in the Shire of Chittering
- ii. Applicants' ability to benefit financially from the Scholarship
- iii. Academic reports
- iv. Citizenship and community involvement
- v. Suitability for the chosen school.

To be eligible students must be residents of the Shire of Chittering and be continuing with their schooling during the next calendar year.

Selection is based on outstanding all round involvement and contribution to school life and the local community, including but not limited to:

- Academic achievement
- All round achievement
- Community involvement
- Outstanding leadership

(c) Process

That Council include an annual budget allocation of \$2,000 for education scholarships to be determined as follows:

- i. Advertising through the local schools and media the availability of two scholarships of an agreed budgeted annual amount.
- ii. The scholarships being open to residents of the Chittering Shire only and are for one graduating year 6 and one graduating year 10 student to further their education.
- iii. Application forms (pro forma) closing first Friday of November of each year to be assessed by a three-member panel appointed by Council.

iv. The winning scholarship for the successful students to be paid directly to the chosen school.

(d) Community initiatives
Nil

(e) Community awareness
To promote the Education Scholarship program to students residing in the Shire of Chittering.

3.1.3.3

MEETING TIMES

Once a year (November)
Shire of Chittering Council Chambers

3.1.3.4

POLICY IMPLICATIONS

Community Development Policy 6.2 Education Scholarship Award

3.1.4 Chittering Mining Advisory Group

3.1.4.1

MEMBERSHIP

Members	Deputies
Cr Kylie Hughes	Cr John Curtis
Chief Executive Officer	-
Landcare representative	
<ul style="list-style-type: none"> • Rosanna Hindmarsh • Monique Bills • Calvin Fidge 	-
Community representatives	
<ul style="list-style-type: none"> • Derek Gascoine • Claire Medhurst • Alasdair Cooke • Frank Blanchfield 	-

QUORUM

5 members

3.1.4.2

OBJECTIVES

- (a) To advise Council on all matters concerning mining applications pertaining to the Shire of Chittering in a neutral format.
- (b) To facilitate community consultation while at all times providing an impartial forum for all interested parties.
- (c) To advise Council on mining applications with special reference to the prohibition on "Industry Mining" contained within **Local Planning Scheme 6**.
- (d) To facilitate community consultation on all pertinent matters while providing an impartial forum for all interested parties.

3.1.4.3

MEETING TIMES

As and when required
 Shire of Chittering Council Chambers

3.1.5 Chittering Youth Krew Advisory Group

The Chittering Youth Krew (the Krew) is a group of youth aged between 10 – 17 years who live, work or go to school in the Shire of Chittering, covering the areas of Lower Chittering, Muchea, Bindoon, Mooliabeenee and Wannamal.

Youth aged 18 – 25 years are encouraged to remain on the Krew as mentors to the younger Krew members. Parents are also welcome to assist as mentors.

3.1.5.1 MEMBERSHIP

The Krew are supported by the Shire of Chittering’s Community Development Coordinator who mentors the group and facilitates group meetings.

Members	Deputies
Cr Mary Angus	Cr Kylie Hughes
Community Development Coordinator	And any other Shire staff by invitation as determined by projects of the Group
Youth Membership by application to the Shire	Nil

QUORUM

Not applicable

3.1.5.2 OUR ROLE

The Krew are passionate about keeping young people in the local area by having events, activities, services and spaces for young people to access.

3.1.5.3 OUR AIM

- (i) Find solutions to youth getting into trouble and to prevent boredom by developing and organising activities and events for local young people.
- (ii) Represent the views of local young people to the broader community and to the Shire.
- (iii) Learn leadership skills
- (iv) Learn event management skills
- (v) Increase youth participation by communicating to local people what is happening in our Shire.
- (vi) Work alongside community groups, sports clubs and businesses to improve youth engagement and participation.
- (vii) Work alongside the Community Development Officer to plan and deliver annual youth related events and workshops.

3.1.5.4

WE WILL DO THIS BY

- (a) Speaking with young people at events and activities about the Krew and what we are trying to do.
- (b) Assist the Shire in communicating information to the broader youth population.
- (c) Communicating youth issues and suggestions to the Shire.
- (d) Assist community and sporting groups to connect with young people.

3.1.5.5

MEETING TIMES

As determined by the current membership

3.1.6 Chittering Health Advisory Group

The Chittering Health Advisory Group (CHAG) is established to provide a forum for ongoing communication and interaction with the Western Wheatbelt Health Service sites, the District Health Advisory Council, private health providers, other relevant government departments, consumers and community members. Providing a structure for community views to be communicated to the relevant health providers and an avenue to advocate for the development of workable solutions to local health service related issues.

3.1.6.1 MEMBERSHIP

Established as a Working Group of Council, CHAG maintains membership to the Western Wheatbelt District Health Advisory Group (DHAG). The CHAG Chairperson is the delegate to the DHAG.

The CHAG membership should reflect and have the capacity to represent community and health service user diversity.

Membership should be drawn from, but not limited to, consumers, local government and health related professionals and agencies. The site Health Service Manager will be a member of the Group as proxy for the Western District Operations Manager.

The recommended maximum number for membership is 11, requiring a quorum of six.

Members	Deputy
Cr Kylie Hughes	Cr John Curtis
Community Development Coordinator Lisa Kay	Nil
WA Country Health Service Erik Ander, Manager Western Wheatbelt Primary Health Service	
Service representatives <i>Jupiter Health Medical Centre</i> Mary Angus <i>Avivo</i> Odette Strothers <i>Vacancy</i>	
Community representatives Alison Barnard Clare Mouat Janette Pope Joanna Kavanagh	

QUORUM

6 members

3.1.6.2

OUR ROLE AND RESPONSIBILITIES

The Advisory Group is to provide a structure for community views to be communicated to the relevant health providers, and an avenue to advocate for the development of workable solutions to local health service related issues.

Responsibilities

- 1) The Chair of CHAG through the appointed District Health Advisory Council (DHAC) member for the area, will inform, provide advice and feedback to the DHAC on health related matters pertaining to their local communities.
- 2) It is a responsibility of members to have an active involvement in supporting CHAG objectives through CHAG or community initiatives.
- 3) The CHAG will advise and support local health service providers in an environment of cooperation, shared understanding and consensus.
- 4) The CHAG is responsible for providing advice, support and feedback to relevant health services on matters relating to health service, quality access, coordination and planning in the locality.
- 5) CHAG liaise with health service providers on related issues or initiatives which could assist to advance the health and wellbeing of the local community.
- 6) CHAG will provide a conduit to organise and coordinate the release of health service related information to the wider community as authorised by the relevant health service.
- 7) Health service providers are responsible for bringing matters raised by CHAG to the attention of the respective managers of the relevant health service provider.
- 8) The health service (where possible) and as authorised by relevant management within the respective organisations, will support CHAG in developing and implementing health initiatives for the local community.
- 9) CHAG members and service representatives will provide a brief update on recent activities and issues relevant to CHAG objectives at each meeting.
- 10) CHAG are responsible for being representative of individuals and their proposals or concerns.

3.1.6.3

OUR OBJECTIVES

- a) Act as a conduit for individuals, community and service providers to the Shire of Chittering on health related matters;
- b) Encourage diverse representation on membership;
- c) Collective voice for advocating community attitudes and perspectives on health related matters between service providers, all levels of government and the community;
- d) Identify opportunities for community health and wellbeing to improve health service provision to residents within the Shire of Chittering;
- e) Promotion of health and wellbeing service provision options available to the community providing a focal point for the exchange of information between service providers and the general community; and
- f) Encourage wide spread consultation with the community on health related issues and solutions found.

Defining Health and Wellbeing:

Chittering Health Advisory Group observe the World Health Organisation (WHO) definition of health and wellbeing where health is defined as “a complete state of mental, physical and social wellbeing and more than just the presence or absence of disease. The social conditions in which a person is born, lives or works, known as the social determinants of health, can either serve to strengthen or undermine an individual or a community’s health” (World Health Organisation 1948, p.1).

3.1.6.4

MEETINGS

The Advisory Group membership should reflect and have the capacity to represent community and consumer diversity. Membership should be drawn from (but not limited to) consumers, local government and health related professionals and agencies. The site Health Service Manager will be a member of the Group as a proxy for the Western District Operations Manager. The recommended number for membership is 11 with the following representation:

- Independent Chair
- SOC Council Member(s) appointed as a Delegate and/or Deputy;
- SoC Community Development Coordinator (administrative support);
- WACHS;
- Service representatives x3; and
- Community representatives x5.

Observers (as identified and invited by CHAG to attend or members of the public, political parties or service providers who choose to attend). Specific issues need to be tabled for inclusion on the agenda prior to the meeting attendance.

It is an expectation that all members attend a minimum of three meetings across the financial year calendar.

3.1.6.5

ORGANISATIONAL SUPPORT

The Community Development Coordinator will facilitate the Group and attend meetings to provide administrative support and advice.

CHAG and Service providers will, as required, jointly develop action plans that outline key issues discussed and actions and resolutions made.

Each meeting will have a formal agenda and minutes. Items for agendas must be submitted at least two weeks in advance through the Chair.

Minutes will be uploaded to the Shire website for community viewing.

3.1.6.6

MEETING TIMES

Meetings are usually held bi-monthly or more frequently if required, and at the discretion of the Chair, at a time and day agreed by all members to ensure regular attendance. A minimum of quarterly.

A meeting schedule should be developed for the year, and post the appointment of the Chair following the first meeting of the financial year. Changes to this schedule should be made at least seven days in advance.

The Chittering CHAG is a public forum with meeting actions documented for public viewing via the Shire of Chittering website and Councillor portal. A briefing to Council will be given regularly.

3.1.6.7 **METHOD AND TERM OF APPOINTMENT**

All positions will be declared vacant and; expressions of interest for committee positions will be advertised annually, at the first meeting of each financial year.

Expression of Interest for membership, as they arise, will be advertised via the Shire community engagement processes. The Group has the power to co-opt people with expertise or where there is a gap in representation.

Interested parties will be invited to complete an application form and send to the Chair of CHAG who will consult with existing membership to consider the application.

A Chairperson will be appointed by the members at the first meeting of each financial year and serve a term of 12 months with an option for re-election. To be eligible for the position of Chair, a person must have served six months on CHAG.

CHAG members are encouraged to promote diversity in membership and give opportunities to other members of the community who wish to join.

After 12 months all CHAG members are required to renominate.

3.1.6.8 **RESIGNATION OF MEMBERSHIP**

CHAG members can resign their membership at any time providing written notice to the Chair of the Group.

Replacement of membership will be sought by the terms expressed under 'Method and Terms of Appointment'.

3.1.6.9 **CONFIDENTIALITY**

CHAG members must be aware of the need for confidentiality in relation to matters addressed by the Group that may be of a sensitive nature and may refer to individual experiences.

3.1.6.10 **CONFLICT OF INTEREST**

CHAG Members must disclose any conflict of interest when it arises and it be recorded by the Chair.

3.1.6.11 **CODE OF ETHICS AND CODE OF CONDUCT**

Personal integrity

We act with care and diligence and make decisions that are honest, fair, impartial, and timely, and consider all relevant information.

Relationships with others

We treat people with respect, courtesy and sensitivity and recognise their interests, rights, safety and welfare.

Accountability

We use the resources of the state in a responsible and accountable manner that ensures the efficient, effective and appropriate use of human, natural, financial and physical resources, property and information.

3.1.6.12

ADMINISTRATIVE SUPPORT AND RECORD REQUIREMENTS

CHAG and service providers will (as required) jointly develop action plans that outline key issues discussed and actions and resolutions made.

Each meeting will have a formal agenda and minutes. Items for agendas must be submitted at least two weeks in advance through the Chair.

Minutes will be uploaded to the Shire website for community viewing.

Administrative support is provided by the appointed Shire officer.

3.1.6.13

REVIEW OF TERMS OF REFERENCE

These Terms of Reference will be reviewed in six months from date of acceptance.

3.1.7 Chittering Tourism Advisory Group

To develop Chittering as a thriving, sustainable and diverse tourism destination (interpreted from Chittering’s *Strategic Community Plan 2016*)

3.1.7.1

MEMBERSHIP

- a) One Shire of Chittering Councillor as member and one Councillor as proxy
- b) One Chittering Tourism Association representative as a member
- c) Five tourism industry personnel from the Chittering local government area

Members	Deputy
Cr Carmel Ross	Cr John Curtis
Chittering Tourist Association representative TBA	
Tourism Industry Stakeholders TBA TBA TBA TBA TBA	

QUORUM

4 members

3.1.7.2

OUR OBJECTIVES

To make recommendations to Council on matters relating to tourism;

- To make recommendations on economic development strategies related to tourism
- To suggest targets and track the progress made by the Shire in undertaking tourism activities
- To suggest targets and track the progress made by the Shire in undertaking tourism development activities

The CTAG will advise Council all matters in tourism relating to:

- a) Stakeholder engagement
- b) Marketing
- c) Business support and development
- d) Investment attraction and infrastructure implementation
- e) Visitor satisfaction
- f) Undertaking major projects
- g) Shire-led tourism-focused events coordination

3.1.7.3

MEMBERSHIP

One Shire of Chittering Councillor as a member and one Councillor as Proxy
 One Chittering Tourism Association representative as a member
 Five tourism industry personnel from the Chittering local government area

Tenure of membership

At each Ordinary Council Election all positions will be declared vacant and expressions of interest for positions will be advertised every two years in line with Council Elections, at the first meeting following Elections.

Though the inaugural CTAG will be recommended by Shire officers, ongoing recruitment will be advertised via a Shire community engagement process. The CTAG has the power to co-opt people with relevant expertise or where there is a gap in representation.

Interested parties will be invited to complete an application form and send to the Chair of CTAG who will consult with existing members to consider the application.

The inaugural CTAG members with the exception of Council and CTA representatives shall be selected by Shire officers. The tenure of these members shall be until the first Ordinary Council Elections following the formation of the CTAG.

Chairperson

The Council member will act as Chairperson of the CTAG, unless the Council member chooses to delegate to another member as Chair.

Secretary

A Shire staff officer will fulfil the role of Secretary.

Standing Ex-Officio Members

Nil

3.1.7.4 **DELEGATED AUTHORITY**

Nil

3.1.7.5 **MEETINGS**

Meetings of the CTAG shall be determined by the Group. Meetings for the next calendar year at to be determined at the final meeting of the year. Meetings are closed to the general public and are not required to have questions as there are no Council delegations.

Quorum

The quorum at any meeting shall be a Shire Councillor representative plus three other voting members.

Voting

When making a recommendation to Council, voting on the motion is required with outcomes to be based on a simple majority.

Notes

- (i) Any notes from the CTAG are to be forwarded to Council via a council report.
- (ii) A report is to be prepared by the responsible officer of the CTAG of any recommendations made by the CTAG, and presented to Council at the next ordinary meeting of council for consideration.

Disclosures of Interest

Members of the CTAG are bound by provisions of the **Local Government Act 1995, Section 5.65** with respect to disclosure of financial, impartiality or proximity interests.

Code of Conduct

Members of the CTAG must comply with the Shire's Staff Policy 3.1 Code of Conduct-Staff, Volunteers and Contractors.

3.2 Advisory Groups Terms of Reference

3.2.1 NAME

The names of the Advisory Groups shall be as follows:

Name	Abbreviation
Chittering Community Planning Advisory Group	CCPAG
Chittering Community Support Funding Advisory Group	CCSFAG
Chittering Education Scholarship Advisory Group	CESAG
Chittering Mining Advisory Group	CMAG
Chittering Youth Krew Advisory Group	CYKAG
Chittering Health Advisory Group	CHAG
Chittering Tourism Advisory Group	CTAG

3.2.2 RESPONSIBLE OFFICER

The Responsible Officer shall be a Shire officer who will ensure agendas and minutes are produced and forwarded to Council, and report any recommendations from the Advisory Group to Council.

Name	Responsible Officer
Chittering Community Planning Advisory Group	Community Development Officer
Chittering Community Support Funding Advisory Group	Community Development Officer
Chittering Education Scholarship Advisory Group	Community Development Coordinator
Chittering Mining Advisory Group	Executive Assistant
Chittering Youth Krew Advisory Group	Community Development Coordinator
Chittering Health Advisory Group	Community Development Coordinator
Chittering Tourism Advisory Group	Economic Development Coordinator

3.2.3 DISTRICT

The Advisory Groups shall operate within the local government boundaries of the Shire of Chittering.

3.2.4 OBJECTIVES

To make recommendations and advise Council on all matters relating to objectives of the Advisory Group as outlined in the Council Committees and Advisory Groups booklet.

3.2.5 **MEMBERSHIP**

General

Council will appoint at least one Council member to the Advisory Group and one staff members.

Community representation may also be appointed to the Group.

Membership shall be no greater than 15 inclusive of members and deputies.

Membership of each advisory group is outlined in the Council Committees and Advisory Groups Booklet.

Tenure of membership

Where a person is appointed as a member of an advisory Group, the person's membership of the advisory group continues until—

- (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the Chief Executive Officer, or the Chief Executive Officer's representative, as the case may be;
 - (b) the person resigns from membership of the advisory group; or
 - (c) the advisory group is disbanded;
- whichever happens first.

3.2.6 **DELEGATED AUTHORITY**

Nil

3.2.7 **ADVISORY GROUP**

Chairperson

The Council member will act as Chairperson of the Advisory Group.

Secretary

A Shire staff officer will fulfil the role of Secretary.

Standing Ex-Officio Members

Nil

3.2.8 **MEETINGS**

Advisory Group meetings

Meetings of the Advisory Group shall be as determined by the Group. Meetings are determined at the final year meeting for the next calendar year.

Quorum

The quorum at any meeting shall be half plus one of the number of offices. Therefore the number for a Quorum shall be half plus one voting members.

Voting

As advisory groups do not have delegated authority, voting is not required.

Notes

1. A report is to be prepared by the responsible officer of the Advisory Group to be presented to Council at the next ordinary meeting of the council, for consideration.

Who acts if no presiding member?

If, in relation to the presiding member of an Advisory Group —

- a. the office of presiding member and the office of deputy presiding member are vacant; or
- b. the presiding member and the deputy presiding member, if any, are not available or are unable or willing to perform the functions of presiding member,

then the Advisory Group members present at the meeting are to choose one of themselves to preside at the meeting.

Meetings

Meetings shall be closed to the public and are not required to have questions from the public as there are no Council delegations.

Members interests to be disclosed

Members of the Advisory group are bound by the provisions of the **Local Government Act 1995**, Section 5.65 with respect to disclosure of financial, impartiality or proximity interests.

Code of Conduct

Members must comply with the Shire's Staff Policy 3.1 Code of Conduct – Staff, Volunteers and Contractors.

PART 4 – COUNCIL REPRESENTATION ON EXTERNAL ORGANISATIONS

From time to time Council is requested to nominate a Council member to represent the Council on committees of external organisations. Sometimes the constitution of the external organisation requires Council to nominate a representative.

External organisations will be informed in writing of Council representatives. Where appropriate, the external organisations and the Council representative/s are to determine the extent of representation required e.g. attendance at meetings only when necessary, acting as a contact person etc.

Council has resolved to formally establish representation on the following external organisations with the membership as shown:

Association	Position	Membership	Meeting Frequency	Term Expires
Avon Midland Zone (WALGA)	Delegate	President Cr Kylie Hughes	Quarterly	16 October 2021
	Deputy	Deputy President Cr Carmel Ross		
Bindoon and Districts Historical Society	Representatives	Cr Mary Angus Cr John Curtis	Monthly	16 October 2021
Chittering Land Conservation District Committee (t/a Chittering Landcare Group)	Delegate	Cr Kylie Hughes	Bi-monthly	16 October 2021
	Proxy	Cr John Curtis		
Ellen Brockman Integrated Catchment Committee	Delegate	Cr Kylie Hughes	Six times a year	16 October 2021
	Deputy	Cr John Curtis		
Muchea Hall User Group	Representative	Cr Carmel Ross	Bi-monthly	16 October 2021
Northern Growth Alliance	Delegate	President Cr Kylie Hughes	As required	16 October 2021
	Deputy	Deputy President Cr Carmel Ross		
Rural Water Council of WA (Inc)	Delegate	Chief Executive Officer Cr John Curtis	As required	16 October 2021
	Deputy	Cr Kylie Hughes Cr Peter Osborn		
Wannamal Community Centre	Representatives	Cr Peter Osborn Cr Carmel Ross	Bi-monthly	16 October 2021
Wheatbelt Development Assessment Panel	Members	Cr Peter Osborn Cr Kylie Hughes	As required	26 January 2020
	Alternate Members	Cr Carmel Ross Cr Mary Angus		
Wheatbelt North Regional Road Group	Delegate	Cr Peter Osborn	As required	16 October 2021
	Deputy	Cr Carmel Ross		



A TASTE OF CHITTING

POST EVENT REPORT 2020

CAROLINE JAMES
EVENTS

A TASTE OF CHITTERING

A Taste of Chittering is an all-weekend celebration of food, wine and community held in Chittering, 17-18 October 2020 held at Nesci Estate Wine Farm.

Caroline James Events was engaged by the Shire of Chittering to manage event production, logistics, program curation, marketing, social media, PR and design for the 2020 edition of the festival.

Caroline James Events updated the brand's existing logo, theming, position and messaging, to create an elevated and modern brand concept that translated the event online.

Expanding from a one-day festival in previous years to a weekend celebration in 2020, the event attracted close to 4,500 patrons over the two days.

With market stalls, live entertainment, cooking demonstrations and produce tastings, A Taste of Chittering allows attendees to celebrate community country lifestyle and indulge in the Chittering experience.



A TASTE OF CHITTERING

Ticketing was introduced for the 2020 festival in an effort to gauge and manage guest numbers and ensure the event is financial sustainable in years to come.

Admission included a free fresh pressed juice, coffee, beer or wine for just \$18 online or \$20 at the gate (concession \$10 & \$12), with FREE ENTRY available for children (under 18) and local Chittering residents.



PATRON NUMBERS

Ticket	Sat 17 Oct	Sun 18 Oct
Pre-Order (and Check In)		
Adult	547	456
Conc	154	119
Child	137	150
Resident	297	147
Stallholder	15	17
Door Sales		
Adult	242	329
Conc	176	180
Child	100	81
Resident	140	130
Comp / Promo / Performer	150	150
Stallholder	380	380
Total	2338	2139
OVERALL	4477	



EVENT PARTNERS

PRESENTING PARTNERS

Shire of Chittering
Tourism Western Australia

MAJOR PARTNERS

Harcourts Real Estate
Bendigo Bank
Road Safety Commission

SUPPORTING PARTNERS

Hon. Christian Porter MP
Hon. Darren West MLC

MEDIA PARTNER

Northern Valleys News



STALLHOLDERS

GROWERS MARKET

FRUITS AND VEGETABLES

Swan Valley Gourmet Fungi
Northern Valley Locavore
Slow Food
Brian Edwards

HONEY PRODUCERS

Northern Valleys Honey
Little Eeden Farm Honey

PICKLES, RELISHES & PRESERVES

Gingin JamWootra Farm
Oohlala Preserves
Latasha's Kitchen
Homemade Yumminess

NUTS, SPICES, OLIVE & OILS

Harrisons Nursery
Regens RidgeOrganic Olives
ProdLocal
Sublime Spices
Texas Style BBQ Sauce
Smokey Joe's Rubs
Nino's Fresh Boxes

BAKED GOODS

Emma's Cupcakes & More
Sugar Bee
German Pretzels
Sunny-Side Up Homemade
Cooper's Classics

BEVERAGES

The Jucist

FLOWERS & GARDEN

Prickly Pot
Miller Rose Botanics
Soho & Jaxy
Tika Flowers
Miss Kokedama
That Brick Pot Guy

OTHER

SBNY Fairy Floss & Popcorn
Northern Valley Fruit Pops
No Toast
Balanced Pantry
Bliss Blends

FOOD TRUCKS

Pizza Lab 6566
Franny's Moving Kitchen
Just Chillin Van
The Spunky Spud
Gem Pies
The Sweet Box Cart
Bee Delighted Mobile Cafe
Bootleggers Coffee Co.
Cup Of Eden
Juice Station
Mayvaden Farm



STALLHOLDERS

COUNTRYSIDE MARKETSTALLS

ARTS & CRAFTS

Cathy Moffitt Crafts
Cheryl Patroni
Marion's Mosaics
Susie's Home Crafts
Bindoon Arts & Crafts
KraZie KiM's Kre8shiONS
Dèjè Designs
Cute But Deadly
Designs by DWS
Roys Toys
Design 2 Laser

BEAUTY

Health & Balance
Body & Bubblez
Witherspoons Skincare
Handmade Soap
Aroma Bowl
Custard & Jelly Bath and Gifts
Gracefully Ashanti

CANDLES

Just Wax Soy Candles
Sugar & Spice
Emma Kay Handmade Gifts

CLOTHING & ACCESSORIES

Byperica Stitch and Bling
Sew Colourful
Sophie Silks
Mrs Pickles Emporium
In A Rut
The Silver Ren
Gabrielle and Bee
Moo n Minx
Stella and Sky
Studio Peppercorn
Little Love Rugs
Bek & Joy

COMMUNITY

Chittering Visitor Centre
WaterPonyz Swim School
Little Romany Wagon Co.
Bindoon Community Bank
Life at the Stix
Bindoon Community Bank
CWA Bindoon Belles
Country Values Real Estate
Bullsbrook Dental Centre

HOMEWARES

Arid Timber Art
Branching Out Designs
EnviroBren
Julie Lamp Lorraine Lea Stylist
Soap & Twine
John Bradley
Red Earth Crystals
The Grainger Collective
Eco Stoneware & Euro Peeler
The Early Bird Collective
Calamity Clay Creations
That Pen Bloke
Laura Bridgets Boutique
Zindi Pots
The Old Market Garden
3 Bridges
Inked By Erin

OTHER

Slobberlicious
Eco Stoneware & Euro Peeler
My Little Bookshop
Freedom Health
Kyal's Doggy Delights
Veratin
The Sandalwood Nut Company



FOOD & BEVERAGE

FOOD OFFERINGS

Pizza Lab 6566	(Pizza)
Franny's Moving Kitchen	(Korean Fusion Cuisine)
Just Chillin Van	(Mexican Cuisine)
OKYFF	(Filipino Cuisine)
The Spunky Spud	(Baked Potatoes)
Gem Pies	(GF Food Range)
The Sweet Box Cart	(Macarons & Gelato)
Take 5 Icecream Parlour	(Gelato Cart)
Bee Delighted Mobile Café	(Coffee Beverages)
Cup Of Eden	(Coffee Beverages)
Bootlegger Coffee	(Coffee Beverages)
Juice Station	(Pressed Juices)
Mayvaden Farm	(Pressed Orange Juice)

TASTINGS & CELLAR DOOR

Bindoon Estate Wines
Glenowen Wines
Nesci Estate Wine Farm
Stringybark Winery

POP UP BAR OFFERINGS

Nesci Estate Wine Farm
Stringybark Winery
Outback Brewing Co
14K Brewery
Old Youngs Distillery



LIVE ENTERTAINMENT

Live entertainment was programmed by BEAT Bindoon Entertainment Arts for the weekend's festival, with music performances on the Nesci Estate Wine Farm stage. Barni Norton emceed the event.

Saturday 17 October

- 10:15 Connie Kis Anderson
- 11:00 – 11:10 Official Welcome1
- 11:00 Connie Kis Anderson
- 11:30 Ezer Eve
- 12:30 Warwick Trant
- 13:30 – 13:40 Beer Brewing Competition Awards Presentation
- 13:40 Tracey Barnett
- 15:00 – 17:00 The Keleans & Kelea

Sunday 18 October

- 10:15 John Ralph
- 11:15 IC – Sen
- 12:15 Warwick Trant
- 13:15 Mitchell Martin
- 14:15 Atomic



LITTLE FARMERS CORNER

Children loved experiencing local wildlife up-close with friendly and furry farm friends from Old MacDonald's Travelling Farm.

The Chittering Wildlife Carers attended with their joey, cockatoo, corella and more.

The festival program offered free activities for the kids, including face painting, and arts and crafts by the Freedom Fairies and roving entertainment was adored by patrons by Libby Hammer Wildflower Stilt Walkers.



SATELITTE EVENTS

Caroline James Events and the Shire of Chittering developed two additional satellite events for guests to add to their Chittering countryside experience.

A TOUR AROUND THE COUNTRYSIDE: ELECTRIC BIKE TOURS

An exciting new addition to the ATOC program, guests were given the opportunity to participate in A Tour Around the Countryside – a guided electric bike tour venturing through Chittering’s picturesque countryside hosted by Paul’s Eco-Tours. With all tours sold out, guests were able to effortlessly cycle through Chittering, visiting key attractions and enjoy the stunning orchard and countryside scenery.

A SIP OF CHITTERING: AMATEUR BEER BREWING COMPETITION

As an exciting new addition to the ATOC program, Perth locals were given the chance to enter A Sip of Chittering – a homebrewed beer competition, competing for gold, silver and bronze awards for the best local brew.

As part of entry requirements, submitted beers must be crafted around the brief of creating ‘a beer for Perth’s countryside’, whether this be through ingredients or style. Held as a key event on the main stage, entries were be scored by a judging panel based on brief creativity, aroma, appearance, flavour, and overall impression. The winner of the Gold award was awarded a trophy along with a small batch of their winning brew produced by The Outback Brewing Co, set to be released at Fremantle Beer Festival in November 2020.



SOCIAL MEDIA

Figures calculated from 27 July 2020 to 19 October 2020

FACEBOOK

[@aTasteofChittering](#)

Existing likes: 2964

Post-event likes: 3656

Increase by **23%**

INSTAGRAM

[@atasteofchittering](#)

Existing likes: 507

Post-event likes: 1244

Increase by **145%**

WEBSITE

www.atasteofchittering.com.au

12,324 unique views

216 mailing list subscribers



PUBLIC RELATIONS

NRC Agency was engaged to creating and execute a three month high-impact PR strategy for A Taste of Chittering 2020 in collaboration with Caroline James Events, running from August to October 2020.

This campaign aimed to create awareness for the event and drive attendance for the weekend of 17 and 18 October 2020.

The strategy developed and implemented by NRC Agency included:

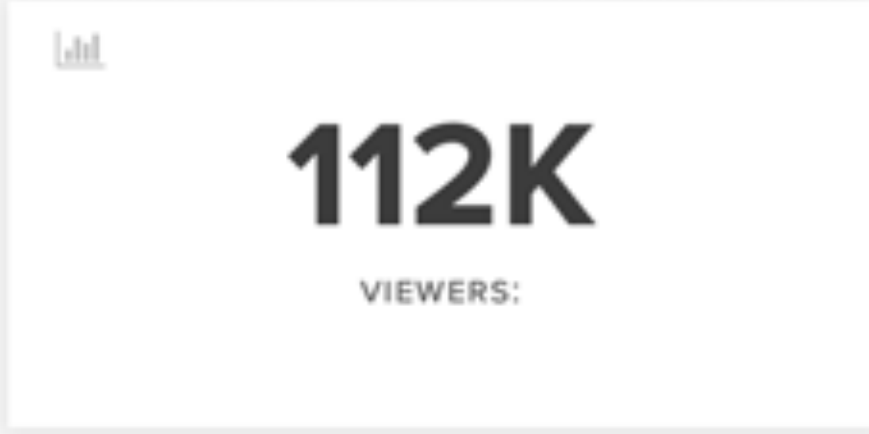
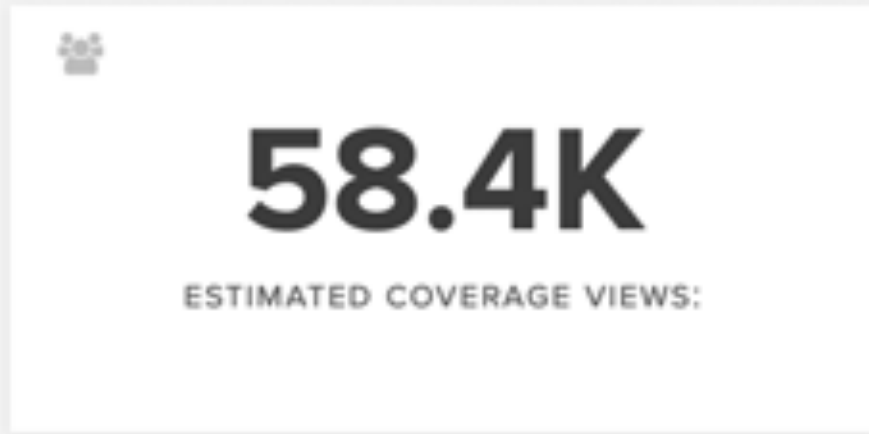
- Press releases
- Editorial Pitching
- Promotions
- Event PR
- Reporting

- REPORT

The full PR Report can be viewed here:

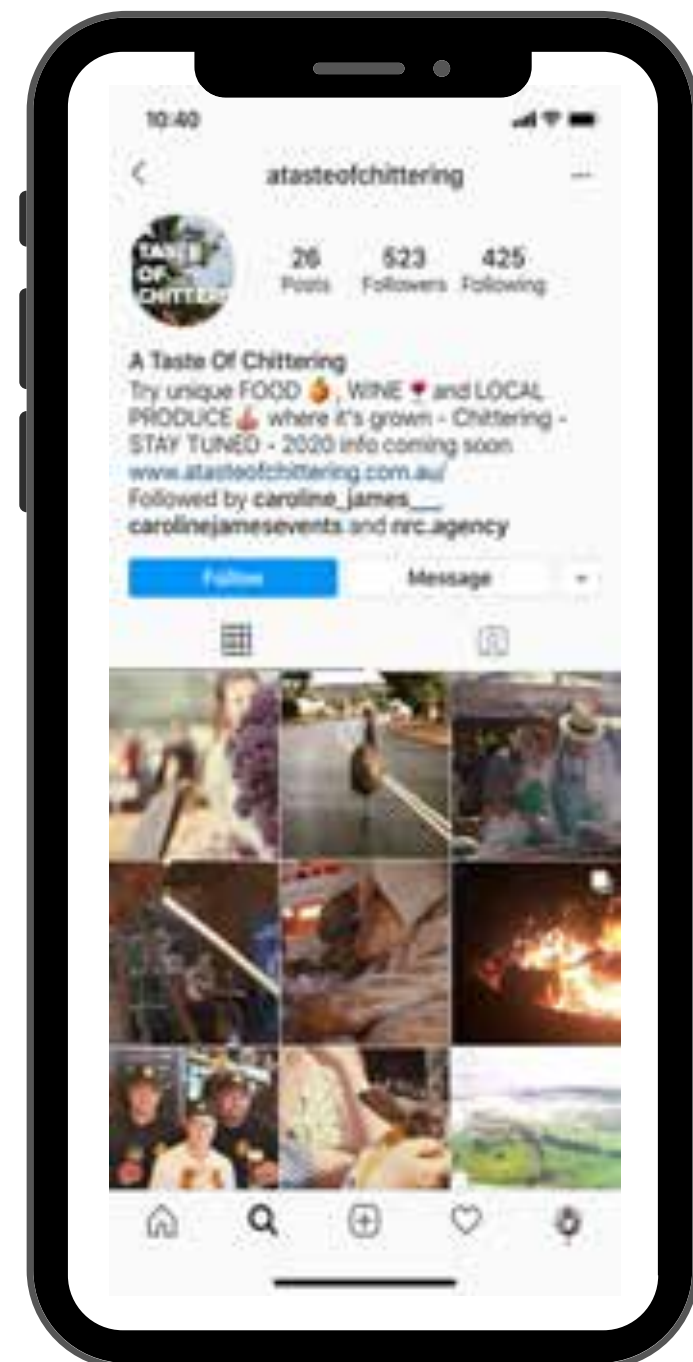
<https://nrccommunications.coveragebook.com/b/c427ece22771f553>





PUBLIC RELATIONS METRICS

PREVIOUS BRANDING



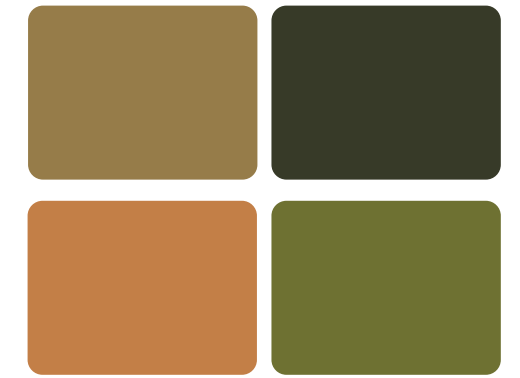
Existing Website: <https://bit.ly/3ieEWS0>

BRAND REDESIGN

By refining A Taste of Chittering's branding, Caroline James Event created a brand identity, including logo and style guide, for the annual event that reflects its community and local produce.

The updated theming creates a more gourmet brand identity, appealing to Perth's 'foodie' demographic. Content and images created not only portray the event as a marketplace, but as a weekend celebration of local produce, wine and country lifestyle.

Caroline James Events redesigned and launched a complete new website for the event.





WEBSITE REDESIGN

www.atasteofchittering.com.au

MARKETING COLLATERAL DESIGN



A Taste of Chittering 2020 Event Program Has Been Announced <<First Name>>!



A TOUR AROUND THE COUNTRYSIDE

Enjoy the road less travelled and effortlessly discover some of the regions most stunning scenery in this privately guided Electric Bike Tour around Chittering. Stop off at Stringybark Winery for a wine tasting before making your way back to the festival hub.

[LIMITED SPACES. FIND OUT MORE](#)



BEER BREWING COMPETITION

Competing for Gold, Silver and Bronze awards, submitted beers must be brewed around the theme of A Beer for Perth's Countryside. The crowning winner will walk



Let The Adventure Begin!

A Taste of Chittering is the ultimate place to taste, explore and indulge in local chittering experiences. Discover local food, wine, beer and produce, with market stalls, pop-up bar, cooking demonstrations, live music and family entertainment.

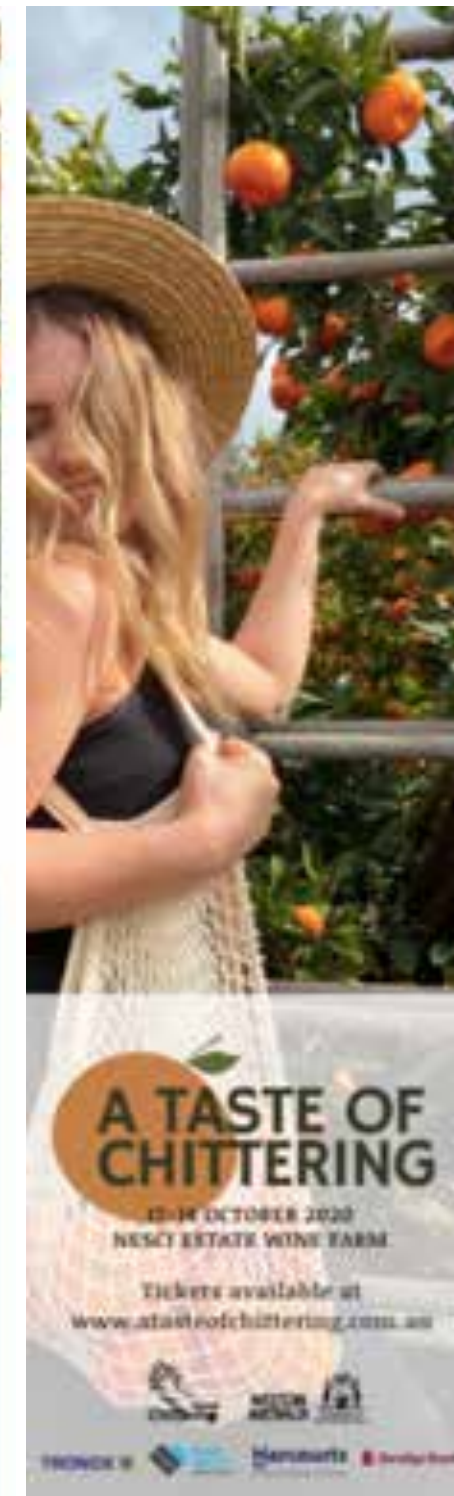
COUNTRYSIDE MARKETS

Explore and taste your way through the growers marketplace, indulging in pop-up dining and cooking demonstrations, or purchase some of the best quality fruit and vegetables straight from local farmers. Once you've picked up your seasonal produce, discover the Countryside Markets' showcasing produce from the local Chittering community and surrounding regions with handmade artisanal homewares, beauty, clothing, arts and crafts and more.



LITTLE FARMERS CORNER

Get the kids involved in our Little Farmers corner with a huge range of FREE activities. Kids can wander through a farm woodland, ruble up with their favourite animals. Live farm have painted and many games arts and crafts all weekend long.



A TASTE OF CHITTERING

12-14 OCTOBER 2020
NESCI ESTATE WINE FARM

Tickets available at
www.atasteofchittering.com.au



BEER BREWING COMPETITION

The A Taste of Chittering festival is excited to announce the inaugural amateur home brewed beer competition, **A Sip of Chittering!** Crafted around the theme of A Beer for Perth's Countryside, the winning winner will walk away with the ultimate prize - a small batch release of their beer showcased at the Fremantle Beer Fest November 2020, courtesy of Durlock Brewing Co. Submit your entry at www.atasteofchittering.com.au.

TREAT YOUR TASTEBUDS

Escape to a culinary adventure with live cooking demonstrations and learn to state nutmeg using local produce, by the professional and passionate chefs from West Valley and Eastern Region. Our food Southern Valley business store will have gourmet picnic boxes and grilling plates available with everything you need for a gorgeous picnic in the countryside. [Purchase your picnic basket at www.atasteofchittering.com.au](http://www.atasteofchittering.com.au)



Event Program Email Newsletter

Northern Valleys News Liftout Magazine Double Page Spread

PHOTOGRAPHY

PHOTOGRAPHY

The Official Event Photo Gallery can be viewed here:

<https://bit.ly/3nxRpEb>

Lewis Williamson Photography

VIDEOGRAPHY

The Official Event Video can be viewed here:

<https://bit.ly/37sFZfm>

Pia Films



GUEST FEEDBACK

Guests were sent electronic surveys post event, with 305 responses received.

“Just wanted to provide some feedback on the great day we had at the Taste of Chittering event yesterday, well done and we look forward to going again next year.”

“The Italian Chef lady ... that was cooking pretty much non-stop in the Slow Food marquee today is excellent. Delicious samplers!!”

“It was one of the best festivals my friends and I have been to in a long time, thanks for a great day. The Gumnut Ladies were just the best!”

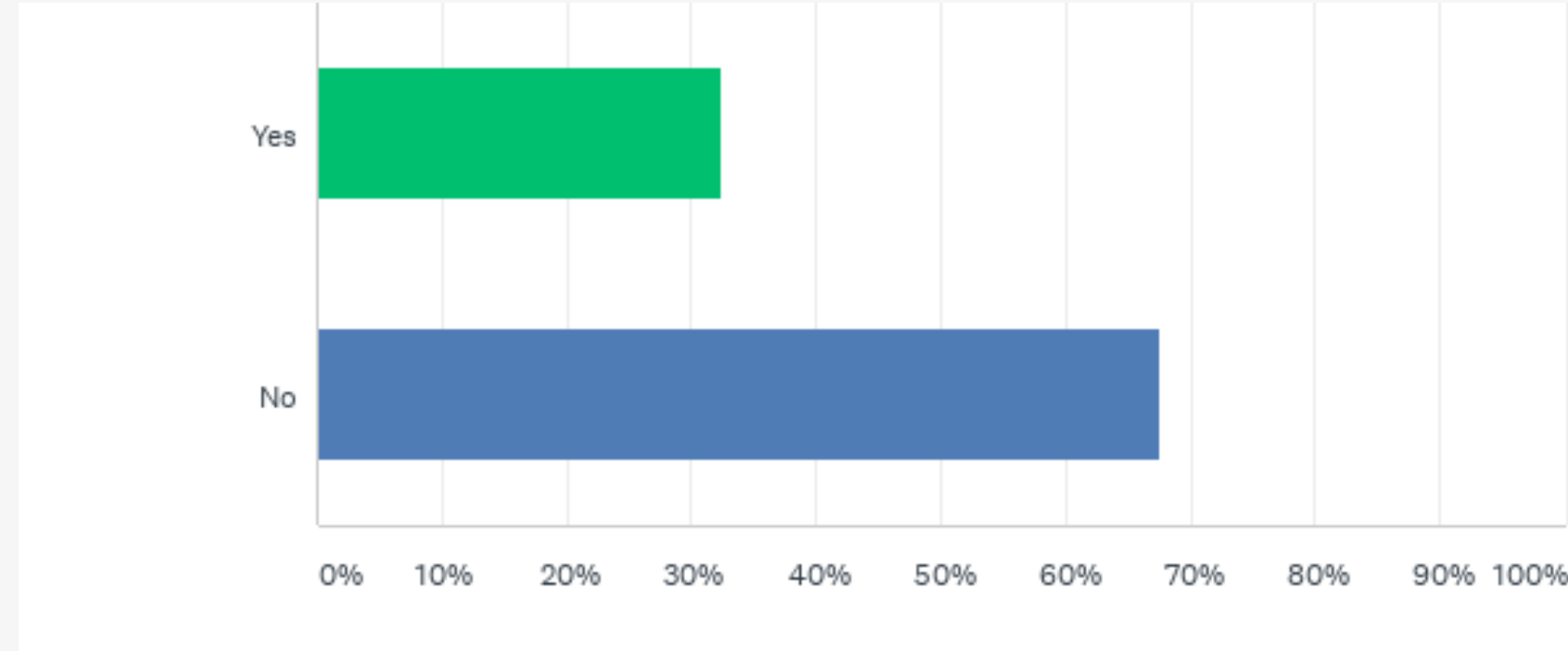
“Had a great time! Might come tomorrow too! “

“Great day! One of the best I have been to”

“Very well organised”



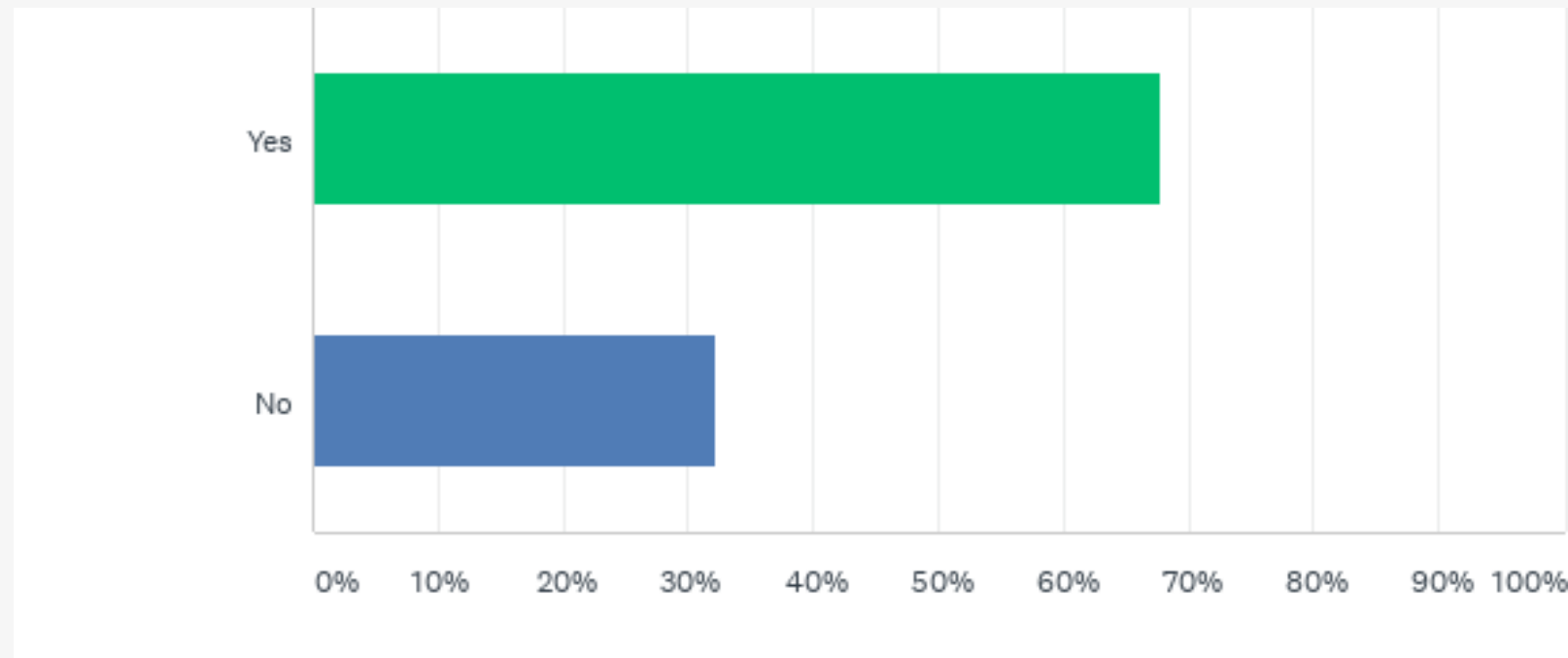
Q1: Are you a local resident of Chittering?



ANSWER CHOICES	RESPONSES	
Yes	32.45%	98
No	67.55%	204
TOTAL		302



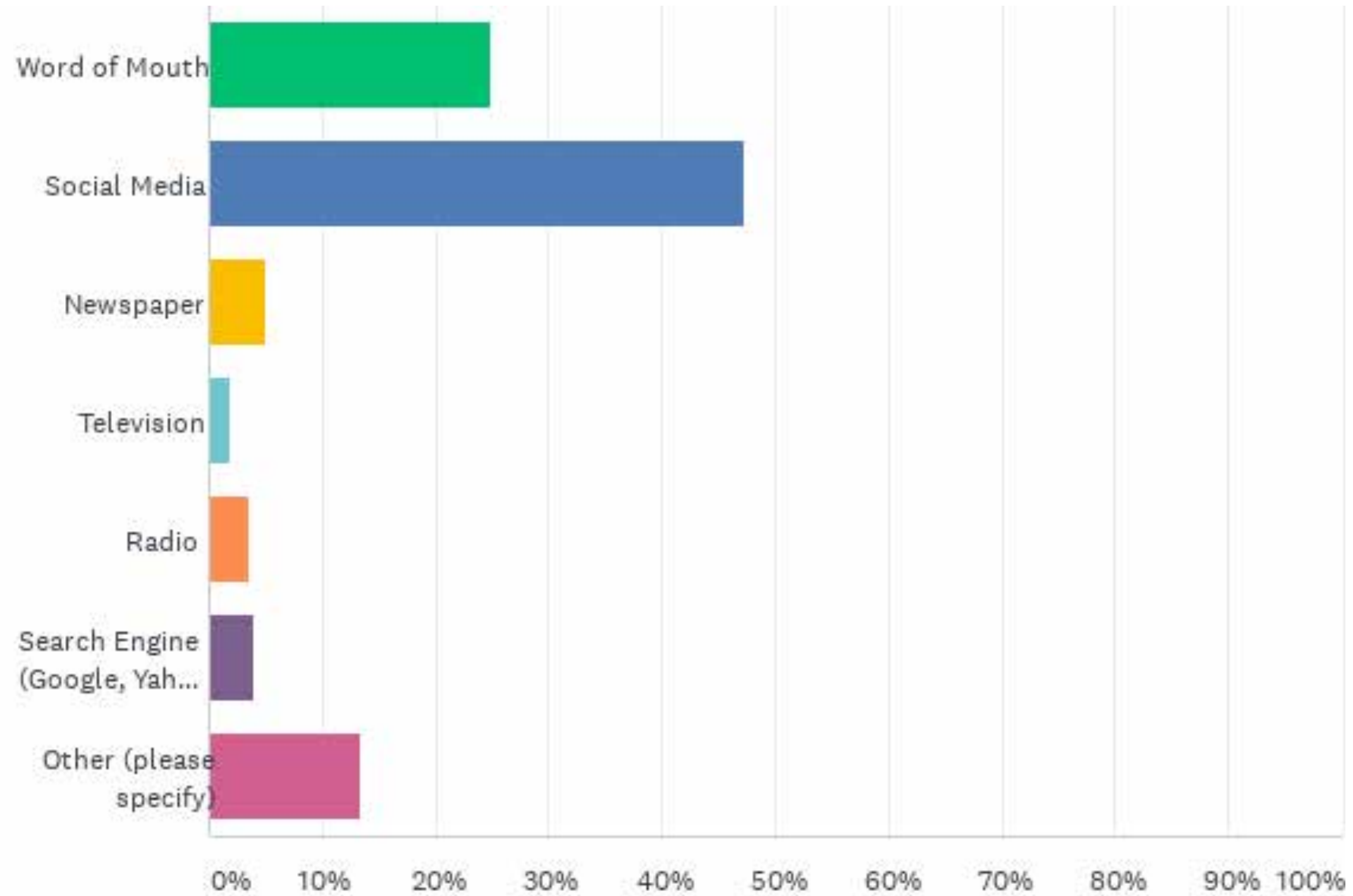
Q2: Was this your first time attending A Taste of Chittering?



ANSWER CHOICES	RESPONSES	
Yes	67.88%	205
No	32.12%	97
TOTAL		302



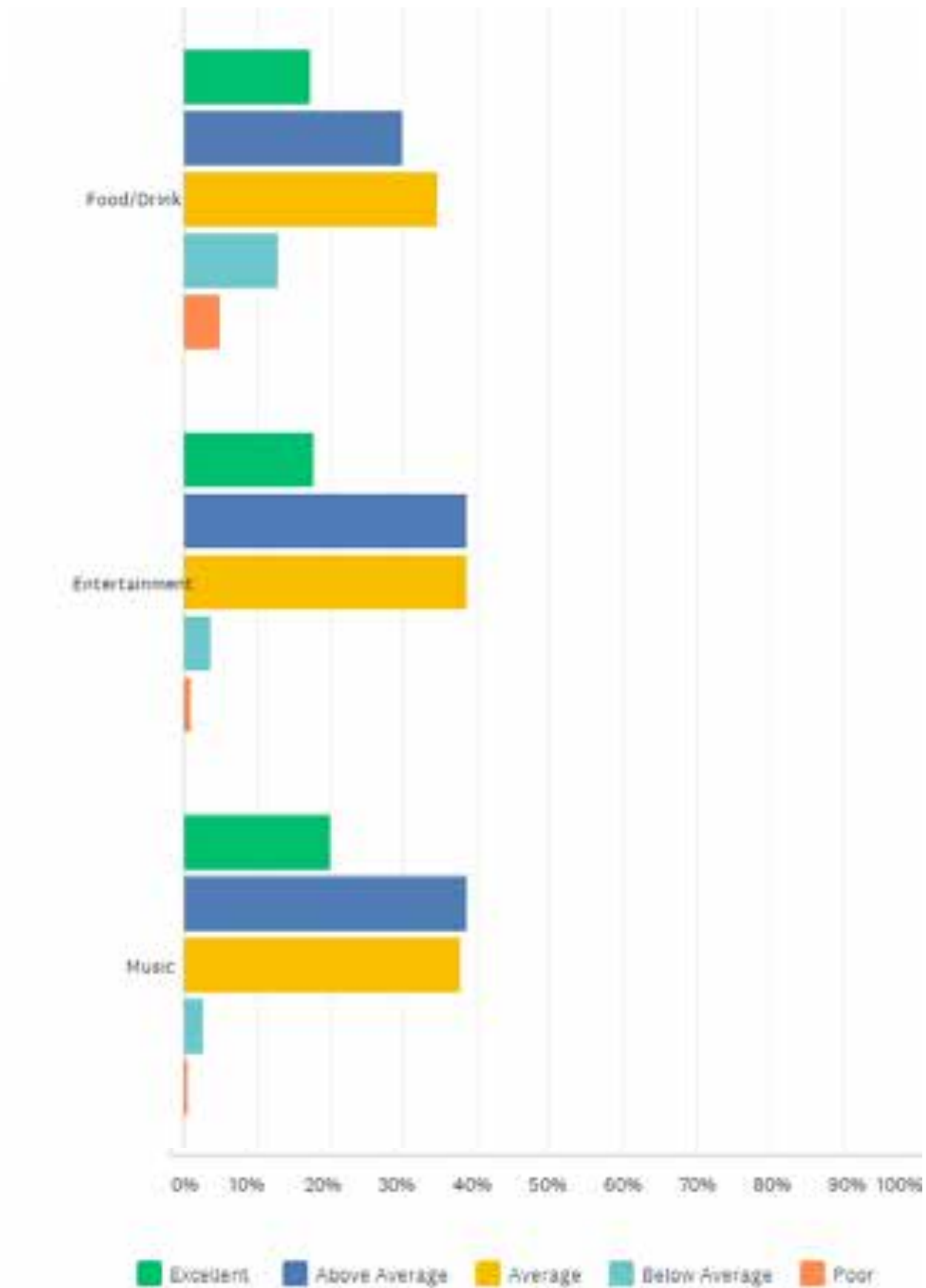
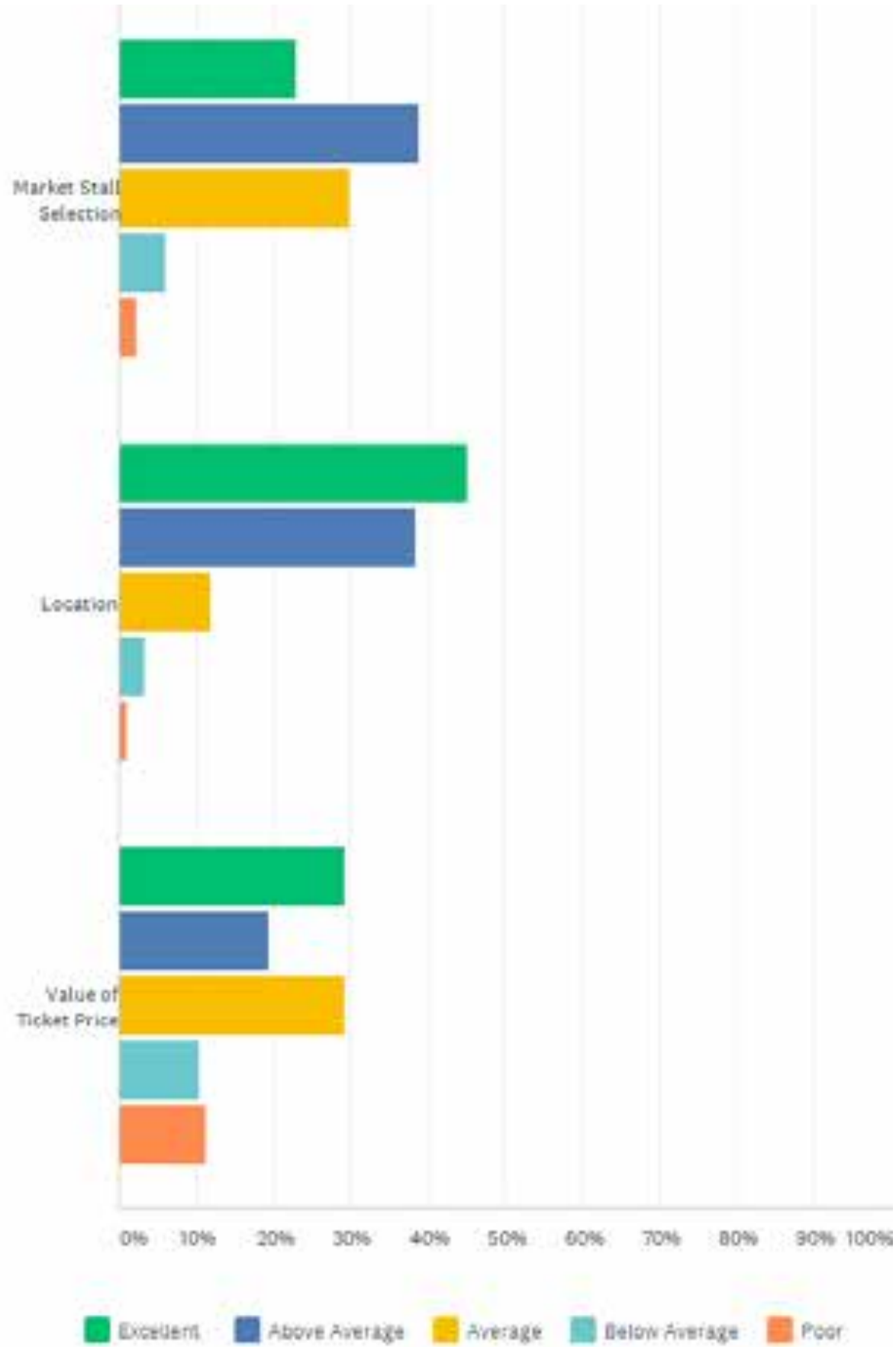
Q3: How did you hear about A Taste of Chittering?



Q3: How did you hear about A Taste of Chittering?

ANSWER CHOICES	RESPONSES	
Word of Mouth	24.92%	76
Social Media	47.21%	144
Newspaper	4.92%	15
Television	1.97%	6
Radio	3.61%	11
Search Engine (Google, Yahoo etc.)	3.93%	12
Other (please specify)	13.44%	41
TOTAL		305

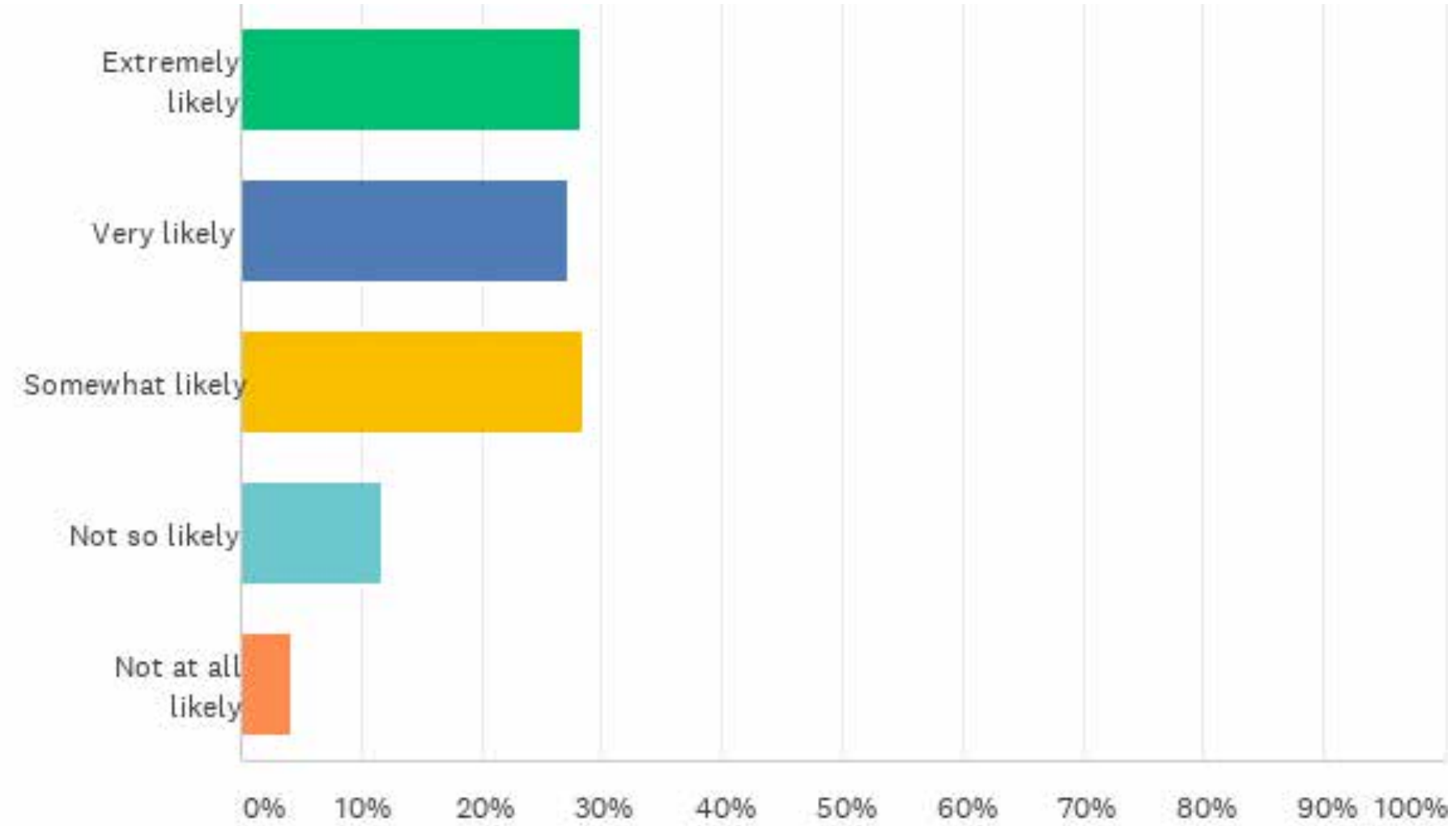
Q4: What overall rating would you give the...



Q4: What overall rating would you give the...

	EXCELLENT	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	POOR	TOTAL	WEIGHTED AVERAGE
Food/Drink	17.33% 52	30.00% 90	34.67% 104	13.00% 39	5.00% 15	300	2.58
Entertainment	17.73% 53	38.80% 116	38.80% 116	3.68% 11	1.00% 3	299	2.31
Music	20.07% 60	38.80% 116	37.79% 113	2.68% 8	0.67% 2	299	2.25
Market Stall Selection	22.92% 69	38.87% 117	29.90% 90	5.98% 18	2.33% 7	301	2.26
Location	45.18% 136	38.54% 116	11.96% 36	3.32% 10	1.00% 3	301	1.76
Value of Ticket Price	29.37% 89	19.47% 59	29.37% 89	10.56% 32	11.22% 34	303	2.55

Q5: How likely are you to attend A Taste of Chittering again?



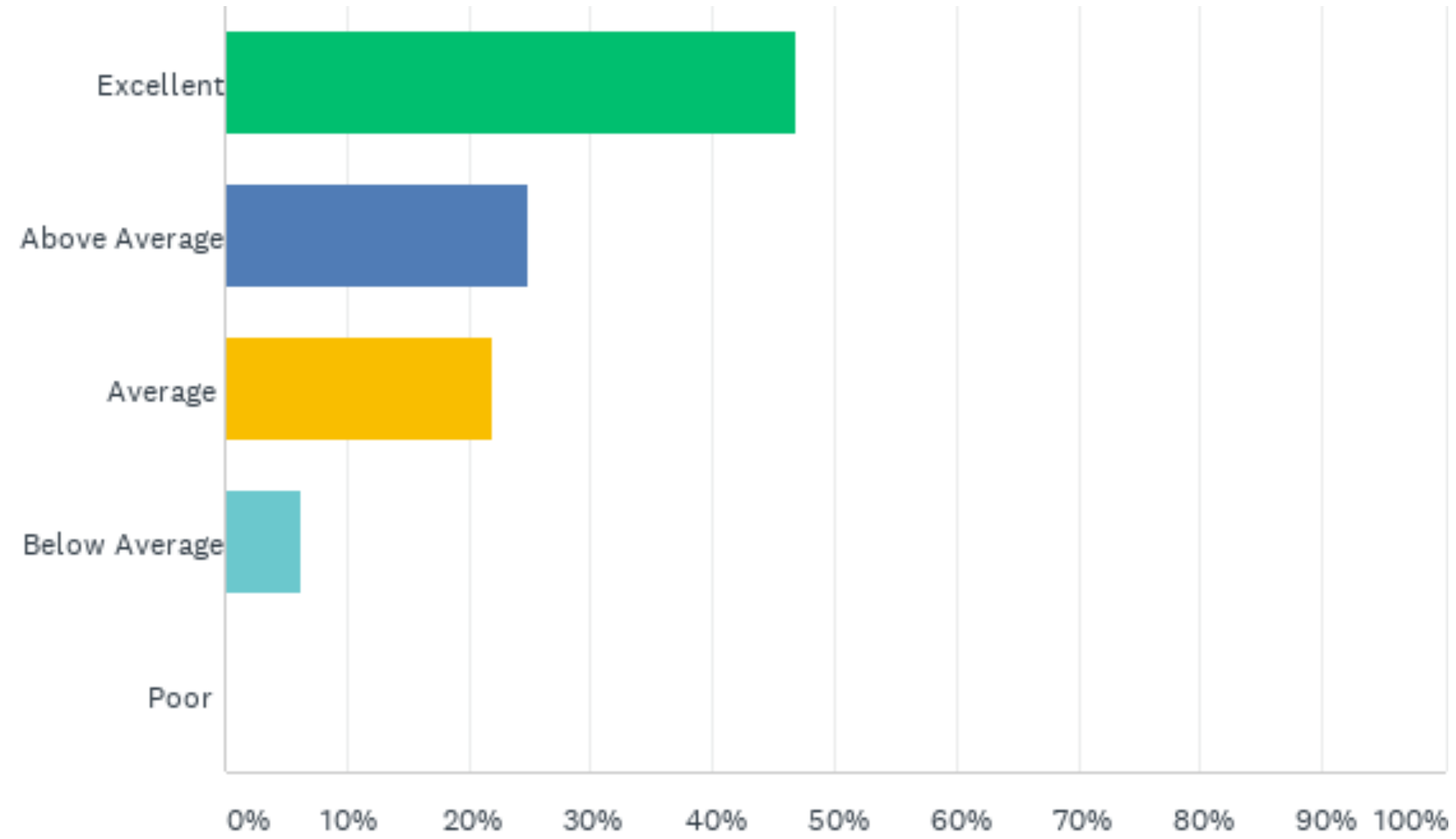
ANSWER CHOICES	RESPONSES	
Extremely likely	28.20%	86
Very likely	27.21%	83
Somewhat likely	28.52%	87
Not so likely	11.80%	36
Not at all likely	4.26%	13
TOTAL		305

STALLHOLDER FEEDBACK

Stallholders were sent electronic surveys post event, with 34 responses received.

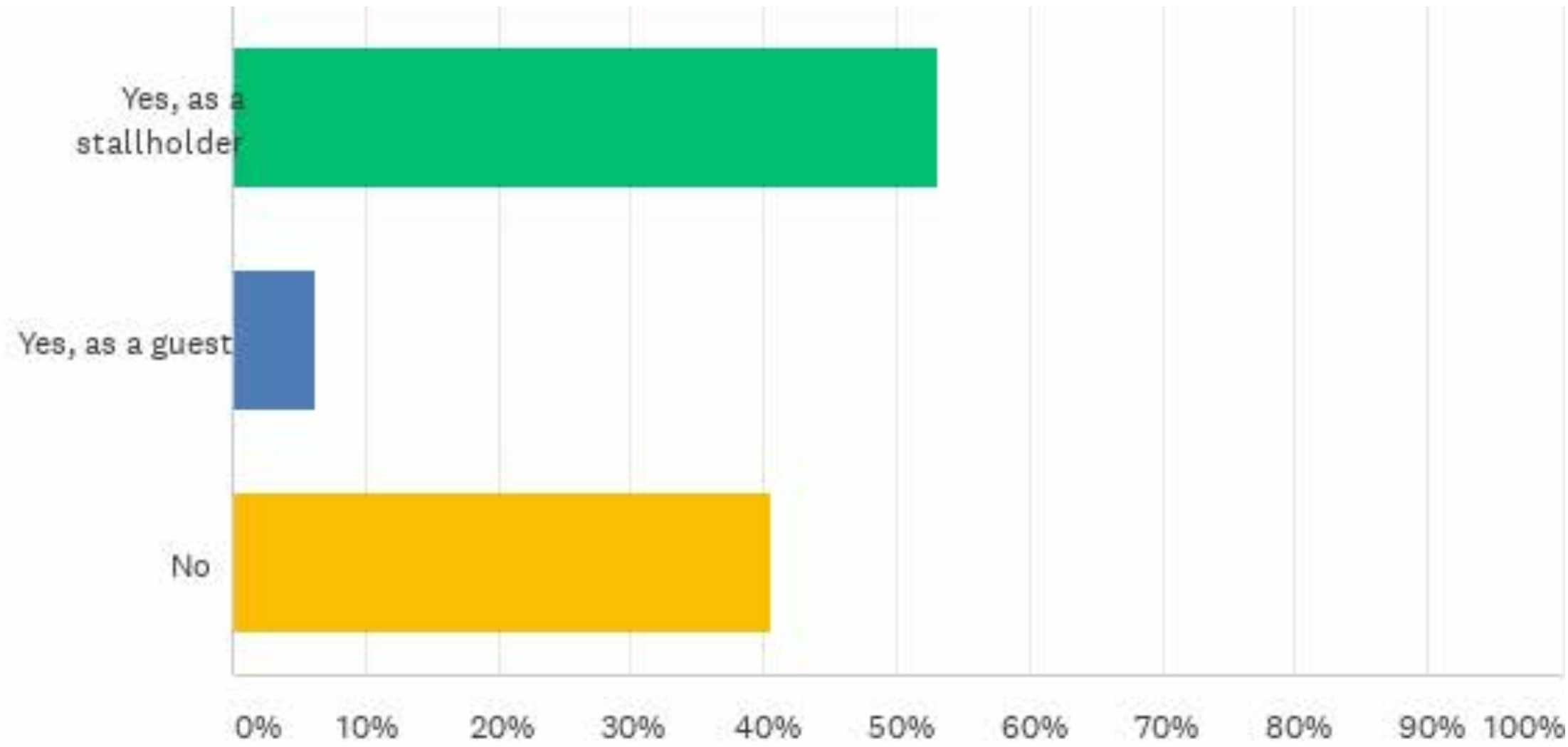


Q1: How was your overall experience of the event?



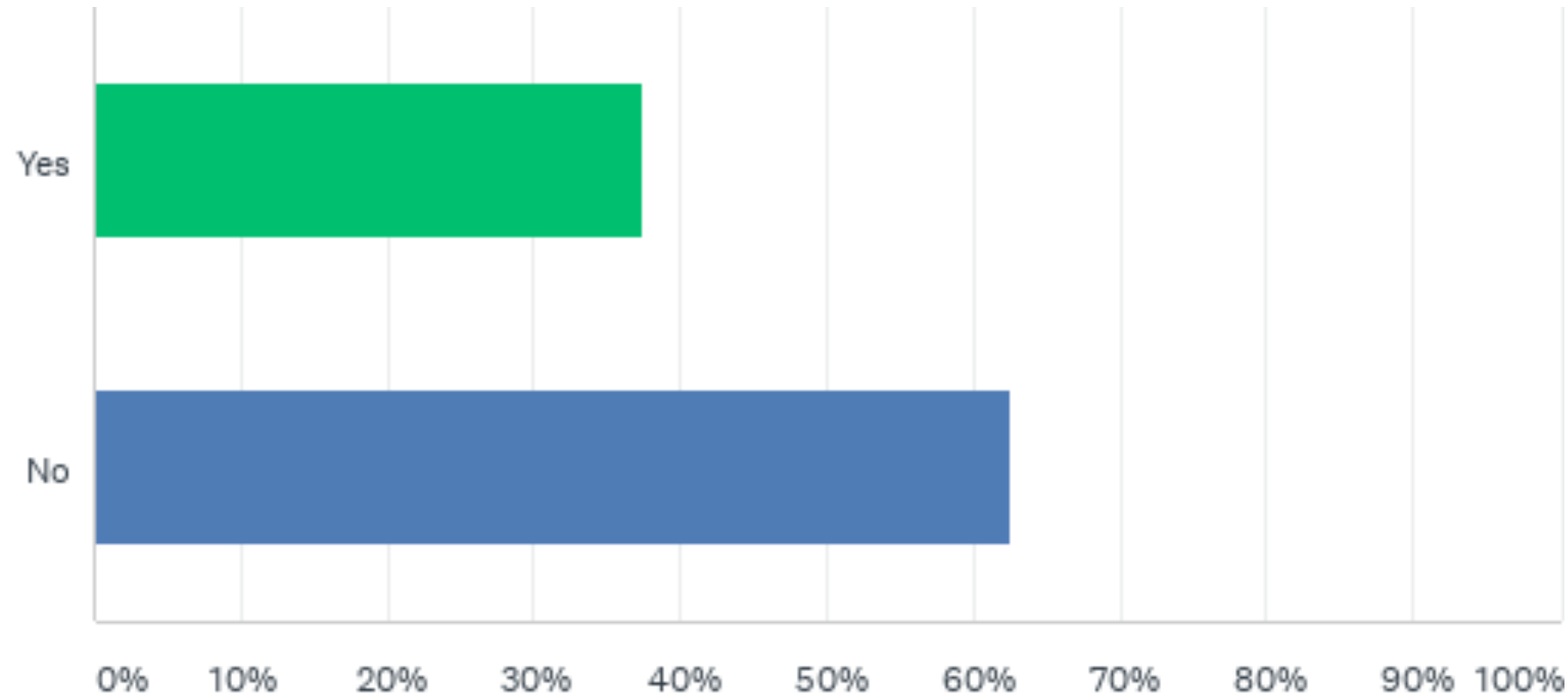
ANSWER CHOICES	RESPONSES	
Excellent	46.88%	15
Above Average	25.00%	8
Average	21.88%	7
Below Average	6.25%	2
Poor	0.00%	0
TOTAL		32

Q2: Had you attended A Taste of Chittering before?



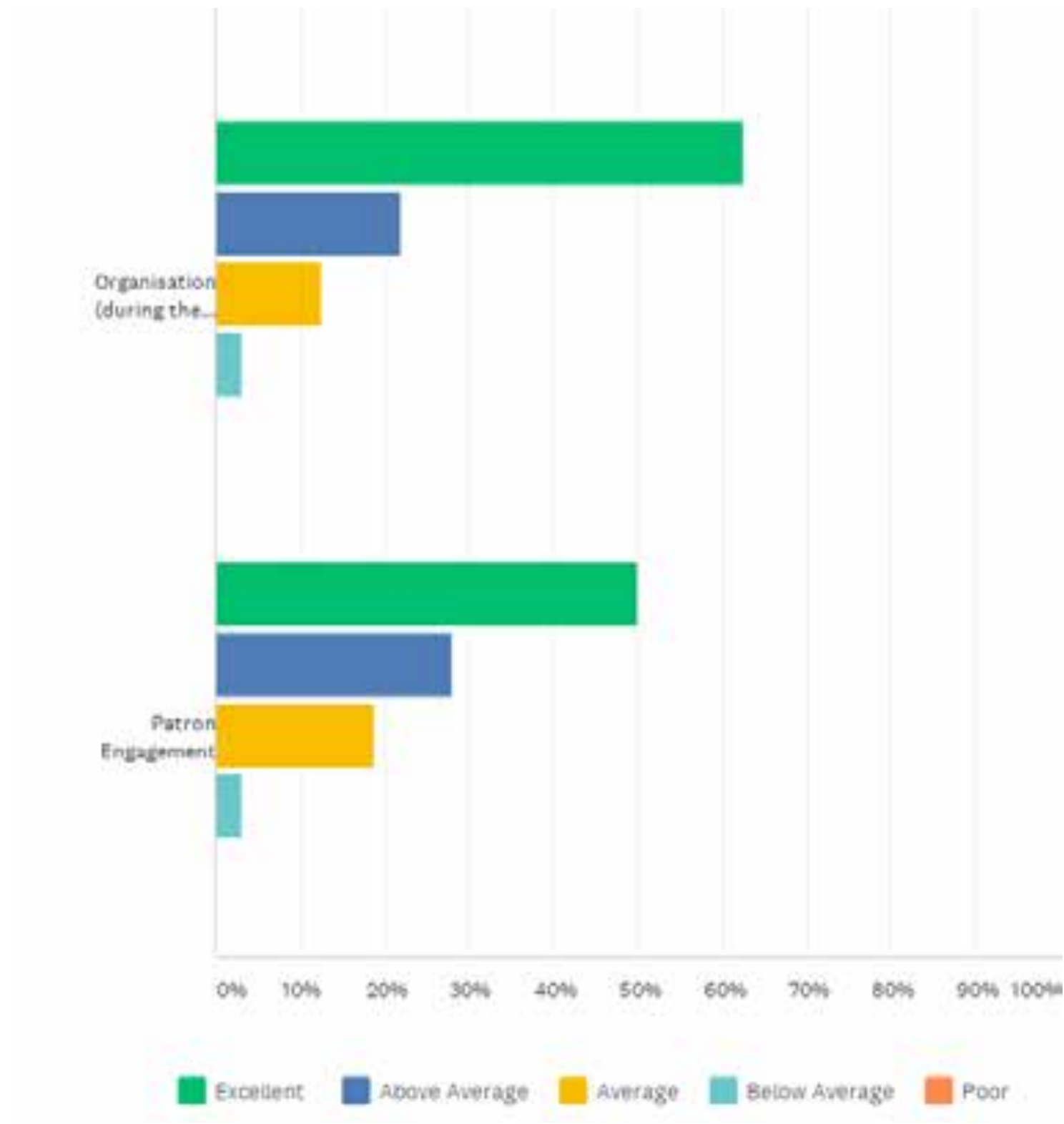
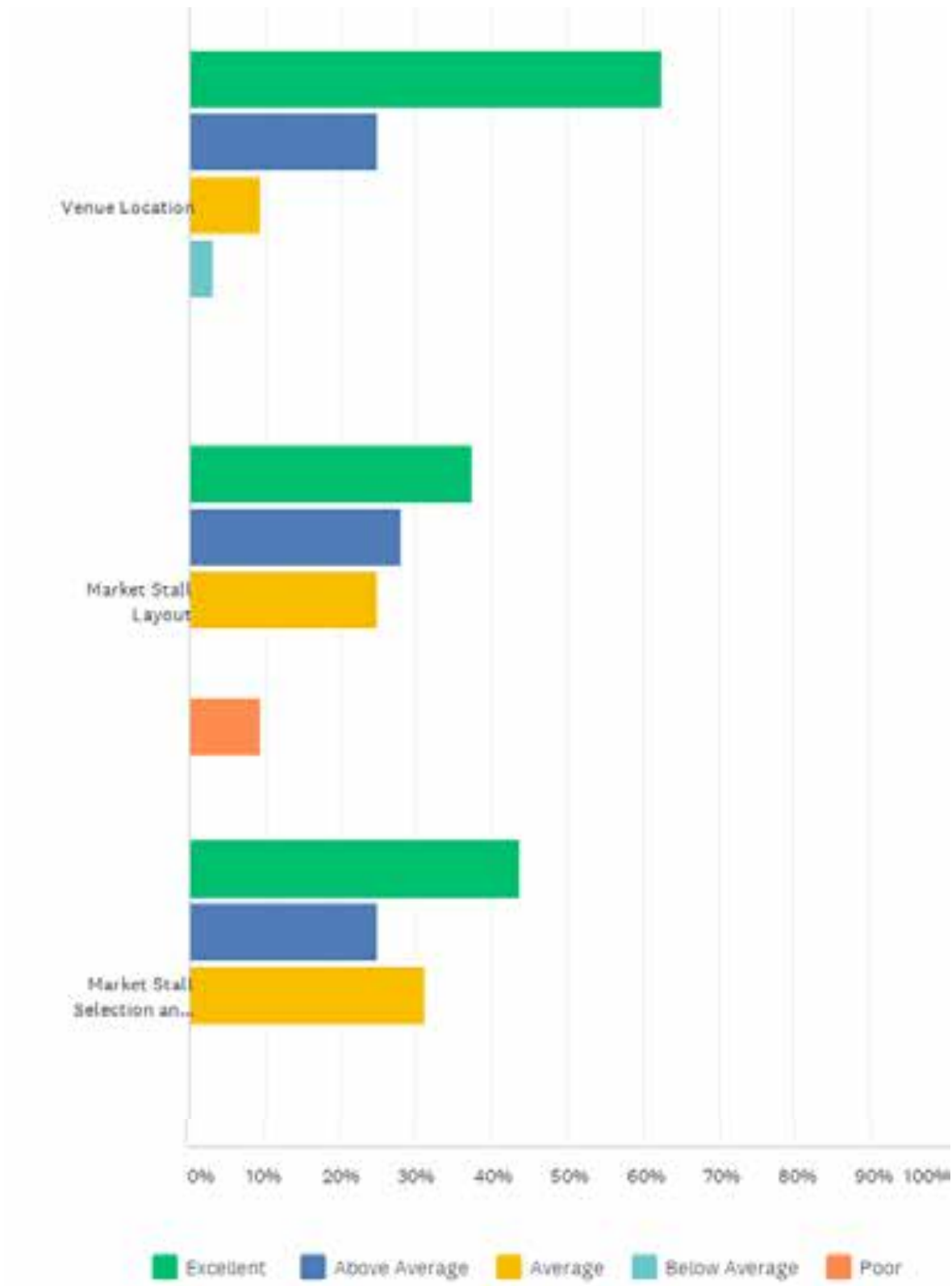
ANSWER CHOICES	RESPONSES
Yes, as a stallholder	53.13% 17
Yes, as a guest	6.25% 2
No	40.63% 13
TOTAL	32

Q3: Are you a local resident of Chittering?



ANSWER CHOICES	RESPONSES	
Yes	37.50%	12
No	62.50%	20
TOTAL		32

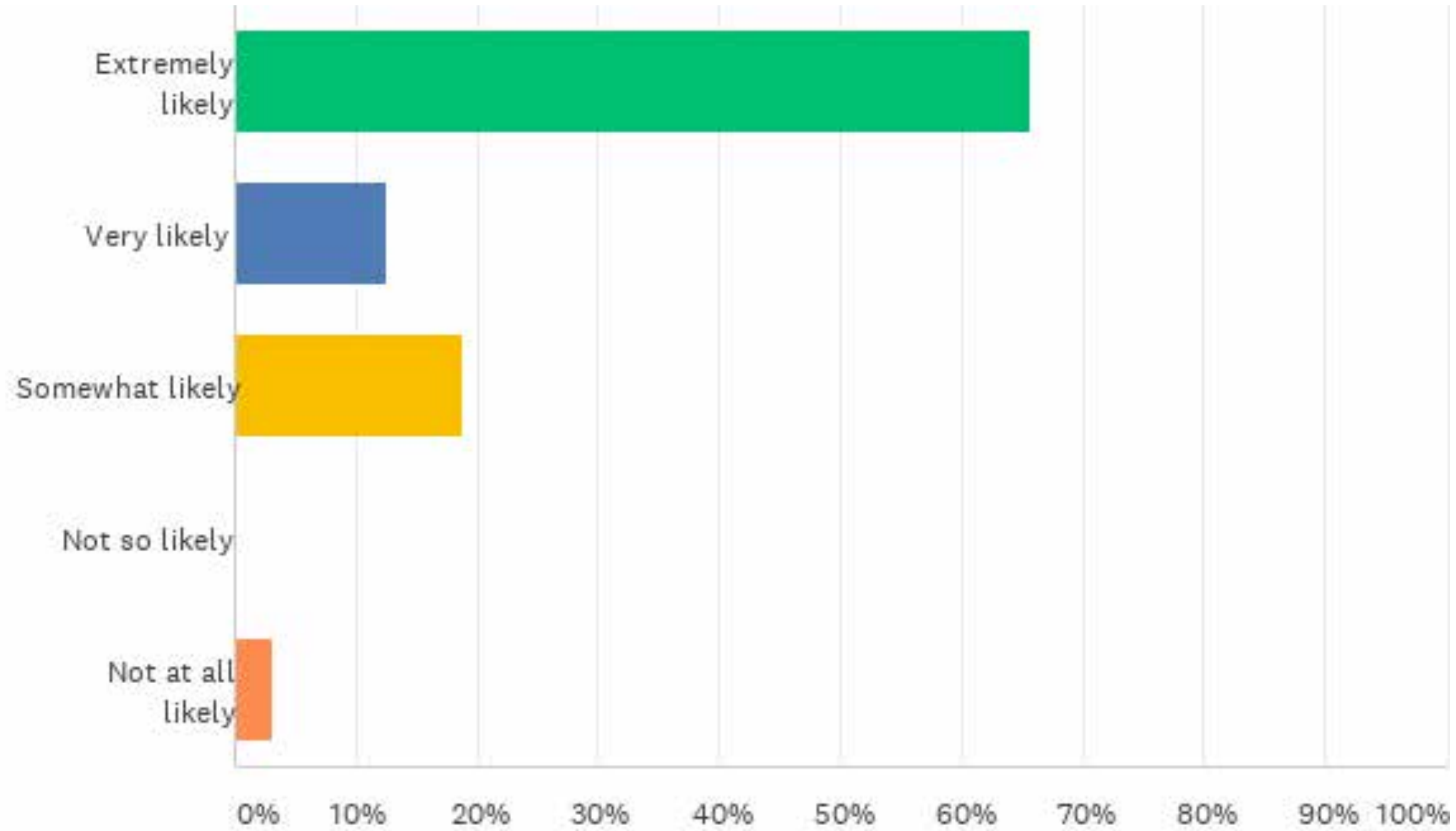
Q4: What overall rating would you give the...



Q4: What overall rating would you give the...

	EXCELLENT	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	POOR	TOTAL	WEIGHTED AVERAGE
Venue Location	62.50% 20	25.00% 8	9.38% 3	3.13% 1	0.00% 0	32	1.53
Market Stall Layout	37.50% 12	28.13% 9	25.00% 8	0.00% 0	9.38% 3	32	2.16
Market Stall Selection and Range	43.75% 14	25.00% 8	31.25% 10	0.00% 0	0.00% 0	32	1.88
Organisation (during the lead up and on the day of the event)	62.50% 20	21.88% 7	12.50% 4	3.13% 1	0.00% 0	32	1.56
Patron Engagement	50.00% 16	28.13% 9	18.75% 6	3.13% 1	0.00% 0	32	1.75

Q6: Would you participate in A Taste of Chittering again?



Q6: Would you participate in A Taste of Chittering again?

ANSWER CHOICES	RESPONSES	
Extremely likely	65.63%	21
Very likely	12.50%	4
Somewhat likely	18.75%	6
Not so likely	0.00%	0
Not at all likely	3.13%	1
TOTAL		32

CONTACT

Caroline James
Caroline James Events
Email: cj@carolinejamesevents.com
Mobile: 0400 981 935

CAROLINE
JAMES
EVENTS





A TASTE OF CHITTERING 2020
GUEST FEEDBACK



Survey Monkey: 305 respondents

Are you a local resident of Chittering?	Was this your first time attending A Taste of Chittering?	How did you hear about A Taste of Chittering?	How likely are you to attend A Taste of Chittering again?	Do you have any feedback, suggestions or recommendations?
Yes	Yes	Social Media	Not so likely	The ticket price (for non residents) was way over the top considering the lack of stall/vendors there and they were all the same stuff i could have gone to a free local market and got the same selection of things. The food vendors also need to prep a bit more too alot of food had run out and the lines had terrible wait times, with only 2 or 3 choices of food.
No	No	Search Engine (Google, Yahoo etc.)	Extremely likely	I love going to Taste of Chittering and have been for a number of years. This year I felt the food offerings were not as good as previous years - there was not enough food vans for the number of people attending and not a great variety. One of the vans sold out very quickly, and another one had a constant long queue. The only other feedback I would like to give is the price for entry. I believe this is the first year it was ticketed and in previous years it was a gold coin donation for entry. I personally don't mind paying for a ticket, but I feel that this should offset some of the cost for the stall holders, so I hope this is the case.
Yes	No	Search Engine (Google, Yahoo etc.)	Somewhat likely	I would suggest that there be more authentic local products. There were too many knitting and handcraft , jewellery, candles and glitzy stuff - we need more food outlets, more fruit and vegies, plants other than cactus and please not to run out of beer and have more than one place serving beer. The venue is terrific just need more variety for lunch.
Yes	Yes	Word of Mouth	Very likely	Wider variety of stalls but sticking to local ethos. Traffic management wasn't great. Parking didn't allow easy exit. More children entertainment if possible. Something interactive and foodie - make a local juice (press it or something similar). More produce stalls including plants (edible eg Thrive nursery, citrus trees guy), market veggies. Cooking demo's perhaps?
No	No	Word of Mouth	Extremely likely	If anything then maybe a few more tables & chairs in the vicinity of the entertainment. Overall a very enjoyable day in beautiful surroundings. Thank you
No	Yes	Social Media	Very likely	More food options
No	Yes	Other (please specify)	Very likely	Rachel and her co worker did an amazing job with facilitating the event, they were friendly, helpful and extremely professional. The only way I would improve the event would be to have more food vendors and potentially some more places to sit in the shade available but overall it was a pleasure to be a part of and a fantastic market.
No	Yes	Social Media	Not so likely	The ticket price was very high considering there was a very limited range of free food samples to try. The glass of wine that was included in the ticket price didn't warrant the \$18 + booking fee price. If there are limited samples there should not be an entry fee as the stall holders make their money from sales. If we hadn't paid \$186 for the family to go I would have been more inclined to buy bottles of wine and more produce.
No	Yes	Newspaper	Somewhat likely	there could have been more choice of food. Most of the food trucks were out of stock by lunchtime.
No	Yes	Social Media	Somewhat likely	More food trucks, would have been good the Pizza truck sold out early, long queues for the only other two options. During peak time a second bar would have been good, again very long queues. The wine tasting area needed to be spaced out. very crowded, long queues.
No	Yes	Social Media	Somewhat likely	Stalls to be open for longer More seating options

Yes	No	Social Media	Very likely	More tastings would great - food and wine. The name of the event suggests there would tastings, there were very few on offer. More shaded seating scattered around would also be good. Shade was very limited and the Saturday was scorching hot. More activities for kids - given that there is an entry fee, more kids activities and not just for young children would be appreciated. I have an 11 year old and there was nothing of interest for him and his friends. Stunning venue and good day out overall.
Yes	Yes	Social Media	Extremely likely	I did notice that the bar where beer and gin could be purchased had a long queue due to only 1 staff member taking orders. Perhaps there could be more staff to do this to reduce the queue length/waiting times. All in all though, it was a very good experience and I'll definitely go again!
Yes	Yes	Social Media	Somewhat likely	Not enough food stalls the name suggests taste there was not a lot of local food to be tasted and not enough seating The pies were from South of Mandurah not Chittering the que to the other food outlets was to long
No	Yes	Word of Mouth	Extremely likely	Not enough food choice had to wait in line for almost 45 minutes to order food in the sun. I think the shaded areas was acceptable however it was limited. I think once the grass is established over the entire area it will be nice to have more shade near the vendors.
No	No	Word of Mouth	Somewhat likely	Needed more of everything except craft stalls. Lots of feed tasting and cooking demonstrations
No	Yes	Word of Mouth	Somewhat likely	Additional bar / wine and food options as there were very long lines for both
No	Yes	Newspaper	Not so likely	There were not enough food vendors of the lunchtime genre. At about 1.30 of the food vendors there nearly everything was sold out and selection very disappointing. Additionally the bar was understaffed and the wait time to get a drink poor. The staff appeared disorganised and struggling to find the drinks requested. We went on the Saturday. Other friends on the Sunday and the Sunday friends said they were disappointed overall.
No	No	Word of Mouth	Very likely	
Yes	No	Social Media	Extremely likely	I totally enjoyed the day, as a local resident I d ous not pay for my ticket which I really appreciated, I did talk a relative to join me so they purchased a ticket. There was plenty of variety for all ages. Entertainment was excellent, plenty of food variations. Parking was well organised. Thank you so much for a wonderful day.
No	Yes	Social Media	Not so likely	More food trucks and options, wine tastings could have been spaced out better. During the peak time a second bar would have saved long waits, especially while waiting for kegs to be brought up
No	Yes	Social Media	Very likely	More coffee vans - the queues were very very long Also more produce/local food
No	Yes	Other (please specify)	Extremely likely	No, not that I can think if. It was a great event and the first time I had headed in that direction since moving to WA and Perth in 2010. It was the first major event that my mum and I had gone to for a long time. I will definitely be going to some of the markets in that area and around Bodington.
Yes	Yes	Newspaper	Not so likely	We attended on Sunday, lovely location and good vibe. On the downside, the line for the bar and the wait time was very long and as our drinks were served slightly warm they weren't able to be enjoyed at their finest. There were also only 2 food trucks available and although these offered attractive choices, once again the lines were very long. We decided to split up into separate lines, one at the bar and one for food, but gave up with food in the end as there was another wait once the order was placed and we didn't want to stand around waiting in the food line with our drinks (or vice versa had the food line moved quicker). Having found a seat to enjoy our drinks and the live music we then left much earlier than planned to go home and eat instead. We would definitely have spent much longer and more money there otherwise. The event also clashed with other events in the area including the similar Entwined in the Valley, but this was probably down to Covid. On the plus side we are new to the Chittering area and this gave us the perfect opportunity to visit Nesci estate and we will definitely be going back there again as our new local.
Yes	Yes	Word of Mouth	Very likely	Variety of stalls not great lots similar, food truck I ordered from took 20 minutes for food I got free tickets as resident but thought it expensive to enter considering you have to buy everything once inside
Yes	No	Other (please specify)	Very likely	More food trucks required and coffee. Lack of stalls this year too. Not much room to sit, Glamping tents previous year were good.
No	Yes	Social Media	Very likely	Loved it. Plenty of tables and shade. We came early which I'd do next time as it got so busy later and waiting time for food got longer and longer. Maybe a couple more lunch time food stalls?
No	Yes	Word of Mouth	Extremely likely	more casual seating scattered about grounds and more acrod parking for elderly.

				Where do we start? For a non resident \$20 admission, for what? When an event is called the 'Taste' or chittering one would expect lots of fresh produce and local food vendors but what you have this year on display are political parties hitting you as you walk in, a couple of coffee vans, a couple of takeaway stalls and general stalls (less than last year) that aren't really anything special when it comes to showcasing chittering, one even had mundaring on their sign, very chittering that one. Time to make it as the event name suggests, you need as many local growers involved as you can get, local butcher, bakery, micro breweries (yes I know you there was one there this year) get some demonstrations happening, do something like that and it would be worthwhile.
Yes	No	Social Media	Not at all likely	
Yes	No	Word of Mouth	Very likely	As a sponsor the entry was excellent. Good layout.
No	Yes	Social Media	Not so likely	Two bars and an assured supply of advertised beverages. we left when no beer after waiting for over 30mins to get served. Not big drinkers as we were riding but disappointed with this aspect of event
No	Yes	Other (please specify)	Extremely likely	Loved it! :)
No	Yes	Social Media	Somewhat likely	Perhaps a little more seating, for those of us that cannot get down to a picnic rug, the food lines were long and the drink (Bar) line was extremely long, we waited for 20 min. Overall a pleasant day out. thanks
No	Yes	Radio	Very likely	A few more tables and chairs in the entertainment area
Yes	Yes	Social Media	Extremely likely	I attended late afternoon on Saturday and by 4.30pm many stalls including food were closing or closed with vehicle's driving through the event while it was still open This also means i didnt spend at those stalls as they were not interested at that point For the Taste of Chittering i dont think this looks good
Yes	Yes	Social Media	Somewhat likely	Most stalls SHOULD be local but that's not the case. And not enough food to be considered "Taste" of Chittering. Possibly have a REAL taste of chittering (smaller number of stalls?) by only have local farmers and producers. And combine with MAKERS of Chittering if there are so many crafters. Ultimately, there really should be only vendors from this area. Somehow an enticement for the locals to want to take part.
No	Yes	Social Media	Extremely likely	Maybe more seats available for sitting to eat. Otherwise a thoroughly enjoyable day. Congrats for having clean, fresh toilets! Having an attendant checking them was genius!
No	Yes	Word of Mouth	Very likely	
No	Yes	Search Engine (Google, Yahoo etc.)	Very likely	Would prefer if there are more stalls showcasing local produce as well as more ready-to-eat food stalls.
No	Yes	Social Media	Extremely likely	The only thing I found inconvenient was the lack of seating around we had to sit in the dirt as we didn't bring a blanket to sit on and all the grassed area, benches and picnic tables were taken.
No	Yes	Social Media	Somewhat likely	More food vans More drink outlets. This would alleviate the long queues
No	Yes	Other (please specify)	Very likely	more grassed areas ,and water fountains, maybe a little earlier in the year by a month .over all good day out
No	Yes	Radio	Very likely	A Little more open space between stalls could be good.
No	Yes	Word of Mouth	Somewhat likely	More food trucks! More stalls with fashion/accessories for grown-ups! More kids entertainment! Other than that, it was a lovely day :)
Yes	Yes	Social Media	Very likely	Keep up the great work
No	Yes	Word of Mouth	Very likely	The sand and dust was a nightmare as a stall holder if the area isnt grass next year i would think twice about leasing a stall Allowing tent set ups on a friday arvo i feel would help alleviate the rush and congestion experienced on saturday And possibly a general briefing meeting for store holders the morning of or before hand as i feel alot of people ignored alot of the rules and seemed alot of confusion at pack up all in all i had a decent experience being my first outdoor event Thank you
No	Yes	Other (please specify)	Somewhat likely	As a stallholder , the layout of stalls could have been a bit better
No	Yes	Word of Mouth	Very likely	
Yes	No	Social Media	Extremely likely	

No	No	Word of Mouth	Somewhat likely	STALLHOLDER FEEDBACK: Did not get to experience music and entertainment as I was a stallholder, not a customer. Very dusty, it was a shame the grass has not grown more across the hill (difficult to change/fix i understand). Stalls were extremely close together-made it difficult to set up once stalls either side were set up. Lots of the same stalls (eg plants, candles etc) Makes it difficult for each stallholder to make money. Stalls at the end of the row had the advantage of 2 avenues of customers-as apposed to those with just one access point-perhaps different pricing for those who have corner stalls? Stalls at the back row had very limited custom, they were disadvantaged (and disappointed). Ticket price is too high, we had many comments about the cost and found it would be too expensive to take a family out for the day.
Yes	No	Word of Mouth	Extremely likely	Needed more food vans as the queues were very long.
Yes	No	Social Media	Very likely	Dry & dusty where stalls were. Too many stalls selling same products eg candles, soaps. Long wait time for drinks (bar) and food. Would have liked a bit more variety & healthier food option. Site hire fee quite high from what I heard
No	No	Other (please specify)	Not at all likely	As a stallholder we were in a very poor position being seperated from most people f the stalls. People didn't come up to us. The decision to spread yellow sand everywhere before the event was ill thought out. Much stock was damaged. And the decision to charge \$20 entry saw crowd numbers significantly lower than last year.
No	Yes	Radio	Very likely	Very good view and would like to see more farmers fresh fruit and vegetables stall.like orange and it will varieties to choose from.
No	Yes	Television	Extremely likely	My time at Taste of Chittering was filled with amazing food and entertainment and I can't wait to do it all again next year.
No	Yes	Other (please specify)	Extremely likely	More food stalls, shaded seating & a better mc. Overall, the event was great and the staff running the event were super professional and help full. I have recommended all my friends to attend next year!
No	Yes	Search Engine (Google, Yahoo etc.)	Somewhat likely	I really enjoyed the stalls and the wine and gin tasting.. there could have been more food stalls 😊
Yes	No	Other (please specify)	Very likely	More food and more local suppliers
Yes	Yes	Word of Mouth	Somewhat likely	possible rearrangement of stall holder location?
No	Yes	Other (please specify)	Not so likely	I had a very quiet day and I was next to someone selling preserves as well for \$5. So maybe look at stalls positions? What about having the event on just one day? Lovely location, great organised event.
No	Yes	Social Media	Very likely	When we were there it was busy, at 12.45 one of the only 2 lunch food stalls ran out of food, the queue for drinks was massive, I'd suggest 2 bar facilities, at least another 2 food stands and better accessibility for the wine tasting. The stalls were overall great. Kind regards.
No	Yes	Social Media	Very likely	Where the stalls were placed in would have been nice to have the ground covered with plastic flooring or tarp so everyone wasn't walking in sand and dirt! Love the wine and gin tastings but would love more companies involved and different alcohols to try !!!!!
No	Yes	Other (please specify)	Somewhat likely	Long queues for the complimentary drink. Would have bought more drinks but for the wait. Good selection of stalls though the fresh fruit was a bit average.
No	Yes	Word of Mouth	Extremely likely	Went thinking it would be disastrous but had a wonderful time and was amazed at the stalls etc. the free taste of wine ,gin etc was lovely
Yes	Yes	Social Media	Somewhat likely	I felt that the stalls could possibly be spaced out a little more. Also possibly add something like a bouncey castle for the young children.
No	Yes	Social Media	Somewhat likely	
Yes	No	Word of Mouth	Extremely likely	The drinks wait was far too long. But enjoyed the afternoon
No	Yes	Word of Mouth	Very likely	Nothing to add...thank you.
No	No	Other (please specify)	Not so likely	Always been an issue, the line to get food is way too long and takes ages to get food. I suggest more food and drinks. Not enough setting around. Everything felt a little cramped, it was hard to move our pram though the crowds.
No	Yes	Radio	Not at all likely	you had that entry included a free drink- but there wasn't any- we asked one of the " staff " but they didn't know anything--just said wine tasting was free!
No	Yes	Social Media	Very likely	Great Location well managed Parking

No	Yes	Search Engine (Google, Yahoo etc.)	Somewhat likely	Would be good to have food stalls there that aren't so greasy (more healthy options). Loved the range of other stalls though, very good.
No	No	Word of Mouth	Very likely	
No	Yes	Other (please specify)	Extremely likely	maybe a couple more food vendors, other than that it was a perfect day
No	No	Other (please specify)	Somewhat likely	This was my 3rd year as a stall holder and to say I was disappointed is an understatement, I'll come back again next year but if it's like this year was, I'm not sure I'll continue from there. I think it could be held earlier in the year as per last year, wasn't as hot and we didn't have the dust problem either, the grounds should have been watered before to help stop some of the dust. The cost of entry was also way too high! Going from a gold coin donation to \$18/\$20 is ridiculous, I wouldn't come as a patron for that cost.
No	Yes	Word of Mouth	Very likely	nice festival. A little crowded and very little social distancing being implemented.
No	Yes	Social Media	Not so likely	More local food & drink stalls. Wine tasting shed was the best part, everything else was just generic markets in a field.
No	Yes	Word of Mouth	Not so likely	Not much you can do about it but the dust was a real problem for hayfever. No staff wearing hats and in the sun all day. Also, not enough food options, I arrived hungry for lunch and ended up going home to eat instead of waiting 1hr for food. More vegan/vego options too please.
Yes	No	Word of Mouth	Somewhat likely	There wasn't enough food vans for the number of people, 25/30 minute wait for a coffee. I think the entry fee for people not living in Chittering was too much, \$5 would have been fair. Over all atmosphere was good, stalls were good, kids entertainment was great, we enjoyed ourselves.
No	Yes	Social Media	Extremely likely	fund day would love to do again
Yes	Yes	Word of Mouth	Somewhat likely	keep it as taste of chittering -so many stalls from out of the region ruined it for me also so many complaints re the price of entry should be affordable maybe gold coin donation - the events management team did not advertise enough and were not worth the money that was paid them which was way too much let locals organise it they know the area
No	Yes	Search Engine (Google, Yahoo etc.)	Very likely	Not really, I think it was very well done. Maybe the bar could have been set up a bit more streamlined as it took a while to get a drink. Making me not want to go back for another drink.
No	Yes	Social Media	Very likely	Lovely day however not enough food stalls. There were only 3 stalls Potatoes, sausages and pizza. The pizza stall ran out of pizza. We ended up waiting in a queue about 30 mins in the heat to buy a sausage in a bun. We had a lovely day everything else was lovely, stalls, music and tastings.
Yes	Yes	Word of Mouth	Extremely likely	
No	No	Word of Mouth	Extremely likely	
Yes	No	Word of Mouth	Very likely	
Yes	No	Word of Mouth	Very likely	I would like to see more local stalls (a couple of regular Bindoon Farmers Market stalls were not there) and community groups represented, the Scouts, Firefighters, the local youth groups, schools were not represented particularly well. I understand that they have chosen not to attend, but I also think that more engagement with them, to coordinate them attending on at least one day would have been great. Bullsbrook is also a good source of extra stall holders, and businesses to be involved. It is a Taste of Chittering and we should be using Chittering businesses for photography, contracting, bar staff and ancillary services on the day.
No	Yes	Television	Very likely	Maybe some more tables and/or seating to eat
Yes	Yes	Word of Mouth	Extremely likely	The vendors of food and beverages should be better prepared. That way to do that I would suggest keeping people updated with ticket sales and expected turn out. The venue was great, however it wasn't too pleasant having to walk around on sand to get to some of the stalls. All in all I think it was quite successful for us, we have already had bookings from people at taste
No	Yes	Radio	Somewhat likely	More seating and vendors for lunch.
No	Yes	Newspaper	Somewhat likely	Well set out with good seating etc in the shade. It would have been better with more food trucks & selection for lunch time as the queues were very long. Also, I was hoping for more fresh local produce for sale. I realise it was mainly an adult event but there didn't appear to be much entertainment for children. Thank you.

Yes	Yes	Social Media	Very likely	We attended to get lunch and browse the stalls. Unfortunately we were expecting much more food options and we ended up not eating or supporting the food stalls because there were limited options for food, with what appeared to be only 3 food vans. It would of been great to see more food and drink options as the lines were long with limited options. We ended up leaving hungry to get food elsewhere.
No	Yes	Newspaper	Somewhat likely	yes there was a honey stall for the AREA a local food vegetable stall but where was the local stall for other produce. the selection of stalls was good but where were the locals ie orange growers (juicers) the pies from the gluten free were so but where was the local bakery of Bindoon. Chittering has so much to offer - try and present it.
Yes	Yes	Social Media	Somewhat likely	Hi team, look this is a tough one but for business that start packing up 1 hour before closing time really makes for an unpleasant shopping experience and part of the reason I left early. But what I really was unhappy with and sealed the deal on me leaving was the vehicle movement that occurred around 4pm with the spud van leaving, the book ute leaving and one of the stall holders vans reversing up to their stall (which was in the middle!). This felt really unsafe when the event was advertised to go until 5pm on the Saturday. Thanks for the opportunity to provide feedback. Cheers, Tammy.
Yes	No	Other (please specify)	Extremely likely	A well organised and managed event. As a Stallholder I was continually advised on what was happening and felt I was very well cared for
Yes	No	Social Media	Extremely likely	Very good local event at a lovely venue
No	Yes	Social Media	Somewhat likely	Recommended a wider variety of food options which have the capability to keep up with orders as the wait for food over 45min was a bit crazy. Also food options that can cater for those who are gluten free and vegan.
Yes	No	Social Media	Somewhat likely	not enough food vans, no Mr Whippy van
No	No	Social Media	Extremely likely	Great event, great location. Even more local goods and produce would be great!
No	No	Social Media	Somewhat likely	stalls were located to close to each other and not enough space between rows, as at times it became very congested with people.
No	Yes	Search Engine (Google, Yahoo etc.)	Somewhat likely	Food selection and training for stall holders on processes to improve efficiency
Yes	Yes	Word of Mouth	Extremely likely	More stalls that have local, fresh produce. There was only a Bindoon market and a mushroom stall.
No	Yes	Word of Mouth	Very likely	It was a little dusty due to the wind unfortunately. The lawn was lovely to listen to the music (all outstanding artists!). We were expecting it to be bigger with more stalls. Loved all the kids activities and local stall holders though. An awesome family day out! We came from Perth
No	Yes	Social Media	Not so likely	Wasn't much seating, maybe a warning to wear enclosed shoes as dirt & gravel. Also the one glutenfree truck with Pies was sold out before midday on the Sunday we attended. So we left early as wasn't anywhere to sit & nothing for my self to eat. Didn't see how it was really great for the kids to attend other than getting some sweets, some animals for a pat... not much else
No	Yes	Other (please specify)	Somewhat likely	Good toilets! Pleasant music choice for all ages. Far from Perth, even after learning about the new Tonkin Hwy. Loved to find Slow Food demo. Bought some fresh produce, not all special: poor soil?
No	No	Social Media	Not at all likely	Would be great to see much more variety, more demonstrations and more entertainment. Think for \$20 entry it did not prove to be value for money.
No	Yes	Search Engine (Google, Yahoo etc.)	Very likely	
No	Yes	Social Media	Extremely likely	More tables and seating, some wine suppliers run out of stock I did obtain outlets they supply. I would prever to buy direct from the wine maker. Excellent day we enjoy it big time, see you again next time.
Yes	No	Social Media	Somewhat likely	On the plus note the entertainment for kids was great, but sadly there wasn't enough food vans and there didn't seem to be as many stores as previous yr - I regret paying amount weeks prior to the event going ahead then to see locals could enter in for free - we did received a drink voucher but in my eyes did not cover the cost of \$18 per head.
Yes	No	Social Media	Not so likely	Poor parking, not enough staff in the car parks. Very long lines for the food vans and the bar. Not many stalls where local. Miss the old event at the old venue that was small, local and was about the produce.
No	Yes	Social Media	Somewhat likely	More food options are needed. The wait time for food was approx 30-40 mins and lots had sold out by the time we arrived at 1.30pm. I would also suggest reviewing the ticket price. I didn't feel like it was value for money and would probably not return if ticket prices remain without change to inclusion.

No	No	Social Media	Very likely	I think the cost of the tickets were too expensive for the small size of the event. I also think the variety of the market stalls could differ a little more. The variety of food trucks was great though
No	Yes	Newspaper	Somewhat likely	When entering two Signed separate sections. One for pre paid tickets one for purchasing tickets. Bar was understaffed. Very long queues spilling into lawn area, restricting seating. Pizza place closed up shop before 1pm couldn't cope with crowds. Not sure if they re opened. Waited over 40 minutes to buy nachos for lunch. Maybe extra food caravans. Given it was quite hot extra shade would have been welcomed in the form of gazebos etc. Overall it was a very pleasant day.
Yes	No	Word of Mouth	Extremely likely	Free entry or donation only for everyone. This event should be about showcasing Chittering not raising money. Local residents were not aware entry was free to them. Reduce stall holder fees for local residents as in prior years.
Yes	Yes	Social Media	Extremely likely	Be great to have a bit more shaded sitting areas and hopefully the grass on the hill has taken over a bit more next year! It was a great vibe and beautiful day out where I could share with my family and friends why I love living in this beautiful part of the state! See you next year 😊
No	No	Newspaper	Extremely likely	Food van were mostly sold out by 1.30pm on the first day which only left Andys Sausage stall with a long line, or ice-cream and coffee. Bit disappointing! Great selection of stalls, sorry didn't stay long enough to enjoy the music and entertainment. But looooved the ladies dressed up as flowers on stilts
No	Yes	Social Media	Somewhat likely	The pre ordered platter was not what expected. Expected cheeses, deli Meats, crackers, fruits ect. Received tomato's, cucumbers, sprouts, mandarins, one goats cheese, a smoked chicken breast, two dips, olives and something else (very small) and a bread stick (plus a few other items). But it wasn't really a platter for 4 worth \$60. Ended up gifting it to other people at the event as wasn't appealing. Maybe listing what's in the platter so it's not a disappointment
No	Yes	Word of Mouth	Very likely	A pity the hill was covered in sand, would have been a lovely place to sit. Overall a very well organized and enjoyable day out.
No	Yes	Word of Mouth	Extremely likely	It was a great day out
Yes	Yes	Word of Mouth	Extremely likely	It would be nice to have a better selection of food
No	Yes	Search Engine (Google, Yahoo etc.)	Somewhat likely	
Yes	No	Social Media	Somewhat likely	Only 3 food trucks is crazy, there were more at the kanga events markets held here. Such a limited number meant there was an hour wait on food for over 2 hours, so we didn't eat anything. Same with the bar one person serving drinks from one spot meant we didn't purchase any beverage either. I would be really upset if I had paid \$18 to get into an event and then be unable to purchase food or drink due to lack of planning
Yes	No	Word of Mouth	Very likely	More food outlets/vans, more seating in the shade areas, more activities/entertainment for kids
No	Yes	Social Media	Not so likely	Bench seats around so we can sit down, especially for seniors. More food carts than 2, and with a variety of food styles, so we don't have to cue for so long and can eat something healthier. More & varied music
No	No	Social Media	Extremely likely	A few more chairs in the shade wouldn't hurt. Also a few more signs, particularly on the back roads there, as we got slightly mislaid.
No	No	Social Media	Extremely likely	Bouncy castle for kids, more signs on the road and more advertising
No	Yes	Social Media	Not at all likely	For the entry fee very little on offer compared to what I thought would be available. Disappointed as expected to spend whole day there, arrive 10.30, left 12 and had lunch in Bicton which says a lot!
No	Yes	Newspaper	Not so likely	Sunday was very windy and dusty. The ground was also very sandy and dusty and uneven in many places. The people present were very friendly. Ticket prices are expensive when you consider that it is similar to the weekly Subiaco Markets, which have free entry.
No	Yes	Other (please specify)	Very likely	As a stallholder on the Saturday, I found it slowed right down from about 3pm and a few of us commented that it could have finished earlier. I thought there could have been more food choices. I went to get a pizza and they'd stopped serving for 30 mins to catch up on orders. The potato van ran out of potato's and the queues were very long! Other than that, and the dust, I really enjoyed it. The facilities were fabulous, plenty of toilets and a great range of stalls.
Yes	No	Social Media	Very likely	we had a great day

No	Yes	Word of Mouth	Very likely	My only disappointment was to miss out on a free glass of lemonade because they had run out. Riding motorcycles from Mandurah meant a glass of wine was right out.
No	Yes	Social Media	Extremely likely	Great family day out
No	Yes	Word of Mouth	Somewhat likely	More food and drink options would be good.
Yes	No	Social Media	Not at all likely	All the stalls were the same, don't think it really showed much of chittering the poor food vans were over run and ran out or there was over a hour wait . Shame to see stalls selling multi items and the stalls that made one item missed out .
No	Yes	Social Media	Somewhat likely	Your food options was extremely limited, and very disappointing
No	No	Social Media	Not so likely	Preferred previous venue. Very dusty and lots of flies. Less stallholders than usual - maybe Covid related. Only stayed for an hour and usually stay for 3. Quite disappointed
Yes	No	Other (please specify)	Extremely likely	More food vendors as it was a very long wait
No	Yes	Social Media	Somewhat likely	The time to stand in line at 12 noon to order nachos took 20 mins, which was far too long. Then I had to wait another 15 mins to get the nachos. Also the other options for food for lunch was very limited, which was disappointing. Also the line for beer/wine was very long. I stood in line at 1130am to get a beer & wine, and took 15 mins to actually get the drinks. By an hour later, the queue was MUCH longer. With so many people attending, and only one stand for beer/wine with two people serving, it clearly wasn't able to adequately cater for the demand.
No	Yes	Social Media	Somewhat likely	more international food stands
Yes	No	Other (please specify)	Somewhat likely	Many people I invited refused because of the high entry fee. There was hardly any food. The dust was horrible.
No	Yes	Word of Mouth	Very likely	More staff are required where food and refreshments are sold.
No	Yes	Social Media	Extremely likely	
Yes	No	Social Media	Not at all likely	The food selection and line up Was ridiculous. You needed to have a lot more food options. (Heard a lot of unhappy people) Waiting over 1 hour for food and for free token drink. And they sold out extremely early. Ticket price. You can't go from gold coin to charging \$20. Lots of people put off and unhappy. Didn't see any of the food demonstrations or entertainment (other than heard people singing) Really disappointing to see so many similar stalls. You need to cap it to only 2/3 of the same stalls. Otherwise no one makes good sales. Layout of markets was very dysfunctional. Felt sorry for stall holders facing the hill, and also stall holders that only came on Sunday and was just put up on the hill. With next to No traffic. Every market I've ever attended, you are always given space in between marquees. We could barely get our marquee up between the neighbour stalls. Also you stated that NO vehicle were to move before end of market. Well That wasn't the case. I saw the spud van drive out well before we had finished. Very unsafe with children running around the event. Unsure if we would attend next year. One positive. The internet for eftpos sales was great 👍
	Yes	Social Media	Extremely likely	It was our first time and I won the tickets from a Facebook business. Hubby and I loved every minute. The amount of stalls was exceptional. We bought quite a few things including honey & candles. Maybe a few extra seating next year would be lovely. We normally wouldn't pay \$20 to attend though due to it not being in our budget. Thank you once again for a lovely event
Yes	No	Social Media	Very likely	
No	No	Social Media	Somewhat likely	
No	Yes	Other (please specify)	Not at all likely	I was very fortunate to win free tickets to the Taste of Chittering. If I had paid the \$20 entrance fee I would have been very disappointed. There is a greater range of stalls and entertainment at my local primary school farmers market each Sunday for free. The event promoted free samples and demonstrations but the only free item I was offered was an olive on a stick. If the aim of the event was to promote the Chittering valley food, wine and crafts, I feel it fell very short. Many market stalls were selling products not local to the Chittering valley (or even the Perth region). There were very limited food options for lunch - we actually left the event and had lunch in the Swan Valley. There was also very limited space to sit and eat food purchased. Picnic facilities were very limited for the size of the crowd. While the whole experience was not unpleasant, I feel there is much room for improvements as outlined above and I thank you for the opportunity to provide feedback. I will be unlikely to attend again.

No	Yes	Social Media	Somewhat likely	More grassed area/eating area would be great
No	Yes	Word of Mouth	Very likely	Provide more shaded seating. Provide seating among stalls. More food stalls.
Yes	No	Social Media	Extremely likely	Move the food vans away from the stalls as the ques get in your way when walking around
Yes	No	Social Media	Extremely likely	Keep doing what you are doing because you can't please everyone.
No	Yes	Newspaper	Very likely	More food stalls with a wider variety of food The bars were badly understaffed, queues were painfully long There should have been more shaded areas More highway signage to highlight the area, especially before the venue on either side of the highway
Yes	No	Other (please specify)	Very likely	yes I like to support all local events however ...because of the charge of \$18 to non-residents I believe you need to have much more variety of food stalls including a donut stall, burger chips and asian , european foods. Also last year Nesci had a variety of slow cooking demonstrations and small food samples eg large paella , slow oven cooked meats which was impressive and "A taste of Chittering" should include slow cooked foods for at least a few hours like eg 11 to 2pm. The music on the Saturday was fair but i noticed during the peak of the day the music was a bit melancholy going on too long...until three o'clock when the boppy bands which were great came onto the stage but majority of people had gone home.
No	Yes	Social Media	Somewhat likely	The queues for food and drink were far too long. More food and drink vendors are required. There was not enough "taste" of chittering. You advertised live cooking demonstrations, I saw none. I was expecting some farmers to have fruits, vegetables, even meats, etc to taste and for sale. I bought an esky to take the weeks supply of food home, and it came home empty. Some nice stalls, great area on the grass with live music... so much potential, just needs better execution.
No	Yes	Social Media	Somewhat likely	No
Yes	Yes	Word of Mouth	Somewhat likely	Definitely need more food. We lined up for 40 minutes for food. 1 stall ran out of food at 12pm and lines were very long everywhere else
No	Yes	Word of Mouth	Not so likely	I do not feel like I got much for my fairly substantial ticket price. I go to my local farmers market and have similar stalls and entertainment for no entry price
Yes	No	Social Media	Very likely	More gluten free options for food.
Yes	No	Word of Mouth	Extremely likely	Not enough food vans queues way to long .run out of food and drink \$20 way to expensive
Yes	No	Social Media	Extremely likely	More food truck choices would be fantastic. Love seeing all our local produce displayed.
No	No	Other (please specify)	Extremely likely	My mum and dad live in Chittering and nowhere on the website did it say if you were a resident you could get free entry, we only saw that on the day. The wait to get a drink was terrible, having one bar and that many people was really bad and put us off. Also more seating is needed, maybe a marquee setup? Didn't bother with lunch either as choices were minimal and waits was ridiculous.
No	Yes	Social Media	Extremely likely	No
		Social Media	Somewhat likely	I think due to covid you did well. As I haven't been to others cannot compare to other years.
No	Yes	Social Media	Not so likely	Food and beverage stalls significantly under-staffed resulting in long delays for service.
No	Yes	Word of Mouth	Very likely	More food & drink stalls with a wider variety, also placed in a location that doesnt block the traffic flow (maybe around the outside a little more by where the little bookstore was) Also more shade for people to enjoy :)
Yes	No	Word of Mouth	Very likely	
No	No	Social Media	Very likely	Insufficient food vendors available. Insufficient shade/seating Possibility of extending into the evening?
Yes	Yes	Social Media	Not so likely	More market stalls, and variety of food. Although we had free tickets, if I was paying \$20 per adult, I would be unlikely to attend, or less likely to purchase at market stalls.
No	Yes	Word of Mouth	Extremely likely	More farm animals for the kids to interact with. Also more farm type interaction for the kids to enjoy. Please keep commercialism out of the event but increase farm type food, beer/stalls and farm produce.
No	Yes	Social Media	Not at all likely	More food and drink stalls, one or two extra performers, more kids stuff

No	Yes	Social Media	Very likely	Location was lovely, plenty of car parking and attendants directing the traffic. Very disappointed with the selection of food available and had to queue for a long time for food and drinks. Some food operators even stopped taking orders at one point Ticket price I felt was high given the many free markets that can be attended in the area. Musicians were good and enjoyed sitting in the grassed area listening to them.
Yes	No	Word of Mouth	Extremely likely	I had a free ticket so was very grateful. \$20 was way too much . More stalls needed Less soy candles ! Plants garden art or similar would have been nice More food stuff and definately more food vans for lunch Excellent venue though
Yes	No	Other (please specify)	Very likely	There needs to be a lot more food available. Not sweets, savoury food. Only a few outlets with huge queues and the ran out of food. Bar staff were painfully slow. Perhaps have the wine served with the wine section, and the bar just for beer.
No	Yes	Social Media	Very likely	More food options, extreme waits for food.
Yes	No	Social Media	Extremely likely	
No	Yes	Social Media	Somewhat likely	We enjoyed our day. These were the good things: excellent parking, easy entry, good selection of craft and produce stalls, wine and gin tasting. These are things that need improving: food trucks- we expected to be able to get lunch at the venue and sit down and listen to some music, obviously everyone else did too. There were only 3 places selling 'lunch' food, spud truck, kransky sausages and pizza. The queues for food were huge and the pizza place actually stopped taking orders at 12.30pm because they were so far behind. This was the most disappointing part of our day, as we had to leave to get lunch elsewhere and this cut our visit short. There needs to be a lot more food options for lunch, more food trucks. The event could also have done with more bars and alcohol vendors. We thought we would be able to taste ciders but this was not available. Like I said, we had a good time wandering around the stalls and were looking forward to getting some lunch and drinks and sitting in the shade to enjoy the music and ambience but this was not possible so left us a bit deflated and starving to find lunch somewhere.
Yes	Yes	Other (please specify)	Very likely	
Yes	No	Word of Mouth	Not so likely	two many little arts n crafts, not enough "local" Chittering produce
Yes	No	Social Media	Very likely	No
No	Yes	Social Media	Somewhat likely	I rated the food/drink low as I felt there wasn't a decent selection of food stalls. I also expected stalls from more growers ie cheese, wine. I did enjoy the experience and am moving to Chittering so will attend next year. Great to see the kangaroo volunteers there as well.
No	Yes	Word of Mouth	Somewhat likely	please have more winerys & tasting wines. Even more stalls because like to buy local
No	Yes	Social Media	Extremely likely	More food and drink stalls please!
No	Yes	Radio	Not so likely	Not enough food options. Only 2 slow coffee vans. Wouldve like to see more local fresh produce for sale.
No	No	Other (please specify)	Extremely likely	We thought there were not enough food outlets - the lines were too long, and folk were getting sick of waiting for both food and drink. We were happy to settle for the CWA lunch selection. We absolutely loved the day though - the stalls were fabulous, so much to look at, and the beautiful shady trees were great. Thanks to all who helped make the day so good.
Yes	No	Social Media	Extremely likely	Hi, As local residents we were not charged an entry fee however I would not have attended if we had to pay the entry fee of \$20 each. We much prefered the event when it was held on the oval off Chittering Valley Road, there was l small car club diplay and seemed to have more market and food stalls.
Yes	No	Social Media	Not so likely	As a local I did not have to pay entry, I would have been very disappointed had I paid \$20.
No	Yes	Word of Mouth	Somewhat likely	I was expecting orange orchids like on Instagram but oh well
Yes	No	Social Media	Extremely likely	A greater emphasis on local producers... If possible. A taste of Chittering where I can buy more things to eat there etc
No	No	Other (please specify)	Extremely likely	We loved the new layout. Everyone was professional, friendly.
Yes	No	Word of Mouth	Very likely	There was a severe shortage of food available. More food vans are needed. There was a queue a mile long for the bratwurst stall. We ended up getting food from the potato van. We waited more than half an hour and the food was cold. Worst potato meal ever. The gin stall was a nice touch and the venue was great.
No	Yes	Social Media	Somewhat likely	More seating options as not many chairs or advertise to BYO. Loved the animal farm very interactive and friendly staff. Long wait on drinks/food

No	No	Social Media	Not so likely	Third visit - this time the weather on Sunday didn't do anyone any favours! the stalls much much too close together almost on top and in this semi COVID times not good. There didn't seem to be the range of local arts and crafts this time - particularly jewellery and the was a sort of sameness to most of the goods on display. Parking set up heaps better. Disappointing in terms of previous years
No	Yes	Social Media	Extremely likely	A few more local produce ie fruit and vegetables as the vegetables that we did buy were the absolute best
Yes	Yes	Social Media	Extremely likely	
No	Yes	Social Media	Extremely likely	No A great day
No	Yes	Social Media	Extremely likely	We had a wonderful family day out, thank you!
No	Yes	Other (please specify)	Extremely likely	Would prefer to have green lawn instead of sand...
No	Yes	Newspaper	Very likely	Food stalls ran out of sour cream then nachos had to give people money back. Pizza dough ran out! Not enough staff behind bar, queue too long!
No	Yes	Other (please specify)	Somewhat likely	Overall very enjoyable experience
No	Yes	Social Media	Very likely	I would have preferred the market stalls to be spread out a bit more. It was really crowded in the afternoon. The sand on the ground was causing a lot of dust as well. More seating options would be preferable as well in particular for older people.
No	Yes	Word of Mouth	Very likely	
No	Yes	Social Media	Extremely likely	The event was fantastic! There were quite long lines for food and drink around lunchtime so it would have been good to have a few more options spread around the venue. We attended on the Saturday and told family members how good it was so they tried to come on the Sunday but couldn't get in as it was too busy. Maybe making it ticket only would have helped limit numbers? Looking forward to coming back again!
No	Yes	Other (please specify)	Very likely	Less flies would be nice :)
No	Yes	Word of Mouth	Somewhat likely	Love the vibe of the event, maybe more food options
No	Yes	Newspaper	Very likely	More seating for us older attendees. There was only the grassed area and tables at Nesci which were hard to get.
No	Yes	Social Media	Somewhat likely	
No	Yes	Radio	Not at all likely	it was so underwhelming. For \$18 it had no more stalls or attractions than the Kalamunda markets has every week, but that's free. No intention of going next year.
Yes	No	Word of Mouth	Extremely likely	Wonderful event, great music, lovely setting, an extra big thank you to the parking attendant staff for making sure the ground wasn't too soft for parking our motorbikes. See you next year...
No	Yes	Other (please specify)	Somewhat likely	Long wait for coffees at both Vans. Gourmet Hampers were very disappointing for the price.
No	Yes	Social Media	Very likely	More shade for picnickers. The picnic hampers were fantastic please have them again. Congratulate the persons involved in putting them together. Delicious produce.
Yes	No	Social Media	Somewhat likely	Cost of tickets was way too high and there seemed to be alot of stalls selling the same things. More variety needed.
Yes	No	Social Media	Very likely	I felt \$20 was too much for what is really a big market day, most paid events or shows have carnival rides, or show bags, or amusements for the kids. The bar section to buy drinks should have been in 2 or 3 lines for sales or tastings, and it needed to be staffed better. Too many people waiting too long for an expensive drink just looks messy and unprofessional. Maybe it should be teed up with wildflower displays or the chattering vintage cars for something for the boys to look at. I think there needed to be more food stalls, and maybe a food truck alley where you can see all the food. There were some great artists, I found some shade to watch ezereve but noticed there could have been more shade for people on the grass. I noticed a lack of actual producers there, the locavore was busy but maybe spread a little thin, for the amount of people it represents, and maybe some cooking demonstrations or farm display. I think it needs to be better value for money.. it's gone from a gold coin donation for parking and entry to \$20 and not getting much more. Maybe some local youth groups could have a stall with activities in the area, maybe some mire seating or blankets would be nice too. Thank you for all the efforts though. I know it takes a lot
No	Yes	Social Media	Extremely likely	More tables & chairs with shed for food van area please.. thank you :)
No	No	Social Media	Extremely likely	There was not enough food stalls for the number of people. The waiting was too long. We ordered the picnic from Locavore, which was amazing, but some of our friends left early because they had to wait too long for food.

No	Yes	Social Media	Extremely likely	We love the pre-ordered lunch pack. Value for the money. The location is easy to reach but it would be great if the area are fully grassy. Most of the food stalls are on the dirt fields and it wasn't good experience when the wind blows the dirt while we were on the queue for foods & drinks.
No	Yes	Television	Not so likely	You need more food vendors! The wait for good and the lack of variety was very disappointing.
No	Yes	Social Media	Very likely	
No	Yes	Word of Mouth	Not so likely	Market stalls on sand wasn't particularly good in terms of dust flying around and ruining products. Music needed to be louder and bit more vibrant
Yes	No	Word of Mouth	Extremely likely	At the early taste of Chittering there were chefs etc presenting on food preparation etc, quite a busy programme, This time apart from the excellent singing by the young lady we did not see any evidence of these types of events. It would be good to have them
Yes	Yes	Word of Mouth	Somewhat likely	price to get into the event was rediculously high, markets should have been on the grassed area and parking on the gravel, there was no signage on GNH that was advertising the week leading up to it, the signage on the to the event was very poor- the only people that really came to the event were people living in the local areas as it was free..
No	Yes	Social Media	Not so likely	Queues for food and drinks were unacceptable. Pizza ran out early and werent taking orders. The bar was adequate for up to 6 severing but there was only 2 who were painfully slow
No	Yes	Radio	Not so likely	We attended on Saturday and everything was enjoyable. Food options couldv'e been better and the beer tent shouldv'e had more helpers. Line was too long. The last band was terrible and if it wasn't for them, we probably wouldv'e stayed longer and enjoyed more wine and beers. It was ok - probably won't attend next year. Thanks
No	Yes	Radio	Extremely likely	
Yes	Yes	Word of Mouth	Somewhat likely	There were not enough food vans to cater for the number of people. The entrance fee was a bit steep. The organisation was good and venue nice
Yes	Yes	Social Media	Very likely	Fantastic job well done guys!
No	No	Social Media	Very likely	Needs to be more seating. Not much for kids to do, a playground area would have been good
No	Yes	Newspaper	Very likely	The newspaper article mentioned it as a 'slow food festival'. Plenty of 'faster food' and lots of non food items. My husband referred to it as a school fete with some food. We had the picnic lunch from the Bindoon store, which was excellent, except we could not find anywhere to sit as people were just sitting at the tables with empty drink containers and quite happy to spend the afternoon there. Local content was excellent, but too many candles and other crafts for a food event. Venue was excellent.
No	Yes	Radio	Somewhat likely	It would have been a wonderful event if there had been more selection and availability of lunch food. More food trucks or allow people to take picnics and enjoy the day out. After a free wine our entire group was really hungry but the queue for food was really long. We left and drove to Bindoon bakery for lunch. If we could have bought a picnic we would have definitely stayed longer and soaked up the atmosphere and spent longer at the stalls. There were eight of us and we all said the same thing.
No	Yes	Other (please specify)	Somewhat likely	Would have been good to have had some healthier food choices
No	Yes	Social Media	Not so likely	Expected more produce to purchase ie: fruit and vegetables.
No	Yes	Other (please specify)	Very likely	Taste of Chittering festival should have more food vans.
No	Yes	Social Media	Very likely	It was a great day, unfortunately the gluten free food ran out very quickly
		Search Engine (Google, Yahoo etc.)	Extremely likely	Elderly gentleman was hot and tired and complained to us about lack of seating in the vicinity of the face-painting area. For us it would have been nice to have seating in that spot as we had to stand to drink our coffee and oj
Yes	Yes	Social Media	Not so likely	If it is a "Taste of Chittering" it should only be showcasing Chittering. Poor range of local produce, duplicated stalls, lack of food vans. Take it back to what it has been before. Certainly not worth the ticket prices for non Chittering residents. I would have been seriously disappointed if I had actually paid for tickets.
No	Yes	Social Media	Extremely likely	More food options, better quality food, faster service. We have to wait for 45 minute for nachos which were cold when they arrived. They were expensive for bad quality and the wait time. We are used to excellent food at these types of events and were all very disappointed at food choice, quality and service. We would still return to future events but be tempted to pack our own picnic and just purchase the nice wines on offer.

Yes	Yes	Social Media	Extremely likely	Loved being local and getting free tickets as I wouldn't pay \$20.
No	Yes	Word of Mouth	Very likely	Please repair seating the logs are rotting and crooked, had to sit on garden wall. Thank you
Yes	No	Word of Mouth	Extremely likely	More food vans. If taste of chittering need more to taste. I worked their on Saturday and it was a common comment. We visited Sunday but left and went to Bindoon bakehaus for food to avoid long ques. My visitors enjoyed the day 😊
No	Yes	Social Media	Extremely likely	Excellent event well run credit to all involved
No	Yes	Word of Mouth	Somewhat likely	Would be great to have a few more food vendors to choose from. Some of them had sold out before lunch.
Yes	No	Social Media	Somewhat likely	
Yes	No	Social Media	Not so likely	Need more local produce and market stalls, different location, more value for money.
No	Yes	Word of Mouth	Extremely likely	
No	Yes	Social Media	Somewhat likely	Lunch time food options / food truck offerings were limited. This could be improved greatly. Bar staff / size. An additional person serving would have helped the long line that was there at all times on the Sunday.
Yes	Yes	Newspaper	Somewhat likely	
No	Yes	Social Media	Very likely	It was a beautiful setting with a great array of stalls, however the selection of food options was beyond poor. You don't travel to a beautiful valley location to only be provided stuffed potatoes, pizza or Kransky sausages. There was more than enough room to have a greater and varying selection of food options. That was my only negative note!
No	Yes	Word of Mouth	Somewhat likely	There were 15-20 minute long lines for food all the time. More food trucks are needed and maybe a second bar. More bands or music I think and country music more than anything. Without the extra music of maybe another stage it lacked atmosphere. The stalls however were really good as they had quite different offerings. It's not the most picturesque place either to hold this event.
No	Yes	Social Media	Extremely likely	More food offerings and more local fresh produce
No	Yes	Social Media	Very likely	I think the numbers attending were not expected so there wasn't enough food vans. The toilets needed more upkeep (they were a bit off putting). The bar staff were under the pump as there were only two of them with a very long line to contend with. They were awesome and friendly though. The market stalls were great also; lots of variety and some out of the ordinary which was fantastic. A bit dusty around the stalls; perhaps a tarp on the ground to stop the dust from coating everything. The cellar door was nice. The musicians great too. I think for the number of people maybe more stalls? (Although being a strange year numbers may not be the same next year). I found all the people working; even the car park staff, to be very friendly. It was a lovely day out.
No	Yes	Television	Extremely likely	The beer stall was sooooo slow
Yes		Word of Mouth	Not so likely	Went last year and had a very positive experience, however this year I was very disappointed: there was very little from local suppliers; it was more the standard market stall retailers; jewelry, candles, candles... Last year there were baby animals this year very limited. Very very little food options: a baked potato truck where people were waiting more than half an hour!! a Pizza place that had sold out of pizzas by 1pm!!! and a picnic basket that cost \$59 as there was no choice plus the cost of the tickets - for very little: I was expecting a lot more local producers etc; just disappointing compared to last year.
Yes	No	Social Media	Very likely	The ticket price for non residents was sadly far too expensive. In previous years we have had nearly 20 family and friends join us at A Taste of Chittering, given the ticket prices this year for non residents, we had not 1 family or friend join us! \$5.00 entry fee is reasonable as there is minimal 'free activities' for adults and this entices visitors to purchase from stalls given the entry fee is minimal. To keep the fee down, scrap the free drink idea. I noted when we arrived at 2pm on the Saturday afternoon that most food stalls had sold out. Given there were many vendors for drinks both alcoholic and non alcoholic, it would have been great to see the likes of a scouts sausage sizzle and cake stall or a pizza van to feed attendees. All in all, I will return but certainly wouldn't pay more than a few dollars entry.
No	Yes	Social Media	Not so likely	as a Stall holder who was there for 2 days - I was very disappointed to be put up on the hill and not amongst the majority of stall holders on the flat - near the winery and entertainment. only about 1/2 the people came up the hill as it was extremely windy and dusty. all stalls should have been in the one spot . also i think the expensive ticket price put a lot of people off. should have been a price per car.

No	Yes	Radio	Somewhat likely	Hot dogs were excellent but line was very long. Pizza place wasn't taking orders between 12-1 so everyone was standing in the sun for an hour. Maybe more options could've helped? Made the whole thing a big miserable since we've got a young kid who wasn't enjoying the heat and queue. Loved the Old Macdonald Farm, that was excellent. Hope this feedback helps! Scott Ingram.
No	No	Word of Mouth	Extremely likely	
Yes	No	Word of Mouth	Extremely likely	it was an awesome day again, lovely atmosphere and great music, would be nice to have some more shade available from the hot sun for little humans, more drink bars available so line isn't so long for drinks, could potentially set up a larger central marquee for local produce to try, with a couple of producers and a stall from the shire present with marketing of the area, locavore in there selling fresh produce etc, that way all chattering food products (wine and food) are in one place with each hour or two the producers could swap, do demonstrations/ talks about their products and its all local things in the one place (the taste of chattering tent) then the remaining market area with products from outside of chattering, jewellery, apparel etc is seperate, parking seemed to work very well this year with no queue and nice flow of cars :) thanks for a great event
No	Yes	Word of Mouth	Somewhat likely	As a stallholders I was very dismayed with all the dust. I loved being there but didn't enjoy constantly cleaning my stock. Some of it was so dirty that I couldn't clean it and I won't be able to sell it. Apart from the dust I enjoyed being at A Taste of Chattering 2020.
Yes	Yes	Social Media	Somewhat likely	Better variety of stalls and food vendors with more stock so they don't run out More events for kids, such as bouncy castle
No	Yes	Social Media	Not at all likely	The event was marketed as a "taste of chattering" frankly my local farmers market provides a better experience and is free. The \$20 entry fee was excessive for what the event was. There was very little local produce (1 stall) . Getting local producers on board would have provided a better experience. There are heaps of wineries within the area and yet none were represented.
No	Yes	Social Media	Somewhat likely	
Yes	No	Social Media	Somewhat likely	
No	Yes	Word of Mouth	Very likely	lovely location and an excellent selection of produce
No	No	Other (please specify)	Extremely likely	
No	No	Other (please specify)	Extremely likely	More vegan food options. My partner couldnt eat much there which was disappointing but the food i had was great.
Yes	No	Social Media	Somewhat likely	Need more local people with their products
Yes	No	Word of Mouth	Very likely	Beer was flat , not enough food vans,
No	Yes	Other (please specify)	Somewhat likely	The location was good but something with more/ better grass would have been better. We were filthy by the time we left. More areas to sit and eat and with shade too. Market stalls, food and drink were great. Atmosphere was good. Free Wifi would have been useful to be able share on social media while I was there.
No	Yes	Social Media	Not so likely	There just wasn't enough food and drink options. We had to queue for 30 minutes for a drink, 45 minutes to get a hot dog and 20 minutes to get an ice cream. The pizza place kept selling out and appeared to only be opening on the hour, they were sold out by around 2pm. There wasn't enough shade or places to sit either and on a hot day, waiting in a queue in the full sun was a nightmare. The stalls were nice, good to see lots of local businesses and we certainly spent a fair amount at each stall. I got there around 12.30/1pm and don't recall seeing the animal farm? I know it was there as I saw it on social media so am wondering if they packed up early or if it could have been better sign posted? I don't understand why the cost was so high to enter though (not that I paid as I won the tickets). Most places like that which I've been to have been \$5 entry or lower- I didn't think there was anything that great which justified the cost to be honest
No	No	Search Engine (Google, Yahoo etc.)	Very likely	more shaded areas with tables/chairs for people who brought their own picnic. More food variety?
No	Yes	Newspaper	Very likely	Thoroughly enjoyed the day.
No	Yes	Other (please specify)	Somewhat likely	More grassy area to sit and enjoy the music would have been great! More food options would have been great as well.

Yes	Yes	Social Media	Somewhat likely	Not enough CHOICE of food styles or coffee vans. Waited 20mins for 2 flatwhites from a van. Would have had lunch but nothing very healthy to eat. Stalls sold very similar goods - too many selling nicknack items; No garden art items anywhere (pity). Should approach local artists / sculptors to display next year. Lots of talent out there in Chittering - you just have to find it.
Yes	No	Social Media	Not so likely	
Yes	Yes	Word of Mouth	Very likely	
No	No	Social Media	Not so likely	For a food event, having 4 food venues on Saturday was insufficient and a huge let down. Also not enough shaded space to sit.
No	Yes	Television	Very likely	It would be great to have more local produce, I was expecting more of fruit and veg scene! However, it was still lovely!
No	Yes	Social Media	Extremely likely	The wine tasting was excellent and the staff were very helpful. The wine we bought was very nice i would buy it again and recommend it.
Yes	No	Social Media	Extremely likely	Fabulous event. Friends are still talking about it.
Yes	No	Social Media	Extremely likely	One of the coffee vendors Was making flat white coffee with water! Asked if I could have all milk, but was told I didn't know how to make coffee properly! Horrible coffee, horrible vendor. Suggest that food/drink vendors are vetted well before being allowed.
No	Yes	Television	Somewhat likely	
No	No	Search Engine (Google, Yahoo etc.)	Extremely likely	All customer service was excellent - possibly more food vans to cater for the large queues or a bit more room between the markets & vans to prevent queues from crossing/overlapping each other but the event is absolutely fantastic - would recommend it to everyone
No	Yes	Social Media	Extremely likely	-More Food Vendors -A selection of more food related stalls in general as in the event name food seems like it should be the main focus of the event -An event information stall with information about where the toilets are, stall locations, with maybe a map of the event site for visitors and event flyers and someone there to answer any event related questions -More activities for kids -Let everyone know beforehand when advertising the event if it is dog friendly or not -Otherwise a fabulous fun event -Different location for some stalls next time (some where right at the back near the sand hill which felt far away from the event/didn't look as appealing)
No	Yes	Social Media	Somewhat likely	As a stall holder, it was a little disappointing to be amongst 5 other marketers selling the same product. I fe social media presence leading up to the event could be improved by sharing stuff about the stall holders/ products / the wines etc as everyone I'd spoke. To hadn't heard of the event before.
No	Yes	Word of Mouth	Somewhat likely	Too long for stall holders on Saturday
Yes	No	Social Media	Not so likely	
No	No	Social Media	Somewhat likely	More food trucks and more shaded areas with seating would be great !
Yes	No	Word of Mouth	Extremely likely	maybe a few more food vendors or vendors should have an idea of how many people are attending to cater for everyone. More selections and seating in shade areas.
No	Yes	Social Media	Somewhat likely	More food vendors. The wait was too long. And a second bar!
No	Yes	Social Media	Not so likely	
No	Yes	Other (please specify)	Somewhat likely	As a market stall holder, I felt the Saturday event went on for too long. Although people hung around at the food, there was hardly any patrons from 3 onwards at least. The red dirt was tricky also, as it constantly blew on items and people. On a positive, getting the cars close for pick up and drop off of items worked much better than I had anticipated.
No	Yes	Word of Mouth	Very likely	More food outlets needed - the wait was very long.
Yes	Yes	Word of Mouth	Not at all likely	Lots of craft stalls. Very little food stalls and what was there was just repeated. About 4 or 5 honey makers. It's called taste of chittering so focus should be on food+drink, not arts and craft. Include these also but they shouldn't surpass food+drink. Area is known for good, quality foods yet no cheese, breads, meat stalls

Yes	No	Word of Mouth	Extremely likely	The stalls were good, but there were too many and the placement was a bit wrong. Didn't feel like there was enough Chittering produce there or highlighted enough. Good to have funky stalls but they have nothing to do with the vibe of Chittering. Perth visitors can see that in Perth. Needed more bar staff. With a free drink, the bar was bound to be busy. Very dusty even for the country Not enough food for a 'foodie' event. Need some community groups there doing other food. No local food vans there. Liked the kids entertainment and music was good for the most part. Bit worse by the end of day.
No	Yes	Social Media	Somewhat likely	
No	Yes	Social Media	Somewhat likely	Food stalls where under prepared, huge lines and wait times for food. More trucks would have helped that. More seating would have been fantastic. Volume of music and announcements needed to be a little clearer. Maybe more competitions like the beer competition, baking ect
Yes	No	Social Media	Extremely likely	A wonderful event that we look forward to every year.
No	Yes	Other (please specify)	Extremely likely	It was a great event- lots of lovely produce. would love to see even more kid-friendly activities and perhaps more produce tasting. we loved it!
No	Yes	Newspaper	Very likely	Location for event is perfect just found out but dusty. Products gets very dusty as the wind blow. Food are nice, tickets price a bit expensive, should be set around \$10-\$15 including drinks. I'm from City of Belmont our council event is always free. Love the e bike tour super enjoyable and first time ride in country side. This is good ideas to explore the country side. First time visiting chittering. The guy dress up Farmer is super nice and friendly. We will come back next time to explore more local farm and winery. Katie
Yes	No	Social Media	Somewhat likely	Could do with a little more variety in stalls please. We go each year to support local businesses but it felt smaller and less diverse this year
No	Yes	Other (please specify)	Extremely likely	No the whole event was well planned and super enjoyable
No	Yes	Other (please specify)	Somewhat likely	Probably a few more food selections and some more high end stalls. Selling candles and seasonal things like maybe things for Christmas. The music was pretty low key. Could have been a little more upbeat.
No	Yes	Social Media	Not at all likely	It was very small and not a lot of food options. Long queues for food and drinks. Thought there would be a lot more to engage in. Location was average.
No	Yes	Word of Mouth	Very likely	
No	Yes	Other (please specify)	Somewhat likely	I thought there would be more food producers there selling their foods, but maybe that is because the valley is small? Also other wineries with their wine tasting would be good. The Gin tasting was amazing. I am not a fan of craft stalls, so skipped them. I came late on Sunday, so we left when it closed. To add value - maybe some talks by winemakers, chefs? Or other interest so you get value from the entrance fee. The website could also be clearer on what is on offer. Thanks so much we did have a good time.
No	Yes	Social Media	Very likely	

DIRECT FEEDBACK

NAME	CONTACT		FEEDBACK
John	Email		Just wanted to provide some feedback on the great day we had at the Taste of Chittering event yesterday, well done and we look forward to going again next year.
Lindelle Winter	Facebook		The Italian Chef lady (sorry I have forgotten her name) that was cooking pretty much non-stop in the Slow Food marquee today is excellent. Delicious samplers!!
Casey Chambers	Facebook		It was one of the best festivals my friends and I have been to in a long time, thanks for a great day. The Gumnut Ladies were just the best!
Rebecca Louise Freeman	Facebook		Had a great time! Might come tomorrow too!
Margie Donegan	Facebook		Great day! One of the best I have been to

Susan Chivers	Facebook		Very well organised
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4.1 Code of Conduct - Elected Members, Committee Members and Candidates

Policy Owner:	Governance
Distribution:	All Elected Members and Staff
Person Responsible:	All Executive Managers
Date of Approval:	16 December 2009
Amended:	16 September 2020

Division 1 — Preliminary provisions

1. Citation

This is the *[insert name of local government]* Code of Conduct for Council Members, Committee Members and Candidates.

2. Terms used

(1) In this code —

Act means the *Local Government Act 1995*;

candidate means a candidate for election as a council member;

complaint means a complaint made under clause 11(1);

publish includes to publish on a social media platform.

(2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 — General principles

3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

4. Personal integrity

(1) A council member, committee member or candidate should —

- (a) act with reasonable care and diligence; and
- (b) act with honesty and integrity; and
- (c) act lawfully; and
- (d) identify and appropriately manage any conflict of interest; and
- (e) avoid damage to the reputation of the local government.

(2) A council member or committee member should —

- (a) act in accordance with the trust placed in council members and committee members; and

- (b) participate in decision-making in an honest, fair, impartial and timely manner; and
- (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
- (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

5. Relationship with others

- (1) A council member, committee member or candidate should —
 - (a) treat others with respect, courtesy and fairness; and
 - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

6. Accountability

A council member or committee member should —

- (a) base decisions on relevant and factually correct information; and
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (c) read all agenda papers given to them in relation to council or committee meetings; and
- (d) be open and accountable to, and represent, the community in the district.

Division 3 — Behaviour

7. Overview of Division

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

8. Personal integrity

- (1) A council member, committee member or candidate —
 - (a) must ensure that their use of social media and other forms of communication complies with this code; and
 - (b) must only publish material that is factually correct.
- (2) A council member or committee member —
 - (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
 - (b) must comply with all policies, procedures and resolutions of the local government.

9. Relationship with others

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

10. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

11. Complaint about alleged breach

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
 - (a) in writing in the form approved by the local government; and
 - (b) to a person authorised under subclause (3); and
 - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

12. Dealing with complaint

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.

- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
 - (a) take no further action; or
 - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
 - (a) engage in mediation;
 - (b) undertake counselling;
 - (c) undertake training;
 - (d) take other action the local government considers appropriate.
- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
 - (a) its finding and the reasons for its finding; and
 - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

13. Dismissal of complaint

- (1) The local government must dismiss a complaint if it is satisfied that —
 - (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
 - (b) either —
 - (i) the behaviour was dealt with by the person presiding at the meeting; or
 - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

14. Withdrawal of complaint

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —

- (a) in writing; and
- (b) given to a person authorised under clause 11(3).

15. Other provisions about complaints

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

Division 4 — Rules of conduct

Notes for this Division:

- 1. Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.
- 2. A minor breach is dealt with by a standards panel under section 5.110 of the Act.

16. Overview of Division

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

17. Misuse of local government resources

- (1) In this clause —
 - electoral purpose** means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;
 - resources of a local government** includes —
 - (a) local government property; and
 - (b) services provided, or paid for, by a local government.
- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

18. Securing personal advantage or disadvantaging others

- (1) A council member must not make improper use of their office —
 - (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
 - (b) to cause detriment to the local government or any other person.
- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

- 19. Prohibition against involvement in administration**
- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
 - (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- 20. Relationship with local government employees**
- (1) In this clause —

local government employee means a person —

 - (a) employed by a local government under section 5.36(1) of the Act; or
 - (b) engaged by a local government under a contract for services.
 - (2) A council member or candidate must not —
 - (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
 - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
 - (c) act in an abusive or threatening manner towards a local government employee.
 - (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
 - (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —
 - (a) make a statement that a local government employee is incompetent or dishonest; or
 - (b) use an offensive or objectionable expression when referring to a local government employee.
 - (5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.
- 21. Disclosure of information**
- (1) In this clause —

closed meeting means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;

confidential document means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

document includes a part of a document;

non-confidential document means a document that is not a confidential document.

- (2) A council member must not disclose information that the council member —
- (a) derived from a confidential document; or
 - (b) acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information —
- (a) at a closed meeting; or
 - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
 - (c) that is already in the public domain; or
 - (d) to an officer of the Department; or
 - (e) to the Minister; or
 - (f) to a legal practitioner for the purpose of obtaining legal advice; or
 - (g) if the disclosure is required or permitted by law.

22. Disclosure of interests

- (1) In this clause —
- interest** —
- (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
 - (b) includes an interest arising from kinship, friendship or membership of an association.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —
- (a) in a written notice given to the CEO before the meeting; or
 - (b) at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
- (a) that they had an interest in the matter; or
 - (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
- (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
 - (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
- (6) Subclause (7) applies in relation to an interest if —



-
- (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
 - (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
- (7) The nature of the interest must be recorded in the minutes of the meeting.

23. Compliance with plan requirement

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.

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4.1 Code of Conduct - Elected Members, Committee Members and Candidates

Policy Owner:	Governance
Distribution:	All Elected Members and Staff
Person Responsible:	All Executive Managers
Date of Approval:	16 December 2009
Amended:	16 September 2020

1. INTRODUCTION

- 1.1** This Code of Conduct provides Elected Members at the Shire of Chittering with consistent guidelines for an acceptable standard of professional conduct. The Code addresses the broader issue of ethical responsibility and encourages greater transparency and accountability in the affairs of Council.
- 1.2** The Code is complimentary to the principles adopted in the *Local Government Act 1995* and *Local Government (Model Code of Conduct) Regulations 2021* which incorporates four fundamental aims to result in:
- Better decision making
 - Greater community participation in the decisions and affairs of the Council
 - Greater accountability of the Council to its community
 - More efficient and effective local government.
- 1.3** The Code provides a guide and a basis of expectations for Elected Members. It encourages commitment to ethical and professional behaviour and outlines principles in which individual and collective local government responsibilities may be based.

2. ROLES & OBJECTIVES

- 2.1** An Elected Member's primary role is to represent the community, and the effective translation of the community's needs and aspirations into a direction and future for the Shire of Chittering will be the focus of the Elected Member's public life.
- 2.2** An Elected Member is part of the team in which the community has placed its trust to make decisions on its behalf; and the community is therefore entitled to expect high standards of conduct from its elected representatives.
- 2.3** A primary role of the Elected Members when acting as Council is to make decisions in the best interest of the community.
- 2.4** A primary role of all Elected Members shall be the achievement of the Council objectives contained in the Corporate Strategic Plan.

- 2.5 The focus of Elected Members when acting as Council shall be the effective translation of the community's needs and aspirations into an agreed direction and future for the Shire.
- 2.6 An Elected Member shall always act:-
- as a leader on issues of importance to the community;
 - honestly, impartially and with integrity in its dealings with all elements of the community;
 - responsibly by making decisions that are in the best interests of the wider Chittering community taking into account professional advice;
 - openly by encouraging the participation of residents in the opinion forming and decision making process of Council;
 - tolerantly by acknowledging the right of individuals both on Council and in the community, to hold differing opinions and to express those opinions;
 - independently and free of undue influences created by pecuniary interests and other conflicts of interest; and
 - in an ethical and procedurally fair manner in all of its dealings.
- 2.7 In fulfilling the various roles, Elected Members' activities will focus on:
- Achieving a balance in the diversity of community views to develop an overall strategy for the future of the community;
 - Achieving sound financial management and accountability in relation to the Shire's finances;
 - Ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents' concerns;
 - Working with other governments and organisations to achieve benefits for the community at both a local and regional level;
 - Having an awareness of the statutory obligations imposed on Elected Members and on the Shire of Chittering.

3. CONDUCT

- 3.1 Elected Members shall act and be seen to act;
- properly and in accordance with the requirements of the law and the terms of this Code;
 - as facilitators of community participation in Council processes;
 - in a non-partisan way by seeking solutions and making decisions that are in the best interests of the broader Chittering community, uninfluenced by fear or favour;
 - to represent the whole community first and the interests of pressure groups or individuals only in a context of the greater community good;
 - in good faith (i.e. honestly, for the proper purpose and without exceeding their powers) in the interests of the Shire of Chittering and the community;

- in accordance with their obligation of fidelity to the Shire of Chittering.
- co-operatively with Council staff through appropriately defined communication channels;
- to communicate and confirm Council decisions and policies in a positive and proactive manner in the community, regardless of the level of personal support for Council's collective decisions; and
- to make no allegations which are improper or derogatory and refrain from any form of conduct, in the performance of their official duties, which may cause any reasonable person unwarranted offence or embarrassment.

3.2 Elected Members shall observe the highest standards of honesty and integrity and avoid conduct which might suggest any departure from these standards and be frank and honest in their official dealing with staff.

3.3 Elected Members will represent and promote the interests of the Shire of Chittering, while recognising their special duty to their own constituents.

4. ADMINISTRATIVE COMPLIANCE

4.1 Elected Members shall ensure compliance with proper and reasonable administrative practices and conduct and professional and responsible management practices.

4.2 Elected Members are often asked to represent the Council on external organisations. Such positions should only be accepted within time and other constraints which do not adversely reflect on Council's commitment to that organisation and in doing so, Elected Members should fairly represent the Council's position to the best of their abilities, as it is understood by them at that time.

4.3 All aspects of communication by Elected Members (verbal or written) involving Council activities, should reflect the status and objectives of Council and should be accurate, polite and professional.

4.4 Elected Members shall only claim or accept travelling and sustenance expenses arising out of travel related matters which have a direct bearing on the services, processes or business of the Council in accordance with Council's policies.

4.5 Elected Members are expected to comply with neat and responsible dress standards at all times in their representation of Council.

4.6 When Elected Members are approached by members of the public to address an issue of individual concern on their behalf, the Elected Members:-

- Should ascertain if they have spoken to the relevant staff member and, if not, encourage the person(s) to do so, in the first instance;
- Should, prior to meeting with the person(s) or prior to discussing the matter in further detail, obtain comment and any related information from the relevant staff member; and
- Should provide a brief file note of the meeting (who with, time, date, topic and outcome only) for Council's records, if considered appropriate by the Elected Member.

- 4.7** Elected Members shall direct any inquiries for staff to meet proponents or ratepayers concerning any application, proposal or issue to the CEO or relevant Director. Elected Members shall not advocate on behalf of proponents / ratepayers in meetings where staff are in attendance.
- 4.8** Unless not practicable, Elected Members are only to approach and seek advice from staff by:-
- correspondence;
 - telephone;
 - email; or
 - appointment
- 4.9** (a) Any customer requests or enquiries made by Elected Members, must be lodged with the Corporate Services department for recording.
- (b) Any requests or enquiries received by Corporate Services, shall be forwarded to the relevant service department for dealing with.
- (c) Elected Members shall be advised as soon as possible in writing by the responsible officer, of the progress, outcome or information related to the request or enquiry.
- 4.10** Elected Members shall refrain from contacting or dealing with any staff member on a matter in which they have an obligation to declare an interest, pursuant to the Local Government Act, 1995, or Council's Standing Orders unless approval to participate in the matter has been provided in accordance with sec. 5.69.
- 4.11** Unless not practicable, Elected Members shall only enter the staff work areas of the Administration Building after requesting and receiving approval from the CEO, a Director or relevant senior staff member.
- 4.12** Facilities provided for use by Elected Members within the Administration Building, shall only be available for the pursuit or conduct of Council business or interests.

5. MEDIA & EXTERNAL COMMUNICATION

- 5.1** Unless acting in an authorised capacity as a Council spokesperson pursuant to the local Government Act, 1995:
- (a) Councillors shall not speak, attempt to speak or give the perception of speaking on behalf of the local government;
- (b) Councillors should ensure that statements made to the media are identified as their opinions only and do not necessarily represent the position of Council; and
- (c) Subject to Clauses (a) and (b) above, an Elected Member may choose to make a personal statement publicly on a matter related to Council business. Elected Members approached by the media for a personal statement may request the assistance of the Chief Executive Officer, or authorised delegate, in preparing a response.
- 5.2** (a) Elected Members are responsible for the content they publish in a personal capacity on any form of social media platform and in this regard must understand their legal obligations.

The speed and reach of publishing online means content is available immediately to a wide audience. Anything posted can be difficult to delete and may be replicated, misconstrued and seen by people the author never intended or expected would see it.

Elected Members must recognize the potential damage that may be caused to the Shire through inappropriate use of social media. Accordingly, Elected Members should comply with this guideline to ensure that the risk of such damage is minimised, including potential action against an Elected Member under the Local Government (Rules of Conduct) Regulations 2007.

As civic leaders, Elected Members must comply with the requirements of the Local Government Act 1995 and the Local Government (Rules of Conduct) Regulations 2007 and such obligations extend to when Elected Members use social media to communicate with the community.

In particular, the Local Government (Rules of Conduct) Regulations 2007 require that Elected Members must not:

- gain directly or indirectly an advantage for themselves or any other person (Regulation 7 (1) (a))
- cause detriment to the Shire or any other person (Regulation 7(1) (b));
- use directly or indirectly the resources of the Shire for the purposes of voting in a particular way at an election, referendum or other poll, or for any other purpose, unless authorised under the Act or by the Council or CEO (Regulation 8). (This includes Elected Member photographs, commissioned by the Shire, which are used for official Shire of Chittering purposes only and cannot be used in any personal communications undertaken by the member;
- disclose information derived from a confidential document or acquired from a closed meeting, or otherwise considered confidential in nature. (Regulation 2).

(b) In view of this, Elected Members when using social media must:

- only disclose and discuss publicly available information;
- ensure that all content published is accurate and not misleading and complies with all relevant Shire policies and legislative requirements;
- be polite and respectful to all people they interact with;
- avoid making negative comments about the Elected Members or Administration of the Shire of Chittering or members of the community;
- avoid making any comment or post any material that might otherwise cause damage to other persons, or bring the Shire's reputation into question;
- comply with their record keeping responsibilities when using social media for Elected Member activities and Council related matters by providing a copy of the post to the Shire's Administration;

(c) Elected Members when using social media must not:

- Apart from the Shire President, imply that they are authorised to speak as a representative of the Shire or the Council, or give the impression that the views expressed are those of the Shire or the Council;

- make prior public statements expressing their opinion on matters before Council that would indicate a predetermined decision;
 - post material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, or otherwise unlawful;
 - use Shire logos;
 - use a false identity;
 - use or disclose any confidential information obtained in their capacity as an Elected Member of the Shire, or release information to the public before it has been dealt with by Council or approved for release by the Shire;
 - mention or disclose staff members names or positions publicly or through private means (direct message) via social media
- (d) Posting on the Shire's social media pages specifically
- Elected Members may like, comment or share existing content but may not post new content to the Shire's pages.
 - Elected Members must not answer questions posed to the Shire on social media as this is a function of the Administration.
- (e) Posting on other social media pages
- Where requests for service or official feedback have been posted on other social media sites, Elected Members may direct these to chatter@chittering.wa.gov.au or (08) 9576 4600.
 - Where misinformation or factually incorrect information is posted, Elected Members may refer the original poster to the Shire for clarification i.e. contact the Shire's Customer Service (as above).p



Annual Report 2019-2020



A connected, thriving community



Acknowledgement of Traditional Landowners

The Shire of Chittering acknowledges the traditional owners of the land, the Yued people of the Noongar nation, and recognises the culture of the Noongar people and the unique contribution they make to the Chittering region and Australia.

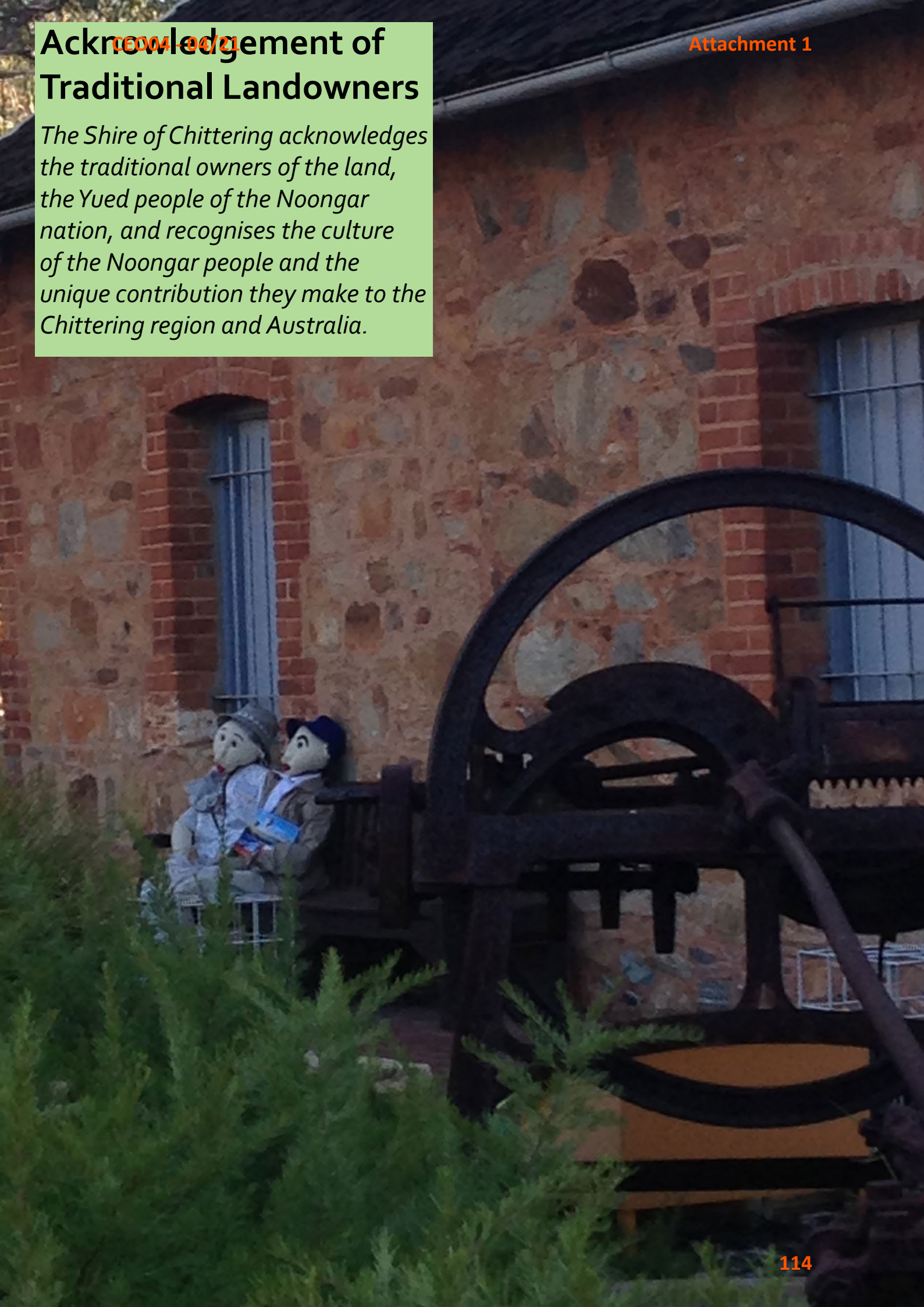


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Purpose of the Annual Report

The Western Australian *Local Government Act 1995* requires every local government to produce an Annual Report by 31 December each year. In addition, the Annual Report:

- Is an essential tool to inform the community and key stakeholders about achievements, challenges and future plans;
- Promotes greater community awareness of the Shire's programs and services which contribute to a high quality of life for residents, visitors and stakeholders;
- Demonstrates the Shire's performance against the long-term vision of the Strategic Community Plan, projects and priorities detailed within the Shire's Corporate Business Plan;
- Provides information about the Shire's organisational performance; and
- Illustrates the Shire's commitment to accountable and transparent government.

Alternative Formats

This document is available in alternative formats and languages on request. You can make a request by emailing chatter@chittering.wa.gov.au or calling the Shire's Human Resources Coordinator on 9576 4600.

This Annual Report can also be viewed on the Shire's website at chittering.wa.gov.au.

Feedback or Questions

Feedback or questions relating to this Annual Report are welcome.

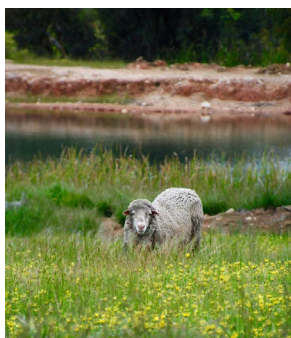
Email: chatter@chittering.wa.gov.au

Mail: Shire of Chittering
PO Box 70
Bindoon WA 6502

How to Read the Annual Report

The Annual Report is divided into the following sections:

- An overview of information about the Shire of Chittering ([Pages 6 to 14](#));
- An overview of the Council and the organisation ([Pages 15 to 23](#));
- Reports against the activities within each key theme of the Strategic Community Plan ([Pages 24 to 29](#));
- Corporate Business Plan Future Projects ([Page 30](#));
- Statutory Reporting ([Pages 31 to 35](#)); and
- 2019/2020 Financial Indicators and Audited Financial Statements ([Pages 36 to 86](#)).



Strategic Community Plan 2017-2027

This Annual Report shows how the Shire of Chittering is delivering the vision outlined in its Strategic Community Plan 2017-2027, the Shire’s overarching guide for the future.

Vision

“A connected, thriving community”

This Annual Report outlines achievements against each key theme in the Plan.



Our Community

Our Natural Environment

Our Built Environment

Economic Growth

Strong Leadership

Our Services

Local government in Western Australia is established under the Local Government Act 1995, and is the third sphere of government. Local government is responsible for delivering a wide range of economic, human, recreational and property services as well as developing and maintaining essential community infrastructure.

Local government has legislative responsibility to perform many functions for the local community which are mandatory services. Examples include approvals for planning, building and health, and swimming pool security fencing.

Local government also delivers discretionary services to the community, such as library programs and events, and the provision of recreational facilities and programs, which contribute to an improved quality of life for people within the community.

Provision and Maintenance of Community Facilities, Infrastructure and Assets
Community Buildings
Playgrounds
Bindoon Library and Little Free Libraries
Bridges
Footpaths
Stormwater Drainage
Roads
Parks
Street Lighting
Car Parks
Streetscapes
Sport and Recreation Facilities
Fleet
Natural Bushland and Conservation Areas



Delivery of Discretionary Services

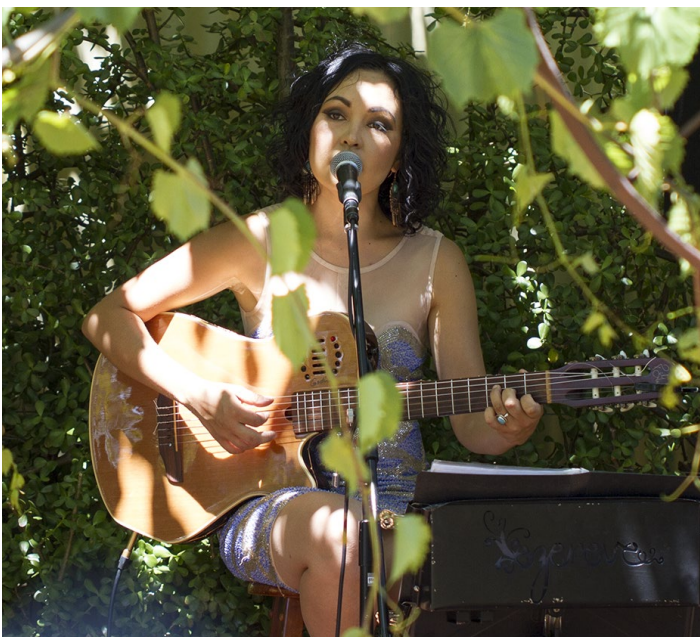
Conservation and Environmental Programs
Shire Rangers
Leisure Centres and Recreational Programs and Events
Waste Services (recycling, greens, white goods, etc)
Economic Development and Investment Attraction
Civic Ceremonies
Community Development
Youth Services
Community Safety Programs
Library Programs and Events
Facility Hire
Community Health Programs
Community Education Programs
Cultural Programs
Graffiti Removal
Festivals and Events
Noise Investigations
Stable Fly Management



School holiday activity, July 2019

Provision of Mandatory Service - State Legislation and Local Laws

Animal Control
Litter
Verge Obstruction
Public Event Compliance
Signs
Abandoned Vehicles
Bushfire Prevention and Management
Building and Planning Compliance
Waste Services (weekly refuse collection)
Public Building Inspections
Library Lending Services
Urban Planning
Swimming Pool Safety
Access and Inclusion
Food Safety
Building, Planning and Health Approvals
Environmental Health Regulations



Calendar of Community Events

2019

August



A Taste of Chittering
Targa West

September



Chittering Spring Festival

October



School Holiday Activity - First Aid
Bindoon Ag Show & Rodeo
Halloween @ the Bindoon Library

November



Seniors Week
Seniors Health Expo
Come Write In @ Bindoon Library
Thank a Volunteer Day BBQ

December



Bindoon Library Christmas Party

2020

January



Community Australia Day Celebrations

February



Library Lovers Day Morning Tea

March



Advocare presentation

Due to the COVID-19 Pandemic events for the remainder of 2020 were cancelled or postponed

President's Message

It is my pleasure to introduce the Shire of Chittering's Annual Report to provide details of the Shire's affairs for the 2019/2020 financial year. It has been incredibly hard to try and summarise a year during which there were such profound and unprecedented changes world-wide. It was a period of immense change, challenges and quite remarkable resilience for Chittering.

Chittering headed into the 2019-2020 year with the June appointment of our new Chief Executive Officer, Mr Matthew Gillfellow. Mr Gillfellow came to Chittering from the Shire of Dumbleyung where he held the position of CEO for a number of years. Mr Gillfellow has now settled in well at the Shire of Chittering and resides in Bindoon along with his wife Amanda and young family, Council along with the Chittering Community extended a very warm welcome.

On Tuesday, 30 July 2019 Council adopted the Annual Budget for this year which included a 3% rate increase. This was in line with the Long Term Financial Plan which included provision for a number of major projects. It is important to note that this was a revaluation year for GRV rated properties. This means, if the value of your property had gone up, your rate increase may have been higher than 3%, equally if the value had gone down, you may have had lower rates than last year.

This year, the first major development approved for the Muchea Industrial Park, BP Roadhouse was constructed marking the beginning of an exciting period of growth around the Muchea and Lower Chittering areas. In addition to this, the Tonkin Highway/Northlink WA Project was completed in April 2020. This will set up some fantastic opportunities for economic growth and development in the Shire. The Great Northern Highway realignment roadworks from Muchea to the Chittering Roadhouse were also completed. Council has secured confirmation from Main Roads they will retain responsibility for road asset maintenance for the retained and renamed sections of what was formerly Great Northern Highway between Muchea and the Chittering Roadhouse and between Chittering Roadhouse and Calingiri Road; Section of Brand Highway now renamed Granary Drive Muchea; Bindoon-Moorra Rd that will be duplicated by the Bindoon Bypass between existing Great Northern Highway and where it will ultimately join the Bindoon Bypass at Wannamal. Saving the Shire of Chittering considerable future cost as responsibility for those sections of road would have been transferred to the Shire otherwise.

To manage this growth and community expectations, a number of feasibility studies were conducted this year with the major one being the Sport and Recreation

Masterplan. The Master planning process and community consultation examined all the current facilities and their aspirations, as well as looking at the district as a whole and our neighbours, ensuring we are best positioned to provide for our community well into the future. Some significant changes and complications arose during this period including the deduction of a major funding partner for the Lower Chittering Community Complex so this project was put on hold for 6 months to explore contingencies, during which time there was the emergence of the COVID-19 pandemic, State of Emergency Declaration and lockdowns, resultant economic crisis and knock on effects to the building and construction industries which were catastrophic to the project budget. In light of these complexities the tough decision was made to cancel the Lower Chittering Community Complex in the current form and recommence community consultation to identify and develop an alternative plan for the Lower Chittering Community going forward. A number of community forums are planned in the new year, pending lifting of COVID-19 restrictions.

Funding was allocated this budget for the design stage of the Muchea Hall Upgrade and CSRRF Grant application lodged for the upgrades to the Muchea Facility, that application was unsuccessful with some minor adjustments a further application was made towards the end of 2020 which was subsequently approved. Some temporary change room facilities to take pressure off the existing facilities were installed in the interim. A number of other projects across the Shire enhancing our streetscape, landscaping, walk trails and other amenities which will help make Chittering a place of choice to live and visit, activate our community and make our public areas more accessible were completed.

Change was the notable feature of this period. Three new Councillors were elected at the October Local Government Ordinary Election Cr Davis, Cr Hughes and Cr Curtis; and Cr Angus was re-elected. Cr Don Gibson was elected President and Cr Davis Deputy President. We thank Cr King, Cr Tilbury and Cr Houston for their contributions to Council over their 4 year terms.

The Local Government Legislation Amendment Act 2019 introduced a number of ongoing amendments to key legislation placing additional pressure onto Shire staff



President's Message



and Council throughout the year. Review of the Local Government Act 1995 saw the introduction in August 2019 of compulsory Councillor training, strong personal reporting obligations and other requirements. Local government auditing is under a state-wide conversion from independent auditors to the Office of the Auditor General and a series of reviews. This, along with substantial changes to the Accounting Standards caused significant delays in finalising auditing for all Shires for this financial year.

The Shire auditor advised a number of key Shire financial indicator ratios had been below the Department standard for the past three years and indicated a significant adverse trend in the financial position of the Shire. Council and staff responded to address these ratios by running a series of Budget workshops to work towards a zero baseline budget for the 2020-2021 financial year and a thorough review of policy and procedures. In January 2020, we welcomed our new Executive Manager of Corporate Services Melinda Prinsloo who has made some significant changes to improve efficiencies and strengthen accountabilities across this department which has produced some pleasing results. The result overall for the year was impacted by the COVID-19 economic impacts as one might expect.

In March 2020, the State Government declared the State of Emergency in response to the global pandemic COVID-19. Chittering overall responded admirably, the community pulling together to manage a wide variety of unknowns in the most uncertain of times. This period saw our community shine with everyone looking out for friends and neighbours to ensure all were safe and had the assistance they needed. Council and staff worked tirelessly to find opportunities to support the community through this difficult period. In March and April 2020 Council held a number of meetings to adopt COVID-19 Specific Business Continuity Plans to ensure essential services continued whilst still protecting staff and the community. Council adapted to electronic meeting formats and implemented a Hardship Policy and number of measures to support our community as the COVID-19 economic impact worsened which included provisions for waivers of interest on outstanding rates for the period from 23 March 2020 to 31 August 2020 for those businesses and residents experiencing financial hardship as a result of decisions by the State Government or Federal Government to close or restrict business; provide flexible payment terms for debtors; charge no fees or charges for inspection services until 31 March 2021; waive all animal registration fees until 31 October 2020; provide and express planning service for small business, and

waive charges for businesses requiring planning approval as a result of changes to businesses required by the COVID-19 Pandemic; and consideration during budget deliberations for a 0% rate in the dollar and zero fee increases for the 2020/21 financial year. This was in part offset by the cancellation of community events and related costs which will carry over into the next budget period with most events postponed or cancelled in forward planning given the current restrictions.

As we begin to recover and emerge from lockdown and slowly return to a relative normal there is much to look forward to and much we can be proud of. As a community Chittering has weathered this storm with remarkable strength and resilience. Our local businesses, producers, farmers, friends and neighbours found innovative ways to ensure our community was well serviced during the regional lockdowns and the vulnerable were well supported. We are very fortunate to live where we do and more and more people are recognising this and scrambling to call Chittering home, there are lots of silver linings emerging as we enter the 2020-2021 financial year.

During the October 2020 OCM, Cr Don Gibson and Cr John Davis announced their resignation as President and Deputy President respectively. Cr Davis resigned as a Councillor and Cr Gibson informed the meeting that he would be stepping down from the role of President, however, will continue his term as a Councillor. Council elected Cr Kylie Hughes as President and Cr Carmel Ross as Deputy President at a Special Meeting on 23rd October 2020. Furthermore, due to worsening health Cr Gibson resigned effective 31 January 2021.

Subsequently a Extraordinary Election was held in February 2021 to fill the two vacancies and we welcomed two newly elected Councillors. Cr Mark Campbell who has a term expiring in 2023 and Cr Rebecca Foulkes-Taylor who has a term expiring in October 2021.

Cr Kylie Hughes
PRESIDENT

Chief Executive Officer's Message



The Shire continues to perform well over the 2019-2020 Financial Year despite dealing with the COVID-19 pandemic.

Elections were held in October and I would like to welcome and congratulate

the newly elected councillors; Cr Kylie Hughes; Cr John Curtis; and Cr John Davis and congratulate Cr Mary Angus on her re-election. I would also like to thank the departing Councillors for their time and dedication to the Shire.

Although much has been written about it, it would be inexplicable to talk about 2019-2020 and to not talk about COVID-19. It is something that dramatically changed how the Shire operated and our ability to achieve the goals that we set out to achieve in the Annual Financial Budget. At the same time, it highlighted the importance of the Shire to the community, the community to the Shire, and the importance of the community to each other.

I want to thank all of the staff for their continued commitment during this stressful and busy time. Administrative staff had to quickly adapt to working from home and the works staff continued to turn up and perform despite the uncertainty of what was going on. Over the period we implemented our recovery plan, including an economic recovery committee and community recovery committee; increased our communications; commenced a vulnerable person list; made deliveries from the shops to vulnerable persons; commenced a contactless library pick-up service; increased the sanitisation of our playgrounds and other facilities; and made our regulatory services quicker and easier to navigate. In addition to the entire staff I would also like to thank all the volunteers who drove the community bus, assisted vulnerable persons and volunteered to sit on recovery committees.

While COVID-19 stopped our plans to have community budget workshops, we still increased the level of Councillor involvement in the setting of the budget and included the community where technology allowed. With six budget workshops, Councillors were able to get involved in all areas of the budget so that they could get real ownership over the budget. The budget is one

of the primary areas of influence for a Councillor and provided that they have the skills to convince half of the Councillors of what they want, this process allowed them to develop the budget that they want.

Community engagement has been a focus of the Shire over the past 12 months and I believe that we have made great strides in this area. While we will continue to learn and improve, I believe that our increased focus has helped to set a base on which greater community engagement in the strategic plans and budgets of Council can be achieved. I look forward to this in the coming year.

We have not forgotten about our core services. The maintenance of our parks and gardens continues to be performed at a good standard. We have also continued with a larger road program to try and increase the standards of our roads.

I would like to thank all the staff at the Shire for their work and commitment. They are the real drivers of the Shire and a positive attitude does more for ensuring an efficiently run Shire than anything else.

I would also like to thank Council for their continue cooperation and support. A good relationship is essential to a well performing shire and their trust makes the relationship easy.

Matthew Gilfellon
CHIEF EXECUTIVE OFFICER

Year in Review 2019/20

Major Achievements

Whilst the *Strategic Community Plan 2017-2027* provides the vision for all Shire activities, the Shire's *Corporate Business Plan* contains the priority projects and programs to achieve the vision. A copy of the Corporate Business Plan can be found on the Shire's website at chittering.wa.gov.au

The following outlines the major achievements against the *Corporate Business Plan* in 2018/19 and provides a status of each project or program at the end of the year.

Achievements include:

Economic Development & Tourism

- Planning for the Muchea Industrial Park as a major economic driver and job creating initiative for the Shire
- Feasibility and planning for a Mountain Bike Park and other outdoor adventure-based activities in Bindoon, providing a future for the town beyond the Bindoon Bypass
- Area promotion, through support of the Chittering Visitor Centre and Chittering Tourist Association
- Continued investment in initiatives that encourage economic development, such as Shop Local strategies, development of food and wine trails, support for local businesses and raising the profile of the region through new signage

Improvements to Community Facilities & Spaces

- New cricket practice nets at Muchea
- Resurfacing of the Chinkabee cricket pitch, Bindoon
- Upgrades to Bindoon's Clune Park including a new water supply and improved turf
- Access ramps, pathways and other minor works at the Brockman Centre
- Minor upgrade works at the Chittering Cemetery
- New storage facility at the Robert Hindmarsh Rest Area, Wannamal
- CCTV projects in Bindoon townsite, Muchea, and Lower Chittering Halls

Funding for Community Activities

- Community Assistance Grants and Sponsorships for local community groups
- Education Scholarships
- Major Events such as Wear Ya Wellies, A Taste of Chittering, Bindoon Agricultural Show and Rodeo, and Volunteer Week promotions
- Other annual events such as Australia Day, ANZAC Day and Thank A Volunteer Event
- Youth Services including Youth Development Program, School Holiday Activities, and Youth Sponsorship

Roadworks Program

Including but not limited to:

- Forrest Hills Parade – Footpath and drainage works (Bindoon)
- Flat Rocks Road - Reconstruct and gravel sheet road surface. Bridge replacement with culvert (Bindoon)
- Ridgetop Ramble - Reconstruct and two coat seal to road surface (Bindoon)
- Chinkabee Road - Reseal (Bindoon)
- Hart Drive - Reseal (Bindoon)
- Mooliabeenee Road - Improvements to Crest Hill Road intersection (Bindoon)
- Chittering Road - Reconstruction, widen and seal shoulders, reseal (Lower Chittering)
- Chittering Road – Safety Barrier install (Lower Chittering)
- Devon Way - Reseal (Lower Chittering)
- Wandena Road - Safety Barrier install (Lower Chittering)
- Wandena Road - Reconstruct and gravel sheet road surface (Lower Chittering)
- Muchea East Road – Reconstruction works (Lower Chittering)
- Iopolloa Road - Clear trees to top of batter and gravel sheet road surface (Chittering)
- Reserve Road - Renewal of road surface, drainage upgrade and installation of kerbing (Chittering)
- Tea Tree Road North - Reconstruct and gravel sheet road surface, and prune trees from road shoulder (Chittering)
- Road reseal works in Lower Chittering (multiple roads)
- Archibald Street - Renewal of road surface, drainage upgrade and installation of kerbing. Footpath installation (Muchea)





The Council and the Organisation

Committees, Advisory Groups and External Organisations

(Membership effective as at 30 June 2020)

To assist with decision making responsibilities, Council has established three internal committees comprising of Elected Members and external representatives. Each committee performs a specific purpose and its recommendations are presented to Council as the decision-making body. A table of the Shire's Committees and the attendance record of Elected Members at those meetings are details in this Annual Report from page 22.

A number of Advisory Groups are established to facilitate community participation in Council's decision-making process. These groups provide an opportunity for the Shire to capture the views of the community to assist Elected Members and Council to address strategic issues.

Agendas of Council Meetings and Committees are published on the Shire's website, and are made available prior to the meetings. Minutes of the Council and Committee Meetings are also available to the public on the Shire's website at www.chittering.wa.gov.au.

Elected Members also participate and represent the Shire on external boards and committees to provide an input into various issues that face the local government industry and the Chittering community. Membership is listed against each Elected Member.

Council Structure

The Shire of Chittering consists of popularly elected members (seven) who are elected for a four year term. Elections are held every two years, at which half the seats are contested.

Council governs the Shire's affairs, monitors the performance of its functions, and is responsible for allocating finances and resources. Council also determines and reviews the Shire's policies, plans and other statutory documents.

Council meetings are held between February and December, and are usually held on the third Wednesday of the month. Council is the major decision-making body for the Shire. Meetings are open to the public who can ask questions or make a deputation to Council.





President Cr Don Gibson

Term expires October 2021

President since October 2019

Email: crgibson@chittering.wa.gov.au

Council appointed Committees / Advisory Groups / External Committees / Boards

- Audit & Risk Committee
- Local Emergency Management Committee
- Chittering Community Support Funding Advisory Group
- Chittering Mining Advisory Group
- WALGA Avon Midland Country Zone
- Northern Growth Alliance
- Wheatbelt North Regional Road Group



Cr Peter Osborn

Term expires October 2021

Elected Member since October 2015

Email: crosborn@chittering.wa.gov.au

Council appointed Committees / Advisory Groups / External Committees / Boards

- Audit & Risk Committee
- Rural Water Council of WA (Inc)
- Wannamal Community Centre
- Wheatbelt Development Assessment Panel



Cr Mary Angus

Term expires October 2023

Elected Member since October 2016

Email: crangus@chittering.wa.gov.au

Interests

Health and aged care, youth and related services, sport and recreation

Council appointed Committees / Advisory Groups / External Committees / Boards

- Audit & Risk Committee
- Chittering Education Scholarship Advisory Group
- Chittering Youth Krew Advisory Group
- Chittering Health Advisory Group
- Wheatbelt Development Assessment Panel



Cr Carmel Ross

Term expires October 2021

Elected Member since October 2017

Email: cross@chittering.wa.gov.au

Interests

Chamber of Commerce, Chittering Tourist Association, regional tourism initiatives, small business, project activities, and events

Council appointed Committees / Advisory Groups / External Committees / Boards

- Audit & Risk Committee
- Chittering Bushfire Advisory Committee
- Chittering Community Planning Advisory Group
- Chittering Health Advisory Group
- Bindoon & Districts Historical Society
- Muchea Hall User Group
- Wannamal Community Centre
- Wheatbelt Development Assessment Panel



Cr John Curtis

Term expires October 2023

Elected Member since October 2019

Email: crcurtis@chittering.wa.gov.au

Interests

Precinct planning, recreation trails and reserves, infrastructure services, project activities and heritage

Council appointed Committees / Advisory Groups / External Committees / Boards

- Audit & Risk Committee
- Chittering Bushfire Advisory Committee
- Chittering Education Scholarship Advisory Group
- Bindoon & Districts Historical Society
- Chittering Tourist Association
- Chittering Land Conservation District Committee
- Ellen Brockman Integrated Catchment Committee



Cr John Davis

Term expires October 2023

Elected Member since October 2019

Email: crdavis@chittering.wa.gov.au

Interests

Integrated planning, asset management, and financial sustainability

Council appointed Committees / Advisory Groups / External Committees / Boards

- Audit & Risk Committee
- Local Emergency Management Committee
- Chittering Community Support Funding Advisory Group
- Chittering Community Complex Advisory Group
- WALGA Avon Midland Country Zone
- Northern Growth Alliance
- Wheatbelt North Regional Road Group



Cr Kylie Hughes

Term expires October 2023

Elected Member since October 2019

Email: crhughes@chittering.wa.gov.au

Interests

Chittering Landcare, waste and catchment management

Council appointed Committees / Advisory Groups / External Committees / Boards

- Audit & Risk Committee
- Chittering Community Planning Advisory Group
- Chittering Mining Advisory Group
- Chittering Youth Krew Advisory Group
- Chittering Community Complex Advisory Group
- Chittering Land Conservation District Committee
- Ellen Brockman Integrated Catchment Committee
- Rural Water Council of WA (Inc) Wheatbelt Development Assessment Panel



Elected Member Conference and Training Attendance

On 27 June 2019, changes were made to the *Local Government Act 1995* requiring all elected members to undertake training within the first 12 months of being elected. The changes were introduced in recognition of the unique and challenging role that elected members have. The training course, Council Member Essentials, has been developed to provide elected members with the skills and knowledge to perform their role as leaders in their district.

Council Member Essentials units

The Council Member Essentials course has five foundational units. All council members will be required to complete:

- Understanding local government
- Serving on council
- Meeting procedures
- Conflicts of interest
- Understanding of financial reports and budgets

The following table represents the mandatory training undertaken during 2019/2020:

Elected Member	Course Title	Date(s)
Cr Curtis	Understanding Local Government	27 February 2020
Cr John Davis	Serving on council	5 & 6 December 2019
Cr John Curtis	Serving on council	13 & 14 February 2020
Cr John Davis	Meeting procedures	10 December 2019
Cr Kylie Hughes	Meeting procedures	10 December 2019
Cr John Curtis	Meeting procedures	17 February 2020
Cr John Davis	Understanding financial reports and budgets	9 December 2019
Cr Kylie Hughes	Understanding financial reports and budgets	9 December 2019

The following table represents other training, conferences or professional development undertaken during 2019/2020:

Elected Member	Course Title	Date(s)
Cr Mary Angus	WALGA Local Government Week	7 - 9 August 2019
Cr Peter Osborn	FACET Astrotourism Workshop	2 September 2019
Cr John Curtis Cr Kylie Hughes	WALGA New Councillor Seminar	15 November 2019
Cr Kylie Hughes	WALGA Dealing with Conflict	19 November 2019
Cr Mary Angus Cr Kylie Hughes	WALGA Chairing Meetings webinar	21 November 2019
Cr John Davis	Understanding financial reports and budgets	9 December 2019
Cr Kylie Hughes	Understanding financial reports and budgets	9 December 2019
Cr John Curtis	WALGA Waste 101 Workshop & Tour (electronic)	23 March 2020

Council and Committee Meeting Attendance

Elected Member	Ordinary Council (11)	Special Council (5)	Annual / Special Electors (1)	Audit & Risk Committee (3)	Bushfire Advisory Committee (3)	Local Emergency Management Committee (5)
Cr Gordon Houston ^{1,3}	4	2				
Cr Peter Osborn ^{3,6}	11	5	1	2		
Cr Mary Angus	11	5	1	3		
Cr Donald Gibson ⁵	11	5	1	2		1
Cr Aaron King ⁷	4	2				
Cr Carmel Ross	11	5	1	3	3	
Cr George Tilbury ¹	4	2				
Cr John Curtis ²	7	3	1	3	3	
Cr John Davis ^{2,4}	7	1	1	2		3
Cr Kylie Hughes ²	7	3	1	3		

¹ Cr Gordon Houston and Cr George Tilbury were not re-elected following the local government ordinary elections held on 19 October 2019.

² Cr John Curtis, Cr John Davis and Cr Kylie Hughes were elected to Council following the local government ordinary elections held on 19 October 2019.

³ Cr Gordon Houston and Cr Peter Osborn were an apology for LEMC on 28 August 2019.

⁴ Cr John Davis was an apology for the Audit & Risk Committee and Special Council Meetings on 16 December 2019. Cr John Davis did not attend the Special Council Meeting on 22 January 2020. Cr John Davis did not attend the LEMC meeting on 1 April 2020.

⁵ Cr Don Gibson was on Approved Leave of Absence for the period 21 February until 16 March 2020. Cr Don Gibson did not attend the LEMC meeting on 1 April 2020. Cr Don Gibson was an apology for LEMC on 27 May 2020.

⁶ Cr Peter Osborn was on Approved Leave of Absence for the period 5 March until 15 March 2020.

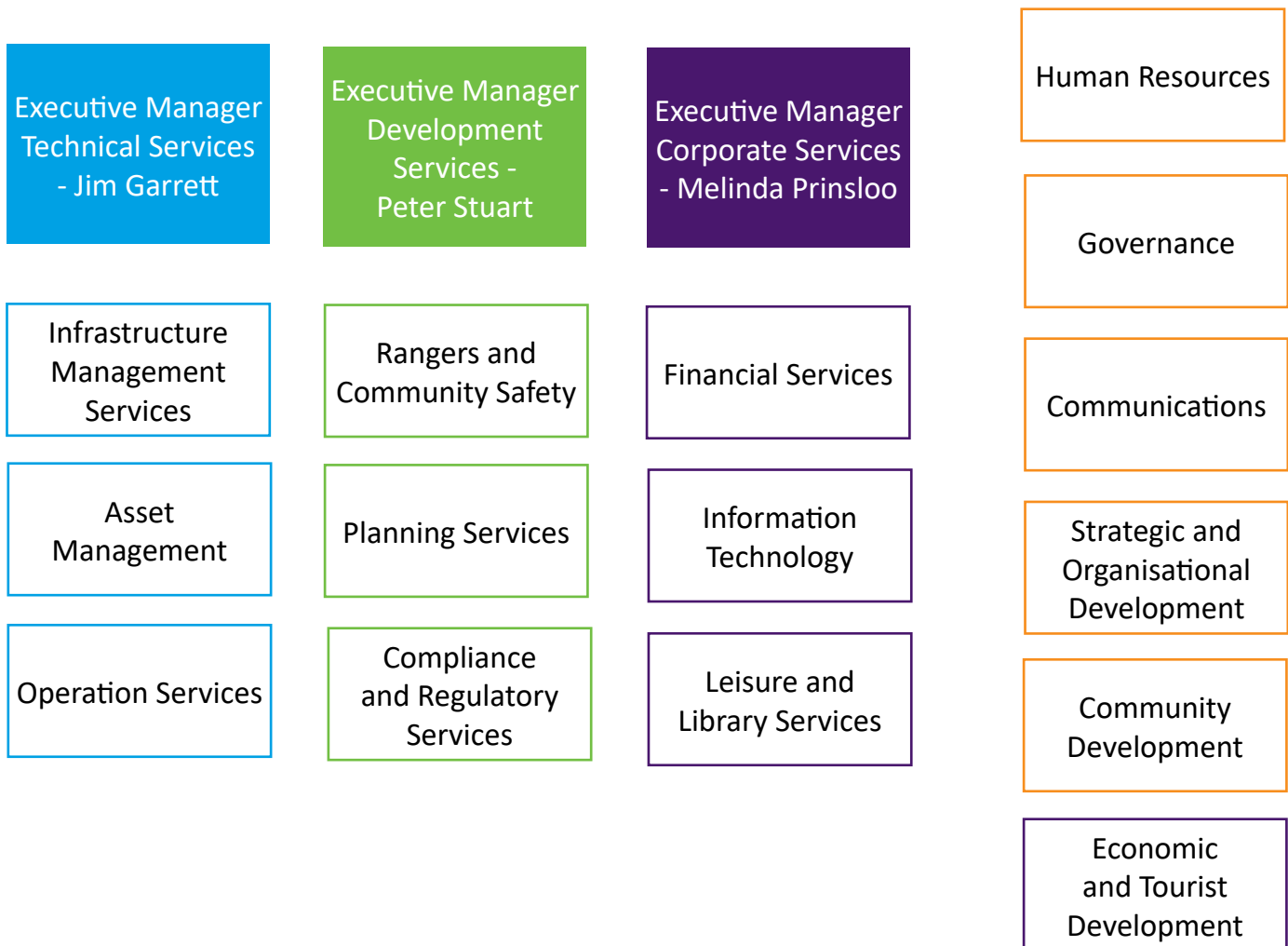
⁷ Cr Aaron King retired at the end of his term on 19 October 2019.

Organisation Structure

The Shire's organisational structure is designed to facilitate the delivery of projects and programs within the five key theme's of the Shire's *Strategic Community Plan*.

The structure is led by the Chief Executive Officer who is supported by an Executive Leadership Team comprising of three Executive Managers. Each Manager oversees the operations of Business Units structured to meet the Shire's strategic and operational objectives, legislative responsibilities and to ensure services are delivered in the most efficient and effect manner.

Chief Executive Officer - Matthew Gilfellon



Reporting to the Strategic Community Plan



Our Community

An inclusive, active, safe and healthy community

Outcome	Strategies	Measures	Results 2020
An active and supportive community	Strengthen aged, youth and children services access through partnerships and advocacy	Community satisfaction with services and support for youth, families, seniors and people with disabilities	The shire continued to provide activities such as school holiday activities, rhyme time and the seniors expo. During COVID, the shire also introduced a Vulnerable Person Register and organised home delivery for vulnerable people.
	Develop and enhance existing recreation and social facilities for local communities	Community satisfaction with range and quality of recreation opportunities	Maintenance of community social and recreation facilities continued.

Outcome	Strategies	Measures	Results 2020
Strong sense of community	Actively support community, volunteer groups and networks	Maintain or increase the number of community volunteers	During COVID, a Vulnerable Person Register was developed with volunteers recruited to aid vulnerable people. Club support also continued throughout the year.
	Strengthen and grow social events and festivals	Community satisfaction in social events and festivals	The 2019 Taste of Chittering was run successfully. Wear Ya' Wellies had to be cancelled due to COVID Restrictions.
	Activate our local centres and towns	Increased positive social activity in our centres and towns	Support for small events in the town centre's continued.

Outcome	Strategies	Measures	Results 2020
A safe and healthy community	Improve the safety of our community	Community satisfaction with the Shire's role in community safety	The Shire continued the operation of the CCTV network and continued working with the Police to ensure that it can be accessed by WAPOL.
	Advocate for improved education and health services	Community satisfaction with the Shire's role in public health	The Shire continued to support the Chittering Health Advisory Group in promoting better health services.

Our Natural Environment

A protected and bio-diverse environment which community and visitors enjoy

Outcome	Strategies	Measures	Results 2020
Protective environment	Ensure the protection of our local biodiversity	Naturally reverse bush conditions against nationally accepted practices	The Shire continued to provide financial support to the Chittering Landcare. The footpath network continued to grow.
	Develop an integrated network of walking and cycling trails	Community satisfaction with the town's conversation and environmental management	
	Explore opportunities for other eco based recreational activities		
	Support eco-tourism		

Outcome	Strategies	Measures	Results 2020
Sustainable resources	Education and partnerships	Community education programs implemented	The Shire continued to provide a waste and recycling service for residents in residential areas of the shire. The Shire also put in an application to operate a Container Deposit Scheme Refund point at the Muchea Waste Facility. COVID delayed the commencement of the facility.
	Encourage sustainable design	ANZECC standard of water quality against Nationally accepted practice	
	Improved waste management outcomes	Waste to landfill - kilograms per capita (maintain or decrease) Recycling rates - kilogram per capita (increase)	
	Improve the sustainability of Council buildings	Increased uptake of solar power technology in the Shire	

Outcome	Strategies	Measures	Results 2020
Protection of life and property	Improved bushfire preparedness and recovery	Community bushfire safety education programs implemented Hazard risk mapping and planning conducted	The shire employed a Bushfire Risk Officer to work with residents to improve the safety of their homes, increase mitigation efforts and provide community education.

Our Built Environment

Well-planned built landscapes that are progressive, vibrant, diverse and reflect the Shire's unique country lifestyle

Outcome	Strategies	Measures	Results 2020
Development of local hubs	Plan for new and enhanced community facilities	Community facilities which meet the needs of the community	Planning for the upgrade and replacement of community facilities continued to be discussed at the Council level.
	Activate local town centres to ensure a good mix of resident, commercial and social infrastructure	Community satisfaction with housing choice and community facilities in the Shire	
	Plan for and facilitate housing choice		
	Balance urban development with a focus on natural environmental protection and open spaces		

Outcome	Strategies	Measures	Results 2020
Safe access	Advocate for improved public transport	Community satisfaction with roads, footpaths and cycle paths	The Community Bus continued to provide travel to Joondalup and Midland. Once COVID arrived and this was no longer possible, the bus was used to provide access to local shops. Maintenance of footpaths continued. Upgrade of road Blackspot areas continued.
	Improve pedestrian and cycle access	Community satisfaction with access to public transport both within the Shire and to/from it	
	Improve road safety options		

Outcome	Strategies	Measures	Results 2020
Improved infrastructure and amenities	Improved asset management across all asset classes	Community satisfaction with infrastructure across the Shire	The shire continued regular maintenance of infrastructure assets.
Focus on improved asset management			

Economic Growth

Thriving, sustainable and diverse economic investment and local employment opportunities from cottage to large-scale industry

Outcome	Strategies	Measures	Results 2020
Economic growth	Support private investment which stimulates significant and sustainable jobs growth	Number of business in the Shire (increase)	COVID did have an impact on the shire, particularly in the food and accommodation (tourism) sector. The shire responded to this as part of its recovery arrangements, established and Economic Recovery Sub-Committee and developing an Economic Recovery plan. Staff continued to work with developers to promote the Muchea Industrial Park.
	Actively pursue development of the Muchea Employment Node	Productivity (Gross Regional Product estimate) (increase)	
	Support agricultural growth, with a focus on local produce and agribusiness		

Outcome	Strategies	Measures	Results 2020
Local business growth	Encourage and support local businesses and new investments for the future	Estimated number of local jobs (increase) Positive relationship and partnership with local Chamber of Commerce Local Business Mentoring and incentives program delivered in partnership with the Chamber of Commerce	Councillors and shire staff continued to interact with the Chittering Chamber of Commerce, Chittering Tourism Association and businesses.

Outcome	Strategies	Measures	Results 2020
Increased visitors <i>Visitors are welcome to stay and recreate</i> <i>Improved access and places to visit</i>	Support and promote accommodation options	Increase in the number of local accommodation options	Due to the effects of COVID, the normal level of events and the viability of accommodation was reduced during the year.
	Support and grow events to attract visitation	Continued support of cultural events across the Shire Increased promotion of the Shire of Chittering as a tourist destination	
	Facilitate, promote and support ecotourism	Increased number of visitors to the Shire	

Strong Leadership

A responsive and empowering Council which values consultation, accountability and consistency

Outcome	Strategies	Measures	Results 2020
An engaged community	Encouraged and promote community engagement	<p>Community satisfaction with how they are consulted about local issues (improve)</p> <p>Community satisfaction with Council's leadership (improve)</p> <p>Community who feel that the Shire understands community needs and prioritises appropriately</p>	Improving community engagement was a focus for the year. There was a general increase in the provision of information and new engagements such as engagement on the budget process was trialled.

Outcome	Strategies	Measures	Results 2020
Strong partnerships and relationships	<p>Build effective partnerships with stakeholders</p> <p>Actively seek grant funding opportunities to support identified projects</p>	<p>Increased and strengthened partnerships with stakeholders for the benefit of the Shire of Chittering</p> <p><i>(Stakeholders: Residents, Avon Regional Organisation of Councils (AROC), Northern Growth Alliance, State Government departments, Federal Government agencies and philanthropists, Chamber of Commerce Chittering Tourist Association)</i></p>	<p>The shire continued its involvement in the Northern Growth Alliance, Avon-Midland Country Zone and Wheatbelt North Regional Road Group.</p> <p>The shire was also part of the Wheatbelt Freight Network that was successful in receiving funding.</p>

Outcome	Strategies	Measures	Results 2020
Accountable Governance	Good governance which supports efficient and effective service delivery	<p>Residents are satisfied with the Shire of Chittering as a governing organisation - level of trust (improve)</p> <p>Proportion of customer requests (CRMs) responded to within target timeframes (maintain or improve)</p> <p>Satisfaction with the Shire's responsiveness to resolving problems and enquiries</p> <p>DLGC financial health indicator</p>	The shire continued an honest and open approach to governing and providing responsive service to residents.

Corporate Business Plan

Future Projects

The *Corporate Business Plan 2017-2021* was endorsed by Council in October 2018 and contains the objectives and strategies of the Strategic Community Plan, with the addition of specific operating actions and capital works to be delivered by the Shire.

The following projects are listed for future action:

- Enactment of Council's Ten-Year Roads Program, including (but not limited to);
 1. Flat Rocks Road – gravel road reconstruct
 2. Settlement Road - gravel road reconstruct
 3. Tea Tree Road - gravel road reconstruct
 4. Mooliabeenee Road - reseal
 5. Murray Grey Circle - reseal
 6. Edmonds Place - reseal
 7. Angus Way - reseal
 8. Santa Gertrudis Drive - reseal
 9. Reserve Road - reseal
 10. Crest Hill Road - reseal
 11. Chittering Road - rural road reconstruction (RRG funded)
 12. Muchea East Road - rural road reconstruction (RRG funded)
 13. Archibald Street - reconstruct and seal
 14. Ridgetop Ramble - reconstruct shoulders and seal
 15. Forest Hills Parade - reconstruct shoulders and seal
 16. Chittering Road Bridge (#4025) - substructure repairs
- Plant renewal
- New recreational facility in Bindoon, plus an indoor / outdoor gym
- New Regional Recreation and Community facility in Lower Chittering
- Upgrades to Wannamal Community Centre, including court fencing, resurfacing tennis courts and upgrade of equipment
- Camping / caravan facilities in Bindoon
- The development of Town Park
- Development of Stage 1 of the Lifestyle Village
- Continued upgrades to the Brockman Centre
- Development of the BMX / Skate Park at John Glenn Park, Muchea
- Change room extensions to the Muchea Sportsground
- Development of the Carty Reserve to Bindoon Trail, Stage 1
- Continuation of the development of a Mountain Bike Park, Bindoon
- Development of a nature park at Maddern Road Public Open Space



Statutory reporting

COMPLIANCE WITH THE DISABILITY SERVICES ACT 1999, SECTION 29(2)

The 'draft' *Disability Access and Inclusion Plan 2018-2022* was presented to Council in March 2018 for approval to be advertised. Public comment period opened end of March 2018 and closed in May 2018. The feedback was presented back to Council and adopted in July 2018.

RECORD KEEPING

The Shire of Chittering is required to create, maintain and submit a Recordkeeping Plan to the State Records Office every 5 years. The latest review was due during 2019. Due to the building project in 2018 and the subsequent lack of time to dedicate to the review an extension was sought and granted from the State Records Office until 2020. The review was again extended during the Covid-19 period and at the suggestion of the State Records Office in the wake of the Office releasing a new template for Recordkeeping Plans. During the Covid-19 period the Shire of Chittering initiated work from home conditions for some officers and this highlighted that a transition to a more digitised workplace could be both possible and desirable.

The State Records Office requires a submission and request to transfer to a new Disposal Authority for digital records and this is in progress. When this has been approved a new Recordkeeping Plan will be created reflecting the digital footprint of the office and submitted to the State Records Office.

The extension has meant that the Recordkeeping Plan review is now due in September 2021.

FREEDOM OF INFORMATION

Access to information/documents may be granted to members of the community under the *Freedom of Information Act 1992*. An Information Statement is available along with application forms on the Shire's website. The statement is a guide on the Freedom of Information (FOI) process and also lists the types of documents available outside of FOI.

During 2019/2020, the Shire received six Freedom of Information applications. Four applications were completed within the time-frame prescribed by legislation, and two were withdrawn by the applicant.

Freedom of Information legislation provides for extensions of time beyond the 45 day time-frame. Extensions of time must be agreed by both parties. There were no such applications were completed in accordance with agreed extended time-frames.

Statutory reporting

NATIONAL COMPETITION POLICY

In 1995 the Council of Australian Governments entered into a number of agreements, collectively known as the National Competition Policy. Local Government is affected mainly where it operates significant business activities which compete, or could compete, with private business sector business.

Local Government will also be affected where local laws unnecessarily affect competition.

The Shire is required to comply with certain policies contained with the National Competition Policy Statement, and report on the progress in connection with the National Competitive Neutrality Principles and review of Local Laws.

During the financial year the Shire met its obligations under the National Competition Policy. The Shire continues to monitor Council policies and local laws for anti-competitive practices.

The Shire does not operate significant business activities which compete or could compete with private business sector business.

COMPETITIVE NEUTRALITY

Local Governments are required to apply the principle of competitive neutrality to all business activities generating user-pays income in excess of \$200,000.

The principle of competitive neutrality is that government businesses should not enjoy a competitive advantage, or disadvantage, simply as a result of their public sector ownership.

Annual reports must show that a public benefit test has been conducted for all significant business activities to determine if competitive neutrality is in the public interest.

The Shire does not have business activities which generate user-pays income in excess of \$200,000.

REGISTER OF POLICIES

In accordance with the *Local Government Act 1995*, Section 2.7(2) Council is to determine the Shire's policies. The Shire's Register of Policies were reviewed and adopted by Council on 19 August 2019. Individual policies have been reviewed and adopted during the 2019/2020 financial year. This document is available on the Shire's website (www.chittering.wa.gov.au/documents/publications).

DELEGATION AUTHORITY REGISTER

In accordance with the *Local Government Act 1995*, Section 5.46 the Chief Executive Officer is to keep a register of delegations. This register is to be reviewed every financial year. The Shire's Delegated Authority Register was reviewed and adopted by Council on 17 June 2020, and is available on the Shire's website (www.chittering.wa.gov.au/documents/publications).

COMPLIANCE WITH THE PUBLIC INTEREST DISCLOSURE ACT 2009

There were no Public Interest Disclosures reported to the Shire of Chittering during the reporting period.

Statutory reporting

CODE OF CONDUCT

Local governments are required to adopt a code of conduct for their Elected Members, committee members and employees. The Code of Conducts sets out the standards of behaviour which must be observed when performing their duties and is intended to promote accountable and ethical decision-making. This enables professional relationships to be established and maintained in the interests of providing good governance, overall integrity and good government for the community.

All new employess are required to complete and online induction to ensure that they understand and demonstrate the Shire's Code of Conduct.

COMPLAINTS REGISTER

There were two formal complaints received during the 2019/2020 financial year as stated below:

Date Received	Complainant	Name of Affected Council Member	File Ref.	Description of Minor Breach (proven - not allegations)	Action taken under s5.110(6) (b) (c)
29 September 2017	Alan Sheridan	Donald Gibson	SP48 of 2017	On the 15 February 2018, the Local Government Standards Panel found that Cr Donald Gibson breached regulations 7(1)(b) and 10(1)(a) of the <i>Local Government (Rules of Conduct) Regulations 2007</i> on 28 September 2017 when sending an email to Mr Alan Sheridan, the Shire's CEO, and other Shire Councillors concerning an invoice Cr Gibson had received from the Shire for the use of data on a Shire-issued iPad (the Complaint)	At the Ordinary Meeting of Council held on 19 September 2018 Cr Donald Gibson issued a public apology to Mr Sheridan and fellow Councillors in accordance with the directions of the Local Government Standards Panel
17 November 2017	Gordon Houston	Donald Gibson	SP57 of 2017	On the 8 March 2018, the Local Government Standards Panel found that Cr Donald Gibson breached regulations 4(2), 7(1)(b) and 11(2) of the <i>Local Government (Rules of Conduct) Regulations 2007</i> on 15 November 2017, when Council was considering a motion concerning Cr Gibson's email account and data allowance.	At the Ordinary Meeting of Council held on 19 September 2018 Cr Donald Gibson issued a public apology to Mr Alan Sheridan and fellow Councillors in accordance with the directions of the Local Government Standards Panel

GIFT DISCLOSURES

Changes to the *Local Government Act 1995* in October 2019 required Elected Members to disclose any gifts over \$300 in writing to the Chief Executive Officer within 10 days of receipt, which are received in their official capacity, including contribution to travel. The changes also required such disclosures to be made to the Chief Executive Officer in writing to the President. The Chief Executive Officer maintains a register of these gifts which are available on the Shire's website. The register is also available at the Shire's Administration building for public inspection.

A further change required Elected Members to make a disclosure of any gifts received from a person who is requiring a decision of the Council or Committee. The disclosure must be in writing to the Chief Executive Officer before the meeting, or at the meeting before the matter is discussed. The changes also required such disclosures to be made by the Chief Executive Officer in writing to the Council.

LOCAL LAWS

The *Local Government Act 1995* requires all existing Local Laws to be reviewed every eight years. As part of this process the intention to review Local Laws is advertised in the media giving residents and ratepayers the opportunity to comment on any proposed changes, additions or deletions to the Shire's Local Laws. There were no local laws reviewed or implemented during 2019/2020.

Statutory reporting

ELECTED MEMBER RENUMERATION

Elected Members are remunerated in accordance with the current determination of the Salaries and Allowances Tribunal (the Tribunal) under the *Salaries and Allowances Act 1975*. On 9 April 2019, the Tribunal determined the rates of remuneration applicable for the 2019/2020 financial year. The Shire is classified as a BAND 3 local government for the purposes of the Act and has determined that it will remunerate its Elected Members as follows:

- Annual attendance fee in lieu of Council meetings, committee meeting and prescribed meeting fees;
- Annual allowance for President and Deputy; and
- Annual allowance for the reimbursement of expenses.

PAYMENT TO EMPLOYEES

Regulation 19B of the *Local Government (Administration) Regulations 1996* requires the Shire to include the following in the following information in its annual report:

- the number of employees of the Shire entitled to an annual salary of \$100,000 or more; and
- the number of those employees with an annual salary entitlement that falls within each band of the \$10,000 over \$100,000.

To eliminate the issues associated with the treatment of benefits other than cash salary, the Shire has adopted a total employee cost approach to remuneration. This packages all remuneration into one total number. This is considered a far more transparent and open approach to payment which exceeds the requirement of the regulations.

The following table is based on the amount each employee actually received over the period in this Annual Report, whether employed for a full year or not, and includes:

- Annual cash component
- Statutory 9.5% superannuation plus Shire matching contributions to additional superannuation where applicable
- Salary sacrifice
- Novated lease refunds (at conclusion of lease)
- Allowance for motor vehicle
- Overtime payments
- Cash-out of leave (either on request or termination)
- Higher duties where applicable
- Termination payments

TABLE: Salary Band

\$ FROM	\$ TO	2018/2019	2019/2020
100,000.00	109,999.99	2	0
110,000.00	119,999.99	3	3
120,000.00	129,999.99	0	0
130,000.00	139,999.99	0	0
140,000.00	149,999.99	0	0
150,000.00	159,999.99	0	1
160,000.00	169,999.99	0	0
170,000.00	179,999.99	0	0
180,000.00	189,999.99	1	0
190,000.00	199,999.99	0	0
TOTAL		6	4

Statutory reporting

COMPLIANCE AUDIT RETURN

The *Local Government (Audit) Regulations 1996* requires local governments to carry out an annual compliance audit for the period 1 January to 31 December. The Return includes a range of compliance categories to be met by local governments.

The categories are:

- Commercial Enterprises by Local Governments
- Delegation of Power/Duty
- Disclosure of Interest
- Disposal of Property
- Elections
- Finance
- Integrated Planning and Reporting
- Local Government Employees
- Official Conduct
- Optional Questions (relating to CEO reviews of financial management systems and procedures, and risk management, internal control and legislative compliance, and reporting of related party information)
- Tenders for providing Goods and Services

The Shire identified zero non-compliance issues for the year 2019.

The 2019 Compliance Audit Return was adopted by Council on 18 March 2020 with a certified copy of the Return, along with the relevant section of the Council resolution, submitted to the Department of Local Government, Sport and Cultural Industries.

EXTERNAL AUDITS

The annual audit was undertaken by the Office of the Auditor General and signed off by the Shire's auditor Ms Renuka Venkatraman on 23 March 2021.

COMMUNITY CONSULTATION

The Shire has a range of consultation methods to inform decision-making on major projects, issues and policies to obtain feedback from the community, stakeholders and interested persons. This includes:

- Direct consultation via surveys, hardcopy and online, and in person;
- Information available on the Shire's website;
- E-newsletter publication;
- Social media posts and advertising; and
- Public notices.

PUBLIC NOTICES

A range of statutory public notices was published on the Shire's website and in local newspapers during 2019/2020 such as notice of Council meetings, policy issues and planning matters.

Financial Statements



**SHIRE OF CHITTERING
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020**

*Local Government Act 1995
Local Government (Financial Management) Regulations 1996*

STATEMENT BY CHIEF EXECUTIVE OFFICER

The attached financial report of the Shire of Chittering for the financial year ended 30 June 2020 is based on proper accounts and records to present fairly the financial position of the Shire of Chittering at 30 June 2020 and the results of the operations for the financial year then ended in accordance with the Local Government Act 1995 and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards.

Signed on the 23rd day of March 2021.



Chief Executive Officer

Matthew Gilfellon

Name of Chief Executive Officer



	NOTE	2020 Actual \$	2020 Budget \$	Restated * 2019 Actual \$
Revenue				
Rates	24(a)	5,803,943	5,786,316	5,629,376
Operating grants, subsidies and contributions	2(a)	1,743,541	1,107,401	1,831,819
Fees and charges	2(a)	1,341,044	1,408,237	1,443,358
Interest earnings	2(a)	115,090	118,950	134,463
Other revenue	2(a)	296,949	139,098	221,159
		9,300,567	8,560,002	9,260,175
Expenses				
Employee costs		(3,891,693)	(3,634,542)	(3,389,016)
Materials and contracts		(3,131,229)	(3,156,847)	(3,225,182)
Utility charges		(162,033)	(177,043)	(171,330)
Depreciation on non-current assets	11(d)	(4,331,588)	(3,356,339)	(3,719,306)
Interest expenses	2(b)	(71,991)	(97,587)	(78,260)
Insurance expenses		(188,091)	(232,305)	(161,945)
Other expenditure		(383,181)	(373,918)	(381,160)
		(12,159,806)	(11,028,581)	(11,126,199)
		(2,859,239)	(2,468,579)	(1,866,024)
Non-operating grants, subsidies and contributions	2(a)	1,475,362	4,941,772	655,535
Profit on asset disposals	11(a)	273,229	266,404	137,914
(Loss) on asset disposals	11(a)	(14,123)	(225,482)	(33,242)
Fair value adjustments to financial assets at fair value through profit or loss	5(b)	3,576	0	35,034
		1,738,044	4,982,694	795,241
Net result for the period		(1,121,195)	2,514,115	(1,070,783)
Other comprehensive income				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in asset revaluation surplus	12	(51,189)	0	0
Total other comprehensive income for the period		(51,189)	0	0
Total comprehensive income for the period		(1,172,384)	2,514,115	(1,070,783)

* See Note 30 for details regarding the prior year adjustment for remediation costs.

This statement is to be read in conjunction with the accompanying notes.



SHIRE OF CHITTERING
STATEMENT OF COMPREHENSIVE INCOME
BY PROGRAM
FOR THE YEAR ENDED 30 JUNE 2020

CE004_04/21

Attachment 1

	NOTE	2020 Actual \$	2020 Budget \$	Restated * 2019 Actual \$
Revenue				
Governance	2(a)	2,101	13,100	17,841
General purpose funding		7,367,847	6,672,119	7,190,254
Law, order, public safety		272,962	281,533	351,576
Health		58,625	54,375	46,006
Education and welfare		1,848	42,200	18,753
Housing		139,961	123,400	123,555
Community amenities		1,012,568	1,022,438	1,054,080
Recreation and culture		16,539	6,600	12,872
Transport		151,865	116,565	120,494
Economic services		130,395	188,444	279,541
Other property and services		145,856	39,228	45,203
		9,300,567	8,560,002	9,260,175
Expenses				
Governance	2(b)	(891,993)	(861,539)	(852,933)
General purpose funding		(338,079)	(241,984)	(359,911)
Law, order, public safety		(1,243,276)	(1,076,683)	(972,609)
Health		(341,644)	(329,308)	(326,148)
Education and welfare		(71,637)	(135,785)	(124,840)
Housing		(315,957)	(334,681)	(331,271)
Community amenities		(2,330,377)	(2,123,881)	(2,198,161)
Recreation and culture		(1,658,949)	(1,792,479)	(1,427,168)
Transport		(3,785,264)	(3,060,996)	(3,438,630)
Economic services		(844,257)	(953,958)	(909,612)
Other property and services		(266,382)	(19,700)	(106,656)
		(12,087,815)	(10,930,994)	(11,047,939)
Finance Costs				
Governance	2(b)	(2,019)	(2,074)	(2,538)
Health		(22,723)	(23,306)	(24,030)
Housing		(3,906)	(4,989)	(7,887)
Recreation and culture		(2,836)	(23,849)	(3,784)
Transport		(10,595)	(10,867)	(11,205)
Economic services		(29,080)	(31,659)	(28,758)
Other property and services		(832)	(843)	(58)
		(71,991)	(97,587)	(78,260)
		(2,859,239)	(2,468,579)	(1,866,024)
Non-operating grants, subsidies and contributions	2(a)	1,475,362	4,941,772	655,535
Profit on disposal of assets	11(a)	273,229	266,404	137,914
(Loss) on disposal of assets	11(a)	(14,123)	(225,482)	(33,242)
Fair value adjustments to financial assets at fair value through profit or loss	5(b)	3,576	0	35,034
		1,738,044	4,982,694	795,241
		(1,121,195)	2,514,115	(1,070,783)
Net result for the period				
Other comprehensive income				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in asset revaluation surplus	12	(51,189)	0	0
		(51,189)	0	0
Total other comprehensive income for the period				
		(1,172,384)	2,514,115	(1,070,783)
Total comprehensive income for the period				

* See note 30 for details regarding the prior year adjustment for remediation costs.

This statement is to be read in conjunction with the accompanying notes.



	NOTE	2020 \$	2019 Restated * \$	1 July 2018 Restated * \$
CURRENT ASSETS				
Cash and cash equivalents	3	2,593,658	3,401,065	3,779,031
Trade and other receivables	6	611,385	767,066	732,698
Other financial assets	5(a)	1,004,350	0	0
Inventories	7	7,661	5,068	3,676
Other assets	8	3,612	0	0
TOTAL CURRENT ASSETS		4,220,666	4,173,199	4,515,405
NON-CURRENT ASSETS				
Trade and other receivables	6	93,816	85,108	72,668
Other financial assets	5(b)	81,110	77,534	42,500
Property, plant and equipment	9	29,801,654	31,567,818	31,003,082
Infrastructure	10	68,529,446	68,015,307	67,963,839
TOTAL NON-CURRENT ASSETS		98,506,026	99,745,767	99,082,089
TOTAL ASSETS		102,726,692	103,918,966	103,597,494
CURRENT LIABILITIES				
Trade and other payables	13	1,268,608	814,313	319,981
Contract liabilities	14	73,870	0	0
Borrowings	15(a)	399,184	408,220	248,357
Employee related provisions	16	782,670	664,142	535,702
TOTAL CURRENT LIABILITIES		2,524,332	1,886,675	1,104,040
NON-CURRENT LIABILITIES				
Borrowings	15(a)	1,648,602	2,056,336	1,769,174
Employee related provisions	16	63,864	89,696	118,240
Other provisions	17	1,017,280	998,226	647,224
TOTAL NON-CURRENT LIABILITIES		2,729,746	3,144,258	2,534,638
TOTAL LIABILITIES		5,254,078	5,030,933	3,638,678
NET ASSETS		97,472,614	98,888,033	99,958,816
EQUITY				
Retained surplus		50,877,749	52,247,680	53,186,368
Reserves - cash backed	4	1,967,788	1,962,087	2,094,182
Revaluation surplus	12	44,627,077	44,678,266	44,678,266
TOTAL EQUITY		97,472,614	98,888,033	99,958,816

* See Note 30 for details regarding the prior year adjustment for remediation costs.

This statement is to be read in conjunction with the accompanying notes.



	NOTE	RETAINED SURPLUS \$	RESERVES CASH BACKED \$	REVALUATION SURPLUS \$	TOTAL EQUITY \$
Balance as at 1 July 2018		53,603,086	2,094,182	44,678,266	100,375,534
Prior year adjustment	30	(416,718)	0	0	(416,718)
Restated total equity at the beginning of the financial year		53,186,368	2,094,182	44,678,266	99,958,816
Comprehensive income					
Net result for the period (restated)		(1,070,783)	0	0	(1,070,783)
Other comprehensive income	12	0	0	0	0
Total comprehensive income		(1,070,783)	0	0	(1,070,783)
Transfers from reserves	4	730,508	(730,508)	0	0
Transfers to reserves	4	(598,413)	598,413	0	0
Balance as at 30 June 2019		52,247,680	1,962,087	44,678,266	98,888,033
Change in accounting policies	29(b)	(243,035)	0	0	(243,035)
Restated total equity at 1 July 2019		52,004,645	1,962,087	44,678,266	98,644,998
Comprehensive income					
Net result for the period		(1,121,195)	0	0	(1,121,195)
Other comprehensive income	12	0	0	(51,189)	(51,189)
Total comprehensive income		(1,121,195)	0	(51,189)	(1,172,384)
Transfers from reserves	4	650,925	(650,925)	0	0
Transfers to reserves	4	(656,626)	656,626	0	0
Balance as at 30 June 2020		50,877,749	1,967,788	44,627,077	97,472,614

This statement is to be read in conjunction with the accompanying notes.



	NOTE	2020 Actual \$	2020 Budget \$	2019 Actual \$
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts				
Rates		5,713,625	5,851,316	5,599,139
Operating grants, subsidies and contributions		1,934,728	1,142,401	1,803,682
Fees and charges		1,341,044	1,408,237	1,443,358
Interest received		115,090	118,950	134,463
Goods and services tax received		614,275	250,000	196,094
Other revenue		296,949	139,098	221,159
		10,015,711	8,910,002	9,397,895
Payments				
Employee costs		(3,774,530)	(3,634,542)	(3,382,681)
Materials and contracts		(2,822,297)	(3,365,312)	(2,641,438)
Utility charges		(162,033)	(177,043)	(171,330)
Interest expenses		(71,991)	(97,587)	(75,503)
Insurance paid		(188,091)	(232,305)	(161,945)
Goods and services tax paid		(603,591)	(250,000)	(184,528)
Other expenditure		(383,181)	(373,918)	(362,158)
		(8,005,714)	(8,130,707)	(6,979,583)
Net cash provided by (used in) operating activities	18	2,009,997	779,295	2,418,312
CASH FLOWS FROM INVESTING ACTIVITIES				
Payments for purchase of property, plant & equipment	9(a)	(435,302)	(4,379,975)	(1,713,578)
Payments for construction of infrastructure	10(a)	(2,797,437)	(4,156,811)	(2,616,936)
Non-operating grants, subsidies and contributions	2(a)	1,475,362	4,941,772	655,535
Proceeds from financial assets at amortised cost - term deposits	5(a)	(1,004,350)	0	0
Proceeds from sale of property, plant & equipment	11(a)	361,093	1,314,181	431,676
Net cash provided by (used in) investment activities		(2,400,634)	(2,280,833)	(3,243,303)
CASH FLOWS FROM FINANCING ACTIVITIES				
Repayment of borrowings	15(b)	(416,770)	(429,908)	(257,975)
Advances to Community Group		0	(625,000)	0
Proceeds from new borrowings	15(b)	0	1,825,000	705,000
Net cash provided by (used in) financing activities		(416,770)	770,092	447,025
Net increase (decrease) in cash held		(807,407)	(731,446)	(377,966)
Cash at beginning of year		3,401,065	2,960,151	3,779,031
Cash and cash equivalents at the end of the year	18	2,593,658	2,228,705	3,401,065

This statement is to be read in conjunction with the accompanying notes.

		2020 Actual	2020 Budget	Restated * 2019 Actual
	NOTE	\$	\$	\$
OPERATING ACTIVITIES				
Net current assets at start of financial year - surplus/(deficit)	25 (b)	669,496	652,057	1,721,876
		669,496	652,057	1,721,876
Revenue from operating activities (excluding rates)				
Governance		2,607	13,100	17,841
General purpose funding		1,570,370	888,488	1,627,739
Law, order, public safety		272,962	281,533	356,331
Health		58,625	54,375	46,006
Education and welfare		1,848	42,200	18,753
Housing		139,961	123,400	208,976
Community amenities		1,024,957	1,022,461	1,054,080
Recreation and culture		273,584	266,600	12,872
Transport		151,865	121,672	168,232
Economic services		130,395	188,740	279,541
Other property and services		149,145	40,206	45,203
		3,776,319	3,042,775	3,835,574
Expenditure from operating activities				
Governance		(894,012)	(876,955)	(855,471)
General purpose funding		(338,079)	(241,984)	(359,911)
Law, order, public safety		(1,243,276)	(1,076,738)	(985,478)
Health		(374,771)	(357,611)	(351,533)
Education and welfare		(71,637)	(135,785)	(124,840)
Housing		(319,863)	(339,670)	(339,158)
Community amenities		(2,330,377)	(2,129,154)	(2,199,681)
Recreation and culture		(1,661,785)	(1,816,328)	(1,431,912)
Transport		(3,795,859)	(3,071,863)	(3,466,013)
Economic services		(877,056)	(1,185,617)	(938,370)
Other property and services		(267,214)	(22,358)	(107,074)
		(12,173,929)	(11,254,063)	(11,159,441)
Non-cash amounts excluded from operating activities	25(a)	4,007,245	3,315,417	3,581,156
Amount attributable to operating activities		(3,720,869)	(4,243,814)	(2,020,835)
INVESTING ACTIVITIES				
Non-operating grants, subsidies and contributions	2(a)	1,475,362	4,941,772	655,535
Proceeds from disposal of assets	11(a)	361,093	1,314,181	431,676
Purchase of property, plant and equipment	9(a)	(435,302)	(4,379,975)	(1,713,578)
Purchase and construction of infrastructure	10(a)	(2,797,437)	(4,156,811)	(2,616,936)
Amount attributable to investing activities		(1,396,284)	(2,280,833)	(3,243,303)
FINANCING ACTIVITIES				
Repayment of borrowings	15(b)	(416,770)	(429,908)	(257,975)
Proceeds from borrowings	15(b)	0	1,825,000	705,000
Advances to Community Groups		0	(625,000)	0
Transfers to reserves (restricted assets)	4	(656,626)	(680,001)	(598,413)
Transfers from reserves (restricted assets)	4	650,925	650,925	730,508
Amount attributable to financing activities		(422,471)	741,016	579,120
Surplus/(deficit) before imposition of general rates		(5,539,624)	(5,783,631)	(4,685,018)
Total amount raised from general rates	24(a)	5,801,053	5,783,631	5,597,549
Surplus/(deficit) after imposition of general rates	25(b)	261,429	0	912,531

* See Note 30 for details regarding the prior year adjustment for remediation costs.

This statement is to be read in conjunction with the accompanying notes.

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1. BASIS OF PREPARATION

The financial report comprises general purpose financial statements which have been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

AMENDMENTS TO LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Prior to 1 July 2019, *Financial Management Regulation 16* arbitrarily prohibited a local government from recognising as assets Crown land that is a public thoroughfare, i.e. land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets pertaining to vested land, including land under roads acquired on or after 1 July 2008, were not recognised in previous financial reports of the Shire. This was not in accordance with the requirements of AASB 1051 *Land Under Roads* paragraph 15 and AASB 116 *Property, Plant and Equipment* paragraph 7.

From 1 July 2019, the Shire has applied AASB 16 Leases which requires leases to be included by lessees in the statement of financial position. Also, the *Local Government (Financial Management) Regulations 1996* have been amended to specify that vested land is a right-of-use asset to be measured at cost. All right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost (i.e. not included in the statement of financial position) rather than at fair value. The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Therefore the departure from AASB 1051 and AASB 16 in respect of the comparatives for the year ended 30 June 2019 remains.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

NEW ACCOUNTING STANDARDS FOR APPLICATION IN FUTURE YEARS

On 1 July 2020 the following new accounting standards are to be adopted:

- AASB 1059 *Service Concession Arrangements: Grantors*
- AASB 2018-7 *Amendments to Australian Accounting Standards - Materiality*

AASB 1059 *Service Concession Arrangements: Grantors* is not expected to impact the financial report.

Specific impacts of AASB 2018-7 *Amendments to Australian Accounting Standards - Materiality*, have not been identified.

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 31 to these financial statements.

2. REVENUE AND EXPENSES

REVENUE RECOGNITION POLICY

Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds/Warranties	Determination of transaction price	Allocating transaction price	Measuring obligations for returns	Timing of revenue recognition
Rates - general rates	General Rates	Over time	Payment dates adopted by council during the year	None	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Rates - specified area rates	Rates charge for specific defined purpose	Over time	Payment dates adopted by council during the year	Refund in event monies are unspent	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Service Charges	Charge for specific service	Over time	Payment dates adopted by council during the year	Refund in event monies are unspent	Adopted by council annually	When taxable event occurs	Not applicable	When rates notice is issued
Grant contracts with customers	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set my mutual agreement with the customer	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Grants, subsidies or contributions for the construction of non-financial assets	Construction or acquisition of recognisable non-financial assets to be controlled by the local government	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Set my mutual agreement with the funding body	Based on the progress of works to match performance obligations	Returns limited to repayment of transaction price of terms	Output method based on project milestones and/or completion date matched to performance obligations
Grants, subsidies or contributions with no contractual commitments	General appropriations and contributions with no reciprocal commitment	No obligations	Not applicable	Not applicable	Cash received	On receipt of funds	Not applicable	When assets are controlled
Fees and charges - licences, registrations, approvals	Building, planning, development and animal management, having the same nature as a licence regardless of naming.	Single point in time	Full payment prior to issue	None	Set by State legislation or limited by legislation to the cost of provision	Based on timing of issue of the associated rights	No refunds	On payment of the licence, registration or approval
Fees and charges - pool inspections	Compliance safety check	Single point in time	Equal proportion based on an equal annually fee	None	Set by State legislation	Apportioned equally across the inspection cycle	No refunds	After inspection complete based on a 4 year cycle
Fees and charges - other inspections	Regulatory food, health and safety	Single point in time	Full payment prior to inspection	None	Set by State legislation or limited by legislation to the cost of provision	Applied fully on timing of inspection	Not applicable	Revenue recognised after inspection event occurs
Fees and charges - waste management collections	Kerbside collection service	Over time	Payment on an annual basis in advance	None	Adopted by council annually	Apportioned equally across the collection period	Not applicable	Output method based on regular weekly and fortnightly periods proportionate to collection service
Fees and charges - waste management entry fees	Waste treatment, recycling and disposal service at disposal sites	Single point in time	Payment in advance at gate or on normal trading terms if credit provided	None	Adopted by council annually	Based on timing of entry to facility	Not applicable	On entry to facility
Fees and charges - property hire and entry	Use of halls and facilities	Single point in time	In full in advance	Refund if event cancelled within 7 days	Adopted by council annually	Based on timing of entry to facility	Returns limited to repayment of transaction	On entry or at conclusion of hire
Fees and charges for other goods and services	Cemetery services, library fees, reinstatements and private works	Single point in time	Payment in full in advance	None	Adopted by council annually	Applied fully based on timing of provision	Not applicable	Output method based on provision of service or completion of works
Fees and charges - fines	Fines issued for breaches of local laws	Single point in time	Payment in full within defined time	None	Adopted by council through local laws	When taxable event occurs	Not applicable	When fine notice is issued
Other revenue - commissions	Commissions on licencing and ticket sales	Over time	Payment in full on sale	None	Set by mutual agreement with the customer	On receipt of funds	Not applicable	When assets are controlled
Other revenue - reimbursement	Insurance claims	Single point in time	Payment in arrears for claimable events	None	Set by mutual agreement with the customer	When claim is agreed	Not applicable	When claim is agreed

2. REVENUE AND EXPENSES

(a) Grant revenue

Grants, subsidies and contributions are included as both operating and non-operating revenues in the Statement of Comprehensive Income:

	2020 Actual \$	2020 Budget \$	2019 Actual \$
Operating grants, subsidies and contributions			
General purpose funding	1,340,773	680,103	1,304,409
Law, order, public safety	229,226	232,033	257,523
Education and welfare	1,648	30,900	18,753
Recreation and culture	0	1,000	2,886
Transport	139,255	116,565	112,463
Economic services	32,639	46,800	135,785
	1,743,541	1,107,401	1,831,819
Non-operating grants, subsidies and contributions			
Recreation and culture	0	2,699,180	21,936
Transport	1,475,362	2,242,592	633,599
	1,475,362	4,941,772	655,535
Total grants, subsidies and contributions	3,218,903	6,049,173	2,487,354
Fees and charges			
Governance	1,722	1,000	955
General purpose funding	48,134	50,000	52,164
Law, order, public safety	31,746	48,000	53,093
Health	57,390	54,375	45,440
Education and welfare	200	11,300	0
Housing	114,986	117,580	116,932
Community amenities	981,822	978,738	1,027,799
Recreation and culture	8,228	1,100	5,042
Transport	11,322	0	30
Economic services	83,859	140,144	140,228
Other property and services	1,635	6,000	1,675
	1,341,044	1,408,237	1,443,358

There were no changes to the amounts of fees and charges detailed in the original budget.

SIGNIFICANT ACCOUNTING POLICIES

Grants, subsidies and contributions

Operating grants, subsidies and contributions are grants, subsidies or contributions that are not non-operating in nature.

Non-operating grants, subsidies and contributions are amounts received for the acquisition or construction of recognisable non-financial assets to be controlled by the local government.

Fees and Charges

Revenue (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees.

2. REVENUE AND EXPENSES (Continued)

(a) Revenue (Continued)

Contracts with customers and transfers for recognisable non-financial assets

Revenue from contracts with customers and transfers to enable the acquisition or construction of recognisable non-financial assets to be controlled by the Shire was recognised during the year for the following nature or types of goods or services:

	2020 Actual \$	2020 Budget \$	2019 Actual \$
Operating grants, subsidies and contributions	22,608	0	0
Fees and charges	11,322	0	0
Other revenue	0	0	0
Non-operating grants, subsidies and contributions	1,475,362	4,941,772	655,535
	<u>1,509,292</u>	<u>4,941,772</u>	<u>655,535</u>

Revenue from contracts with customers and transfers to enable the acquisition or construction of recognisable non-financial assets to be controlled by the Shire is comprised of:

Revenue from contracts with customers included as a contract liability at the start of the period	119,473	0	0
Other revenue from contracts with customers recognised during the year	33,930	0	0
Other revenue from performance obligations satisfied during the year	1,355,889	4,941,772	655,535
	<u>1,509,292</u>	<u>4,941,772</u>	<u>655,535</u>

Information about receivables, contract assets and contract liabilities from contracts with customers along with financial assets and associated liabilities arising from transfers to enable the acquisition or construction of recognisable non financial assets is:

Trade and other receivables from contracts with customers	179,102	0	415,892
Contract liabilities from contracts with customers	(73,870)	0	0

Contract liabilities for contracts with customers primarily relate to grants with performance obligations received in advance, for which revenue is recognised over time as the performance obligations are met.

Information is not provided about remaining performance obligations for contracts with customers that had an original expected duration of one year or less.

Consideration from contracts with customers is included in the transaction price.

Performance obligations in relation to contract liabilities from transfers for recognisable non financial assets are satisfied as project milestones are met or completion of construction or acquisition of the asset. All associated performance obligations are expected to be met over the next 12 months.

2. REVENUE AND EXPENSES (Continued)

(a) Revenue (Continued)

Revenue from statutory requirements

Revenue from statutory requirements was recognised during the year for the following nature or types of goods or services:

General rates
 Statutory permits and licences
 Fines

	2020 Actual \$	2020 Budget \$	2019 Actual \$
General rates	5,801,053	5,786,316	5,597,549
Statutory permits and licences	74,893	74,400	0
Fines	47,247	12,300	0
	5,923,193	5,873,016	5,597,549
Other revenue			
Reimbursements and recoveries	256,902	104,370	173,484
Other	40,047	34,728	47,675
	296,949	139,098	221,159
Interest earnings			
Interest on reserve funds	16,625	40,000	38,586
Rates instalment and penalty interest (refer Note 24(b))	82,705	66,500	69,946
Other interest earnings	15,760	12,450	25,931
	115,090	118,950	134,463

The Shire utilises volunteer services at the fire station, library and tourist centre. As these services cannot be reliably measured the Shire has not recognised these as revenue as the fair value of these services cannot be reliably estimated.

Other revenue

Reimbursements and recoveries
 Other

Interest earnings

Interest on reserve funds
 Rates instalment and penalty interest (refer Note 24(b))
 Other interest earnings

SIGNIFICANT ACCOUNTING POLICIES

Interest earnings

Interest income is calculated by applying the effective interest rate to the gross carrying amount of a financial asset except for financial assets that subsequently become credit-impaired. For credit-impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance).

Interest earnings (continued)

Interest income is presented as finance income where it is earned from financial assets that are held for cash management purposes.

2. REVENUE AND EXPENSES (Continued)

(b) Expenses

Auditors remuneration

- Audit of the Annual Financial Report
- Other services
- Assistance with Annual Financial Report

Interest expenses (finance costs)

Borrowings

Note	2020 Actual \$	2020 Budget \$	2019 Actual \$
	49,000	45,550	26,947
	5,200	3,475	450
	0	0	3,700
	54,200	49,025	31,097
15(b)	71,991	97,587	78,260
	71,991	97,587	78,260

3. CASH AND CASH EQUIVALENTS

NOTE	2020 \$	2019 \$
Cash at bank and on hand	625,870	3,401,065
Term deposits	1,967,788	0
Total cash and cash equivalents	2,593,658	3,401,065

Restrictions

The following classes of assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:

- Cash and cash equivalents		1,356,325	2,463,274
- Financial assets at amortised cost	5	1,004,350	0
		2,360,675	2,463,274

The restricted assets are a result of the following specific purposes to which the assets may be used:

Reserves - cash backed	4	1,967,788	1,962,087
Contract liabilities from contracts with customers	14	73,870	0
Unspent grants, subsidies and contributions		0	119,473
Bonds and deposits held	13	319,017	381,714
Total restricted assets		2,360,675	2,463,274

SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Restricted assets

Restricted asset balances are not available for general use by the local government due to externally imposed restrictions. Externally imposed restrictions are specified in an agreement, contract or legislation. This applies to reserves, unspent grants, subsidies and contributions and unspent loans that have not been fully expended in the manner specified by the contributor, legislation or loan agreement.

4. RESERVES - CASH BACKED

	2020			2020			2020			2020			2020			2019			2019		
	Actual	Actual	Actual	Actual	Actual	Actual	Opening	Budget	Budget	Budget	Budget	Opening	Actual	Actual	Actual	Opening	Actual	Actual	Actual	Actual	
	Balance	Transfer	to	Transfer	to	Transfer	Balance	to	to	to	Balance	to	to	to	Balance	to	to	to	to	to	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
(a) Employee Entitlement Reserve	179,874	1,525		(47,700)			179,824	3,667			179,824	3,667			137,334	42,540			0	179,874	
(b) Plant Replacement Reserve	531,484	304,503		(254,934)			531,200	310,834			531,200	310,834			777,787	384,205			(630,508)	531,484	
(c) Community Housing Reserve	73,576	624		0			73,550	1,500			73,550	1,500			72,240	1,336			0	73,576	
(d) Seniors Housing Reserve	7,585	65		0			7,583	155			7,583	155			7,446	139			0	7,585	
(e) Public Open Space Reserve	275,751	2,336		0			275,652	5,622			275,652	5,622			270,746	5,005			0	275,751	
(f) Cemetery Development Reserve	34,568	293		(34,861)			34,556	705			34,556	705			33,941	627			0	34,568	
(g) Recreation Development Reserve	237,663	292,013		(170,000)			237,578	294,845			237,578	294,845			233,351	104,312			(100,000)	237,663	
(h) Ambulance Development Reserve	4,422	38		(4,460)			4,420	90			4,420	90			4,341	81			0	4,422	
(i) Waste Management Reserve	347,735	52,946		0			347,628	57,090			347,628	57,090			292,332	55,403			0	347,735	
(j) Contribution to Roadworks Reserve	38,028	323		0			38,014	776			38,014	776			37,339	689			0	38,028	
(k) Waste Water Management Reserve	93,598	793		0			93,565	1,908			93,565	1,908			91,899	1,699			0	93,598	
(l) Unspent Grants Reserve	137,803	1,167		(138,970)			137,736	2,809			137,736	2,809			135,426	2,377			0	137,803	
	1,962,087	656,626		(650,925)			1,961,306	680,001			1,961,306	680,001			2,094,182	598,413			(730,508)	1,962,087	

All reserves are supported by cash and cash equivalents and are restricted within equity as Reserves - cash backed.

In accordance with Council resolutions or adopted budget in relation to each reserve account, the purpose for which the reserves are set aside and their anticipated date of use are as follows:

Name of Reserve	Anticipated date of use	Purpose of the reserve
(a) Employee Entitlement Reserve	Ongoing	to be used to fund employee accumulated annual, sick, long service leave and employee gratuities.
(b) Plant Replacement Reserve	Ongoing	to be used to fund plant purchases, trades or major overhauls.
(c) Community Housing Reserve	Ongoing	to be used to fund repairs, improvements, extensions or construction of community units.
(d) Seniors Housing Reserve	Ongoing	to be used to fund repairs, improvements, extensions or construction of seniors units.
(e) Public Open Space Reserve	Ongoing	to be used to fund public open space developments in accordance with developer precincts.
(f) Cemetery Development Reserve	30/06/2020	to be used to fund the development or acquisition of cemetery land or facilities.
(g) Recreation Development Reserve	Ongoing	to be used to fund the development or acquisition of recreation land or facilities.
(h) Ambulance Development Reserve	30/06/2020	to be used to contribute towards the cost of purchasing or replacing an Ambulance.
(i) Waste Management Reserve	Ongoing	to be used to fund the replacement landfill sites and rehabilitation of existing landfill sites.
(j) Contribution to Roadworks Reserve	Ongoing	to be used for the maintenance of Moolabeenee Road.
(k) Waste Water Management Reserve	Ongoing	to be used to fund the development of a Waste Water Management system for the Shire.
(l) Unspent Grants Reserve	30/06/2020	to be used to fund isolate funds received for specific projects not completed in 2018/19.

SHIRE OF CHITTERING
 NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
 FOR THE YEAR ENDED 30 JUNE 2020

5. OTHER FINANCIAL ASSETS

	NOTE	2020 \$	2019 \$
(a) Current assets			
Financial assets at amortised cost		1,004,350	0
		<u>1,004,350</u>	<u>0</u>
Other financial assets at amortised cost			
Term deposits	3	1,004,350	0
		<u>1,004,350</u>	<u>0</u>
(b) Non-current assets			
Financial assets at fair value through profit and loss		81,110	77,534
		<u>81,110</u>	<u>77,534</u>
Financial assets at fair value through profit and loss			
Units in Local Government House Trust		35,610	35,034
Shares in Bendigo and Adelaide Bank		45,500	42,500
		<u>81,110</u>	<u>77,534</u>

SIGNIFICANT ACCOUNTING POLICIES

Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at fair value through profit and loss

The Shire classifies the following financial assets at fair value through profit and loss:

- debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- equity investments which the Shire has not elected to recognise fair value gains and losses through other comprehensive income.

Impairment and risk

Information regarding impairment and exposure to risk can be found at Note 26.

6. TRADE AND OTHER RECEIVABLES

Current

Rates receivable
 Trade and other receivables
 GST receivable

Non-current

Pensioner's rates and ESL deferred

	2020	2019
	\$	\$
	401,382	309,589
	179,102	415,892
	30,901	41,585
	611,385	767,066
	93,816	85,108
	93,816	85,108

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectible amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Impairment and risk exposure

Information about the impairment of trade receivables and their exposure to credit risk and interest rate risk can be found in Note 26.

SIGNIFICANT ACCOUNTING POLICIES (Continued)

Classification and subsequent measurement

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Trade receivables are held with the objective to collect the contractual cashflows and therefore measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

7. INVENTORIES

Current

Fuel and materials

	2020	2019
	\$	\$
	7,661	5,068
	<u>7,661</u>	<u>5,068</u>
	5,068	3,676
	2,593	1,392
	<u>7,661</u>	<u>5,068</u>

The following movements in inventories occurred during the year:

Carrying amount at beginning of period

Additions to inventory

Carrying amount at end of period

SIGNIFICANT ACCOUNTING POLICIES

General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

8. OTHER ASSETS

Other assets - current

Accrued income

	2020	2019
	\$	\$
	3,612	0
	3,612	0

SIGNIFICANT ACCOUNTING POLICIES

Other current assets

Other non-financial assets include prepayments which represent payments in advance of receipt of goods or services or that part of expenditure made in one accounting period covering a term extending beyond that period.

SHIRE OF CHITTERING
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9. PROPERTY, PLANT AND EQUIPMENT

(a) Movements in Carrying Amounts

Movement in the carrying amounts of each class of property, plant and equipment between the beginning and the end of the current financial year.

	Land - freehold land	Post Closure Asset	Total land	Buildings - non- specialised	Buildings - specialised	Total buildings	Total land and buildings	Plant and equipment	Total property, plant and equipment
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Balance at 1 July 2018	12,916,282	0	12,916,282	521,035	13,328,606	13,849,641	26,765,923	4,237,159	31,003,082
Additions	550,683	0	550,683	115,949	274,296	390,245	940,928	772,650	1,713,578
(Disposals)	(180,000)	0	(180,000)	0	0	0	(180,000)	(147,004)	(327,004)
Depreciation (expense)	0	0	0	(28,457)	(654,770)	(683,227)	(683,227)	(470,611)	(1,153,838)
Remediation cost for landfill site	32,000	300,000	332,000	0	0	0	332,000	0	332,000
Carrying amount at 30 June 2019	13,318,965	300,000	13,618,965	608,527	12,948,132	13,556,659	27,175,624	4,392,194	31,567,818
Comprises:									
Gross carrying amount at 30 June 2019	13,318,965	300,000	13,618,965	662,606	14,237,277	14,899,883	28,518,848	5,611,999	34,130,847
Accumulated depreciation at 30 June 2019	0	0	0	(54,079)	(1,289,145)	(1,343,224)	(1,343,224)	(1,219,805)	(2,563,029)
Carrying amount at 30 June 2019	13,318,965	300,000	13,618,965	608,527	12,948,132	13,556,659	27,175,624	4,392,194	31,567,818
Additions	24,881	0	24,881	7,321	187,090	194,411	219,292	216,010	435,302
(Disposals)	(20,455)	0	(20,455)	0	0	0	(20,455)	(81,532)	(101,987)
Revaluation increments / (decrements) transferred to revaluation surplus	0	0	0	0	(51,189)	(51,189)	(51,189)	0	(51,189)
Depreciation (expense)	0	0	0	(30,776)	(668,911)	(699,687)	(699,687)	(933,330)	(1,633,017)
Transfers	(32,000)	(300,000)	(332,000)	0	14,677	14,677	(317,323)	(97,950)	(415,273)
Carrying amount at 30 June 2020	13,291,391	0	13,291,391	585,072	12,429,799	13,014,871	26,306,262	3,495,392	29,801,654
Comprises:									
Gross carrying amount at 30 June 2020	13,291,391	0	13,291,391	669,927	14,353,984	15,023,911	28,315,302	5,491,750	33,807,052
Accumulated depreciation at 30 June 2020	0	0	0	(84,855)	(1,924,185)	(2,009,040)	(2,009,040)	(1,996,358)	(4,005,398)
Carrying amount at 30 June 2020	13,291,391	0	13,291,391	585,072	12,429,799	13,014,871	26,306,262	3,495,392	29,801,654

SHIRE OF CHITTERING
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9. PROPERTY, PLANT AND EQUIPMENT (Continued)

(b) Fair Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
Land and buildings					
Land - freehold land	2	Market approach using recent observable market data for similar properties, where land has no restrictions to use and/or sale	Independent registered valuer	June 2017	Price per hectare
Land - freehold land	3	Market approach using estimated market values based on observable market conditions, where land is subject to certain restrictions as to its use and/or sale, and has no active market	Independent registered valuer	June 2017	Adjusted price per hectare
Buildings - non-specialised	2	Market approach using open market values of similar assets, adjusted for condition and comparability, at their highest and best use	Independent registered valuer	June 2017	Price per square metre
Buildings - specialised	3	Cost approach using depreciated replacement cost	Independent registered valuer	June 2017	Observable and unobservable inputs being construction costs based on recent contract prices, current condition, residual values and remaining useful life assessments
Plant and equipment	2&3	Market approach using recent observable market data for similar assets and cost approach using depreciated replacement cost	Independent registered valuer & Management Valuation	June 2016	Purchase costs of similar assets adjusted for condition and comparability, residual values and remaining useful life assessments

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used by the local government to determine the fair value of property, plant and equipment using either level 2 or level 3 inputs.

Following a change to *Local Government (Financial Management) Regulation 17A*, plant and equipment type assets (being plant and equipment and furniture and equipment) are to be measured under the cost model, rather than at fair value. This change is effective from 1 July 2019 and represents a change in accounting policy. Revaluations carried out previously were not reversed as it was deemed fair value approximates cost at the date of change.

SHIRE OF CHITTERING
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

10. INFRASTRUCTURE

(a) Movements in Carrying Amounts

Movement in the carrying amounts of each class of infrastructure between the beginning and the end of the current financial year.

	Infrastructure - Roads	Infrastructure - Drainage	Infrastructure - Footpaths	Infrastructure - Parks & Ovals	Infrastructure - Other	Infrastructure - Bridges & Culverts	Total Infrastructure
	\$	\$	\$	\$	\$	\$	\$
Balance 30 June 2018	50,777,068	7,695,197	376,463	2,910,267	798,800	5,175,538	67,733,333
Prior year adjustment (Note 30)	0	0	0	0	230,506	0	230,506
Balance at 1 July 2018	50,777,068	7,695,197	376,463	2,910,267	1,029,306	5,175,538	67,963,839
Additions	2,161,483	0	241,847	103,132	14,519	95,955	2,616,936
Depreciation (expense)	(1,620,517)	(391,896)	(18,552)	(254,613)	(97,952)	(181,938)	(2,565,468)
Carrying amount at 30 June 2019	51,318,034	7,303,301	599,758	2,758,786	945,873	5,089,555	68,015,307
Comprises:							
Gross carrying amount at 30 June 2019	108,126,106	13,802,568	1,354,970	5,119,132	1,891,916	11,477,309	141,772,001
Accumulated depreciation at 30 June 2019	(56,808,072)	(6,499,267)	(755,212)	(2,360,346)	(946,043)	(6,387,754)	(73,756,694)
Carrying amount at 30 June 2019	51,318,034	7,303,301	599,758	2,758,786	945,873	5,089,555	68,015,307
Additions	2,229,706	0	206,760	36,822	0	324,149	2,797,437
Depreciation (expense)	(1,658,343)	(391,897)	(24,598)	(258,936)	(181,260)	(183,537)	(2,698,571)
Transfers	0	0	0	22,616	392,657	0	415,273
Carrying amount at 30 June 2020	51,889,397	6,911,404	781,920	2,559,288	1,157,270	5,230,167	68,529,446
Comprises:							
Gross carrying amount at 30 June 2020	110,355,812	13,802,568	1,561,730	5,185,355	2,307,329	11,801,458	145,014,252
Accumulated depreciation at 30 June 2020	(58,466,415)	(6,891,164)	(779,810)	(2,626,067)	(1,150,059)	(6,571,291)	(76,484,806)
Carrying amount at 30 June 2020	51,889,397	6,911,404	781,920	2,559,288	1,157,270	5,230,167	68,529,446

SHIRE OF CHITTERING
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
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10. INFRASTRUCTURE (Continued)

(b) Fair Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
Infrastructure - Roads	3	Cost approach using depreciated replacement cost	Management valuation	June 2018	Construction costs and current condition, residual values and remaining life assessments
Infrastructure - Drainage	3	Cost approach using depreciated replacement cost	Management valuation	June 2018	Construction costs and current condition, residual values and remaining life assessments
Infrastructure - Footpaths	3	Cost approach using depreciated replacement cost	Management valuation	June 2018	Construction costs and current condition, residual values and remaining life assessments
Infrastructure - Parks & Ovals	3	Cost approach using depreciated replacement cost	Management valuation	June 2018	Construction costs and current condition, residual values and remaining life assessments
Infrastructure - Other	3	Cost approach using depreciated replacement cost	Management valuation	June 2018	Construction costs and current condition, residual values and remaining life assessments
Infrastructure - Bridges & Culverts	3	Cost approach using depreciated replacement cost	Management valuation	June 2018	Construction costs and current condition, residual values and remaining life assessments

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used to determine the fair value of infrastructure using level 3 inputs.

11. FIXED ASSETS

SIGNIFICANT ACCOUNTING POLICIES

Fixed assets

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Initial recognition and measurement between mandatory revaluation dates

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets that are land, buildings and infrastructure acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework, are recognised at cost and disclosed as being at fair value as management believes cost approximates fair value. They are subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework.

Revaluation

The fair value of land, buildings and infrastructure is determined at least every five years in accordance with the regulatory framework. This includes buildings and infrastructure items which were pre-existing improvements (i.e. vested improvements) on vested land acquired by the Shire.

At the end of each period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with *Local Government (Financial Management) Regulation 17A (2)* which requires land, building, infrastructure and vested improvements to be shown at fair value.

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

AUSTRALIAN ACCOUNTING STANDARDS - INCONSISTENCY

Land under control prior to 1 July 2019

In accordance with the then *Local Government (Financial Management) Regulation 16(a)(ii)*, the Shire was previously required to include as an asset (by 30 June 2013), vested Crown Land operated by the local government as a golf course, showground, racecourse or other sporting or recreational facility of State or regional significance.

Upon initial recognition, these assets were recorded at cost in accordance with AASB 116. They were then classified as Land and revalued along with other land.

Land under roads prior to 1 July 2019

In Western Australia, most land under roads is Crown Land, the responsibility for managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in *Australian Accounting Standard AASB 1051 Land Under Roads* and the then *Local Government (Financial Management) Regulation 16(a)(i)* which arbitrarily prohibited local governments from recognising such land as an asset. This regulation has now been deleted.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, the then *Local Government (Financial Management) Regulation 16(a)(i)* prohibited local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of *AASB 1051, Local Government (Financial Management) Regulation 4(2)* provides, in the event of such an inconsistency, the *Local Government (Financial Management) Regulations* prevail. Consequently, any land under roads acquired on or after 1 July 2008 was not included as an asset of the Shire.

Land under roads from 1 July 2019

As a result of amendments to the *Local Government (Financial Management) Regulations 1996*, effective from 1 July 2019, vested land, including land under roads, are treated as right-of-use assets measured at zero cost. Therefore, the previous inconsistency with AASB 1051 in respect of non-recognition of land under roads acquired on or after 1 July 2008 has been removed, even though measurement at zero cost means that land under roads is still not included in the statement of financial position.

Vested improvements from 1 July 2019

The measurement of vested improvements at fair value in accordance with *Local Government (Financial Management) Regulation 17A(2)(iv)* is a departure from AASB 16 which would have required the Shire to measure the vested improvements as part of the related right-of-use assets at zero cost.

11. FIXED ASSETS

(a) Disposals of Assets

	2020 Actual Net Book Value	2020 Actual Sale Proceeds	2020 Actual Profit	2020 Actual Loss	2020 Budget Net Book Value	2020 Budget Sale Proceeds	2020 Budget Profit	2020 Budget Loss	2019 Actual Net Book Value	2019 Actual Sale Proceeds	2019 Actual Profit	2019 Actual Loss
Land - freehold land	20,455	277,500	257,045	0	1,144,712	1,205,000	260,288	(200,000)	180,000	265,421	85,421	0
Plant and equipment	81,532	83,593	16,184	(14,123)	128,547	109,181	6,116	(25,482)	147,004	166,255	52,493	(33,242)
	101,987	361,093	273,229	(14,123)	1,273,259	1,314,181	266,404	(225,482)	327,004	431,676	137,914	(33,242)

The following assets were disposed of during the year.

	2020 Actual Net Book Value	2020 Actual Sale Proceeds	2020 Actual Profit	2020 Actual Loss
Plant and Equipment				
Governance				
OCH Holden Caprice (CEO)	20,128	20,634	506	0
Health				
CH451 Holden Malibu (Health)	12,047	1,643	0	(10,404)
Community amenities				
CH10648 Holden Colorado (NRMO)	9,795	17,359	7,564	0
CH1891 Holden Colorado (Landcare)	12,727	17,552	4,825	0
Economic services				
CH1262 Holden Malibu (Build)	7,367	3,648	0	(3,719)
Other property and services				
2015 Holden Commodore (EMDS)	7,468	10,405	2,937	0
CH1270 Holden Commodore (EMCS)	12,000	12,352	352	0
Land	81,532	83,593	16,184	(14,123)
Other Property and Services				
Lot 99 & 100 Santa Gertrudis Dve	20,455	277,500	257,045	0
	20,455	277,500	257,045	0
	101,987	361,093	273,229	(14,123)

(b) Fully Depreciated Assets in Use

The gross carrying value of assets held by the Shire which are currently in use yet fully depreciated are shown in the table below.

	2020	2019
	\$	\$
Plant and equipment	13,460	1,260
	13,460	1,260

(c) Temporarily Idle Assets

The carrying value of assets held by the Shire which are temporarily idle or retired from active use and not classified as held for sale are shown in the table below.

	2020	2019
	\$	\$
Buildings - specialised	396,182	455,771
	396,182	455,771

11. FIXED ASSETS

(d) Depreciation

	2020 Actual	2020 Budget	2019 Actual
	\$	\$	\$
Buildings - non-specialised	30,776	28,716	28,457
Buildings - specialised	668,911	653,476	654,770
Plant and equipment	933,330	440,400	470,611
Infrastructure - Roads	1,658,343	1,319,851	1,620,517
Infrastructure - Drainage	391,897	395,463	391,896
Infrastructure - Footpaths	24,598	18,721	18,552
Infrastructure - Parks & Ovals	258,936	256,930	254,613
Infrastructure - Other	181,260	59,189	97,952
Infrastructure - Bridges & Culverts	183,537	183,593	181,938
	4,331,588	3,356,339	3,719,306

Revision of useful lives of plant and equipment

The Shire of Chittering has conducted a review of the useful life of assets during the 2019/20 year.

During the year the estimated total useful lives of certain items of plant and equipment used in the maintenance of roads and infrastructure were revised resulting in an increase in depreciation.

SIGNIFICANT ACCOUNTING POLICIES

Depreciation

The depreciable amount of all fixed assets including buildings but excluding freehold land and vested land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

Depreciation rates

Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

Asset Class	Useful life
Buildings	30 to 50 years
Furniture and equipment	4 to 10 years
Computer equipment	3 years
Plant and equipment - Heavy	5 to 15 years
Plant and equipment - Light	0 to 10 years
Sealed roads and streets	
- clearing and earthworks	not depreciated
- construction/road base	50 years
Original surfacing and non major re-surfacing	
- bituminous seals	20 years
- asphalt surfaces	25 years

Gravel roads

- clearing and earthworks	not depreciated
- construction/road base	50 years
Footpaths - slab	40 years
Footpaths - asphalt	10 years
Sewerage piping	100 years
Water supply piping and drainage systems	75 years
Parks and Ovals	50 years
Other Infrastructure	20 years

Depreciation on revaluation

When an item of property, plant and equipment is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

- The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset. For example, the gross carrying amount may be restated by reference to observable market data or it may be restated proportionately to the change in the carrying amount. The accumulated depreciation at the date of the revaluation is adjusted to equal the difference between the gross carrying amount and the carrying amount of the asset after taking into account accumulated impairment losses; or
- Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

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12. REVALUATION SURPLUS

	2020 Opening Balance	2020 Change in Accounting Policy	2020 Revaluation Increment	2020 Revaluation (Decrement)	2020 Total Revaluation Movement on Revaluation	2020 Closing Balance	2019 Opening Balance	2019 Revaluation Increment	2019 Revaluation (Decrement)	2019 Total Revaluation Movement on Revaluation	2019 Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Revaluation surplus - Land & Buildings	16,183,185	0	0	(51,189)	(51,189)	16,131,996	16,183,185	0	0	0	16,183,185
Revaluation surplus - Plant and equipment	1,138,001	0	0	0	0	1,138,001	1,138,001	0	0	0	1,138,001
Revaluation surplus - Infrastructure - Roads	13,593,968	0	0	0	0	13,593,968	13,593,968	0	0	0	13,593,968
Revaluation surplus - Infrastructure - Drainage	7,549,590	0	0	0	0	7,549,590	7,549,590	0	0	0	7,549,590
Revaluation surplus - Infrastructure - Parks & Ovals	2,416,100	0	0	0	0	2,416,100	2,416,100	0	0	0	2,416,100
Revaluation surplus - Infrastructure - Other	283,293	0	0	0	0	283,293	283,293	0	0	0	283,293
Revaluation surplus - Infrastructure - Bridges & Culverts	3,514,129	0	0	0	0	3,514,129	3,514,129	0	0	0	3,514,129
	44,678,266	0	0	(51,189)	(51,189)	44,627,077	44,678,266	0	0	0	44,678,266

Movements on revaluation of property, plant and equipment (including infrastructure) are not able to be reliably attributed to a program as the assets were revalued by class as provided for by AASB 116 Aus 40.1.

The total movement on revaluation in 2020 is due to an adjustment to rectify the carrying amount of joint arrangement assets which were revalued and recognised in 2017 using the incorrect ownership percentage.

13. TRADE AND OTHER PAYABLES

Current

Sundry creditors	
Prepaid rates	
Accrued salaries and wages	
Bonds and deposits held	
Accrued Interest on Long Term Borrowings	

2020	2019
\$	\$
744,688	380,054
133,745	0
51,201	26,734
319,017	381,714
19,957	25,811
1,268,608	814,313

SIGNIFICANT ACCOUNTING POLICIES

Trade and other payables

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition

Prepaid rates

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises revenue for the prepaid rates that have not been refunded.

14. CONTRACT LIABILITIES

	2020	2019
	\$	\$
Current		
Contract liabilities from contracts with customers	73,870	0
	73,870	0

Performance obligations from contracts with customers are expected to be recognised as revenue in accordance with the following time bands:

Less than 1 year	73,870
1 to 2 years	0
2 to 3 years	0
3 to 4 years	0
4 to 5 years	0
> 5 years	0
	73,870

SIGNIFICANT ACCOUNTING POLICIES

Contract Liabilities

Contract liabilities represent the the Shire's obligation to transfer goods or services to a customer for which the Shire has received consideration from the customer.

With respect to transfers for recognisable non-financial assets, contract liabilities represent performance obligations which are not yet satisfied.

Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

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15. INFORMATION ON BORROWINGS

	2020		2019		Loan Number	Institution	Interest Rate	30 June 2020		30 June 2020		30 June 2020		30 June 2020		30 June 2020		30 June 2020		30 June 2020		30 June 2020		30 June 2019		30 June 2019					
	\$	\$	\$	\$				Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
(a) Borrowings																															
Current	399,184		408,220																												
Non-current	1,648,602		2,056,336																												
	2,047,786		2,464,556																												
(b) Repayments - Borrowings																															
Particulars																															
Governance																															
Admin Server/IT Upgrade	80	WATC*	2.72%	81,066	0	19,453	2,019	2,019	61,613	0	82,298	0	19,453	2,074	2,074	62,845	100,000	0	18,934	2,538	2,538	81,066	0	18,934	2,538	2,538	81,066	0	18,934	2,538	
Health																															
Chittering Health Centre	79	WATC*	4.41%	535,496	0	28,366	22,723	22,723	507,130	0	535,496	0	28,366	23,306	23,306	507,132	562,652	0	27,156	24,030	24,030	535,496	0	27,156	24,030	24,030	535,496	0	27,156	24,030	
Housing																															
Staff Housing (Keystart)	72	Keystart	5.92%	71,811	0	39,236	2,519	2,519	32,575	0	72,288	0	31,090	3,165	3,165	41,198	101,222	0	29,411	5,915	5,915	71,811	0	29,411	5,915	5,915	71,811	0	29,411	5,915	
Seniors & Community	73	WATC*	6.63%	26,513	0	11,450	1,387	1,387	15,063	0	26,512	0	11,450	1,824	1,824	15,062	35,009	0	8,496	1,972	1,972	26,513	0	8,496	1,972	1,972	26,513	0	8,496	1,972	
Recreation and culture																															
Land Gray Road	74	WATC*	6.65%	51,671	0	18,555	2,836	2,836	33,116	0	51,671	0	18,556	3,689	3,689	33,115	65,437	0	13,766	3,784	3,784	51,671	0	13,766	3,784	3,784	51,671	0	13,766	3,784	
Lower Chittering Sport & Rec	87	WATC*		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LCSRC Self Supporting (IHC)	88	WATC*		0	0	0	0	0	0	0	0	0	0	0	0	625,000	1,178,717	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Transport																															
Grader	79	WATC*	4.41%	249,690	0	13,227	10,595	10,595	236,463	0	249,690	0	13,226	10,867	10,867	236,464	282,351	0	12,661	11,205	11,205	249,690	0	12,661	11,205	11,205	249,690	0	12,661	11,205	
Economic services																															
Land Lot 215 Great Northern Hwy	81	WATC*	2.32%	40,692	0	26,971	600	600	13,721	0	40,692	0	26,971	789	789	13,721	67,048	0	26,356	1,219	1,219	40,692	0	26,356	1,219	1,219	40,692	0	26,356	1,219	
Land Lot 215 Great Northern Hwy	85	Parkinson	3.00%	125,000	0	62,500	4,170	4,170	62,500	0	125,000	0	62,500	3,750	3,750	62,500	187,500	0	62,500	5,625	5,625	125,000	0	62,500	5,625	5,625	125,000	0	62,500	5,625	
Land Lot 168 Binda Place	82	WATC*	3.05%	577,617	0	60,498	16,599	16,599	517,119	0	577,617	0	60,498	17,160	17,160	517,119	636,312	0	58,695	18,423	18,423	577,617	0	58,695	18,423	18,423	577,617	0	58,695	18,423	
Lifestyle Village	83	WATC*	1.61%	650,000	0	125,864	7,711	7,711	524,136	0	650,000	0	125,865	9,960	9,960	524,135	0	650,000	0	650,000	0	650,000	0	650,000	0	650,000	0	650,000	0	650,000	0
Other property and services																															
Admin Telephone System	86	WATC*	1.61%	55,000	0	10,650	832	832	44,350	0	55,000	0	10,650	843	843	44,350	2,017,531	0	55,000	78,260	78,260	55,000	0	55,000	78,260	78,260	55,000	0	55,000	78,260	
				2,464,556	0	4,16,770	71,991	71,991	2,047,786	0	2,466,266	0	429,908	97,567	97,567	3,861,358	2,017,531	0	705,000	257,975	257,975	2,464,556	0	705,000	257,975	257,975	2,464,556	0	705,000	257,975	

* WA Treasury Corporation

15. INFORMATION ON BORROWINGS (Continued)

	2020	2019
	\$	\$
(c) Undrawn Borrowing Facilities		
Credit Standby Arrangements		
Bank overdraft limit	150,000	150,000
Bank overdraft at balance date	0	0
Credit card limit	25,000	25,000
Credit card balance at balance date	(2,633)	(10,238)
Total amount of credit unused	172,367	164,762
Loan facilities		
Loan facilities - current	399,184	408,220
Loan facilities - non-current	1,648,602	2,056,336
Total facilities in use at balance date	2,047,786	2,464,556
Unused loan facilities at balance date	0	0

SIGNIFICANT ACCOUNTING POLICIES

Financial liabilities

Financial liabilities are recognised at fair value when the Shire becomes a party to the contractual provisions to the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

Borrowing costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset.

Risk

Information regarding exposure to risk can be found at Note 26.

16. EMPLOYEE RELATED PROVISIONS

Employee Related Provisions	Provision for Annual Leave \$	Provision for Long Service Leave \$	Total \$
Opening balance at 1 July 2019			
Current provisions	339,412	324,730	664,142
Non-current provisions	0	89,696	89,696
	339,412	414,426	753,838
Additional provision	258,492	159,364	417,856
Amounts used	(233,081)	(92,079)	(325,160)
Balance at 30 June 2020	364,823	481,711	846,534
Comprises			
Current	364,823	417,847	782,670
Non-current	0	63,864	63,864
	364,823	481,711	846,534
Amounts are expected to be settled on the following basis:			
	2020 \$	2019 \$	
Less than 12 months after the reporting date	361,499	233,493	
More than 12 months from reporting date	463,640	469,437	
Expected reimbursements from other WA local governments	21,395	50,908	
	846,534	753,838	

Timing of the payment of current leave liabilities is difficult to determine as it is dependent on future decisions of employees. Expected settlement timings are based on information obtained from employees and historical leave trends and assumes no events will occur to impact on these historical trends.

SIGNIFICANT ACCOUNTING POLICIES

Employee benefits

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at

Other long-term employee benefits (Continued)

rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

17. OTHER PROVISIONS

	NOTE	Provision for Remediation Costs	Total
		\$	\$
Balance at 30 June 2018		0	0
Prior year adjustment	30	647,224	647,224
Balance at 1 July 2018		647,224	647,224
Additional provision		351,002	351,002
Balance at 30 June 2019		998,226	998,226
Current provisions		0	0
Non-current provisions		998,226	998,226
		998,226	998,226
Additional provision		19,054	19,054
Balance at 30 June 2020		1,017,280	1,017,280
Comprises			
Non-current		1,017,280	1,017,280
		1,017,280	1,017,280

Provision for remediation costs are split as follows:

Mooliabeenee landfill facility	300,000
Shire depot site	32,000
Muchea landfill facility	685,280
	<u>1,017,280</u>

Provision for remediation costs

Under the licence for the operation of the Mooliabeenee and the Muchea Landfill facilities, the Shire has a legal obligation to restore the sites.

The Shire also has an obligation to perform restoration works at the Shire depot site.

A provision for remediation is recognised when:

- there is a present obligation as a result of waste activities undertaken;
- it is probable that an outflow of economic benefits will be required to settle the obligation; and
- the amount of the provision can be measured reliably.

The estimated future obligation include the costs of restoring the affected areas and continued monitoring of the site.

The provision for future remediation costs is the best estimate of the present value of the expenditure required to settle the remediation obligation at the reporting date.

Future remediation costs are reviewed annually and any changes in the estimate are reflected in the present value of the remediation provision at each reporting date.

18. NOTES TO THE STATEMENT OF CASH FLOWS

Reconciliation of Cash

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents. Cash at the end of the reporting period is reconciled to the related items in the Statement of Financial Position as follows:

	2020 Actual	2020 Budget	Restated 2019 Actual
	\$	\$	\$
Cash and cash equivalents	2,593,658	2,228,705	3,401,065
Reconciliation of Net Cash Provided By Operating Activities to Net Result			
Net result	(1,121,195)	2,514,115	(1,070,783)
Non-cash flows in Net result:			
Adjustments to fair value of financial assets at fair value through profit and loss	(3,576)	0	(35,034)
Depreciation on non-current assets	4,331,588	3,356,339	3,719,306
(Profit)/loss on sale of asset	(259,106)	(40,922)	(104,672)
Changes in assets and liabilities:			
(Increase)/decrease in receivables	146,973	100,000	(46,808)
(Increase)/decrease in other assets	(3,612)	0	(1,392)
(Increase)/decrease in inventories	(2,593)	3,500	0
Increase/(decrease) in payables	330,733	(211,965)	513,334
Increase/(decrease) in provisions	111,750	0	99,896
Increase/(decrease) in contract liabilities	(45,603)	0	0
Non-operating grants, subsidies and contributions	(1,475,362)	(4,941,772)	(655,535)
Net cash from operating activities	2,009,997	779,295	2,418,312

19. TOTAL ASSETS CLASSIFIED BY FUNCTION AND ACTIVITY

	2020	Restated 2019
	\$	\$
Governance	495,197	394,697
General purpose funding	81,110	77,534
Law, order, public safety	2,452,717	2,933,800
Health	3,852,124	3,953,326
Education and welfare	329,800	337,250
Housing	2,136,753	2,253,562
Community amenities	1,880,755	2,085,016
Recreation and culture	12,504,062	13,301,501
Transport	69,092,683	68,995,963
Economic services	2,806,498	2,823,205
Other property and services	2,705,049	2,899,502
Unallocated	4,389,944	3,863,610
	102,726,692	103,918,966

20. CONTINGENT LIABILITIES

In compliance with the Contaminated Sites Act 2003 Section 11, the Shire of Chittering has identified the following sites to be possible sources of contamination:

Bindoon Landfill Site
Wannamal Landfill Site (former site)

Until the Shire conducts an investigation to determine the presence and scope of contamination, assess the risk, and agree with the Department of Environment Regulation on the need and criteria for remediation of a risk based approach, the Shire is unable to estimate the potential costs associated with remediation of these sites. This approach is consistent with the Department of Environment Regulation Guidelines.

21. CAPITAL COMMITMENTS

Capital Expenditure Commitments

Contracted for:

- capital expenditure projects
- plant & equipment purchases

	2020	2019
	\$	\$
	550,220	67,668
	0	53,838
	<u>550,220</u>	<u>121,506</u>
Payable:		
- not later than one year	550,220	121,506

The capital expenditure projects outstanding at the end of the current reporting period represents construction of roofing over play equipment at two parks, construction of a shed at the cemetery, completion of Black Spot project and new bridge works.

22. RELATED PARTY TRANSACTIONS

Elected Members Remuneration

The following fees, expenses and allowances were paid to council members and/or the President.

	2020 Actual	2020 Budget	2019 Actual
	\$	\$	\$
Meeting fees	96,289	96,535	96,870
President's allowance	16,311	15,225	18,080
Deputy President's allowance	2,637	3,806	952
Travelling expenses	11,103	14,000	10,136
Telecommunications allowance	20,951	21,000	21,000
	147,291	150,566	147,038

Key Management Personnel (KMP) Compensation Disclosure

The total of remuneration paid to KMP of the Shire during the year are as follows:

	2020 Actual	2019 Actual
	\$	\$
Short-term employee benefits	635,806	704,813
Post-employment benefits	66,874	70,344
Other long-term benefits	77,449	74,676
Termination benefits	29,185	2,118
	809,314	851,951

Short-term employee benefits

These amounts include all salary, fringe benefits and cash bonuses awarded to KMP except for details in respect to fees and benefits paid to elected members which may be found above.

Post-employment benefits

These amounts are the current-year's estimated cost of providing for the Shire's superannuation contributions made during the year.

Other long-term benefits

These amounts represent long service benefits accruing during the year.

Termination benefits

These amounts represent termination benefits paid to KMP (Note: may or may not be applicable in any given year).

22. RELATED PARTY TRANSACTIONS (Continued)

Transactions with related parties

Transactions between related parties and the Shire are on normal commercial terms and conditions, no more favourable than those available to other parties, unless otherwise stated.

No outstanding balances or provisions for doubtful debts or guaranties exist in relation to related parties at year end.

The following transactions occurred with related parties:	2020 Actual	2019 Actual
	\$	\$
Sale of goods and services	18,113	485
Purchase of goods and services	38,543	4,343
Amounts payable to related parties:		
Trade and other payables	35,365	0

Related Parties

The Shire's main related parties are as follows:

i. Key management personnel

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any elected member, are considered key management personnel.

ii. Other Related Parties

The associate person of KMP was employed by the Shire under normal employment terms and conditions.

iii. Entities subject to significant influence by the Shire

An entity that has the power to participate in the financial and operating policy decisions of an entity, but does not have control over those policies, is an entity which holds significant influence. Significant influence may be gained by share ownership, statute or agreement.

SHIRE OF CHITTERING
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

24. RATING INFORMATION

(a) Rates

RATE TYPE	2019/20 Number of Properties	2019/20 Actual Rateable Value	2019/20		2019/20		2019/20		2019/20		2018/19	
			Actual Rate	Actual Revenue	Interim Rates	Actual Rates	Interim Rate	Budget Rate	Budget Back Rate	Budget Total Revenue	Actual Total Revenue	
Differential general rate / general rate		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Gross rental valuations												
GRV	1,652	31,023,987	3,216,629	22,152	1,187	3,239,968		0	0	3,216,629		3,079,462
Unimproved valuations												
UV	725	323,191,000	2,085,552	(5,501)	(416)	2,079,635		0	0	2,085,552		2,023,637
Sub-Total	2,377	354,214,987	5,302,181	16,651	771	5,319,603		0	0	5,302,181		5,103,099
Minimum payment												
Gross rental valuations												
GRV	389	2,368,828	408,450	0	0	408,450		0	0	408,450		427,000
Unimproved valuations												
UV	73	5,333,674	73,000	0	0	73,000		0	0	73,000		67,450
Sub-Total	462	7,702,502	481,450	0	0	481,450		0	0	481,450		494,450
Total amount raised from general rate	2,839	361,917,489	5,783,631	16,651	771	5,801,053		0	0	5,783,631		5,597,549
Ex-gratia rates						5,801,053						5,597,549
Prepaid rates						2,890						2,607
Totals						5,803,943						29,220
												5,629,376

SIGNIFICANT ACCOUNTING POLICIES

Rates
Control over assets acquired from rates is obtained at the commencement of the rating period.

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises revenue for the prepaid rates that have not been refunded.

24. RATING INFORMATION (Continued)

(b) Interest Charges & Instalments

Instalment Options	Date Due	Instalment Plan Admin Charge \$	Instalment Plan Interest Rate %	Unpaid Rates Interest Rate %
Option One				
Single full payment	12/09/2019	0.00	0.00%	11.00%
Option Two				
First instalment	12/09/2019	0.00	5.50%	11.00%
Second instalment	14/11/2019	10.00	5.50%	11.00%
Third instalment	16/01/2020	10.00	5.50%	11.00%
Fourth instalment	19/03/2020	10.00	5.50%	11.00%

	2020 Actual \$	2020 Budget \$	2019 Actual \$
Interest on unpaid rates	52,430	40,000	43,381
Interest on instalment plan	27,003	26,500	26,565
Pensioner deferred interest	1,770	1,200	0
ESL penalty interest	1,502	1,250	0
Charges on instalment plan	25,780	36,000	37,260
	108,485	104,950	107,206

As a result of the state of emergency which has arisen due to the COVID-19 pandemic, the Shire froze penalty interest on rates from 1 April 2020 until 30 September 2020. The Shire implemented a financial hardship policy to assist rate payers in meeting their obligations.

25. RATE SETTING STATEMENT INFORMATION

		2019/20 Budget	2019/20	Restated
	2019/20 (30 June 2020 Carried Forward)	(30 June 2020 Carried Forward)	(1 July 2019 Brought Forward)	2018/19 (30 June 2019 Carried Forward)
Note	\$	\$	\$	\$
(a) Non-cash amounts excluded from operating activities				
The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Rate Setting Statement in accordance with <i>Financial Management Regulation 32</i> .				
Adjustments to operating activities				
Less: Profit on asset disposals	11(a)	(273,229)	(266,404)	(137,914)
Less: Fair value adjustments to financial assets at fair value through profit and loss		(3,576)	0	(35,034)
Movement in pensioner deferred rates (non-current)		(8,708)	0	(12,440)
Movement in employee benefit provisions (non-current)		(25,832)	0	(28,544)
Movement in other provisions (non-current)		19,054	0	0
Movement in employee entitlement reserve		(46,175)	0	42,540
Add: Loss on disposal of assets	11(a)	14,123	225,482	33,242
Add: Depreciation on non-current assets	11(d)	4,331,588	3,356,339	3,719,306
Non cash amounts excluded from operating activities		4,007,245	3,315,417	3,581,156
(b) Surplus/(deficit) after imposition of general rates				
The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement in accordance with <i>Financial Management Regulation 32</i> to agree to the surplus/(deficit) after imposition of general rates.				
Adjustments to net current assets				
Less: Reserves - cash backed	4	(1,967,788)	(1,990,382)	(1,962,087)
Add: Current liabilities not expected to be cleared at end of year				
- Current portion of borrowings	15(a)	399,184	1,387,183	408,220
- Employee entitlement reserve	4	133,699	179,824	179,874
Total adjustments to net current assets		(1,434,905)	(423,375)	(1,373,993)
Net current assets used in the Rate Setting Statement				
Total current assets		4,220,666	3,024,534	4,173,199
Less: Total current liabilities		(2,524,332)	(2,601,159)	(1,886,675)
Less: Total adjustments to net current assets		(1,434,905)	(423,375)	(1,373,993)
Net current assets used in the Rate Setting Statement		261,429	0	912,531
(c) Adjustments to current assets and liabilities at 1 July 2019 on application of new accounting standards				
Total current assets at 30 June 2019				4,173,199
- Contract assets	28(a)			0
Total current assets at 1 July 2019				4,173,199
Total current liabilities at 30 June 2019				(1,886,675)
- Contract liabilities from contracts with customers	28(a)			(119,473)
- Rates paid in advance	28(b)			(123,562)
Total current liabilities at 1 July 2019				(2,129,710)

26. FINANCIAL RISK MANAGEMENT

This note explains the Shire's exposure to financial risks and how these risks could affect the Shire's future financial performance.

Risk	Exposure arising from	Measurement	Management
Market risk - interest rate	Long term borrowings at variable rates	Sensitivity analysis	Utilise fixed interest rate borrowings
Credit risk	Cash and cash equivalents, trade receivables, financial assets and debt investments	Aging analysis Credit analysis	Diversification of bank deposits, credit limits. Investment policy
Liquidity risk	Borrowings and other liabilities	Rolling cash flow forecasts	Availability of committed credit lines and borrowing facilities

The Shire does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial management is carried out by the finance area under policies approved by the Council. The finance area identifies, evaluates and manages financial risks in close co-operation with the operating divisions. Council have approved the overall risk management policy and provide policies on specific areas such as investment policy.

(a) Interest rate risk

Cash and cash equivalents

The Shire's main interest rate risk arises from cash and cash equivalents with variable interest rates, which exposes the Shire to cash flow interest rate risk. Short term overdraft facilities also have variable interest rates however these are repaid within 12 months, reducing the risk level to minimal.

Excess cash and cash equivalents are invested in fixed interest rate term deposits which do not expose the Shire to cash flow interest rate risk. Cash and cash equivalents required for working capital are held in variable interest rate accounts and non-interest bearing accounts. Carrying amounts of cash and cash equivalents at the 30 June and the weighted average interest rate across all cash and cash equivalents and term deposits held disclosed as financial assets at amortised cost are reflected in the table below.

	Weighted Average Interest Rate	Carrying Amounts	Fixed Interest Rate	Variable Interest Rate	Non Interest Bearing
	%	\$	\$	\$	\$
2020					
Cash and cash equivalents	0.67%	2,593,658	1,967,788	625,870	0
Financial assets at amortised cost - term deposits	1.25%	1,004,350	1,004,350	0	0
2019					
Cash and cash equivalents	1.18%	3,401,065	0	3,399,615	1,450

Sensitivity

Profit or loss is sensitive to higher/lower interest income from cash and cash equivalents as a result of changes in interest rates.

	2020	2019
	\$	\$
Impact of a 1% movement in interest rates on profit and loss and equity*	25,937	34,011

* Holding all other variables constant

Borrowings

Borrowings are subject to interest rate risk - the risk that movements in interest rates could adversely affect funding costs. The Shire manages this risk by borrowing long term and fixing the interest rate to the situation considered the most advantageous at the time of negotiation. The Shire does not consider there to be any interest rate risk in relation to borrowings. Details of interest rates applicable to each borrowing may be found at Note 15(b).

26. FINANCIAL RISK MANAGEMENT (Continued)

(b) Credit risk

Trade and Other Receivables

The Shire's major receivables comprise rates annual charges and user fees and charges. The major risk associated with these receivables is credit risk - the risk that the debts may not be repaid. The Shire manages this risk by monitoring outstanding debt and employing debt recovery policies. It also encourages ratepayers to pay rates by the due date through incentives.

Credit risk on rates and annual charges is minimised by the ability of the Shire to recover these debts as a secured charge over the land, that is, the land can be sold to recover the debt. The Shire was historically able to charge interest on overdue rates annual charges at higher than market rates, which further encourages payment, however for the reporting period the effect of COVID-19 needs to be considered. Alternative payment periods offered to ratepayers during the pandemic year is likely to affect the Shire's cash flows, which necessitated extra financial care when managing the delivery of large projects.

The level of outstanding receivables is reported to Council monthly and benchmarks are set and monitored for acceptable collection performance.

The Shire applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

The expected loss rates are based on the payment profiles of rates and fees and charges over a period of 36 months before 1 July 2019 or 1 July 2020 respectively and the corresponding historical losses experienced within this period. Historical credit loss rates are adjusted to reflect current and forward-looking information on macroeconomic factors such as the ability of ratepayers and residents to settle the receivables. Housing prices and unemployment rates have been identified as the most relevant factor in repayment rates, and accordingly adjustments are made to the expected credit loss rate based on these factors.

The loss allowance as at 30 June 2020 for rates receivable was determined by taking into account the waiver of penalty interest due to the impact of COVID-19.

	Current	More than 1 year past due	More than 2 years past due	More than 3 years past due	Total
30 June 2020					
Rates receivable					
Expected credit loss	0.00%	0.00%	0.00%	0.00%	0%
Gross carrying amount	17,707	261,300	83,023	133,168	495,198
Loss allowance	0	0	0	0	0
30 June 2019					
Rates receivable					
Expected credit loss	0.00%	0.00%	0.00%	0.00%	0%
Gross carrying amount	4,241	209,351	84,001	97,104	394,697
Loss allowance	0	0	0	0	0

The loss allowance as at 30 June 2020 and 30 June 2019 was determined as follows for trade receivables.

	Current	More than 30 days past due	More than 60 days past due	More than 90 days past due	Total
30 June 2020					
Trade and other receivables					
Expected credit loss	0.00%	0.00%	0.00%	0.00%	0%
Gross carrying amount	170,730	4,903	68	3,401	179,102
Loss allowance	0	0	0	0	0
30 June 2019					
Trade and other receivables					
Expected credit loss	0.00%	0.00%	0.00%	0.00%	0%
Gross carrying amount	160,601	10,885	240,920	3,486	415,892
Loss allowance	0	0	0	0	0

26. FINANCIAL RISK MANAGEMENT (Continued)

(c) Liquidity risk

Payables and borrowings

Payables and borrowings are both subject to liquidity risk - that is the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due. The Shire manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer. Payment terms can be extended and overdraft facilities drawn upon if required and disclosed in Note 15(c).

The contractual undiscounted cash flows of the Shire's payables and borrowings are set out in the liquidity table below. Balances due within 12 months equal their carrying balances, as the impact of discounting is not significant.

	Due within 1 year \$	Due between 1 & 5 years \$	Due after 5 years \$	Total contractual cash flows \$	Carrying values \$
<u>2020</u>					
Payables	1,268,608	0	0	1,268,608	1,268,608
Borrowings	463,220	1,121,849	648,741	2,233,810	2,047,786
	1,731,828	1,121,849	648,741	3,502,418	3,316,394
<u>2019</u>					
Payables	432,599	381,714	0	814,313	814,313
Borrowings	486,051	1,628,649	800,268	2,914,968	2,464,556
	918,650	2,010,363	800,268	3,729,281	3,278,869

27. EVENTS OCCURRING AFTER THE END OF THE REPORTING PERIOD

The Shire of Chittering did not have any events occurring after the reporting date that have a significant effect on the financial statements.

28. INITIAL APPLICATION OF AUSTRALIAN ACCOUNTING STANDARDS

During the current year, the Shire adopted all of the new and revised Australian Accounting Standards and Interpretations which were compiled, became mandatory and which were applicable to its operations.

(a) AASB 15: Revenue from Contracts with Customers

The Shire adopted AASB 15 Revenue from Contracts with Customers (issued December 2014) on 1 July 2019 resulting in changes in accounting policies. In accordance with the transition provisions AASB 15, the Shire adopted the new rules retrospectively with the cumulative effect of initially applying these rules recognised on 1 July 2019. In summary the following adjustments were made to the amounts recognised in the statement of financial position at the date of initial application (1 July 2019):

	Note	AASB 118 carrying amount 30 June 2019 \$	Reclassification \$	AASB 15 carrying amount 01 July 2019 \$
Contract liabilities - current				
Contract liabilities from contracts with customers	14	0	(119,473)	(119,473)
Adjustment to retained surplus from adoption of AASB 15	29(b)		(119,473)	

(b) AASB 1058: Income For Not-For-Profit Entities

The Shire adopted AASB 1058 Income for Not-for-Profit Entities (issued December 2016) on 1 July 2019 resulting in changes in accounting policies. In accordance with the transition provisions AASB 1058, the Shire adopted the new rules retrospectively with the cumulative effect of initially applying AASB 1058 recognised at 1 July 2019. Comparative information for prior reporting periods was not restated in accordance with AASB 1058 transition requirements.

In applying AASB 1058 retrospectively with the cumulative effect of initially applying the Standard on 1 July 2019 changes occurred to the following financial statement line items by application of AASB 1058 as compared to AASB 118: Revenue and AASB 1004: Contributions before the change:

	Note	AASB 118 and AASB 1004 carrying amount 30 June 2019 \$	Reclassification \$	AASB 1058 carrying amount 01 July 2019 \$
Trade and other payables				
Rates paid in advance	13	0	(123,562)	(123,562)
Adjustment to retained surplus from adoption of AASB 1058	29(b)		(123,562)	

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Therefore the rates received in advance gave rise to a financial liability that is within the scope of AASB 9. On 1 July 2019 the prepaid rates were recognised as a financial asset and a related amount recognised as a financial liability and no income recognised by the Shire. When the taxable event occurred, the financial liability was extinguished and the Shire recognised income for the prepaid rates that have not been refunded.

Assets that were acquired for consideration, that were significantly less than fair value principally to enable the Shire to further its objectives, may have been measured on initial recognition under other Australian Accounting Standards at a cost that was significantly less than fair value. Such assets are not required to be remeasured at fair value.

28. INITIAL APPLICATION OF AUSTRALIAN ACCOUNTING STANDARDS (Continued)

The table below provides details of the amount by which each financial statement line item is affected in the current reporting period by the application of AASB 15 and AASB 1058 as compared to AASB 118 and 1004 and related Interpretations that were in effect before the change.

		2020 \$		2020 \$
	Note	As reported under AASB 15 and AASB 1058	Adjustment due to application of AASB 15 and AASB 1058	Compared to AASB 118 and AASB 1004
Statement of Comprehensive Income				
Revenue				
Rates	24(a)	5,803,943	133,745	5,937,688
Operating grants, subsidies and contributions	2(a)	1,743,541	73,870	1,817,411
Net result		(1,121,195)	207,615	(913,580)
Statement of Financial Position				
Trade and other payables	13	1,268,608	(133,745)	1,134,863
Contract liabilities	14	73,870	(73,870)	0
Net assets		97,472,614	(207,615)	97,264,999
Statement of Changes in Equity				
Net result		(1,121,195)	207,615	(913,580)
Retained surplus		50,877,749	207,615	51,085,364

Refer to Note 2(a) for new revenue recognition accounting policies as a result of the application of AASB 15 and AASB 1058.

(c) AASB 16: Leases

The Shire adopted AASB 16 retrospectively from 1 July 2019 which resulted in changes in accounting policies. In accordance with the transition provisions of AASB 16, the Shire has applied this Standard to its leases retrospectively, with the cumulative effect of initially applying AASB16 recognised on 1 July 2019. In applying AASB 16, under the specific transition provisions chosen, the Shire will not restate comparatives for prior reporting periods. As the Shire does not have any operating leases, no adjustments were made to the amounts recognised in the balance sheet at the date of initial application (1 July 2019).

**SHIRE OF CHITTERING
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020**

29. CHANGE IN ACCOUNTING POLICIES

(a) Change in Accounting Policies due to regulation changes

Effective 6 November 2020, *Local Government (Financial Management) Regulation 16* was deleted and *Local Government (Financial Management) Regulation 17A* was amended with retrospective application. The changes were effective for financial years ending on or after 30 June 2020 so are required to be applied retrospectively with cumulative effect applied initially on 1 July 2019.

In accordance with the changes, the Shire was required to remove the values attributable to certain crown land assets previously required to be recognised, as well as the associated revaluation surplus at 1 July 2019. These assets have been measured as concessionary lease right-of-use assets at zero cost in accordance with AASB 16. For further details relating to these changes, refer to Note 11.

In summary no adjustments were made to the amounts recognised in the statement of financial position at the date of initial application (1 July 2019) as the Shire did not have any land vested in and under the control of Council at 30 June 2019.

Also, following changes to *Local Government (Financial Management) Regulation 17A*, plant and equipment type assets (being plant and equipment and furniture and equipment) are to be measured under the cost model, rather than at fair value. This change is effective from 1 July 2019 and represents a change in accounting policy. Revaluations carried out previously or during the year were not reversed as it was deemed fair value approximates cost at the date of the change.

(b) Changes in equity due to change in accounting policies

The impact on the Shire's opening retained surplus due to the adoption of AASB 15 and AASB 1058 as at 1 July 2019 was a follows:

	<u>Note</u>	<u>Adjustments</u>	<u>2019</u>
			\$
Retained surplus - 30 June 2019			52,247,680
Adjustment to retained surplus from adoption of AASB 15	28(a)	(119,473)	
Adjustment to retained surplus from adoption of AASB 1058	28(b)	(123,562)	(243,035)
Retained surplus - 1 July 2019			<u>52,004,645</u>

There was no impact on the Shire's opening revaluation surplus resulting from *Local Government (Financial Management) Regulation 16* being deleted and the amendments to *Local Government (Financial Management) Regulation 17A* as at 1 July 2019. Revaluation surplus - 1 July 2019

30. PRIOR YEAR ADJUSTMENT

Unrecognised Provision for Landfill closure and rehabilitation

The Shire has been operating a landfill facility in Muchea since 2011. Under the licence for the operation, the Shire has a legal obligation to restore the site.

During the year a provision for the closure and rehabilitation of the waste cells at the Muchea landfill facility was recognised. As recognition of this should have been made at the inception of the landfill facility, the provision is now being recognised as a prior year error.

The provision was recognised and a corresponding rehabilitation / post closure asset was created, to be amortised over the remaining life of the site.

	30 June 2018 Original Balance	Increase/ (Decrease)	1 July 2018 Restated
	\$	\$	\$
2018 Statement of Financial Position			
Non Current Assets			
Infrastructure	67,733,333	230,506	67,963,839
Non Current Liabilities			
Other provisions	0	647,224	647,224
Equity			
Retained surplus	53,603,086	(416,718)	53,186,368
	30 June 2019 Original Balance	Increase/ (Decrease)	30 June 2019 Restated
	\$	\$	\$
2019 Statement of Financial Position			
Non Current Assets			
Infrastructure	67,824,098	191,209	68,015,307
Non Current Liabilities			
Other provisions	332,000	666,226	998,226
Equity			
Retained surplus	52,722,697	(475,017)	52,247,680

30. PRIOR YEAR ADJUSTMENT (Continued)

	30 June 2019 Original Balance \$	Increase/ (Decrease) \$	30 June 2019 Restated \$
2019 Statement of Comprehensive Income			
By Nature or Type			
Expenses			
Depreciation expense	(3,680,009)	(39,297)	(3,719,306)
Other expenditure	(362,158)	(19,002)	(381,160)
By Program			
Expenses			
Community amenities	(2,139,862)	(58,299)	(2,198,161)
Net result for the period	(1,012,484)	(58,299)	(1,070,783)
Total comprehensive income for the period	(1,012,484)	(58,299)	(1,070,783)
Rate Setting Statement			
OPERATING ACTIVITIES			
Net current assets at start of financial year - surplus/(deficit)	1,702,874	19,002	1,721,876
Expenditure from operating activities			
Community amenities	(2,141,382)	(58,299)	(2,199,681)
Non-cash amounts excluded from operating activities	3,541,859	39,297	3,581,156
Note 10 - Infrastructure			
Opening balance	67,733,333	230,506	67,963,839
Additions	2,616,936	0	2,616,936
Depreciation	(2,526,171)	(39,297)	(2,565,468)
Carrying amount	67,824,098	191,209	68,015,307

30. PRIOR YEAR ADJUSTMENT (Continued)

	30 June 2019 Original Balance	Increase/ (Decrease)	30 June 2019 Restated
	\$	\$	\$
Note 11 - Fixed Assets Depreciation			
Infrastructure - Other	58,655	39,297	97,952
Note 17 - Other Provisions			
Non-current	332,000	666,226	998,226
Note 18 - Notes to Statement of Cash Flows			
Net result	(1,012,484)	(58,299)	(1,070,783)
Depreciation	3,680,009	39,297	3,719,306
Increase/(decrease) in payables	494,332	19,002	513,334
Note 19 - Total Assets Classified by Function & Activity			
Community amenities	2,029,826	55,190	2,085,016
Note 25 - Rate Setting Statement Information			
(a) Non-cash amounts excluded from operating activities			
Depreciation on non current assets	3,680,009	39,297	3,719,306
Note 34 - Financial Ratios			
2019 Financial Statements			
Asset consumption ratio	0.53	0.00	0.53
Asset sustainability ratio	0.68	(0.01)	0.67
Debt service cover ratio	6.22	(0.06)	6.16
Operating surplus ratio	(0.22)	(0.01)	(0.23)
Own source revenue coverage ratio	0.68	0.00	0.68
2018 Financial Statements			
Asset consumption ratio	0.58	0.00	0.58
Asset sustainability ratio	0.43	(0.01)	0.42
Debt service cover ratio	9.47	(0.10)	9.37
Operating surplus ratio	(0.42)	(0.01)	(0.43)
Own source revenue coverage ratio	0.60	0.00	0.60

31. TRUST FUNDS

There are no funds held at balance date which are required to be held in trust and which are not included in the financial statements.

32. OTHER SIGNIFICANT ACCOUNTING POLICIES

a) Goods and services tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

b) Current and non-current classification

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire's intentions to release for sale.

c) Rounding off figures

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar. Amounts are presented in Australian Dollars.

d) Comparative figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the Shire applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements that has a material effect on the statement of financial position, an additional (third) statement of financial position as at the beginning of the preceding period in addition to the minimum comparative financial statements is presented.

e) Budget comparative figures

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

f) Superannuation

The Shire contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

g) Fair value of assets and liabilities

Fair value is the price that the Shire would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

h) Fair value hierarchy

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation techniques

The Shire selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire are consistent with one or more of the following valuation approaches:

Market approach

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

Income approach

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach

Valuation techniques that reflect the current replacement cost of the service capacity of an asset.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

i) Impairment of assets

In accordance with Australian Accounting Standards the Shire's cash generating non-specialised assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

For non-cash generating specialised assets that are measured under the revaluation model, such as roads, drains, public buildings and the like, no annual assessment of impairment is required. Rather AASB 116.31 applies and revaluations need only be made with sufficient regularity to ensure the carrying value does not differ materially from that which would be determined using fair value at the ends of the reporting period.

33. ACTIVITIES/PROGRAMS

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

PROGRAM NAME AND OBJECTIVES	ACTIVITIES
<p>GOVERNANCE To provide a decision making process for the efficient allocation of scarce resources.</p>	<p>Includes the activities of members of Council and the administrative support available to the Council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific Council services.</p>
<p>GENERAL PURPOSE FUNDING To collect revenue to allow for the provision of services.</p>	<p>Rates, general purpose government grants and interest revenue.</p>
<p>LAW, ORDER, PUBLIC SAFETY To provide services to help ensure a safer and environmentally conscious community.</p>	<p>Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.</p>
<p>HEALTH To provide an operational framework for environmental and community health.</p>	<p>Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance and contributions to medical health and community health centre.</p>
<p>EDUCATION AND WELFARE To provide services to disadvantaged persons, the elderly, children and youth.</p>	<p>Senior citizens programs, youth services and events.</p>
<p>HOUSING To provide and maintain staff, community and seniors housing.</p>	<p>Provision and maintenance of staff, community and seniors housing.</p>
<p>COMMUNITY AMENITIES To provide services required by the community.</p>	<p>Waste collection services, operation of waste landfill sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of the town planning scheme, cemetery and public conveniences.</p>
<p>RECREATION AND CULTURE To establish and effectively manage infrastructure and resources which will help the social well being of the community.</p>	<p>Maintenance of halls, the library and various parks, reserves and other recreation activities and cultural pursuits.</p>
<p>TRANSPORT To provide safe, effective and efficient transport services to the community.</p>	<p>Construction and maintenance of roads, bridges, footpaths, drainage works, lighting and cleaning of streets and verge maintenance.</p>
<p>ECONOMIC SERVICES To help promote the Shire and its economic wellbeing.</p>	<p>Tourism and area promotion. Provision of rural services including weed control, community bus operations, economic and community development programs and building control.</p>
<p>OTHER PROPERTY AND SERVICES To monitor and control the Shire's overhead operating accounts.</p>	<p>Private works, plant repair and operation costs and engineering costs.</p>

34. FINANCIAL RATIOS

	2020 Actual	Restated 2019 Actual	Restated 2018 Actual
Current ratio	0.93	1.29	2.31
Asset consumption ratio	0.51	0.53	0.58
Asset renewal funding ratio	0.81	1.62	1.82
Asset sustainability ratio	0.43	0.67	0.42
Debt service cover ratio	3.70	6.16	9.37
Operating surplus ratio	(0.33)	(0.23)	(0.43)
Own source revenue coverage ratio	0.64	0.68	0.60

The above ratios are calculated as follows:

Current ratio	$\frac{\text{current assets minus restricted assets}}{\text{current liabilities minus liabilities associated with restricted assets}}$
Asset consumption ratio	$\frac{\text{depreciated replacement costs of depreciable assets}}{\text{current replacement cost of depreciable assets}}$
Asset renewal funding ratio	$\frac{\text{NPV of planned capital renewal over 10 years}}{\text{NPV of required capital expenditure over 10 years}}$
Asset sustainability ratio	$\frac{\text{capital renewal and replacement expenditure}}{\text{depreciation}}$
Debt service cover ratio	$\frac{\text{annual operating surplus before interest and depreciation}}{\text{principal and interest}}$
Operating surplus ratio	$\frac{\text{operating revenue minus operating expenses}}{\text{own source operating revenue}}$
Own source revenue coverage ratio	$\frac{\text{own source operating revenue}}{\text{operating expense}}$



Auditor General

INDEPENDENT AUDITOR'S REPORT

To the Councillors of the Shire of Chittering

Report on the Audit of the Financial Report

Opinion

I have audited the annual financial report of the Shire of Chittering which comprises the Statement of Financial Position as at 30 June 2020, and the Statement of Comprehensive Income by Nature or Type, Statement of Comprehensive Income by Program, Statement of Changes in Equity, Statement of Cash Flows and Rate Setting Statement for the year then ended, as well as notes comprising a summary of significant accounting policies and other explanatory information, and the Statement by the Chief Executive Officer.

In my opinion the annual financial report of the Shire of Chittering:

- (i) is based on proper accounts and records; and
- (ii) fairly represents, in all material respects, the results of the operations of the Shire for the year ended 30 June 2020 and its financial position at the end of that period in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of my report. I am independent of the Shire in accordance with the *Auditor General Act 2006* and the relevant ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the annual financial report. I have also fulfilled my other ethical responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Emphasis of Matter – Basis of Accounting

I draw attention to Notes 1 and 11 to the annual financial report, which describe the basis of accounting. The annual financial report has been prepared for the purpose of fulfilling the Shire's annual financial reporting responsibilities under the Act, including the Local Government (Financial Management) Regulations 1996 (Regulations). My opinion is not modified in respect of these matters:

- (i) Regulation 17A requires a local government to measure vested improvements at fair value and the associated vested land at zero cost. This is a departure from AASB 16 *Leases* which would have required the entity to measure the vested improvements also at zero cost.
- (ii) In respect of the comparatives for the previous year ended 30 June 2019, Regulation 16 did not allow a local government to recognize some categories of land, including land under roads, as assets in the financial report.

The Chief Executive Officer's Responsibilities and Council for the Financial Report

The Chief Executive Officer (CEO) of the Shire is responsible for the preparation and fair presentation of the annual financial report in accordance with the requirements of the Act, the Regulations and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards. The CEO is also responsible for such internal control as the CEO determines is necessary to enable the preparation of the annual financial report that is free from material misstatement, whether due to fraud or error.

In preparing the annual financial report, the CEO is responsible for assessing the Shire's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the State Government has made decisions affecting the continued existence of the Shire.

The Council is responsible for overseeing the Shire's financial reporting process.

Auditor's Responsibility for the Audit of the Financial Report

The objectives of my audit are to obtain reasonable assurance about whether the annual financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the annual financial report. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.

A further description of my responsibilities for the audit of the annual financial report is located on the Auditing and Assurance Standards Board website at https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf. This description forms part of my auditor's report.

Report on Other Legal and Regulatory Requirements

In accordance with the Local Government (Audit) Regulations 1996 I report that:

- (i) In my opinion, the following material matter indicates significant adverse trends in the financial position of the Shire:
 - a. The Asset Sustainability Ratio and Operating Surplus Ratio have been below the Department of Local Government, Sport and Cultural Industries' standard for the past 3 years. The financial ratios are reported at Note 34 to the financial report.
- (ii) All required information and explanations were obtained by me.
- (iii) All audit procedures were satisfactorily completed.
- (iv) In my opinion, the Asset Consumption Ratio and the Asset Renewal Funding Ratio included in the annual financial report were supported by verifiable information and reasonable assumptions.

Other Matter

The annual financial report of the Shire for the year ended 30 June 2019 was audited by another auditor who expressed an unmodified opinion on that annual financial report. The financial ratios for 2018 and 2019 in Note 34 of the audited annual financial report were included in the audited annual financial report for those years.

Matters Relating to the Electronic Publication of the Audited Financial Report

This auditor's report relates to the annual financial report of the Shire of Chittering for the year ended 30 June 2020 included on the Shire's website. The Shire's management is responsible for the integrity of the Shire's website. This audit does not provide assurance on the integrity of the Shire's website. The auditor's report refers only to the annual financial report described above. It does not provide an opinion on any other information which may have been hyperlinked to/from this annual financial report. If users of the annual financial report are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the annual audited financial report to confirm the information contained in this website version of the annual financial report.



ALOHA MORRISSEY
ASSISTANT AUDITOR GENERAL FINANCIAL AUDIT
Delegate of the Auditor General for Western Australia
Perth, Western Australia
26 March 2021



3.x Standards for Recruitment of CEO's

Policy Owner:	Governance
Distribution:	All Elected Members and Staff
Person Responsible:	All Executive Managers
Date of Approval:	
Amended:	

Division 1 — Preliminary provisions

1. Citation

These are the Shire of Chittering's *Standards for CEO Recruitment, Performance and Termination*.

2. Terms used

(1) In these standards —

Act means the *Local Government Act 1995*;

additional performance criteria means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

applicant means a person who submits an application to the local government for the position of CEO;

contract of employment means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

contractual performance criteria means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

job description form means the job description form for the position of CEO approved by the local government under clause 5(2);

local government means the *[insert name of local government]*;

selection criteria means the selection criteria for the position of CEO determined by the local government under clause 5(1) and set out in the job description form;

selection panel means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

(2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 — Standards for recruitment of CEOs

3. Overview of Division

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

4. Application of Division

- (1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.
- (2) This Division does not apply —
 - (a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or
 - (b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

5. Determination of selection criteria and approval of job description form

- (1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.
- (2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —
 - (a) the duties and responsibilities of the position; and
 - (b) the selection criteria for the position determined in accordance with subclause (1).

6. Advertising requirements

- (1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 18A.
- (2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

7. Job description form to be made available by local government

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

- (a) inform the person of the website address referred to in the *Local Government (Administration) Regulations 1996* regulation 18A(2)(da); or
- (b) if the person advises the local government that the person is unable to access that website address —
 - (i) email a copy of the job description form to an email address provided by the person; or

- (ii) mail a copy of the job description form to a postal address provided by the person.

8. Establishment of selection panel for employment of CEO

- (1) In this clause —
independent person means a person other than any of the following —
 - (a) a council member;
 - (b) an employee of the local government;
 - (c) a human resources consultant engaged by the local government.
- (2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.
- (3) The selection panel must comprise —
 - (a) council members (the number of which must be determined by the local government); and
 - (b) at least 1 independent person.

9. Recommendation by selection panel

- (1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.
- (2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —
 - (a) a summary of the selection panel's assessment of each applicant; and
 - (b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.
- (3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —
 - (a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and
 - (b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.
- (4) The selection panel must act under subclauses (1), (2) and (3) —
 - (a) in an impartial and transparent manner; and
 - (b) in accordance with the principles set out in section 5.40 of the Act.
- (5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —
 - (a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and
 - (b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and
 - (c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's

character, work history, skills, performance and any other claims made by the applicant.

- (6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

10. Application of cl. 5 where new process carried out

- (1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.
- (2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —
- (a) clause 5 does not apply to the new recruitment and selection process; and
 - (b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

11. Offer of employment in position of CEO

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

- (a) the making of the offer of employment to the applicant; and
- (b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

12. Variations to proposed terms of contract of employment

- (1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the **negotiated contract**) containing terms different to the proposed terms approved by the local government under clause 11(b).
- (2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

13. Recruitment to be undertaken on expiry of certain CEO contracts

- (1) In this clause —
- commencement day** means the day on which the *Local Government (Administration) Amendment Regulations 2021* regulation 6 comes into operation.
- (2) This clause applies if —
- (a) upon the expiry of the contract of employment of the person (the **incumbent CEO**) who holds the position of CEO —
 - (i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and
 - (ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out,

whether that process was carried out before, on or after commencement day;

and

- (b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.
- (3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.
- (4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

14. Confidentiality of information

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

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Section 18FB requires:-

18FB. Certification of compliance with adopted standards for CEO recruitment (Act s. 5.39B(7))

- (1) In this regulation —
adopted standards means —
 - (a) the standards adopted by a local government under section 5.39B; or
 - (b) if the local government has not adopted standards under that section, the standards taken under section 5.39B(5) to be the local government's adopted standards.
- (2) This regulation applies if —
 - (a) a local government employs a person in the position of CEO of the local government; and
 - (b) the local government's adopted standards in relation to the recruitment of CEOs apply to the employment.
- (3) As soon as practicable after the person is employed in the position of CEO, the local government must, by resolution*, certify that the person was employed in accordance with the local government's adopted standards in relation to the recruitment of CEOs.

* Absolute majority required.

- (4) The local government must give a copy of the resolution to the Departmental CEO within 14 days after the resolution is passed by the local government.



DRAFT

3.x Standards for Review of Performance of CEO's

Policy Owner:	Governance
Distribution:	All Elected Members and Staff
Person Responsible:	All Executive Managers
Date of Approval:	
Amended:	

Division 1 — Preliminary provisions

1. Citation

These are the Shire of Chittering's *Standards for CEO Recruitment, Performance and Termination*.

2. Terms used

(1) In these standards —

Act means the *Local Government Act 1995*;

additional performance criteria means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

applicant means a person who submits an application to the local government for the position of CEO;

contract of employment means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

contractual performance criteria means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

job description form means the job description form for the position of CEO approved by the local government under clause 5(2);

local government means the *[insert name of local government]*;

selection criteria means the selection criteria for the position of CEO determined by the local government under clause 5(1) and set out in the job description form;

selection panel means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

(2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 3 — Standards for review of performance of CEOs

15. Overview of Division

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

16. Performance review process to be agreed between local government and CEO

- (1) The local government and the CEO must agree on —
 - (a) the process by which the CEO's performance will be reviewed; and
 - (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.
- (2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.
- (3) The matters referred to in subclause (1) must be set out in a written document.

17. Carrying out a performance review

- (1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.
- (2) The local government must —
 - (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
 - (b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

18. Endorsement of performance review by local government

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

19. CEO to be notified of results of performance review

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

- (a) the results of the review; and
- (b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

This policy is to guide the performance review process – suggested that a "Performance agreement" be formulated

3.x Standards for Termination of the Employment of CEOs

Policy Owner:	Governance
Distribution:	All Elected Members and Staff
Person Responsible:	All Executive Managers
Date of Approval:	
Amended:	

Division 1 — Preliminary provisions

1. Citation

These are the Shire of Chittering's *Standards for CEO Recruitment, Performance and Termination*.

2. Terms used

(1) In these standards —

Act means the *Local Government Act 1995*;

additional performance criteria means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

applicant means a person who submits an application to the local government for the position of CEO;

contract of employment means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

contractual performance criteria means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

job description form means the job description form for the position of CEO approved by the local government under clause 5(2);

local government means the *[insert name of local government]*;

selection criteria means the selection criteria for the position of CEO determined by the local government under clause 5(1) and set out in the job description form;

selection panel means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

(2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 4 — Standards for termination of employment of CEOs

20. Overview of Division

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

21. General principles applying to any termination

- (1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.
- (2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —
 - (a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and
 - (b) notifying the CEO of any allegations against the CEO; and
 - (c) giving the CEO a reasonable opportunity to respond to the allegations; and
 - (d) genuinely considering any response given by the CEO in response to the allegations.

22. Additional principles applying to termination for performance-related reasons

- (1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.
- (2) The local government must not terminate the CEO's employment unless the local government has —
 - (a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the **performance issues**) related to the performance of the CEO; and
 - (b) informed the CEO of the performance issues; and
 - (c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and
 - (d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.
- (3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12-month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

23. Decision to terminate

Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

24. Notice of termination of employment

- (1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.

- (2) The notice must set out the local government's reasons for terminating the employment of the CEO.

Error! Use the Home tab to apply Name of Act/Reg to the text that you want to appear here.

Section 18FC requires:-

**18FC. Certification of compliance with adopted standards for CEO termination
(Act s. 5.39B(7))**

- (1) In this regulation —
adopted standards has the meaning given in regulation 18FB(1).
- (2) This regulation applies if a local government terminates the employment of the CEO of the local government.
- (3) As soon as practicable after the CEO's employment is terminated, the local government must, by resolution*, certify that the CEO's employment was terminated in accordance with the local government's adopted standards in relation to the termination of the employment of CEOs.

* Absolute majority required.
- (4) The local government must give a copy of the resolution to the Departmental CEO within 14 days after the resolution is passed by the local government.

Muchea Recreation Centre Project

Reference Group Terms of Reference

1. OBJECTIVES

The reference group is to contribute to the task of overseeing the Muchea Recreation Centre project and to where required, make recommendations to the project manager as per the Roles and Responsibilities outlined below.

2. PROJECT MANAGER

The Shire Principal Building Surveyor is the appointed project manager for this project and will facilitate all reference group meetings. The Project Manager will be responsible for all administrative duties related to the reference group.

3. ROLES AND RESPONSIBILITIES

Reference Group members will meet (as determined by the Project Manager) throughout the project to make recommendations on:

- a) development of a *Communication Plan* to guide how the Shire should share information and seek input from stakeholders and community;
- b) Updated designs and reports regarding estimated cost, risk, and deliverables;
- c) The register of design changes, including impact to cost / size / scope;
- d) Final documented designs before presentation to Council for endorsement;
- e) Wherever timeliness allows, major variations (over \$100,000 in cost, or exceed total budget, or change in scope that affects functionality or purpose of area) for recommendation to the Chief Executive Officer/Council;
- f) *An Agreement of Operational Use and Costs Responsibility* for the various Stakeholder Groups and for the various parts of the Facility; and
- g) The development of a *Facility Programming Framework* outlining how the various users will utilise the Facility.
- h) Seek to understand the how the project will be constructed and how the Facility will need to cooperatively operate as a sports and recreation facility in the future;
- i) Provide valuable input into considerations in regard to the Facility's construction/operational activities;
- j) Be courteous, constructive, and receptive to the views of others;
- k) Appreciate and understanding that all decisions have impacts and to demonstrate a measured approach to promoting views and contributing to discussions;
- l) Be an advocate for the Group and work cooperatively and constructively with all members of the Group;
- m) Be committed to the Objectives of the Group, and work diligently towards completing its Roles and Responsibilities and;
- n) Ensure that any private or confidential information shared during the project is protected and remains confidential.

4. MEMBERSHIP

Membership of the Reference Group shall consist of:

- The elected representative appointed to the Muchea Hall User Group (MHUG)
- Project Manager;
- 4 representatives of the existing Muchea Hall User Group – 1 (Cricket) 1 (Football) 1 (Netball) 1 (Judo);
- 3 independent Community representatives and;
- Other intermittent stakeholders as determined and invited by the Project Manager.

5. DELEGATED AUTHORITY

The Group has no delegated authority, but may make recommendations to the Chief Executive Officer and/or Council on matters outlined in the Roles and Responsibilities (#2 above).

6. TERM

The term of membership for committee members shall commence upon appointment for the duration of the build. At the conclusion of the build component of the project transition arrangements will be implemented to the management model for the new facility.

7. FREQUENCY MEETINGS

To be held as required and advised by the Project Manager.

DRAFT