



Audit Committee Meeting Attachments Tuesday 29 January 2019

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Draft Annual Report 2017-2018

Adopted by Council on _____



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President's Message



In presenting the Annual Report for 2018, I pause to reflect on the significant infrastructure investments which are currently being delivered to our south;

infrastructure which will transform the way in which residents access jobs, education, employment and medical services available in the Perth metropolitan area.

I am of course referring to the NorthLink Freeway and the upgrade of the Great Northern Highway from Muchea to the Chittering Roadhouse (and the future Bindoon Bypass, which is still a few years off). When these projects are complete next year, Muchea will be a short 10 minute drive from Ellenbrook and the future Metronet railway station. Bindoon will be a short 20 minute drive further north, on a brand new highway.

At the end of the Northlink Freeway near Muchea is the site of a 1,100 hectare Industrial Park. Property owners and investors in that area understand the importance of good transport links and large industrial land holdings for transport logistics, agribusiness expansion and general industry. The Muchea Industrial Park will create an important employment hub for future generations. Nothing is more important than providing for local jobs and local economic activity and it is pleasing to see that this is starting attracting the attention it deserves.

While some do not like to see change of such magnitude, there really are two options for Council; sit back and allow development to occur in an uncoordinated and unstructured way or plan for future development so that it is sympathetic to the environment and local residents while at the same time providing for jobs and economic development.

In Bindoon, the recently completed streetscape is proving to be a huge success with businesses reporting increased turn-over (creating additional local jobs) and with property owners making significant investments in their own businesses. Many visitors to the town comment on how beautiful it is now that the native vegetation and trees are now becoming established.

Most importantly, there is now a footpath which people can enjoy. No-one walked down the street previously, now hundreds of people every day do just that. Bindoon is also a unique town in that most of the local businesses are open all weekend. Many suburbs in Perth do not enjoy the same level of convenience.

The opening of the Northern Valleys' Packshed on Crest Hill Road also marks a significant development in the town; the largest citrus pack shed in WA, creating jobs for locals and itinerant workers.

A Lifestyle Village development is also planned for the land behind the medical centre (the old Golf Course). This will provide for housing diversity in the town and will provide the opportunity for local residents to downsize into affordable, attractive and well maintained accommodation within easy access of the town.

I would like to congratulate the Chief Executive Officer and staff for assisting Council to deliver on its vision for the community and managing Council's costs. Over the last five years there has been a 25% increase in the Shire's population and almost zero increase in Council's staff budget. Staff continue to manage Council's finances in an efficient, professional and cost conscious manner, and continue to make savings with everything from roads and building management to vehicles and plant.

We have an exciting future ahead of us over the next few years and the challenge is to make the best use of the opportunities which are presented to us and to position our community to benefit from the very significant infrastructure investment which is being made in our region by the Federal and State Governments.

Councillor Gordon Houston
President



Chief Executive Officer's Message

It is an exciting time for staff to be working at the Shire of Chittering. We have an expanding population base and a range of exciting

infrastructure projects being delivered by the public and private sector. Our population continues to grow at over 4% per annum with population forecasts predicting over 8,000 residents by 2026.

Council however, continues to appreciate the need for restraint and has adopted a series of measured and modest rate increases over the last few years; 0% rate in Financial Year 2015/16, 1.5% rise in Financial Year 2016/17 and 2% rise in Financial Year 17/18. Council understands that no rate rise is popular, however the Council remains committed to developing responsible and affordable budgets.

The challenge for Council is to provide for a rapidly growing population in an efficient and effective manner, while at the same time providing for the services and facilities which the community needs in the years ahead. It is not a realistic option to sit back and let the future determine itself. If you don't have a plan, then you plan to fail.

Council now has a revised Strategic Community Plan (10 year plan) and a Corporate Business Plan (5 year plan) which provides a solid plan for the future; a plan that will deliver the infrastructure and amenity which the Shire needs in an affordable, structured and properly planned manner. Some of these projects include:

- A Regional Sports and Recreation Facility in Lower Chittering - to be delivered with Grant funds and in collaboration with Immaculate Heart College
- An integrated Lifestyle Village/Caravan Park Development in Bindoon - providing for affordable housing diversity and tourism services
- An enhanced system of tracks and trails within the district – enhancing the Bindoon town-site and connecting to the Historic Precinct
- Feasibility studies for a Mountain Bike Park and other outdoor, adventure based activities in close proximity to Bindoon
- Stimulating investment and job creation in the Muchea Industrial Park
- Improved safety and security through an enhanced CCTV network

- Ongoing upgrades to existing sport and recreation facilities
- Continued investment in an improved and well maintained road network including continued upgrade and safety improvements of major roads including Muchea East and Chittering Roads

Of particular significance has been the growing recognition of the annual events such as Wear Ya Wellies and the Taste of Chittering. Events and attractions such as these, the annual wild-flower festival and the Bindoon Show assist in branding and marketing the area; making it a place where people want to return to and enjoy. Everyone benefits from increased visitation and a vibrant local economy.

The Shire remains in a sound financial position with well-developed and affordable asset management plans, modest loan borrowings and an exciting plan for the future. I would like to thank staff for their ongoing commitment and dedication to delivering real outcomes for the community. Many of our staff live in and are part of the local community and genuinely take pride in delivering services to the community and creating a future of which we can all be proud.

Alan Sheridan
Chief Executive Officer

Our Vision and Our Values

Our Vision

“A connected thriving community”

Our Values

Excellence

To develop a culture of achieving high quality outputs and service delivery

Integrity

To operate and behave with honesty, respect and in a transparent manner

Consistency

To uphold consistency in dealings with all persons and organisations

Communication

To plainly and clearly exchange information in a timely manner. To have open and effective communication, and to attempt to adopt a non-advertised approach to dispute resolution

Customer Focus

To cater for the needs of our customers and to achieve positive outcomes

Respect

To recognise and acknowledge individuals, their opinions and their contributions

Valuing our Staff

Committed to having an enthusiastic, dedicated workforce, with appropriate skills to carry out tasks and to provide services to our community

Continuous Improvement

To continue to pursue innovation, assess and adjust where necessary; work arrangements, work practices; and to stay abreast of change

Your Council as at 30 June 2018



President
Gordon Houston
Term expires - October 2019

6177 Great Northern Highway
Bindoon WA 6502

Phone: 9576 4600
Email: chatter@chittering.wa.gov.au



Deputy President
Peter Osborn
Term expires - October 2021



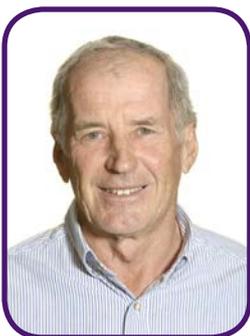
Aaron King
Term expires - October 2019



George Tilbury
Term expires - October 2019



Mary Angus
Term expires - October 2019



Don Gibson
Term expires - October 2021



Carmel Ross
Term expires - October 2021

Organisation Structure as at 30 June 2018

Elected Members

Chief Executive Officer

Member Services & Executive Support

Technical Services

Maintenance & Construction

Parks & Gardens

Waste Management

Building Maintenance

Development Services

Planning Services

Environmental Health Services

Building Services

Emergency Services

Ranger Services

Corporate Services

Human Resources & Payroll

Financial & Rates Services

Governance & Administration

Economic Development

Community Development

Library Services

Strategic Community Plan and Corporate Business Plan

The *Local Government Act 1995* requires all local governments to implement a Plan for the Future. In July 2013 new requirements for this Plan came into effect under the Integrated Planning and Reporting Framework. This framework was introduced to ensure the integration of community priorities into strategic planning for Councils.

The Shire's *Strategic Community Plan 2017-2022* was adopted by Council on 21 June 2017 and the Corporate Business Plan 2013-2017 on 26 June 2013; however the Shire has been undertaking a review of the Corporate Business Plan and an updated Plan will be presented to Council early in 2018-2019 financial year.

The *Strategic Community Plan* is a 10 year plan that captures the aspirations of our community and describes the Shire's objectives through six key areas: Social, Natural Environment, Built Environment, Access, Economic and Governance. Each theme identifies key objectives which is addressed by the Corporate Plan to implement projects, conduct operations and provide services.

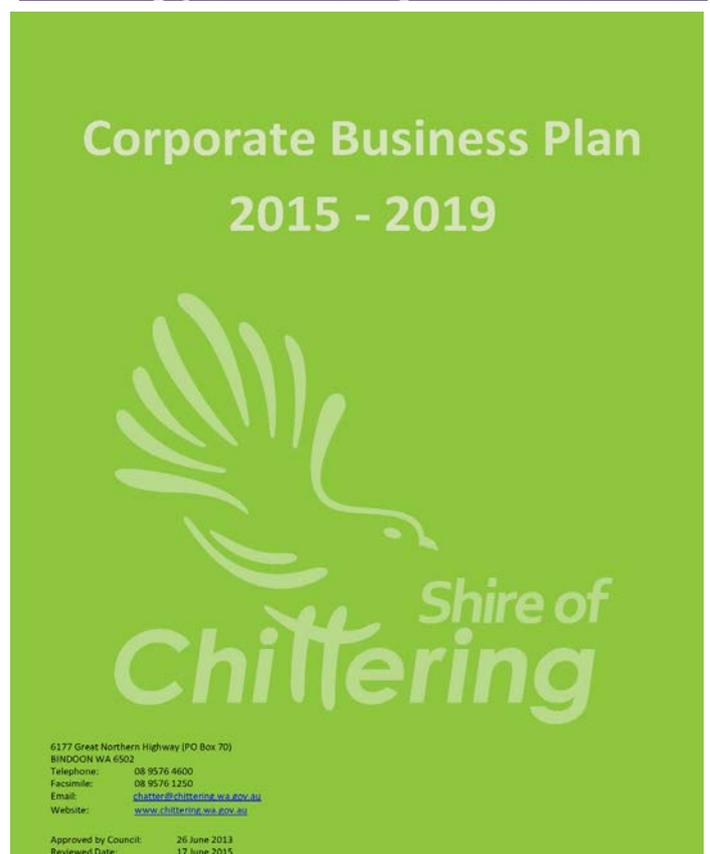
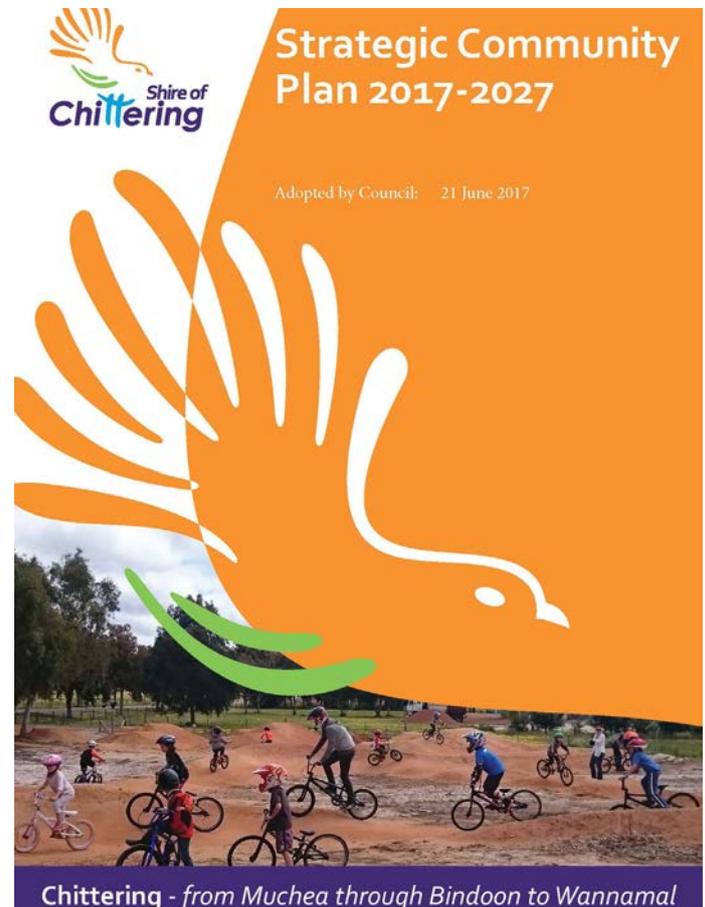
The *Strategic Community Plan* must be reviewed once every four years.

The *Corporate Business Plan* is a four 4 year plan, 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 *Corporate Business Plan* was last reviewed on 17 June 2015. Further information on the Shire's Corporate Plan can be found on our website at www.chittering.wa.gov.au.

These two documents together form part of the Shire's vision of 'a sustainable future'.

The following section summarises the Shire's progress towards meeting its objectives and highlights key projects during the year.



Our Community

An inclusive, active, safe and healthy community

Outcome	Strategies	Measures	Results 2017
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	<ul style="list-style-type: none"> Youth Krew continues with membership increasing Club development activities continue with social and recreational clubs Interaction with the NDIS through the trial site Ongoing support for Seniors Week
	Develop and enhance existing recreation and social facilities for local communities	Community satisfaction with range and quality of recreation opportunities	<ul style="list-style-type: none"> Commenced development of Muchea Pavilion, and resurfacing Bindoon and Muchea courts Constructed practice cricket nets at Bindoon Upgraded Wannamal Hall

Outcome	Strategies	Measures	Results 2017
Strong sense of community	Actively support community, volunteer groups and networks	Maintain or increase the number of community volunteers	<ul style="list-style-type: none"> Club development including workshops and support with Associations with regard to the Incorporations Act 2015 Continued Club newsletter, which is issued every quarter Ongoing user group meetings with all facility users
	Strengthen and grow social events and festivals	Community satisfaction in social events and festivals	<ul style="list-style-type: none"> Three annual large scale community events: Wear Ya Wellies (est 5,000 attendees), A Taste of Chittering (est 5,000 attendees) and Bindoon Show (est 3,500 attendees) Community Assistance Grant continues to provide financial assistance to local groups Area promotion for local events
	Activate our local centres and towns	Increased positive social activity in our centres and towns	<ul style="list-style-type: none"> Engagement with the Chittering Tourist Association Completion of streetscape of Binda Place

Outcome	Strategies	Measures	Results 2017
A safe and healthy community	Improve the safety of our community	Community satisfaction with the Shire's role in community safety	<ul style="list-style-type: none"> AWARE campaign CCTV upgrades in all centres
	Advocate for improved education and health services	Community satisfaction with the Shire's role in public health	<ul style="list-style-type: none"> Instigated "Health Roundtable" Reinstatement of the Chittering Health Advisory Group User meetings with the Chittering Health Centre

Our Natural Environment

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

Outcome	Strategies	Measures	Results 2017
Protective environment	Ensure the protection of our local biodiversity	Naturally reverse bush conditions against nationally accepted practices	<ul style="list-style-type: none"> Actively support and encourage local landcare groups and wildlife carers through the Community Assistance Grant Fund Upgrade existing trails and planning for new Area promotion of any existing eco-tourism Support Chittering Spring Festival through the Community Assistance Grant Fund Investigated opportunities for increase in eco-tourism activities
	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 2017
Sustainable resources	Education and partnerships	Community education programs implemented	<ul style="list-style-type: none"> Chittering Landcare funding and support Annual report to Council indicates above average diversion of waste from landfill. Difficult to increase at this time without interventions Chittering is above average with it's recycling rates when compared to similar sized local governments Proposed renovations include rooftop solar and other building efficiencies
	Encourage sustainable design	ANZEEC 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) Increased uptake of solar power technology in the Shire	
	Improve the sustainability of Council buildings		

Outcome	Strategies	Measures	Results 2017
Protection of life and property	Improved bushfire preparedness and recovery	Community bushfire safety education programs implemented Hazard risk mapping and planning conducted	<ul style="list-style-type: none"> AWARE project - a Community Empowerment Campaign to raise resilience in the community Extensive awareness project implemented and in the process of being implemented throughout the Shire Completed Hazard Risk Mapping and Planning

Our Built Environment

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

Outcome	Strategies	Measures	Results 2017
Development of local hubs	Plan for new and enhanced community facilities	Community facilities which meet the needs of the community	<ul style="list-style-type: none"> Facilities Review being undertaken by external consultant. Council briefed in March 2018. Lower Chittering Sports Facility Concept Planning commenced Commenced Place Making Strategy for Bindoon townsite Muchea Industrial Park; planning for major industrial area commenced. Future development to ensure preservation of natural environment Feasibility study for Lifestyle Village Development in Bindoon undertaken; consultant to brief Council mid 2018 Bindoon streetscape has led to a significant increase in business, promoting a more pleasant and inviting atmosphere
	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 2017
Safe access	Advocate for improved public transport	Community satisfaction with roads, footpaths and cycle paths	<ul style="list-style-type: none"> Ongoing; implementation of Capital Works Program to improve footpath Community Scorecard completed and considered as far as future planning Safety and improvements to roads under renewal of Blackspots motorcycle safety measures
	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 2017
Improved infrastructure and amenities	Improved asset management across all asset classes	Community satisfaction with infrastructure across the Shire	<ul style="list-style-type: none"> Asset Management Plan reviewed and updated, to be published as part of the Corporate Business Plan Level of complaints regarding roads and other infrastructure is generally low
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 2017
Economic growth	Support private investment which stimulates significant and sustainable jobs growth	Number of business in the Shire (increase)	<ul style="list-style-type: none"> Collaborated with the Northern Growth Alliance (Shires of Chittering, Dandaragan and Gingin) to produce an investment prospectus and tourism strategy, which will be launched in December 2018 Significant focus on delivery of an investment prospectus for the Muchea Industrial Park Support for Farm Gate enterprise local market and new investments such as the Locavore Store in Bindoon
	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 2017
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 Chambe of Commerce	<ul style="list-style-type: none"> New citrus factory established in Bindoon employing 35plus people Excellent partner with local Chamber of Commerce which has a proactive and positive approach to small business Support for Chittering Tourist Association workshops Support for Chamber of Commerce to run programs for local businesses

Outcome	Strategies	Measures	Results 2017
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	<ul style="list-style-type: none"> Support for local operators wishing to establish farmstays Farm Gate workshops organised in collaboration with Tourism WA and Chittering Tourist Association Increased promotion through local events which have grown rapidly - increase in attendance by 50% each year
	Support and grow events to attract visitation	Continued support of cultural events across the Shire	
	Facilitate, promote and support ecotourism	Increased promotion of the Shire of Chittering as a tourist destination Increased number of visitors to the Shire	

Strong Leadership

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

Outcome	Strategies	Measures	Results 2017
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>	<ul style="list-style-type: none"> Community scorecard Review of Strategic Community Plan Briefings with community groups on strategic projects Continuing support of CPAC Engagement with local schools and businesses

Outcome	Strategies	Measures	Results 2017
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>	<ul style="list-style-type: none"> Northern Growth Alliance (Shires of Chittering, Dandaragn and Gingin) launching investment prospectus in December 2018 including regional tourism strategy State and Federal contributed funding to work associated with MIP and other infrastructure projects Active support for the Chittering Tourist Association, Chamber of Commerce, Wheatbelt Development Commission and Regional Development Australia

Outcome	Strategies	Measures	Results 2017
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>	<ul style="list-style-type: none"> Community scorecard Positive feedback from community briefings that were undertaken by the Chief Executive Officer Interactions on social media are predominantly positive In the main, customer requests are responded to in the target timeframe, while not everyone is satisfied the majority are

Upcoming Projects

- Planned improvements to community facilities, including, Sandown Park (ablution and change facilities), Muchea Hall (pavilion addition, court resurfacing, fencing and air-conditioning) and Chinkabee Complex (court resurfacing).
- Scheduled upgrades for Council owned housing (senior, community and staff) including guttering, roofing, external painting and replacement of some stoves and air conditioners.
- With regard to 'law, order and public safety' works will be undertaken on the CCTV network throughout the Shire as well as automated monitoring of remote emergency water tanks. Bindoon will receive an LED fire danger indicator/ community notice board and there will be a comprehensive community resilience awareness campaign.
- Creation of a single reception area within the Shire Administration building to provide for improved customer service, better utilisation of staff resources and improved record storage arrangements. This enhancement will include a long overdue upgrade to the IT system.
- Area promotion, through support of the Chittering Visitor Centre and continued works as identified in the Chittering Trails Network Master Plan including Stage 1 of an upgrade for the Black Boy Ridge walking trail and carpark.
- New equipment and an additional staff member to support improved roadside vegetation and verge mowing operations.
- Economic investment and job creation will be a high priority including planning support for a number of privately funded developments and a project which is aimed at investment attraction and job creation in the Muchea Employment Node.
- Enactment of Council's Ten-Year Roads Program, including (but not limited to);
 1. Blizzard Road – culvert installation to replace bridge (Mooliabeenee)
 2. Blue Plains/Maddern Roads – intersection upgrade (Upper Chittering)
 3. Carl Street – upgrade including provision for car parking (Muchea)
 4. Chittering Road – reconstruction works (Lower Chittering)
 5. Flat Rocks Road – design of a bridge replacement (Bindoon)
 6. Forest Hills Parade – footpath (Bindoon)
 7. Hart Drive – shoulder upgrade and reseal (Upper Chittering)
 8. Muchea East/Wandena Roads – intersection upgrade (Muchea)
 9. Muchea East Road – reconstruction works (Lower Chittering)
 10. Ridgetop Ramble – shoulder upgrade and reseal (Bindoon)
 11. Spillman Road – gravel re-sheeting (Mooliabeenee)
- Funding for community activities, including:
 1. Community Assistance Grants and Sponsorships for local community groups
 2. Education Scholarships
 3. Major Events (Wear Ya Wellies, Taste of Chittering, support for the Bindoon Show, Volunteer Day/Week Promotions)
 4. Youth Services (Youth Development Program, School Holiday Activities, Youth Sponsorship and Youth Chaplaincy)

Corporate Services

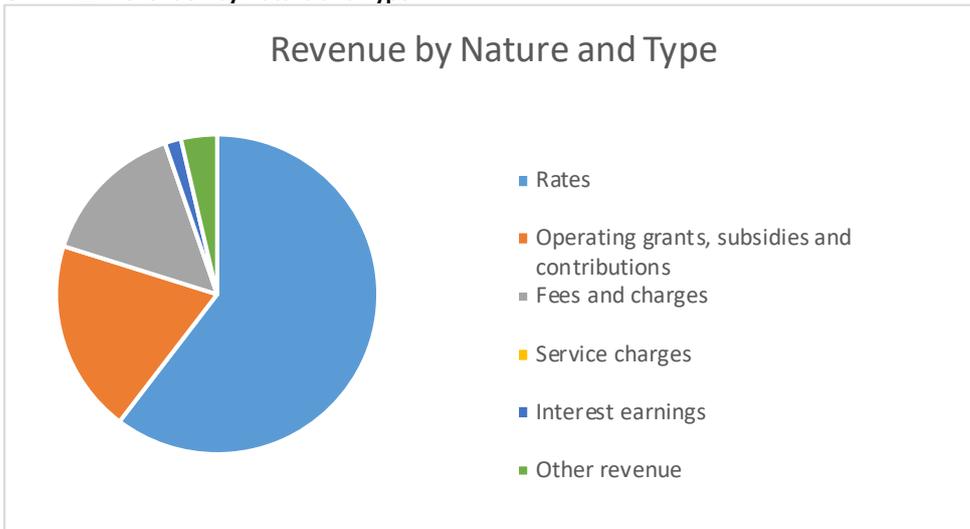
FINANCE

The Shire achieved a surplus position of \$1,713,784 as at 30 June 2018. It is to be noted that \$235,040 of these funds are restricted, as these funds were received in 2017-2018 however projects relate to 2018-2019 financial year.

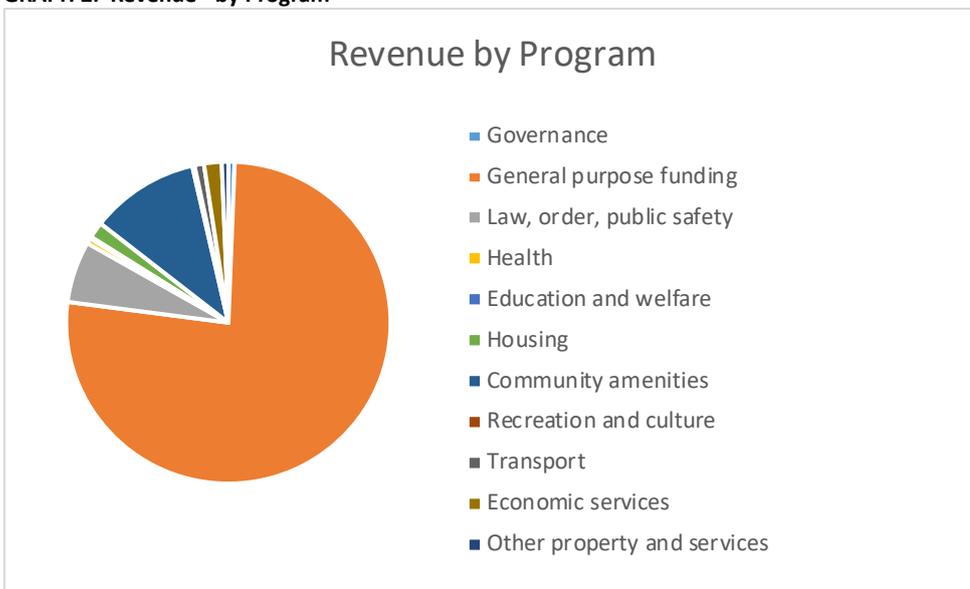
During the 2017-2018 financial year the Shire received \$2,551,245 in grant funding: \$792,389 for capital projects and \$1,758,856 for operations. Please see the table on pages 17-18 for further information.

The Shire’s revenue for 2017-2018 was \$9,014,620. The breakdown of this revenue is shown in the following graphs by Nature and Type, and by Program.

GRAPH 1: Revenue - by Nature and Type



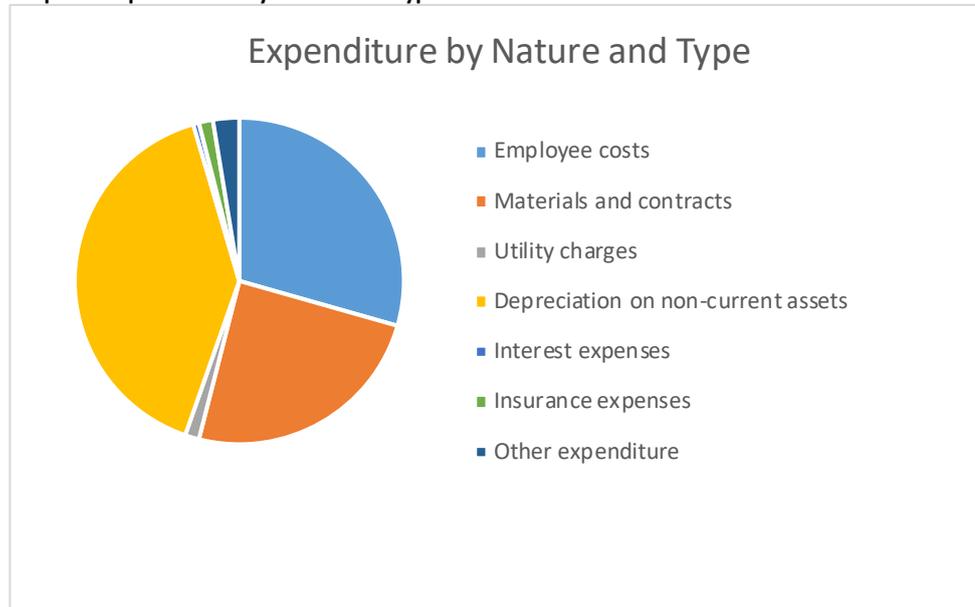
GRAPH 2: Revenue - by Program



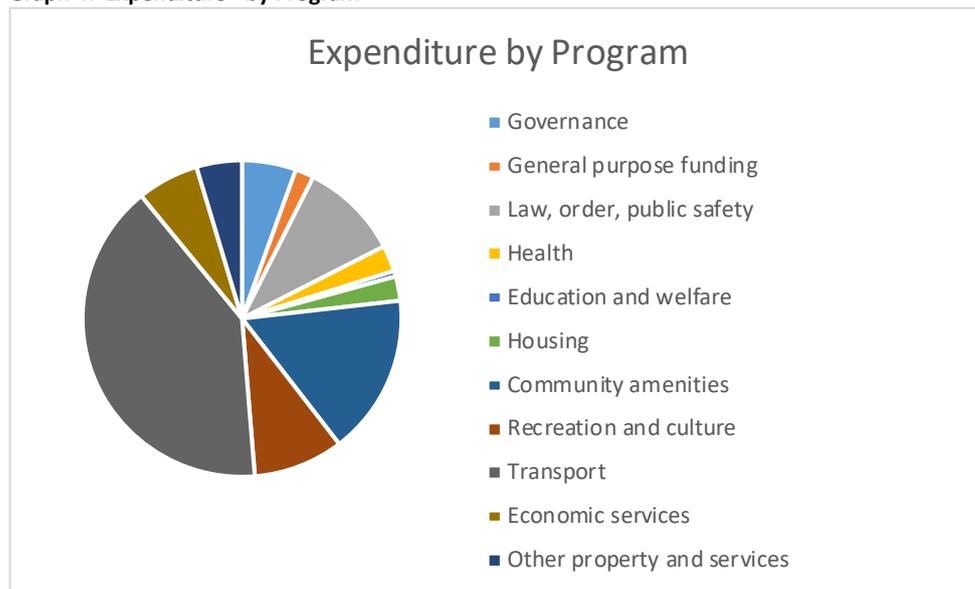
Corporate Services

The Shire’s expenditure for 2017-2018 was \$11,741,197. The breakdown of this expenditure is shown in the following graphs by Nature and Type, and by Program.

Graph 3: Expenditure - by Nature and Type



Graph 4: Expenditure - by Program



RESERVE ACCOUNTS

The Shire has a total of \$2,094,182 cash backed reserves; \$900,390 was transferred to various reserves and \$396,324 was transferred from various reserves.

It is the Shire of Chittering’s intention in coming years to transfer funds to reserves on an annual basis to fund future identified projects.

Major transfers to reserves were: \$451,071 to the Plant Maintenance Reserve to maintain our fleet, and \$103,570 to Waste Management to ensure the rehabilitation of various sites.

Corporate Services

LOANS AND BORROWINGS

The Shire's debt with the Western Australian Treasury Corporation and Key Start as at 30 June 2018 amounts to \$2,017,531.

TABLE 1: New borrowings for 2017/18

Loan	Description	Amount	Term of loan
80	Administration server / IT upgrade	\$100,000	5 years
81	Purchase of Lot 215 Great Northern Highway	\$80,000	3 years
82	Purchase of Lot 168 Binda Place	\$665,000	10 years
85	Purchase of Lot 215 Great Northern Highway	\$187,500	3 years

GRANT FUNDING

Funding through grant submissions was attracted for the following projects:

TABLE 2: Grant Funding Submissions

Project	Funder/Program	Amount \$
Operational Grants		
Grants Commission - general	WALGGC	750,173
Grants Commission - roads	WALGGC	447,050
Apprenticeship Training		4,273
Contribution - new Chart of Accounts	IT Vision	2,000
ESL BFB - contributions	Department of Fire and Emergency Services	500
Grant - street lighting	Main Roads WA	2,211
Grant - direct road	Main Roads WA	60,026
Contribution - Tourism Action Plan signage	various	3,080
Grant - AWARE 'Raising Resilience'	Office of Emergency Management	17,500
Grant - Strong Communities 'Defibrillators CFS'	Department of Infrastructure / Communities	18,145
Grant - ESL BFB operating grant	Department of Fire and Emergency Services	227,333
Grant - BRMP BAL training	FAL Australia	870
Grant - Bushfire Risk Management (BRMP)	Department of Fire and Emergency Services	159,971
Grant - Fire Mitigation Activity Fund (MAF)	Department of Fire and Emergency Services	26,900
Grant - Seniors Week "5 Senses Discovery Tour"	COTA WA	1,000
Grant - Thank a Volunteer	Department of Local Government and Communities	1,000
Grant - Wear ya Wellies	Lotterywest	9,000
Contribution - Wear ya Wellies	Various	2,764
Grant - Wear ya Wellies "Road Safety Message"	Road Safety Council	1,300
Grant - Kidsport	Department of Sport and Recreation	3,380
Grant - Visitor Centre Sustainability	Tourism WA	22,381
Operating Grants Total		\$1,760,855

Corporate Services

Project	Funder/Program	Amount \$
Capital Grants		
Contribution - Sandown Park "Toilet Block"	South Midlands Polocrosse Club	10,276
Contribution - Chinkabee Complex "Court Resurfacing"	Bindoon Sport and Recreation	18,595
Grant - John Glenn Park "Muchea Dual Pump and Jump Track"		5,000
Grant - Black Spot "Chittering Road"	Main Roads WA	83,050
Grant - Black Spot "Muchea East Road"	Main Roads WA	113,256
Grant - Black Spot "Blue Plains/Maddern Roads"	Main Roads WA	177,880
Grant - Black Spot "Julimar Road"	Main Roads WA	38,700
Grant - Black Spot "Wandena Road"	Main Roads WA	59,357
Grant - Regional Road Group "Chittering Road"	Regional Road Group	77,247
Grant - Regional Road Group "Muchea East Road"	Regional Road Group	209,028
Non-Operating Grants		\$792,389
TOTAL GRANTS		\$2,553,244



Department of Local Government and Communities



Department of Sport and Recreation



Corporate Services

RATES

Rate Revenue

Rate revenue raised in 2017-2018 was \$5,441,331. As at 30 June 2018 the amount outstanding for rates was \$364,460.

Property Transfers

A total of 117 properties were sold/transferred throughout the 2017-2018 financial year totalling \$64,427,250.

TABLE 3: Property transfers

Locality	2017-2018		2016-2017		2015-2016	
	No	Amount	No	Amount	No	Amount
Chittering/Lower Chittering	68	36,236,500	81	\$39,126,500	92	\$44,035,720
Muchea	17	9,131,500	16	\$10,604,500	20	\$23,155,790
Bindoon/Mooliabeenee/ Wannamal	32	19,059,250	26	\$23,682,500	26	\$12,069,500
TOTAL	117	64,427,250	136	\$73,413,500	138	\$79,261,010

Corporate Services

RATES INCENTIVE PRIZE WINNERS

During the 2017-2018 rate year, as an incentive for ratepayers to pay their rates by the due date, the Shire awarded the following donated prizes:

TABLE 4: 2017-2018 Rates Incentive Prize winners

Prize Awarded	Sponsor	Recipient
\$1,000 cash prize	Shire of Chittering	Henderson Corporation Pty Ltd
\$500 Bendigo Bank Savings Account	Bindoon Community Bendigo Bank	T and L Bauerle
Paintball tickets (10 participants)	Delta Force Paintball	Minx Pty Ltd
Overnight package	Perth Ambassador Hotel	P and T Gordon
Tickets to Asher Fisch conducts Strauss & Bruckner (2 tickets to each)	WASO	Glenvar Hay Pty Ltd J and T MacDonald
Residential Pest Treatment Voucher	Chittering Pest and Weed	Niresch Nominees Pty Ltd
Electrical Safety Checks	Ace Dynamic	Chittering Springs Estate Pty Ltd L King and L Quinn A and A Lomas M Harwood and J Lund T Harwood
\$100 cash prize	Anspach Agricultural Contractors	D Sim
\$200 prize voucher	Northern Valley's Tax	M Killmier and W Paton
Overnight package	Bindoon Windmill Farm	Hare Holdings Pty Ltd
Supply and delivery of 12.5 ton of gravel	Hall-all Contractors	C Huang and J Li
Overnight package	Enderslie House Bed & Breakfast	P and T Haeusler

The Shire extends a big thankyou to the following sponsors:

Bendigo Bank
Bigger than a bank.

Delta FORCE PAINTBALL

QUALITY HOTEL
CHOICE HOTEL
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Phone: 0439 065 461

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ACCREDITED TOURISM BUSINESS AUSTRALIA

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ENDERSLIE HOUSE
BED & BREAKFAST

ANSPACH AG

ACE DYNAMIC
ELECTRICAL & COMMUNICATION

HALL-ALL CONTRACTING
CIVIL EARTHMOVING

Corporate Services

COMMUNICATIONS

The Shire of Chittering continues to follow the objectives of the Council endorsed "Community Engagement Plan" and "Communication Plan". This ensures that community members will always be informed through professional consistent communication. Both documents will be reviewed in the upcoming financial year.

Primary communication methods:

- Chatter - the Shire's monthly newsletter which can be found in the Northern Valleys News or online at www.chittering.wa.gov.au (click the NEWS icon).
- eChatter – the Shire's email summary of what has been released over the past month, along with items for comment and upcoming event details. Residents simply need to request to be added to the email list. 667 subscribers.
- Keep Me Posted – the Shire's mailed version of eChatter. Residents simply need to request to be added to the mailing list. 55 subscribers.
- Facebook – our social media presence has continued to grow.
- 2,066 Chittering Shire (Profile) Friends
- 1,291 Shire of Chittering (Page) Likes
- 2,196 Chittering Bush Fire Ready (Group) Members
- 19 Chittering Youth Krew (Group) Members
- 33 Shire of Chittering "Have Your Say" (Group) Members
- 864 Visit Chittering (Page) Likes
- 1,778 A Taste of Chittering (Page) Likes
- 315 Chittering Youth Krew (Page) Likes
- 1,691 Wear Ya Wellies (Page) Likes
- Website – the Shire of Chittering website continues to average over 4,500 users a month.
- Instagram – new @visitchittering account started in February with Chittering Tourist Association. 192 followers.
- Twitter - @chitteringwa. 331 followers.

Chatter February 2018

Recent Shire News
302 Community Citizens of the Year Awards
Congratulations to all nominees and our winners who were announced at the Shire's Australia Day Community Celebration in Clure Park.
Hill & Education Scholarship Award - Tom Wrathall-Douglas
Hill 22 Education Scholarship Award - John Hall Botha
School Citizenship Award - Margaret Bamford
Junior Citizen of the Year - Doree Lucas
Rough Citizen of the Year - Tom Wrathall-Douglas
Lifetime Citizenship Award - Rodion Retinov
Tennismen Citizens of the Year - Mark Kay
For a full list of nominees please visit the Shire website.

Business in Focus
Biodoon's Wonders Farm #ShopLocal
Enjoy monthly style hospitality at Biodoon's Wonders Farm on your next trip to the Chittering Valley. Surrounded by lush hills and orange orchards, the 40 acre property and nearby bush reserves are home to kangaroos, wallabies, emus and a marvellous variety of birds.
Thank you to Biodoon's Wonders Farm for their support of the Shire's Annual Rates Incentive Plan.

Events This Month
Workshop - Creating a Social Experience in Chittering
Thursday, 1 February // 9am - 4pm
Orchard Growers' Meeting, Woodbourne
Workshop - A Farm Gate Experience
Friday 2 February // 9am - 12pm
Orchard Growers' Meeting, Woodbourne
Australia Day Among the Gums
Saturday, 3 February // 9am - 3.30pm // Warrnambool Oval
Bookings are essential, please contact
Annette 08 9575 7007 or Angela 0819 048 500
Library Members Afternoon Tea
Wednesday, 14 February // 1pm - 2pm
Biodoon Library members are invited to a free afternoon tea in appreciation of their support throughout the year.
CWA Meeting and Get Together
Wednesday, 21 February // 10am // Biodoon Town Hall
For more information call Cathy Brown 0428 952 640
Free Beyond Gardens Evening Workshop
Wednesday, 21 February // 6.30pm - 9.00pm
Over Chittering Hall
Bookings essential, please call 08 9575 4600 or email
cib@chittering.wa.gov.au
Free Beyond Gardens Morning Workshop
Thursday, 22 February // 10am - 12.30pm
Biodoon Town Hall
Bookings essential, please call 08 9575 4600 or email
cib@chittering.wa.gov.au
Biodoon Open Mic Night
Saturday, 24 February // 7pm - 10pm // Biodoon Town Hall
For more information contact: Barnum 0489 964 908
Biodoon Farmers Market
Sunday, 25 February // 9.30am - 12.30pm
Clare Park, Biodoon
Chittering Cancer Support Group
Monday, 26 February // 12pm - 1.30pm
Shire of Chittering Council Chambers, Biodoon
Rhyme Time
Every Wednesday // 10.30am // Biodoon Library
Kick start your baby's cognitive development and bond back up with Rhyme Time! For more information call
Annie on 08 9576 4600
Biodoon Singers
Every Monday // 7pm // Biodoon Town Hall
Bring \$3 for a cuppa and a cookie!

Local Road Works
The following works are scheduled for the 2017-2018 financial year:
• Bizard Road - Bridge works scheduled to begin once water levels drop. Works start mid-January 2018.
• Blue Plains Road/Madden Road - Black Spot, scheduled to commence in March 2018.
• Carl Street - Scheduled to start in Feb 2018.
• Chittering Road - Renewal, scheduled to commence in February 2018.
• Forrest Hills Parade - completed late December 2018.
• Hart Drive - Completed December 2017, minor drainage works to follow.
• Jullimar Road - Black Spot - 90% complete, works to be finished in late January 2018.
• Madden Road - Renewal, Completed January 2018, minor drainage works to follow.
• Machea East Road - Renewal, scheduled to commence in March 2018.
• Machea East Road - Black Spot, awaiting land resumption, scheduled to commence in April 2018.
• Ridgegrip Ramble - Renewal, Completed December 2017, minor drainage works to follow.
• Spike Road - Scheduled for completion in late January 2018.
• Spillman Road - Renewal, scheduled to commence in April 2018.
• Waddena Road - Black Spot, design work 2017/18 underway.
Help us by reporting any road/horn damage.
Contact the Shire on 9575 4600 or complete an online work request at www.chittering.wa.gov.au/feedback-services/submitting-a-work-request
Contact Technical Services for more information and for Work Requests on 9575 4600

Be Bush Fire Ready
Protect your best home in an emergency situation! Approximately 63% of households in Australia have a plan. Is it yours? Do you know what to do in an emergency fire plan?
Plan to Leave Early
Evacuating with animals can take time, especially if you need to make multiple journeys with different animals. Now your pet's emergency kit and carrier ready to go. Make sure it includes a lead, medication and important documents.
Plan Where You'll Go
Emergency services can't help evacuate your pets or larger animals in emergency situations, and not all evacuation centres will accept them.
Your animals may need to go to different places - this could be with friends, family, boarding kennels or kennels.
Animals will require a constant source of water and food. Make sure you have a plan in place for shelter.
Have a Plan B
Plan for what will happen if it's unsafe to return home. Speak to neighbours or nearby friends about what you would like them to do if you're not home.
Include phone numbers for your vet, RSPCA, fire, ranger, neighbours, family and friends who may be of assistance in your emergency plan.

Keep in Touch
Chatter - Published in the monthly Northern Valleys News, available at the Biodoon Library, or download from www.chittering.wa.gov.au
eChatter - Available on your mobile
Keep Me Posted - Posted directly to your mailbox

Library Land
February is Library Love's Month!
There will be a kids' coloring in competition throughout the month (prizes to be advised). On 14 February, we will be holding a free afternoon tea to say thank you to our members for their ongoing support.
Spotlight on Services
Throughout the month we will be showcasing all the services you can access via the library to educate people that we're not just a book!
To find out more contact Annette on 9575 4600

Business in Focus
Bendigo Bank
You may not think you use bank with matters, but it's about banking with your local Bendigo Branch makes a real difference by giving back to your community.
Thank you to Biodoon's Bendigo Community Bank Branch for their support of the Shire's Annual Rates Incentive Plan.
Little Free Libraries
If you're a fan of local history books as well as a library (Biodoon Ancestry Membership allowing free access to piece together your family tree via the public computers available).
ancestry

Chatter March 2018

Recent Shire News
New Visit Chittering Instagram Page
The Shire and Chittering Tourist Association have joined forces to start up the new Visit Chittering Instagram Page. If you're on Instagram be sure to follow @visitchittering to see all the wonders that our region has to offer and tag #visitchittering on your own local Instagram posts to allow us to share your posts!
Release of Bulk Ballons at Events
The Shire has begun distributing fact sheets to their organising local public events to discourage the release of bulk balloons and raise awareness around the impact this has on our environment. Copies of the fact sheet is available on the Shire website or at the Shire Administration Centre.
Sinking Items for Consideration for the 2018-19 Budget
Shire residents and ratepayers are invited to notify the Shire of any items to be considered in the Shire's 2018-19 Annual Budget. Queries about items are to be directed to Rhona Hawkins, Finance Manager Corporate Services. The deadline for items to be considered is 4pm on Friday, 27 April 2018.
Ordinary Council Meeting - Change of Venue
The Ordinary Council Meeting on Wednesday, 21 March 2018 will be held at:
Warrnambool Community Centre
2619 Biodoon Maccra Road
WARRNAMBOOL
2018 Local Emergency Management Committee Meetings
All meetings will be held at the Shire of Chittering Council Chambers, 6177 Great Northern Highway, Biodoon.
Banner in the Terrace Competition
Design entries are now open for the 2018 Banner in the Terrace Competition. The winning designer will be awarded a \$250 prize and provided the materials required to create their banner which will be displayed on St George's Terrace in Perth during the 10th Local Government Commemorative on 22 July to 4 August. Second and third place designers will also win \$50 each. Entries close Friday, 6 April 2018.
Road Closure - Carl St Machea
Golden Feather Festival Hand
During March the Biodoon Library is participating in the exciting Scribbles Festival Golden Feather Treasure Hunt! Pop in to the Library to see the selection of Children's, Junior, and Young Adult books. Hidden amongst them will be further bookmarks, one of which may be the illustrious Golden Feather!
Interested in Researching your Family History?
If you have a range of local history books as well as a library (Biodoon Ancestry Membership allowing free access to piece together your family tree via the public computers available).
Little Free Libraries
If you're a fan of local history books as well as a library (Biodoon Ancestry Membership allowing free access to piece together your family tree via the public computers available).

Have Your Say
Proposed Scheme Amendment Lot 22 (R03728) Great Northern Highway, Machea
Machea Land Farm Agricultural Resource to "General Industry" with an additional land use of "General Supporting Rural" Open for public comment until 4pm (WST) 13 March 2018.
Waste Local Law 2018
The Shire of Chittering has prepared a Local Waste Law to regulate the storage, collection and disposal of waste and recyclable materials for the benefit of the community and protection of the environment. Decisions for public comment open (WST) on Friday, 27 April 2018.
All items open for public comment are to be responded to in writing to PO Box 20 Biodoon WA or via email to chatter@chittering.wa.gov.au by the specified date. Supporting documentation is available on the Shire website or at the Shire Administration Centre during business hours.
Community Access and Inclusion Survey
The Shire of Chittering is committed to building a friendly and welcoming community. We want to hear from people of all ages and abilities about their experiences in relation to access and inclusion in the Chittering community.
Hard copies of this survey are available at the Shire Administration Centre or alternatively can be completed online at the Shire's website. Survey open until 16 April 2018.

Local Road Works
Bizard Road - Bridge works scheduled to begin once water levels drop. Works are planned to start late February 2018.
Blue Plains Road/Madden Road - Black Spot, Started February 6 2018.
Carl Street - Scheduled to start in March 2018.
Chittering Road - Renewal, commenced in February 2018.
Hart Drive - Completed December 2017, minor drainage works to follow.
Jullimar Road - Black Spot - 95% complete, works to be finished when landscaping has been installed by March 2018.
Madden Road - Renewal, Completed January 2018, minor drainage works to follow.
Machea East Road - Black Spot, awaiting land resumption, scheduled to commence in April 2018.
Ridgegrip Ramble - Renewal, Completed December 2017, minor drainage works to follow.
Spillman Road - Renewal, scheduled to commence in April 2018.
Waddena Road - Black Spot, design work 2017/18 underway.

Be Bush Fire Ready
Bushfire Awareness Series
The Shire of Chittering teamed up with the Office of Emergency Management and All Western Australians Reducing Emergencies (AWARE) to produce a series of Bushfire Awareness videos. Each of the four episodes focuses on a specialised topic and are available to view on the Shire of Chittering Facebook Page.
Episode 1: Preparing your Property for Bushfires
Episode 2: Fire Charge (Fire Safety)
Episode 3: Harvest and Vehicle Movement Bans
Episode 4: When to Leave your Property
Burning remains prohibited until 31 March 2018.

Business in Focus
Bendigo Bank
You may not think you use bank with matters, but it's about banking with your local Bendigo Branch makes a real difference by giving back to your community.
Thank you to Biodoon's Bendigo Community Bank Branch for their support of the Shire's Annual Rates Incentive Plan.
ancestry

Corporate Services

BUSINESS

Chittering Chamber of Commerce, Heartlands WA and Wheatbelt Business Network

The Shire of Chittering continues to support these three organisations:

- **Chittering Chamber of Commerce** – membership and a position on the committee. “A Community group dedicated to the advancement and promotion of business and business interests in the region.”
- **Heartlands WA** – membership, along with collaboration to supply a local and regional online business directory. “Promotes opportunities, employment prospects, infrastructure benefits, community connectedness, lifestyle choices, land package varieties, business and industry developmental possibilities, social service facilities including education and health, tourism and a vast array of products, services, events, festivals, food and wine.” Unfortunately, Heartlands WA closed as of Friday 28 September 2018.
- **Wheatbelt Business Network** – membership and promotional support for initiatives. “A not-for-profit, member driven, business association providing networking, a voice for business and one-on-one support.”

Economic Development

The Small Business Friendly Local Government’s Initiative was developed by the Small Business Development Corporation (SBDC). The Shire of Chittering continues to work with the SBDC to develop Small Business in the Shire on new initiatives.

Lower Chittering Sport and Recreation Facility business case completed, reporting positive return on investment for the project. Application for BBRF Infrastructure Grant lodged in November for Federal Funding Assistance, alongside pledges from Immaculate Heart College to contribute towards the construction of the facility if successful.

A Visitor Centre Sustainability Round 3 Grant was expended. Twenty-two thousand dollars of funding from Tourism WA was used to increase the functionality of the Visitor Centre with new furniture, signage, web page and workshops amongst other projects within the grant.

Business Networking: the Shire works closely with and occasionally hosts the Chittering Chamber of Commerce.

Working with Tourism WA and the Chittering Tourist Association the Chittering Farm Flavour Trail was developed. Ten farms and wineries invite everyone to drive to their neck of the woods and see where their food comes from. The trail brochures can be found in printed form and online.

TOURISM

Experience Perth, Avon Tourism and Discover Golden Horizons

The Shire of Chittering is a member of our region’s Tourist Organisation (Perth Region, Experience Perth) along with being an active participating member of our sub-regional tourism organisation (Avon Tourism, Avon Valley Region ~ Beverley, Chittering, Goomalling, Northam, Toodyay, Victoria Plains and York). In addition Chittering is an active member of a voluntary tourism group (Discover Golden Horizons ~ Chittering, Dalwallinu, Moora, Victoria Plains and Wongan Ballidu).

Corporate Services

COMMUNITY FUNDING AND SUPPORT

Community Assistance Grants and Sponsorship Scheme

The Shire understands the vital role that our local groups and volunteers play in the Chittering community; therefore the Shire allocates funds in its annual budget known as the "Community Assistance Grants and Sponsorship Scheme" (CAGS). The "CAGS" Scheme is designed to provide benefits to Shire residents through recreational, sporting, social or cultural means. During 2017-2018 Council allocated almost \$35,000 towards the following local community groups:

Community Assistance Grants

1. Bindoon and Districts Agricultural Society - display boards and bin shrouds (Bindoon Show 2017)
2. Bindoon Farmers Market - PA system
3. Bindoon Playgroup - wooden toys
4. Bindoon Theatre (BEAT) - upgrade to sound system
5. Chittering Art Society - art exhibition equipment
6. Chittering Wildlife Carers - wildlife incubators

Event Sponsorship

1. Bindoon and Districts Agricultural Society - Bindoon Agricultural Show and Rodeo 2017
2. Bindoon and Districts Historical Society - Historic Vehicle Day 2017
3. Bindoon Mobile Recovery - running and operational costs
4. Bindoon Playgroup - Christmas Party 2017
5. Chittering Art Society - Art and Photography Exhibition 2017
6. Chittering Junior Football Club - All Abilities Clinic
7. Veteran Car Club Chittering - Vintage Car Day 2017

Community Bus Sponsorship

1. Bindoon Men's Shed
2. Bindoon Playgroup
3. Bindoon Retirees
4. Bindoon Theatre (BEAT)
5. Bindoon Chittering CWA
6. Chittering Chamber of Commerce
7. Chittering Junior Football Club
8. Chittering Tourist Association
9. Chittering Wildlife Carers
10. Veteran Car Club Chittering
11. Various community groups

In-Kind Support

1. Bindoon and Districts Agricultural Society - printing and works
2. Bindoon Arts and Crafts - printing "Quilts in Spring"
3. Bindoon Farmers Market - printing flyers
4. Bindoon Playgroup - printing and works
5. Bindoon Singers - Christmas Carols Book printing
6. Bindoon Theatre (BEAT) - printing
7. Chittering Art Society - printing flyers
8. Bindoon Chittering CWA - printing
9. Chittering Chamber of Commerce - printing
10. Chittering Tourist Association - printing
11. Chittering Wildlife Carers - printing
12. Veteran Car Club Chittering - printing

Each year Council allocates funds to various 'not-for-profit' organisations which operate within the Shire. This funding is separated into two different categories and is designed to provide benefits to Shire residents through recreational, sporting, social or cultural means. To apply for future funding please contact the Shire.

You're invited to the annual
Christmas in the Park
Sunday 10th December
Clune Park, Bindoon
4pm-6.30pm

This event aims to
Reduce Reuse Recycle

Free fun for all ages including inflatable water slides, inflatable bouncy castle combos, inflatable boxing ring, Lions Train, native wildlife and animal farm, arts and crafts and more.

Santa will be arriving at 5pm with a gift for each child!

All kids receive a bag of lollies from Santa and a free bag of popcorn. Bring change for the sausage sizzle, drinks and face painting, BYO water bottle for free refills, towels, bathers, chairs and blankets.

*Gifts to the value of \$10 for your child or children can be left at the Bindoon Post Office by 5pm Friday 8th December, or message Nahrel for other arrangements Please mark each gift with your child's name and age.

For more information contact Nahrel 0407114544

Proudly supported by
TRONOX
Bindoon IGA
Bondigo Bank

Organised for kids of all ages by
We love our
FRIENDS
at Bindoon Playgroup

Corporate Services

Event Support

The Shire provided financial and in-kind support for a number of community events and programs (not limited to):

Bindoon and Districts Agricultural Show 2017

The Shire of Chittering supported the Bindoon and Districts Agricultural Show with event funding and sponsorship for the 2017 Bindoon and Districts Agricultural Show. Additionally, the Shire also attended the Show as an exhibitor with 14 Shire staff volunteering their time to man the Shire display along with support from the Chittering Youth Krew.

The Shire display was busy throughout the day with plenty to do for kids and families with a silent disco, games and give-aways provided by Dial before you Dig, Keep Australia Beautiful and the Youth Affairs Council of WA. WALGA Roadwise were also represented within the Shire stall.

Bindoon Primary School

Council gave a monetary donation towards the 2017 graduation gifts.

Immaculate Heart College

Council gave a monetary donation towards the 2017 graduation gifts.

AUSTRALIA DAY 2018

Chittering's Australia Day Awards Ceremony was held on Friday 26 January, in Bindoon's Clune Park with approximately 120 people in attendance. Guests were entertained by the talented local musicians of BEAT and enjoyed free coffee from Bindoon Bakehaus, ice cream from Phil's Soft Serve Van, cold drinks and a sausage sizzle cooked by the Shire Councillors.

These annual Awards offer the perfect opportunity to publicly recognise, and thank, those members of the community who voluntarily invest so much of their time into their community.

Education Scholarship Awards

Each year the Shire incorporates into their budget two scholarships of \$1,000 each for a student graduating Year 6 and a student graduating Year 10 at the end of the following school year. This year's scholarship winners were:

- **Finn Wrathall-Doust** (Year 6): will be using his scholarship towards his school fees and camps.
- **John-Paul Botha** (Year 10): will use his scholarship towards his school fees, uniform, and a MacBook or iPad.



Cr Peter Osborn and Finn Wrathall-Doust



Cr Peter Osborn and John-Paul Botha

Corporate Services

School Citizenship Awards

Our local schools are invited to nominate a student for outstanding citizenship during the recent school year. This year's award recipient was **Margarette Ramirez** from Immaculate Heart College who recognised Margarette's dedication to her studies and cheerful nature in the classroom making her a shining example for other students.

Active Citizenship Award

This award recognises groups that have made a noteworthy contribution or given outstanding service to the local community over a number of years through active involvement. The winners, **Bindoon Retirees**, were nominated for demonstrating citizenship and enhancement of community life by extending the hand of friendship and acceptance to socially isolated, everyday people in the Chittering community over the past 20 years.



Cr Peter Osborn and Margaret Ramirez



Cr Don Gibson and representative from Bindoon Retirees

Young Community Citizen of the Year Awards

The winner, **Finn Wrathall-Doust**, volunteers his time to a range of community causes including Chittering Youth Krew, Beats in the Park, Wear Ya Wellies, and Taste of Chittering. Actively helping his neighbours and grandparents, Finn is very engaging, courteous, and goes above and beyond for anyone in need. He is a strong advocate for the Chittering community and is a positive role model for other youth.

The other nominees were;

- **Harrison Anderson**: Nominated for his dedication and commitment to the school garden which has been infectious and encourages other students to get involved.
- **Hope Kavanagh**: Nominated for showing strong leadership skills within her school community and assisting younger students when in need.



Cr Mary Angus and Finn Wrathall-Doust

Corporate Services

Senior Community Citizen of the Year

The winner, **Dave Lucas**, was recognised for his devotion to the Chittering Veteran Car Club and Bindoon Museum. Without Dave's commitment, many artefacts reflecting the community's history would be lost or destroyed. His efforts have enabled future generations to understand the history and development of our Shire and surrounding districts.

Community Citizen of the Year Award

The winner, **Mark Kay**, was nominated for his dedication to several community clubs and committees, especially for fulfilling the duty of Grounds Manager for the 2017 Bindoon Agricultural Show. Mark is considered someone of integrity and true grit, who is a "go-to man" if a club or local needs something done. He has proven to be an exceptional leader in his capacity among the community organisations he is involved in, leading with a strong sense of community pride, sense of social justice and is highly respected by his peers.

The other nominees were;

- **Tuarn Brown:** Nominated for selflessly offering his technical skills and expertise to numerous community events.
- **Nahrel Dallywater:** Nominated for her involvement in numerous committees and groups that enable accessible and inclusive events and opportunities for the community.
- **Lisa Kay:** Nominated for establishing the Chittering Health Advisory Group in response to community concerns.
- **Storn Petterson:** Nominated for his Mobile Recovery Campaign that helps those battling alcoholism, drug addiction, anxiety and depression.
- **Adam Taylor:** Nominated for freely donating his personal time and business resources to support numerous community events.

Remember, events and local community members can be nominated for Active Citizenship Awards all year round – there's no need to wait until the Shire call's for nominations in September. Forms and more details are available at <https://www.citizenshipawards.com.au/>

Australia Day Events around the Shire

The Shire of Chittering contributed financially to the following two community events that were held in two locations:

- **Lower Chittering** - A cooked Aussie breakfast was provide by the Chittering Valley Progress & Sporting Association at the Lower Chittering Hall and Green.
- **Wannamal** - Another beautiful Australian summer evening was enjoyed by around 78 people at Wannamals Long Table Dinner Under the Stars, hosted by the Wannamal Community Centre.



Cr Aaron King and Dave Lucas



Cr Gordon Houston and Mark Kay

Corporate Services

COMMUNITY EVENTS

Seniors Week - Discover Chittering Bus Tour

Seniors jumped on a bus and spent 2 November 2017, discovering some of the wonderful scenery, groups, and activities on offer in Chittering, in celebration of Seniors Week. Invited guests received a gift bag containing some goodies for the trip. Seniors took a tour of Immaculate Heart College and were then served a delicious morning tea by the high school students. They then took a very interesting bus ride to Chittering Landcare where they were treated to a sumptuous lunch and dessert. The afternoon was spent with the students from Bindoon Primary School at Clune Park. Seniors were treated to afternoon tea made by the students and enjoyed some activities including Giant Jenga and Connect 4 with the students.

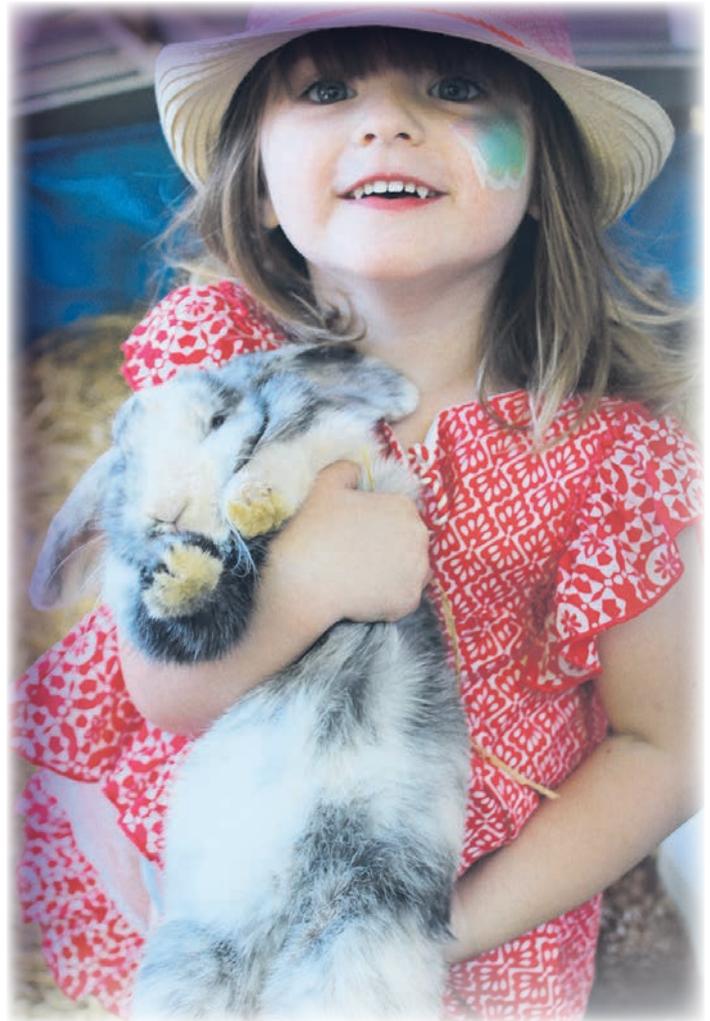
The day was heralded as a success with those attending looking forward to the planned activities for next year. The day would not have been possible without the assistance of volunteers on the day, including Mark Kay, who drove the bus all around Chittering, the students and staff of the Bindoon Primary School Senior Class, and Immaculate Heart College.

Volunteer Week

Over the past year local volunteers have attended to the regular activities necessary for the running of their various organisations, along with the planning and delivery of special events. Some of the achievements in the past twelve months, that would not have been possible without volunteers, include:

- Annual iconic events, the Bindoon Agricultural Show and the Chittering Spring Festival and major Shire events, Wear Ya Wellies and Taste of Chittering.
- Business networking opportunities and information sharing.
- Community social activities and fundraisers, including; Bingo Nights, Fashion Parades, Outdoor Movie Nights, Christmas Parties and Australia Day Celebrations.
- Incident response by St John Ambulance and Volunteer Bush Fire Brigades, plus the associated training.
- Markets, held on a monthly basis in Lower Chittering and Bindoon, plus Swap Meets.
- Regular sporting events (athletics, basketball, cricket, equine, football, judo, karate, netball, tennis...) which rely on coaches, umpires, committees, canteen assistants and car-pooling (to get teams to matches across the region).
- Visitor information and attractions, such as the Bindoon Museum.

These amazing people were recognised for all their hard work and dedication to our community at the annual Chittering Annual Recognition Event at Lower Chittering Hall in June 2018. Those in attendance received a spit roast dinner and drinks, plus a movie for the kids. Groups also nominated members to receive recognition at the event and certificates/gifts were handing out at a ceremony on the night.



Corporate Services

Wear Ya Wellies

Bindoon's Edmonds Reserve was the place to be on Sunday 27 May 2018 for the Shire's fifth Wear Ya Wellies family fun day.

The event was an amazing success with approximately 5,500 people attended from as far away as Margaret River.

The 2018 event saw the introduction of a muddy obstacle course which was very popular, and the addition of a toddler mud pit. Visitors on the day enjoyed plenty of free activities as well as the usual "Mud Fest" with heaps of craft activities, wildlife, petting zoo, train rides, nature play activities and market stalls.

Thanks go to the many volunteers on the day including the amazing Chittering Youth Krew and also our wonderful local contractors, Ace Dynamic who provided on site electrical management, Last Drop Water Carriers who provided all the potable water for the showers, and Muchea Plumbing and Gas who provided an amazing sprinkler system at the end of the obstacle course as well as all the onsite plumbing requirements on the day. Their support helped to bring smiles to thousands of children. Thanks also to CLP Photography, Avon Waste, Northern Valleys News, Educated By Nature, Messy Moments, Nature Play WA, and more local amazing businesses and community groups for their contribution to the event.

Thanks also to funding from Lotterywest and the Road Safety Commission which makes this FREE event possible.

Plans are in place for the 2019 to have an even bigger and better obstacle course, as well as a toddler mud area, loads of free activities, undercover food zone, and increased parking.



Corporate Services

Taste of Chittering 2017

The Shire of Chittering's fifth "Taste of Chittering" event, a showcase of local business and produce was held on Sunday 27 August 2017 at the Lower Chittering Hall from 10am to 3pm. The attendance was counted to be 5,026 people (although that MAY have included some of our four-legged friends!).

The event can anecdotally claim a range of community benefits, including engendering pride in the community, strengthening a feeling of belonging and creating a sense of place. Having a wide range of community events and celebrations catering to different audiences helps portray the Shire as a stimulating, fulfilling and fun place to live and visit all year round.



ANZAC Day Celebrations

The Shire of Chittering coordinated the 2018 ANZAC Service on behalf of the Bindoon Sub Branch of the RSL. This year built on the work undertaken in 2017 with an organising committee consisting of the below community groups and individuals:

- The Chief Executive Officer of the Shire of Chittering for the ANZAC Day Address and for playing the trumpet.
- Father John Herbert for the ANZAC Day Prayer.
- RAAF Based Pearce Personnel Catafalque Party and RAAF pilots fly past.
- Chittering Scout Group for guarding our Cenotaph, set up and catafalque party.
- Bindoon CWA members who kindly coordinate morning tea.
- Volunteer Emergency Services Personnel Guard of Honour.
- Sing Australia who sung our National Anthems.
- BEAT, and especially, Tuarn Brown and Barni Norton with the provision of the sound system.
- Mark Kay, Secretary of the Bindoon Sub Branch of the RSL as Master of Ceremony.
- Logan Wrathall, Youth Krew Member ANZAC Day Address
- Lisa Kay, Community Development Officer organising coordinator.

Approximately 350 people turned out and participated in the ceremony.

Corporate Services

SUPPORT TO LOCAL RESIDENTS

Financial Assistance for Residents involved in State and/or National Sporting Events

The Shire's Policy 6.5 Financial Assistance for Residents Involved in State/National Sporting Events offers funding to persons who represent the State or Nation in their chosen sport. The applicant must be participating as an athlete in a National Sporting competition endorsed by the relevant State Association or Governing Body. The athlete must be a resident of the Shire of Chittering and have been selected through a validated process.

This funding does not apply to development or training squads or invitational events, nor for local or regional competitions. Individuals may apply at any time and can request up to a maximum of \$200. Unless the individual is selected to represent Australia in an international event, they then may apply for up to \$400.

During 2017-2018 the following residents were provided with financial contribution towards costs associated with participating in a State/National sporting event:

- **Casey Booth** received youth sponsorship to attend the Mounted Games Nations Cup held in Kentucky USA.
- **Riley Jacklin** received youth sponsorship to attend the Australian Bushmans and Campdraft Associations National Junior Rodeo Finals held in Tamworth. Isabelle Stalls received youth sponsorship to attend the National Calisthenics Competition in Canberra.

Kidsport Funding

The Shire of Chittering continues to facilitate the KidSport Grant Program available through the Department of Local Government, Sport and Cultural Industries (DLGSCI). The program aims to assist Western Australian children aged between 5-18yrs to participate in community sport and recreation, regardless of their financial circumstances. From January 2018 the KidSport Program moved from formal Grant Agreements to Service Agreements. In essence this now means that the Shire of Chittering honour KidSport Voucher payments to the relevant clubs and then seek reimbursement from the Department of Local Government, Sport and Cultural Industries on a monthly or quarterly basis.

Only those children with a valid Health Care Card are eligible for assistance through the program up to a total of \$150 per calendar year.

For the period 1 July 2017 – 30 June 2018 the Shire of Chittering issued 104 vouchers to 92 individual kids totally \$12,353. Of these children 72 had not been registered on the KidSport system previously.



Corporate Services

Chittering Community Courtesy Bus

The Chittering Community Courtesy Bus proposal stemmed from the Shire of Chittering Age Friendly Community Plan 2016 – 2019 and the Shire of Chittering Youth Strategy 2015 – 2018 and was adopted as an on-going project in the 2017/2018 budget.

For the period 1 July 2017 – 30 June 2018 the service averaged 10 passengers per week ranging from 17 on the busiest days to 4 on the quietest day. This is an increase of 2 passengers per week on the last reporting period. The service did not operate on public holidays or during the Christmas to New Year period.

During this period the service has predominately been utilised by people over the age of 55 despite it being a free community service for all Chittering residents.

The bus service is supported by two regular volunteer drivers who have been registered as volunteer staff with the Shire of Chittering. A relief volunteer driver provides back up support to the regular drivers.



Chittering Youth Krew

The Chittering Krew has grown in memberships since 2016/2017 financial year as a result of a targeted recruitment drive. As at 30 June 2018 the Krew consists of 25 members ranging in age from 10 – 17 years old. This is represented by 11 girls and 14 boys who attend the following schools:

- La Salle
- Bullsbrook College
- Bindoon Primary School
- Swan Christian College
- Ellenbrook Christian College
- St Stephens College
- Immaculate Heart College
- Swan Valley Anglican College

Krew activities throughout the year have included:

- Monthly Krew meetings
- Krew parents participated in a Youth Mental Health First Aid workshop held across 2 days
- Krew members participated in a 1 day Youth Mental Health First Aid workshop.
- Participation at the Taste of Chittering, August 2017
- Supported at Wear Ya Wellies, May 2018 and;
- Held a planning day in June 2018 identifying workshops, events and activities for the 2018/2019 year

Corporate Services

AUSTRALIAN CITIZENSHIP CEREMONIES

Throughout the 2017-2018 financial year the Shire conducted two ceremonies for four new Australian citizens. New local Australian citizens receive a native plant. Where do our newest Australian citizens hail from?

- Bangladesh - one
- United Kingdom - three

BINDOON LIBRARY

The Bindoon Library is an essential service that the Shire of Chittering provides to its residents. The Library's usage continues to grow as we provide even more services. Over the past year we have seen an increase of 182% of members returning each month, borrowing 108% more items than last year. It's free to join up and members can then borrow books, DVDs, audiobooks, and board games. Monthly themes pinpoint particular genres and items that we have in our selection that may interest our members, or that may tie in with a local event.

We provide Better Beginning's packs to families of new born babies to encourage early literacy and a love of reading. We also have a weekly Rhyme Time session during school terms: a child who has fun with rhymes, songs, and books will grow up loving reading and words.

As well as having public computers with free internet access, we also provide a free WiFi service so community members can access the internet on their own devices. The Bindoon Library also has e-Smart accreditation. E-Smart Libraries is a cyber safety framework designed to fully equip libraries, staff, and library users with the skills they need for smart, safe, and responsible use of digital technology. We join 75% of public libraries across Australia in participating in the program.

For those in the Shire who don't make it into Bindoon regularly, we have introduced our Little Free Libraries. Presently we have two: one at the Robert Hindmarsh Rest Area in Wannamal and one outside Immaculate Heart College in Lower Chittering. These are free book exchanges that have a wide selection of books (originally stocked from our donated items) that community members and travellers can browse and take, leaving behind an item to replace it if they wish. Our Little Free Libraries are registered with the global movement <https://littlefreelibrary.org> and are featured on the world map on their site. The Wannamal LFL is especially popular, and we receive regular positive feedback in regards to it, including from people as far away as Germany!

Regular activities are run, often in conjunction with our theme months and these are always popular. Activities have included:

- Spy Month - June 2017
- Bushfire Ready Month - September 2017
- Halloween - October 2017
- Christmas - December 2017
- We're Egg-specting - January 2018
- Library Lovers Month - February 2018
- Compassionate Communities - April 2018
- Recipe for a Modern Rural Family - May 2018



Development Services

PLANNING AND BUILDING SERVICES

Applications for Planning Approval

Description	2017-2018	2016-2017	2015-2016	2014-2013
Planning Applications	115	161	212	371
WAPC (subdivision/amalgamations)	6	8	11	11
Scheme Amendments	3	3	4	7
State Administrative Tribunal (SAT)	5	2	5	2
TOTAL	129	174	232	391

Applications for Building Permits

Description	2017-2018	2016-2017	2015-2016	2014-2013
Dwelling	120	45	54	80
Shed	82	68	69	71
Patio	62	39	35	38
Pool	40	17	36	23
Water tank	50	27	41	51
Granny flat	6	7	7	14
Commercial	50	N/A	N/A	N/A
Occupancy Permits	68	N/A	N/A	N/A
TOTAL	478	203	242	277



Development Services

MUCHEA INDUSTRIAL PARK

The Muchea Industrial Park (MIP) development area is progressing with the Sirona Local Structure Plan and subsequent subdivision approval for stage one of their development area. In addition, the approval of the Federal grant for employment of an officer to help write a prospectus for the total MIP area has allowed for increased knowledge and interest in the area.

There are currently three scheme amendments either approved or progressing in the MIP. In addition, meetings between the landholders of Precinct 3 west to undertake the rezoning and development of the precinct are progressing steadily. As they are required to work together to develop as a single applicant, there remains conjecture surrounding costs et al. A single planning consultant has been engaged by the group, and an application to amend their zoning to industry is expected within the next 12 months.

Possible water providers are being investigated, with the most probable source being 'Aquaferre', who is intending to provide for Precinct 1.

REVIEW OF THE LOCAL PLANNING STRATEGY

The Local Planning Strategy (LPS) provides a guide for the subdivision and development of land within the Shire. It outlines the vision for development and the outcome of implementing the strategy in order to achieve orderly planning and to create a sustainable community, local employment opportunity and the preservation of its local biodiversity. Following the 2014 public advertising, a further review of the Strategy was undertaken, with WAPC approval in June 2018 to allow for further public consultation proposed for mid-late 2018.



IMAGE: NorthLink WA Sod Turning on 3 November 2017

Development Services

ENVIRONMENTAL HEALTH

Food Act 2008

All food businesses are required to be registered under the *Food Act 2008* and comply with associated Food Safety Standards. Premises are inspected regularly to ensure that standards are being met. The following table is a summary of inspections and enforcement action undertaken from 2013 to 2018:

Description	2016-2017	2016-2017	2015-2016	2014-2015
Registered Food Business	67	67	65	59
Inspections	50	68	46	51
Improvement Notices	0	1	2	1
Compliance with Notices	0	1	1	1

Although there were no formal Improvement Notices or Compliance Notices issued, substantial improvements have been made at several food businesses following routine inspections. As a result the standard of food premises is improving. The focus in the ensuing year is to improve the food hygiene knowledge and practices of food business proprietors and employees.

Water Sampling Program

Testing water for compliance with the requirements of the NHMRC Australian Drinking Water Guidelines (the guidelines) is necessary to ensure that water is potable, particularly at registered food businesses, B&Bs and lodging houses, where a reticulated/disinfected scheme water supply is not available. Only one sample failed as it contained E.coli. Public swimming pools are also tested to ensure safety at first start-up and during the swimming season. All results were satisfactory. The water supplies at residential premises are tested when people have been diagnosed with a possible water-borne infection or upon request when they have a concern about their water quality. No microbiological pathogens were detected. The following table summarises water samples taken between 2012 and 2018.

Description	2017-2018	2016-2017	2015-2016	2014-2015
Commercial businesses	8	24	10	4
Swimming Pool (Catholic Ag. College)	5	6	3	6
Swimming Pool (Water Ponyz)	6	N/A	N/A	N/A
Residential	2	3	2	6
Council	1	0	9	15
Chemical	6	N/A	N/A	N/A
TOTAL	28	24	24	31

In 2017 the Local Health Authority Analytical Committee enabled funding previously restricted to food sampling to be used for other purposes such as potable water testing, asbestos identification and general contamination testing. This allowed a further six samples to be listed under 'Chemical' in the table above. With regard to chemical testing of water some aesthetic exceedances of the guidelines were indicated but there were no health exceedances.

Development Services

Wastewater Treatment System Approvals

The following table shows the applications received for the last four years:

System Type	2017-2018	2016-2017	2015-2016	2014-2015
Septic Tanks	28	39	33	60
Aerobic Treatment Units (ATU's)	20	26	25	32
Amended Soil Systems	6	2	8	11
Other (grey water and composting toilets)	3	0	4	2
TOTAL	57	67	70	105

Each wastewater system involves a preliminary site check to ascertain that the proposed system is suitable for the site conditions and the issue of an approval to construct if considered suitable. Once installed the system is inspected to ensure that it meets requirements and if so, a permit to use the system is issued. If the system does not comply further conditions and inspections may be required before it is passed. Once again there has been a decline in the number of systems approved due to the economic downturn in the housing industry.

Waste Management

Waste management statistics are only available for the 2016/17 financial year. Results for the 2017/18 year will be included in the Shire of Chittering annual report for 2018/19. In 2016/17 the Shire's contractor (Avon Waste) collected 1446 tonnes of waste and 526 tonnes of recyclable materials via the kerbside collection service. In addition to this there was 2,254 tonnes of domestic waste dropped off at the two Shire landfills of which approximately 100 tonnes were recycled. A total of 937 tonnes of recyclable materials were dropped off by residents to the shire's two landfills. Over 422 tonnes of greenwaste were taken to landfill of which an estimated 10 tonnes were landfilled due to contamination. The processed greenwaste was used for tip cover and as mulch in the Shire's parks and gardens. Approximately 250 tonnes of domestic hard waste and bulk rubbish was taken to landfill of which 200 tonnes were recycled e.g. metal and items for the tip shop, etc.

The kerbside waste materials collected are deposited at the Muchea landfill site. The kerbside recycling materials are taken to the contractor's (Avon Waste) depot at Gingin for further sorting and the materials are then taken to the South Metropolitan Regional Council (SMRC) in Canning Vale for packaging and marketing. The waste dropped off directly to landfill by residents is sorted to remove recyclable products including greenwaste, metals, items for the tip shop, batteries, etc. The recyclables dropped off to landfill (in the recycling shed) are taken to the SMRC by Avon Waste for further processing, packaging and sale. The breakdown of recyclables collected by Avon Waste and dropped off at landfills for the previous two financial years is shown in the table below:

TABLE: Avon Waste recyclables collected

Description	2016-2017	2015-2016
Avon Waste Collection		
Paper and Cardboard	218	217
Glass	159	157
Plastics	32	31
Aluminium (cans)	15	14
Steel (cans)	9	9
Contaminants	94	93
TOTAL	526	521

Development Services

Description	2016-2017	2015-2016
Recyclables dropped-off at landfills		
Paper and Cardboard	81	69
Glass	143	120
Plastic	8	1
Aluminium (cans)	11	23
Steel (cans)	21	22
Aluminium	0	1
Steel and other metals	241	201
Greenwaste	412	295
Mattresses	2	2
E-waste	6	6
Waste oil	9	4
Batteries	3	3
TOTAL	937	747

All recyclables taken to landfills are collected by recycling contractors when stockpiles achieve a minimum collection level. Some products achieve a positive return while others cost the Shire to have them removed. This largely depends on the value of the materials on the open market.

During 2016/17 the average waste/person/ week was 16 Kgs and the weekly household average was 41 Kgs/week. The total of all waste collected or taken to landfills (domestic, commercial and shire wastes) was 5208 tonnes for the year including 1451 recycled tonnes. Based on these figures, the Shire's recovery rate (the amount of materials diverted from landfill) was 27% for the 2016/17 year as it was for the previous year. This is 3% short of the target of 30 % for non-regional local governments. The saving in landfill space will help to extend the life of the landfill sites while Council establishes a long-term strategy for future waste management. There is always room for improvement with recycling practices and the aim for future years is to substantially reduce the contamination rate. This is being driven by the 'Chinese Sword' policy which demands a much higher purity of recyclable materials before they will be accepted. It will be the task of government, the community and industry to meet the necessary targets through improved technology,



Development Services

procedures and practices.

EMERGENCY AND FIRE MANAGEMENT

Local Emergency Management

During the year, the Shire of Chittering has maintained its obligations for compliance as per the *Emergency Management Act*, hosting four Local Emergency Management Committee meetings and the Bindoon fire in November was utilised as the annual Local Emergency Management Committee and Local Recovery Committee exercise.

Chittering Fire Service

The Shire of Chittering currently has five volunteer bushfire brigades and an Incident Support Brigade staffed by approximately 213 volunteers. The Shire received \$212,000 from the Local Government Grant Scheme to fund the ongoing operations and maintenance of the Volunteer Bush Fire Brigades.

The following table shows the total incidents and membership for the period 30 June 2017 to 10 July 2018:

Brigade	Primary	Support	Total	Personnel
Muchea VBFB - 6443	7	14	21	29
Lower Chittering VBFB - 6387	14	14	28	37
Upper Chittering VBFB - 6138	11	16	27	36
Bindoon - 6055	20	11	31	40
Wannamal VBFB - 6652	2	1	3	58
Incident Support Brigade - 6975	-	4	4	26
			TOTAL	213

Mitigation

The Shire's commitment Bush Fire Mitigation has continued in 2018 with the Shire upgrading/maintaining approximately 79 kilometres of sub-division strategic and bush reserve firebreaks. Approximately 46 hectares of bushland was prescribed burnt at Blackboy Ridge and Payne Street Reserves.

DFES Bushfire Risk Management Plan Mitigation Activity Funding applications were successful with \$26,900 provided for mitigation treatments in Muchea; and \$19,500 provided for risk management treatments on 'unallocated' Crown Land in Wannamal.

The Shire was deemed a bushfire risk priority in Local Government and partnered with the Department of Fire and Emergency Services (DFES), receiving grant money over two and half years for the employment of a Bushfire Risk Planning Coordinator to conduct asset based bushfire risk assessments, and identify treatments to reduce the risk. This position has now been moved to Gingin. Two of the Shire's employees have now been trained by DFES to continue using the Bushfire Risk Management System.

Community Engagement

Chittering was one of 20 organisations to receive funding through the 'All West Australians Reducing Emergencies through the Office of Emergency Management. Chittering commenced its campaign through "Chatter check-in" survey, which closed end of August 2017. A working group discussed the results of the survey and identified how to engage the local community. The Shire produced a series of short videos that were progressively uploaded to the Chittering Facebook page and website. A 'fire Danger Rating' graphic was included on the front page of the Shire website to coincide with the release of the videos and assist residents with decision making regarding their daily activities during the fire season.

Facebook and the Shire's website have been increasingly and regularly used to disseminate community messages to residents, including harvest and vehicle movement bans, prescribed burning, property preparation, incident and safety information.

Development Services

RANGER SERVICES

Rangers Services have had another successful year serving the community, with a strong focus on education (over infringement) resulting in successful outcomes. The Shire's Rangers continue to undertake annual inspections of Shire Reserves, emergency/fire access routes, firebreaks and dog/cat registrations.

The Rangers are responsible for undertaking Council's statutory requirements including:

- animal welfare
- cat control
- customer service
- dog control
- fire prevention
- littering control
- public education
- stock control

The Shire Rangers are equipped with purpose built vehicles which greatly improve safety in relation to the movement of animals. The following table indicates some of the primary duties undertaken by the Rangers over the last four years:

Description	2017-2018	2016-2017	2015-2016	2014-2015
Dogs				
Dogs Wandering Complaints	88	90	172	222
Dog Warnings Issued	163	261	166	163
Dog Infringements Issued	22	36	49	28
Dog Attacks Reported	19	14	26	45
Dog Barking Complaints	4	14	16	15
Additional Dog Applications Submitted	13	6	13	18
Additional Dog Applications Approved	13	6	10	23
Dogs Impounded	20	24	25	48
Dogs Returned to Owner	19	23	32	57
Dogs Surrendered	1	0	0	6
Dogs Re-homed	0	3	4	10
Dog Registration Checks	754	902	934	519
Dogs Registered	593	757	713	523
Cats				
Cat Registration Checks	129	32	64	135
Cats Registered	83	123	51	65
Cat Infringements Issued	0	0	0	0
Cats Impounded	7	10	14	60
Cats Returned to Owner	3	3	1	0
Cats Surrendered	0	0	0	0
Cats Re-homed	2	4	8	21
Stock				
Livestock Impounded	8	28	29	3
Stock Wandering Complaints	75	78	133	151
Stock Wandering	39	29	107	285
Warnings Issued	4	4	16	17
Stock Infringements Issued	4	1	0	0

Development Services

Description	2017-2018	2016-2017	2015-2016	2014-2015
Fire Prevention				
Firebreak Inspections	2,184	1,596	1,428	1,237
Firebreak Complaints	7	12	18	81
Complaint Properties	1,505	1,180	870	440
Firebreak Work Orders Issued	679	363	216	156
Firebreak Second Inspections	679	393	208	253
Firebreak Infringements Issued	13	8	10	30
Reserve Inspections	10	10	4	24
Fire Control				
Fire Investigations	6	22	12	29
Fire Complaints	6	2	14	31
Fire Incidents Attended	4	3	2	12
Fire Warnings Issued	1	4	16	8
Fire Infringements Issued	4	2	1	9
Fire Permits Issued	23	46	32	60
Litter Control				
Litter Complaints	5	5	12	24
Warnings Issued	0	1	0	4
Infringements Issued	0	0	1	2
Other Duties				
Abandoned Vehicles	8	11	11	7
After Hours Phone Calls	98	142	201	308
After Hours Callouts	26	40	57	106
Rural Numbers Installed	15	62	108	113
Miscellaneous	17	8	39	121
Wildlife Callouts	14	9	3	22
Graffiti Complaints	0	1	2	2
Off Road Vehicle Complaints	2	1	5	7
Security Camera Installations	12	6	10	25

Development Services

COMPLIANCE

Planning	2017-2018	2016-2017	2015-2016
Planning compliance audit	N/A	N/A	399
Illegal structures	3	3	11
Living in sheds	2	3	29
Unauthorised transport depots	1	0	8
Overstocking of grazing animals	1	0	n/a
Compliance with conditions of planning approvals	3	5	4
Illegal signage	1	0	2
Sea containers (held off due to Policy review)	1	0	28
Complaints	7	6	22
Other compliance matters	n/a	15	31
TOTAL	19	21	534

Fire Prevention	2017-2018	2016-2017	2015-2016
Firebreak inspections	2,184	1,596	1,206
Firebreak complaints	7	12	12
Compliant properties	1,505	1,180	939
Firebreak work orders	679	363	267
Firebreak second inspections	679	363	267
Firebreak infringements issued	13	10	13
TOTAL	5,067	3,524	2,704

SAT and Prosecutions	2017-2018	2016-2017	2015-2016
SAT	5	3	4
Prosecutions	1	1	3
TOTAL	6	4	7

Throughout the 2017/18 financial year, a compliance officer was not employed due to restructuring and staff resignations. Accordingly statistics for this financial year were not recorded and collated. Available staff did nonetheless undertake compliance motions where practicable and appropriate. Ostensibly where a mediated outcome could be achieved, was achieved.

A single instance of a person illegally dwelling within a shed structure, who was causing significant issues with the neighbouring properties, was prosecuted by the Shire, however was eventually made to vacate the property through a bank default on a mortgage. That person has not been seen in the Shire since.

Technical Services

ROAD CONSTRUCTION

\$2,164,151 was invested in road construction through the Shire, of which \$758,518 was received from the “Regional Road Group”, “Black Spot”, “Roads to Recovery” and FAG bridge funds. Projects included during 2017-2018 were:

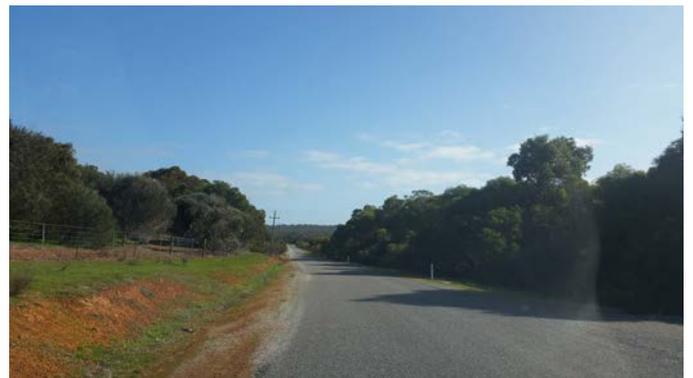
- Spillman Road – Renewal



- Maddern Road - Renewal



- Hart Drive - Renewal



- Ridgetop Ramble - Renewal



Technical Services

- Spice Road - Reconstruction



- Carl Street - Reconstruction



- Chittering Road - Regional Road Group



Technical Services

- Muchea East Road - Regional Road Group (project carry-over to 2018/19)



- Chittering Road - Black Spot



- Blue Plains/Maddern Roads Intersection - Black Spot



- Julimar Road - Black Spot



Technical Services

- Forrest Hills Parade - footpath



- Wandena Road - Black Spot (Design Stage completed)



ROAD MAINTENANCE

\$1,159,055 was invested in road maintenance throughout the Shire. This included:

Bridge maintenance	\$18,881
Built Up Areas	\$166,688
Sealed Roads - outside	\$681,575
Gravel Roads - outside	\$112,461

All other funds were used for maintenance grading, bitumen patching and gravel sheeting.

PARKS AND RESERVES

\$299,547 was spent on the maintenance and improvements of the Shire’s parks, ovals and reserves.

Technical Services

BUILDING MAINTENANCE

\$340,439 was invested in upgrades to the Shire’s buildings.

Projects included during 2017-2018 were:

Description	Amount
Muchea Hall Pavillion Upgrade	\$49,750
Muchea Hall CCTV	\$7,570
Lower Chittering Hall CCTV	\$45,190
Muchea Hall – Air-conditioning install to main hall	\$18,345.00
Muchea Netball courts resurfacing	\$40,874.00
Sandown Park – New Ablution Block	\$120,290.00
Bindoon Multi-court resurfacing	\$29,488.00
Blackboy Ridge – Basic trail enhancement	\$28,932.00
TOTAL	\$340,439

All other funds were used for maintenance of all Shire owned buildings and facilities, which includes painting, annual electrical checks, pest inspections, safety inspections, plumbing maintenance and associated building maintenance.



IMAGE: Muchea Hall Pavillion Upgrade



IMAGE: Muchea Hall Pavillion Upgrade



IMAGE: Sandown Park New Ablution Block



IMAGE: Muchea Netball Courts Resurfacing



IMAGE: Chinkabee Court Resurfacing



Statutory reports

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

The Shire's *Disability Access and Inclusion Plan 2012-2017* expired on 30 June 2017.

The 'draft' *Disability Access and Inclusion Plan 2018-2022* was presented to Council on 21 March 2018 for advertising. The Shire's public comment period opened on 28 March 2018 and closed on Friday 18 May 2018. The feedback will be presented to Council in July 2018.

RECORD KEEPING

The *State Records Act 2000* requires the Shire to have an approved Record Keeping Plan which details the way the Shire keeps its records.

The Shire's Record Keeping Plan was reviewed in January 2014 and policies is scheduled for review in 2018.

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 2017-2018, the Shire received 10 Freedom of Information applications. Eight applications were completed within the time-frame prescribed by legislation, there none withdrawn. Two applications have been carried over to the 2018-2019 financial year.

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 reports

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 COMPLAINTS

The *Local Government Act 1995*, Section 5.121 requires that the Complaints Officer of the local government is to maintain a register of complaints which records all complaints that result in an action under the *Local Government Act 1995*, Section 5.110(6)(b) or (c).

For the purposes of Section 5.53(2)(hb) of the *Local Government Act 1995* it is advised that the Shire received two complaints during this period.

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 internally during June 2018. This document is available on the Shire's website (www.chittering.wa.gov.au/council/policies).

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 not reviewed during the 2017-2018 financial year. The current Register is available on the Shire's website (www.chittering.wa.gov.au/council/publications).

Statutory reports

COMPLIANCE WITH THE PUBLIC INTEREST DISCLOSURE ACT 2009

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

COMPLIANCE WITH THE LOCAL GOVERNMENT (RULES OF CONDUCT) REGULATIONS 2007

There were no Rules of Conduct breaches received where members were found to be in breach of the Regulations.

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.

At the Ordinary Council Meeting held on 15 February 2017 Council resolved to commence the review process of the *By-laws relating to Signs, Hoardings and Bill Posting* (gazetted on 20 August 1993), as the By-law will be superseded by alternative local legislation (i.e. Local Planning Policy 'Signage'). The Shire first advertised the review process on 1 March 2017 for public comment. At the end of the public comment period no submissions were received, therefore Council adopted the *Repeal Local Law 2017* on 21 June 2017. The *Repeal Local Law 2017* was Gazetted on 7 July 2017. Public notice published on 19 July 2017 (West Australian and Advocate). The Explanatory Memorandum was sent to the Joint Standing Committee on Delegated Legislation (JSCDL) on 27 July 2017.

Upon sending the Explanatory Memorandum Checklist and supporting documents to the Joint Standing Committee on Delegated Legislation, the Shire was advised that the *Repeal Local Law 2017* did not repeal the original *By-law relating to Signs, Hoardings and Bill Posting*. The original By-Law was Gazetted on 7 August 1992; and an amendment was Gazetted on 20 August 1993 – which is what the Repeal Local Law 2017 in fact repealed. Accordingly, the JSCDL have advised that as the Shire's initial intent was to repeal the original By-Law, the Shire is now required to start the s3.12 process and create a new Repeal Local Law that repeals both the *By-Law relating to Signs, Hoardings and Bill Posting* and *Repeal Local Law 2017*. The Shire gave state-wide and local public notice on 11 April 2018, seeking public comments by 1 June 2018. The Repeal Local Law will be presented back to Council during the 2018-2019 financial year.

At the Ordinary Council Meeting held on 21 March 2018 Council resolves to commence the initiation of the *Fencing Local Law 2018*. The proposed local law was given state-wide and local public notice on 18 April 2018, seeking public comments by 11 June 2018. The Fencing Local Law will be presented back to Council during the 2018-2019 financial year.

During 2016-2017 Council resolved to make the *Waste Local Law 2016*. The *Waste Local Law 2016* was first advertised on 25 October 2016 for public comment. The *Waste Local Law 2017* was adopted by Council at the Ordinary Council Meeting held on 15 February 2017. The local law was gazetted on 23 March 2017 and notification was submitted to the JSCDL on 6 April 2017. The JSCDL having reviewed the local law have advised the Shire of necessary amendments on 10 August 2017. These necessary amendments will be presented to Council during 2017-2018. On the 21 February 2018 the proposed *Waste Local Law 2018* was presented to Council for initiation. The Shire advertised the proposed local law on 7 March 2018, with deadline for comment being 27 April 2018. The *Waste Local Law 2018* was presented back to Council on 20 June 2018 for adoption. The local law will be Gazetted during the 2018-2019 financial year.

Statutory reports

PAYMENT TO EMPLOYEES

The *Local Government (Administration) Regulation 19B* requires the annual report to contain details of the number of employees of the local government entitled to an annual salary of \$100,000 or more in bands of \$10,000 for each such band over \$100,000.

TABLE: Salary Band

\$ FROM	\$ TO	No of Employees
100,000.00	109,999.99	0
110,000.00	119,999.99	3
160,000.00	200,000.99	1

ORDINARY COUNCIL

The Council of the Shire of Chittering consists of seven Elected Members sitting as one body, with the President being elected by the members. The Council is the policy and decision making body for the Shire, and meets every third Wednesday at 7pm (February - December). The Chief Executive Officer and the Executive Managers of the Shire's three departments attend council meetings to assist the President and Councillors with information as required.

Members of the public are welcome to attend Council meetings and to ask questions on any issue during public question time, but are not permitted to take part in council debate.

Local Government elections were held on 21 October 2017; the following table represents all members of Council from 1 July 2017 through to 30 June 2018.

TABLE: Attendance of Elected Members at Council Meetings - 1 July 2017 to 30 June 2018

Elected Members	Annual Electors [1] <small>11 December 2017</small>	Ordinary Council [11]	Special Council [3]
Gordon Houston (President) ¹	1	10	3
Peter Osborn (Deputy) ²	1	11	3
Mary Angus	1	11	3
Don Gibson ⁵	1	9	3
Aaron King	1	11	3
Michelle Rossouw ³	n/a	4	3
George Tilbury	1	11	2
Carmel Ross ⁴	1	7	1

¹ Gordon Houston was elected President on 25 October 2017.

² Peter Osborn was elected Deputy President on 25 October 2017.

³ Michelle Rossouw was not re-elected following elections on 21 October 2017.

⁴ Carmel Ross was elected to Council and sworn in on 25 October 2017.

⁵ Don Gibson was on Approved Leave of Absence from 11 August 2017 until 8 September 2017.

Statutory reports

Committees and Advisory Groups

The Shire of Chittering currently has the following three committees of Council:

1. Audit Committee
2. Chittering Bushfire Advisory Committee
3. Local Emergency Management Committee

The Shire of Chittering also has the following 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 via an Officer’s Report.

“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 has the following Advisory Groups:

- Chittering Community Planning Advisory Group
- Chittering Community Support Funding Advisory Group
- Chittering Education Scholarship Advisory Group
- Chittering Mining Advisory Group
- Chittering Health Advisory Group
- Chittering Youth Krew Advisory Group

Disbanded Committees and Advisory Groups

Nil

External Bodies

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.

In addition to its own committees and advisory groups, the Shire of Chittering is also represented by Councillors on the following bodies:

- Avon Midland Zone (WALGA)
- Bindoon and Districts Agricultural Society
- Bindoon Community Progress Association^{by request}
- Bindoon and Districts Historical Society
- Bindoon Sport and Recreation Association^{by request}
- Chittering Tourist Association
- Chittering Valley Land Conservation District Committee
- Chittering Valley Progress and Sporting Association
- District Health Advisory Council (WA Country Health Service Wheatbelt)
- Ellen Brockman Integrated Catchment Committee
- Northern Growth Alliance
- The Livestock Centre Muchea Consultative Group
- Tronox Community Consultative Committee
- Wannamal Community Centre Inc.
- Wheatbelt Development Assessment Panel
- Wheatbelt North Regional Road Group

Shire of Chittering Financial Report

for the Year Ended 30 June 2018

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Principal place of Business:
6177 Great Northern Highway
BINDOON WA 6502

Shire of Chittering Financial Report

for the Year Ended 30 June 2018

STATEMENT BY CHEIF EXECUTIVE OFFICER

The attached financial report of the Shire of Chittering for the financial year ended 30 June 2018 is based on proper accounts and records to present fairly the financial position of the Shire of Chittering at 30 June 2018 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 Eighteenth day of December 2018



Alan Sheridan
Chief Executive Officer

STATEMENT OF COMPREHENSIVE INCOME BY NATURE AND TYPE

for the Year Ended 30 June 2018

	NOTE	2018 Actual \$	2018 Budget \$	2017 Actual \$
Revenue				
Rates	23(a)	5,441,331	5,435,077	5,262,866
Operating grants, subsidies and contributions	2(a)	1,758,856	1,271,542	2,283,319
Fees and charges	2(a)	1,341,620	1,389,012	1,288,110
Interest earnings	2(a)	146,390	140,602	133,697
Other revenue	2(a)	326,423	244,131	426,506
		9,014,620	8,480,364	9,394,498
Expenses				
Employee costs		(3,455,422)	(3,204,609)	(3,427,286)
Materials and contracts		(2,879,401)	(3,433,471)	(2,511,423)
Utility charges		(162,090)	(143,934)	(159,319)
Depreciation on non-current assets	10(b)	(4,713,435)	(4,629,753)	(4,658,230)
Interest expenses	2(b)	(66,931)	(67,264)	(55,348)
Insurance expenses		(161,814)	(177,206)	(186,928)
Other expenditure		(302,104)	(377,781)	(394,708)
		(11,741,197)	(12,034,018)	(11,393,242)
		(2,726,577)	(3,553,654)	(1,998,744)
Non-operating grants, subsidies and contributions	2(a)	792,389	1,337,484	2,519,069
Profit on asset disposals	10(a)	31,955	0	222,121
(Loss) on asset disposals	10(a)	(9,238)	(62,706)	(119,726)
(Loss) on revaluation of Infrastructure - Footpaths	9(b)	(343,375)	0	0
Net result		(2,254,846)	(2,278,876)	622,720
Other comprehensive income				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes on revaluation of non-current assets	11	(34,371,425)	0	1,632,659
Total other comprehensive income		(34,371,425)	0	1,632,659
Total comprehensive income		(36,626,271)	(2,278,876)	2,255,379

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

STATEMENT OF COMPREHENSIVE INCOME BY PROGRAM

for the Year Ended 30 June 2018

	NOTE	2018 Actual	2018 Budget	2017 Actual
		\$	\$	\$
Revenue				
	2(a)			
Governance		56,009	12,558	82,706
General purpose funding		6,890,783	6,277,067	7,261,512
Law, order, public safety		555,213	509,060	498,543
Health		50,040	57,265	42,608
Education and welfare		16,306	26,775	24,945
Housing		145,051	170,155	150,175
Community amenities		978,470	971,199	954,220
Recreation and culture		19,850	47,999	48,827
Transport		84,844	107,728	144,414
Economic services		158,824	258,058	96,715
Other property and services		59,230	42,500	89,833
		9,014,620	8,480,364	9,394,498
Expenses				
	2(b)			
Governance		(640,387)	(815,758)	(1,002,926)
General purpose funding		(220,217)	(227,186)	(224,425)
Law, order, public safety		(1,178,236)	(1,236,403)	(1,264,900)
Health		(311,532)	(350,694)	(345,765)
Education and welfare		(67,595)	(106,108)	(83,201)
Housing		(289,611)	(328,509)	(255,575)
Community amenities		(1,911,990)	(2,164,242)	(1,903,277)
Recreation and culture		(1,068,051)	(1,301,612)	(1,069,366)
Transport		(4,716,497)	(4,486,902)	(4,613,947)
Economic services		(732,235)	(920,888)	(533,173)
Other property and services		(537,915)	(28,452)	(41,339)
		(11,674,266)	(11,966,754)	(11,337,894)
Finance Costs				
	2(b)			
Governance		(288)	(2,000)	0
Health		(28,562)	(25,676)	(26,356)
Housing		(7,622)	(9,127)	(11,193)
Recreation and culture		(4,664)	(3,589)	(5,510)
Transport		(8,403)	(11,972)	(12,289)
Economic services		(17,392)	(14,900)	0
		(66,931)	(67,264)	(55,348)
		(2,726,577)	(3,553,654)	(1,998,744)
Non-operating grants, subsidies and contributions	2(a)	792,389	1,337,484	2,519,069
Profit on disposal of assets	10(a)	31,955	0	222,121
(Loss) on disposal of assets	10(a)	(9,238)	(62,706)	(119,726)
(Loss) on revaluation of Infrastructure - Footpaths	9(b)	(343,375)	0	0
		471,731	1,274,778	2,621,464
Net result		(2,254,846)	(2,278,876)	622,720
Other comprehensive income				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes on revaluation of non-current assets	11	(34,371,425)	0	1,632,659
Total other comprehensive income		(34,371,425)	0	1,632,659
Total comprehensive income		(36,626,271)	(2,278,876)	2,255,379

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

STATEMENT OF FINANCIAL POSITION

for the Year Ended 30 June 2018

	NOTE	2018	2017
		\$	\$
CURRENT ASSETS			
Cash and cash equivalents	3	3,779,031	3,753,114
Investments	4	42,500	42,500
Trade and other receivables	6	732,373	888,720
Inventories	7	3,676	5,706
TOTAL CURRENT ASSETS		4,557,580	4,690,040
NON-CURRENT ASSETS			
Other receivables	6	72,668	51,449
Property, plant and equipment	8	31,003,082	30,358,930
Infrastructure	9	67,733,333	103,874,306
TOTAL NON-CURRENT ASSETS		98,809,083	134,284,685
TOTAL ASSETS		103,366,663	138,974,725
CURRENT LIABILITIES			
Trade and other payables	12	319,656	222,018
Current portion of long term borrowings	13(a)	248,357	82,355
Provisions	14	535,702	497,807
TOTAL CURRENT LIABILITIES		1,103,715	802,180
NON-CURRENT LIABILITIES			
Long term borrowings	13(a)	1,769,174	1,018,765
Provisions	14	118,240	151,975
TOTAL NON-CURRENT LIABILITIES		1,887,414	1,170,740
TOTAL LIABILITIES		2,991,129	1,972,920
NET ASSETS		100,375,534	137,001,805
EQUITY			
Retained surplus		53,603,086	56,361,998
Reserves - cash backed	5	2,094,182	1,590,116
Revaluation surplus	11	44,678,266	79,049,691
TOTAL EQUITY		100,375,534	137,001,805

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

STATEMENT OF CHANGES IN EQUITY

for the Year Ended 30 June 2018

	NOTE	RETAINED SURPLUS	RESERVES CASH BACKED	REVALUATION SURPLUS	TOTAL EQUITY
		\$	\$	\$	\$
Balance as at 1 July 2016		55,992,517	1,336,877	77,417,032	134,746,426
Comprehensive income					
Net result		622,720	0	0	622,720
Changes on revaluation of assets	11	0	0	1,632,659	1,632,659
Total comprehensive income		622,720	0	1,632,659	2,255,379
Transfers from/(to) reserves		(253,239)	253,239	0	0
Balance as at 30 June 2017		56,361,998	1,590,116	79,049,691	137,001,805
Comprehensive income					
Net result		(2,254,846)	0	0	(2,254,846)
Changes on revaluation of assets	11	0	0	(34,371,425)	(34,371,425)
Total comprehensive income		(2,254,846)	0	(34,371,425)	(36,626,271)
Transfers from/(to) reserves		(504,066)	504,066	0	0
Balance as at 30 June 2018		53,603,086	2,094,182	44,678,266	100,375,534

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

STATEMENT OF CASH FLOWS

for the Year Ended 30 June 2018

	NOTE	2018 Actual	2018 Budget	2017 Actual
CASH FLOWS FROM OPERATING ACTIVITIES		\$	\$	\$
Receipts				
Rates		5,351,435	5,475,077	5,185,271
Operating grants, subsidies and contributions		2,027,082	1,771,542	1,815,305
Fees and charges		1,341,620	1,389,012	1,288,110
Interest earnings		146,390	140,602	133,697
Goods and services tax		603,035	0	638,671
Other revenue		326,423	244,131	426,506
		9,795,985	9,020,364	9,487,560
Payments				
Employee costs		(3,408,523)	(3,204,609)	(3,412,321)
Materials and contracts		(2,835,153)	(3,408,471)	(2,463,884)
Utility charges		(162,090)	(143,934)	(159,319)
Interest expenses		(59,355)	(67,264)	(56,005)
Insurance expenses		(161,814)	(177,206)	(186,928)
Goods and services tax		(646,237)	0	(608,902)
Other expenditure		(302,104)	(377,781)	(394,708)
		(7,575,276)	(7,379,265)	(7,282,067)
Net cash provided by (used in) operating activities	15	2,220,709	1,641,099	2,205,493
CASH FLOWS FROM INVESTING ACTIVITIES				
Payments for purchase of property, plant & equipment		(1,897,110)	(2,196,924)	(426,944)
Payments for construction of infrastructure		(2,156,988)	(3,015,029)	(3,984,189)
Non-operating grants, subsidies and contributions		792,389	1,337,484	2,519,069
Proceeds from sale of fixed assets		150,506	185,727	370,501
Net cash provided by (used in) investment activities		(3,111,203)	(3,688,742)	(1,521,563)
CASH FLOWS FROM FINANCING ACTIVITIES				
Repayment of long term borrowings		(116,089)	(132,769)	(82,367)
Proceeds from new long term borrowings		1,032,500	845,000	0
Net cash provided by (used in) financing activities		916,411	712,231	(82,367)
Net increase (decrease) in cash held		25,917	(1,335,412)	601,563
Cash at beginning of year		3,753,114	3,753,115	3,151,551
Cash and cash equivalents at the end of the year	15	3,779,031	2,417,703	3,753,114

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

RATE SETTING STATEMENT

for the Year Ended 30 June 2018

	NOTE	2018 Actual	2018 Budget	2017 Actual
		\$	\$	\$
OPERATING ACTIVITIES				
Net current assets at 1 July b/fwd - surplus/(deficit)				
		2,433,126	2,471,033	1,684,218
		2,433,126	2,471,033	1,684,218
Revenue from operating activities (excluding rates)				
Governance		56,009	12,558	82,706
General purpose funding		1,471,234	844,422	2,001,078
Law, order, public safety		555,213	509,060	498,543
Health		50,040	57,265	42,608
Education and welfare		16,306	26,775	24,945
Housing		145,051	170,155	150,175
Community amenities		978,470	971,199	954,220
Recreation and culture		19,850	47,999	48,827
Transport		116,799	107,728	146,269
Economic services		158,824	258,058	96,715
Other property and services		59,230	42,500	310,099
		3,627,026	3,047,719	4,356,185
Expenditure from operating activities				
Governance		(640,675)	(830,415)	(1,008,890)
General purpose funding		(220,217)	(227,186)	(224,425)
Law, order, public safety		(1,184,146)	(1,263,318)	(1,365,125)
Health		(340,094)	(376,370)	(372,121)
Education and welfare		(67,595)	(106,108)	(83,201)
Housing		(297,233)	(337,636)	(266,768)
Community amenities		(1,911,990)	(2,164,242)	(1,903,277)
Recreation and culture		(1,072,715)	(1,305,201)	(1,074,876)
Transport		(4,728,228)	(4,522,008)	(4,634,231)
Economic services		(749,627)	(935,788)	(538,715)
Other property and services		(881,290)	(28,452)	(41,339)
		(12,093,810)	(12,096,724)	(11,512,968)
Operating activities excluded				
(Profit) on disposal of assets	10(a)	(31,955)	0	(222,121)
Loss on disposal of assets	10(a)	9,238	62,706	119,726
Loss on revaluation of fixed assets	9(b)	343,375	0	0
Movement in deferred pensioner rates (non-current)		(21,219)	0	(16,492)
Movement in employee benefit provisions (non-current)		(33,735)	0	4,876
Movement in employee entitlement reserve		41,807	0	(41,793)
Adjustment of fixed assets		(5,105)	0	0
Depreciation and amortisation on assets	10(b)	4,713,435	4,629,753	4,658,230
Amount attributable to operating activities		(1,017,817)	(1,885,513)	(970,139)
INVESTING ACTIVITIES				
Non-operating grants, subsidies and contributions		792,389	1,337,484	2,519,069
Proceeds from disposal of assets	10(a)	150,506	185,727	370,501
Purchase of property, plant and equipment	8(b)	(1,897,110)	(2,196,924)	(426,944)
Purchase and construction of infrastructure	9(b)	(2,156,988)	(3,015,029)	(3,984,189)
Amount attributable to investing activities		(3,111,203)	(3,688,742)	(1,521,563)
FINANCING ACTIVITIES				
Repayment of long term borrowings	13(a)	(116,089)	(132,769)	(82,367)
Proceeds from new long term borrowings	13(b)	1,032,500	845,000	0
Transfers to reserves (restricted assets)	5	(900,390)	(857,228)	(444,258)
Transfers from reserves (restricted assets)	5	396,324	286,607	191,019
Amount attributable to financing activities		412,345	141,610	(335,606)
Surplus(deficiency) before general rates		(3,716,675)	(5,432,645)	(2,827,308)
Total amount raised from general rates	23(a)	5,419,549	5,432,645	5,260,434
Net current assets at June 30 c/fwd - surplus/(deficit)	24	1,702,874	0	2,433,126

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

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the Year Ended 30 June 2018

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 to the extent they are not in-consistent with the *Local Government Act 1995* and accompanying regulations.), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the *Local Government Act 1995* and accompanying regulations. Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise.

The Local Government (Financial Management Regulations 1996) take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as 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, race course or any other sporting or recreational facility of State or regional significance. Consequently some assets, including land under roads acquired on or after 1 July 2008 have not been recognised in this financial report. This is not in accordance with requirements of AASB 1051 Land Under Roads paragraph 15 and AASB 116 Property, Plant and Equipment paragraph 7.

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.

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 26 to these financial statements.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the Year Ended 30 June 2018

2. REVENUE AND EXPENSES

(a) Revenue	2018 Actual	2018 Budget	2017 Actual
	\$	\$	\$
Other revenue			
Reimbursements and recoveries	326,423	60,522	426,506
	326,423	60,522	426,506
Fees and Charges			
Governance	4,155	9,458	976
General purpose funding	52,048	50,400	53,328
Law, order, public safety	50,549	54,500	63,975
Health	49,179	52,775	41,137
Education and welfare	1,329	5,400	5,314
Housing	128,196	150,540	137,514
Community amenities	920,353	953,299	896,658
Recreation and culture	5,785	1,000	5,524
Transport	(1,090)	1,000	1,714
Economic services	127,216	98,140	79,785
Other property and services	3,900	12,500	2,185
	1,341,620	1,389,012	1,288,110

There were no changes during the year to the amount of the fees or charges detailed in the original budget.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
for the Year Ended 30 June 2018

2. REVENUE AND EXPENSES (Continued)

(a) Revenue (Continued)

Grant Revenue

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

	2018 Actual	2018 Budget	2017 Actual
	\$	\$	\$
Operating grants, subsidies and contributions			
Governance	4,273	0	0
General purpose funding	1,197,223	615,988	1,769,679
Law, order, public safety	451,218	346,379	309,345
Education and welfare	13,764	18,000	18,500
Recreation and culture	3,380	34,529	34,000
Transport	62,237	106,728	134,875
Economic services	26,761	149,918	16,920
	1,758,856	1,271,542	2,283,319
Non-operating grants, subsidies and contributions			
Law, order, public safety	0	0	391,744
Recreation and culture	33,871	173,595	39,152
Transport	758,518	1,153,889	2,088,173
Economic services	0	10,000	0
	792,389	1,337,484	2,519,069
Total grants, subsidies and contributions	2,551,245	2,609,026	4,802,388

SIGNIFICANT ACCOUNTING POLICIES

Grants, Donations and Other Contributions

Grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions.

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over

Grants, Donations and Other Contributions (Continued)

a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions are disclosed in Note 22.

That note also discloses the amount of contributions recognised as revenues in a previous reporting period which were obtained in respect of the local government's operations for the current period.

Interest earnings

- Reserve funds
- Other funds
Other interest revenue (refer note 23(b))

	2018 Actual	2018 Budget	2017 Actual
	\$	\$	\$
- Reserve funds	30,073	31,802	31,960
- Other funds	44,741	45,000	34,167
Other interest revenue (refer note 23(b))	71,576	63,800	67,570
	146,390	140,602	133,697

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the Year Ended 30 June 2018

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2018

2. REVENUE AND EXPENSES (Continued)

(b) Expenses

Auditors remuneration

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

	2018	2017
	\$	\$
	23,019	22,165
	3,000	5,500
	4,800	12,285
	30,819	39,950
	66,931	55,348
	66,931	55,348

Interest expenses (finance costs)

Long term borrowings (refer Note 13(a))

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
for the Year Ended 30 June 2018

3. CASH AND CASH EQUIVALENTS	NOTE	2018 \$	2017 \$
Unrestricted		1,449,742	1,924,234
Restricted		2,329,289	1,828,880
		3,779,031	3,753,114
The following restrictions have been imposed by regulations or other externally imposed requirements:			
Leave Reserve	5	137,334	95,527
Plant Replacement Reserve	5	777,787	326,716
Public Buildings and Amenities Reserve	5	1	78,924
Gravel Acquisitions Reserve	5	0	67,357
Community Housing Reserve	5	72,239	80,713
Seniors Housing Reserve	5	7,446	17,122
Public Open Space Reserve	5	270,746	265,721
Bindoon Community Bus Reserve	5	0	44,057
Cemetery Development Reserve	5	33,941	33,313
Recreation Development Reserve	5	233,351	229,020
Ambulance Replacement Reserve	5	4,341	4,259
Waste Management Reserve	5	292,332	188,762
Landcare Vehicles Reserve	5	0	71,041
Contributions to Roadworks Reserve	5	37,339	36,648
Waste Water Treatment Reserve	5	91,899	50,936
Unspent Grants Reserve	5	135,426	0
Unspent Grants and Contributions	22	235,107	238,762
		2,329,289	1,828,878

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. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the Year Ended 30 June 2018

4. INVESTMENTS

Financial assets at fair value through profit and loss

Financial assets at fair value through profit and loss

At the beginning of the year
At the end of the year

2018	2017
\$	\$
42,500	42,500
42,500	42,500
42,500	42,500

SIGNIFICANT ACCOUNTING POLICIES

Classification and subsequent measurement

(i) Financial assets at fair value through profit and loss

Financial assets are classified at "fair value through profit or loss" when they are held for trading for the purpose of short-term profit taking. Such assets are subsequently measured at fair value with changes in carrying amount being included in profit or loss. Assets in this category are classified as current assets.

(ii) Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets with fixed maturities and fixed or determinable payments that the Shire has the positive intention and ability to hold to maturity. They are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Held-to-maturity investments are included in current assets, where they are expected to mature within 12 months after the end of the reporting period. All other investments are classified as non-current.

(iii) Available-for-sale financial assets

Available-for-sale financial assets are non-derivative financial assets that are either not suitable to be classified into other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.

They are subsequently measured at fair value with changes in such fair value (i.e. gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the cumulative gain or loss pertaining to that asset previously recognised in other comprehensive income is reclassified into profit or loss.

Impairment

A financial asset is deemed to be impaired if, and only if, there is objective evidence of impairment as a result of one or more events (a "loss event") having occurred, which will have an impact on the estimated future cash flows of the financial asset(s).

Available-for-sale financial assets are included in current assets, where they are expected to be sold within 12 months after the end of the reporting period. All other available-for-sale financial assets are classified as non-current.

In the case of available-for-sale financial assets, a significant or prolonged decline in the market value of the instrument is considered a loss event. Impairment losses are recognised in profit or loss immediately. Also, any cumulative decline in fair value previously recognised in other comprehensive income is reclassified to profit or loss at this point.

In the case of financial assets carried at amortised cost, loss events may include: indications that the debtors or a group of debtors are experiencing significant financial difficulty, default or delinquency in interest or principal payments; indications that they will enter bankruptcy or other financial reorganisation; and changes in arrears or economic conditions that correlate with defaults.

SIGNIFICANT ACCOUNTING POLICIES (Continued)

Impairment (Continued)

For financial assets carried at amortised cost (including loans and receivables), a separate allowance account is used to reduce the carrying amount of financial assets impaired by credit losses. After having taken all possible measures of recovery, if management establishes that the carrying amount cannot be recovered by any means, at that point the written-off amounts are charged to the allowance account or the carrying amount of impaired financial assets is reduced directly if no impairment amount was previously recognised in the allowance account.

Initial recognition and measurement

Financial assets and financial liabilities are recognised when the Shire becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the Shire commits itself to either the purchase or sale of the asset (i.e. trade date accounting is adopted).

Financial instruments are initially measured at fair value plus transaction costs, except where the instrument is classified 'at fair value through profit or loss', in which case transaction costs are expensed to profit or loss immediately.

Classification and subsequent measurement

Financial instruments are subsequently measured at fair value, amortised cost using the effective interest rate method, or at cost.

Amortised cost is calculated as:

- the amount in which the financial asset or financial liability is measured at initial recognition;
- less principal repayments and any reduction for impairment; and
- plus or minus the cumulative amortisation of the difference, (if any), between the amount initially recognised and the maturity amount calculated using the effective interest rate method.

The effective interest method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.

Derecognition

Financial assets are derecognised where the contractual rights to receipt of cash flows expire or the asset is transferred to another party whereby the Shire no longer has any significant continual involvement in the risks and benefits associated with the asset.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT for the Year Ended 30 June 2018

5. RESERVES - CASH BACKED

	2018		2018		2018		2018		2017		2017	
	Actual Opening Balance	Actual Transfer to	Actual Transfer (from)	2018 Actual	Budget Opening Balance	Budget Transfer to	Budget Transfer (from)	Budget Closing Balance	Actual Opening Balance	Actual Transfer to	Actual Transfer (from)	Actual Closing Balance
Leave Reserve	95,527	41,807	0	137,334	95,527	41,911	0	137,438	137,320	37,902	(79,695)	95,527
Plant Replacement Reserve	326,716	451,071	0	777,787	326,716	406,534	0	733,250	120,710	206,006	0	326,716
Public Buildings and Amenities Reserve	78,924	1,493	(80,417)	0	78,925	1,578	(80,503)	0	61,981	16,943	0	78,924
Gravel Acquisitions Reserve	67,357	1,275	(68,632)	0	67,357	1,347	(68,704)	0	66,119	1,238	0	67,357
Community Housing Reserve	80,713	1,527	(10,000)	72,240	80,713	1,614	(10,000)	72,327	74,429	6,284	0	80,713
Seniors Housing Reserve	17,122	324	(10,000)	7,446	17,122	342	(10,000)	7,464	12,807	4,315	0	17,122
Public Open Space Reserve	265,721	5,025	0	270,746	265,721	5,314	0	271,035	260,836	4,885	0	265,721
Bindoon Community Bus Reserve	44,057	833	(44,890)	0	44,057	881	(44,938)	0	43,247	810	0	44,057
Cemetery Development Reserve	33,313	628	0	33,941	33,313	666	0	33,979	32,701	612	0	33,313
Recreation Development Reserve	229,020	104,331	(100,000)	233,351	229,021	104,580	0	333,601	224,810	4,210	0	229,020
Ambulance Replacement Reserve	4,259	82	0	4,341	4,260	85	0	4,345	1,181	3,078	0	4,259
Waste Management Reserve	188,762	103,570	0	292,332	188,762	103,775	0	292,537	85,292	103,470	0	188,762
Landcare Vehicles Reserve	71,041	1,344	(72,385)	0	71,041	1,421	(72,462)	0	69,735	1,306	0	71,041
Binda Place Reserve	0	0	0	0	0	0	0	0	109,735	1,589	(111,324)	0
Contributions to Roadworks Reserve	36,648	691	0	37,339	36,648	735	0	37,383	35,974	674	0	36,648
Waste Water Treatment Reserve	50,936	50,963	(10,000)	91,899	50,936	51,019	0	101,955	0	50,936	0	50,936
Unspent Grants Reserve	0	135,426	0	135,426	0	135,426	0	135,426	0	0	0	0
	1,590,116	900,390	(396,324)	2,094,182	1,590,118	857,228	(286,607)	2,160,739	1,336,877	444,258	(191,019)	1,590,116

All of the reserve accounts are supported by money held in financial institutions and match the amount shown as restricted cash in Note 3 of this financial report.

In accordance with council resolutions 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
Leave Reserve	Ongoing	To be used to fund employee accumulated annual, sick, long service leave and employee gratuities.
Plant Replacement Reserve	Ongoing	To be used to fund plant purchases, trades or major overhauls.
Public Buildings and Amenities Reserve	June 2018	To be used to fund future public amenities and building maintenance requirements of the Shire.
Gravel Acquisitions Reserve	Closed	To be used to fund the purchase of gravel or land containing gravel - closed as all funds used.
Community Housing Reserve	Ongoing	To be used to fund repairs, improvements, extensions or construction of community housing units.
Seniors Housing Reserve	Ongoing	To be used to fund repairs, improvements, extensions or construction of seniors housing units.
Public Open Space Reserve	Ongoing	To be used to fund public open space developments in accordance with developer precincts.
Bindoon Community Bus Reserve	Closed	To be used to fund the shortfall on operations of the bus and to allow for its eventual replacement - transferred to Plant Replacement Reserve.
Cemetery Development Reserve	Ongoing	To be used to fund the development of cemetery land or facilities.
Recreation Development Reserve	Ongoing	To be used to fund the development of recreation land or facilities.
Ambulance Replacement Reserve	Ongoing	To be used to contribute towards the cost of purchasing or replacement an ambulance.
Waste Management Reserve	Ongoing	To be used to fund the replacement of landfill sites and rehabilitation of existing landfill sites.
Landcare Vehicles Reserve	Closed	To be used for the financing of Landcare vehicles - transferred to Plant Replacement Reserve.
Binda Place Reserve	Closed	To be used for the upgrade of Binda Place with additional care parking - Project completed.
Contributions to Roadworks Reserve	June 2018	To be used for the maintenance of Moolabeenie Road.
Waste Water Treatment Reserve	Ongoing	To be used for the development of a waste water treatment system for the town of Bindoon.
Unspent Grants Reserve	June 2019	To quarantine funds not spent on previous grants.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the Year Ended 30 June 2018

6. TRADE AND OTHER RECEIVABLES

Current

Rates outstanding	291,792	223,115
Sundry debtors	387,430	655,656
GST receivable	53,151	9,949
	732,373	888,720

Non-current

Rates outstanding - pensioners	72,668	51,449
	72,668	51,449

Information with respect to the impairment or otherwise of the totals of rates outstanding and sundry debtors is as follows:

Rates outstanding

Includes:

- 1 to 5 years	291,792	223,115
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Sundry debtors

Includes:

- up to one month	378,719	650,354
- 1 - 3 months	4,921	758
- 3 months to 1 year	1,240	57
- 1 - 5 years	2,550	4,487

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. 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.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

Classification and subsequent measurement

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

7. INVENTORIES

Current

Fuel and materials	3,676	5,706
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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.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the Year Ended 30 June 2018

8 (a). PROPERTY, PLANT AND EQUIPMENT

	2018	2017
	\$	\$
Land and buildings		
Land - freehold at:		
- Independent valuation 2017 - level 2	2,460,000	2,460,000
- Independent valuation 2017 - level 3	9,845,984	9,845,984
- Additions after valuation - cost	610,298	0
	12,916,282	12,305,984
Total land	12,916,282	12,305,984
Buildings - non-specialised at:		
- Independent valuation 2017 - level 2	546,657	546,657
Less: accumulated depreciation	(25,622)	0
	521,035	546,657
Buildings - specialised at:		
- Independent valuation 2017 - level 3	13,278,128	13,278,128
- Additions after valuation - cost	684,854	0
Less: accumulated depreciation	(634,376)	0
	13,328,606	13,278,128
Total buildings	13,849,641	13,824,785
Total land and buildings	26,765,923	26,130,769
Plant and equipment at:		
- Independent valuation 2016 - level 2	4,612,971	4,183,187
- Independent valuation 2016 - level 3	185,918	188,758
- Additions after valuation - cost	353,658	426,944
Less: accumulated depreciation	(915,388)	(570,728)
	4,237,159	4,228,161
Total property, plant and equipment	31,003,082	30,358,930

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
for the Year Ended 30 June 2018

8. PROPERTY, PLANT AND EQUIPMENT (Continued)

(b) 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	Total land	Buildings - non-specialised	Buildings - specialised	Total buildings	Total land and buildings	Furniture and equipment	Plant and equipment	Total property, plant and equipment
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Balance at 1 July 2016	13,160,182	13,160,182	5,809,939	6,401,700	12,211,639	25,371,821	58,011	4,555,074	29,984,906
Additions	0	0	0	0	0	0	0	426,944	426,944
(Disposals)	(44,734)	(44,734)	0	0	0	(44,734)	(32,451)	(190,921)	(268,106)
Revaluation increments/ (decrements) transferred to revaluation surplus	(809,464)	(809,464)	46,980	2,395,143	2,442,123	1,632,659	0	0	1,632,659
Depreciation (expense)	0	0	(25,155)	(547,870)	(573,025)	(573,025)	(25,560)	(562,936)	(1,161,521)
Transfers	0	0	(5,285,107)	5,029,155	(255,952)	(255,952)	0	0	(255,952)
Carrying amount at 30 June 2017	12,305,984	12,305,984	546,657	13,278,128	13,824,785	26,130,769	0	4,228,161	30,358,930
Additions	610,298	610,298	0	684,854	684,854	1,295,152	0	601,958	1,897,110
(Disposals)	0	0	0	0	0	0	0	(127,789)	(127,789)
Depreciation (expense)	0	0	(25,622)	(634,376)	(659,998)	(659,998)	0	(465,171)	(1,125,169)
Transfers	0	0	0	0	0	0	0	0	0
Carrying amount at 30 June 2018	12,916,282	12,916,282	521,035	13,328,606	13,849,641	26,765,923	0	4,237,159	31,003,082

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT for the Year Ended 30 June 2018

8. PROPERTY, PLANT AND EQUIPMENT (Continued)

(c) Fair Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
Land and buildings					
Land - freehold	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	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 observable 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	Utilising both observable and unobservable inputs being construction costs based on recent contract prices, current condition (Level 2 inputs), residual values and remaining useful life assessments (Level 3 inputs)
Furniture and equipment					
- Independent valuation 2016	2	Market approach using recent observable market data for similar assets	Independent registered valuer	June 2016	Open market values of similar assets adjusted for condition and comparability
Plant and equipment					
- Independent valuation 2016	3	Cost approach using depreciated replacement cost	Independent registered valuer	June 2016	Construction costs and current condition (Level 2 inputs), residual values and remaining useful life assessments (Level 3 inputs)

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.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the Year Ended 30 June 2018

9 (a). INFRASTRUCTURE

	2018	2017
	\$	\$
Infrastructure - Roads		
- Management valuation 2018 - level 3	105,964,623	0
- Management valuation 2015 - level 3	0	119,128,772
- Additions after valuation - cost	0	5,164,243
Less: accumulated depreciation	(55,187,555)	(28,264,258)
	<u>50,777,068</u>	<u>96,028,757</u>
Infrastructure - Footpaths		
- Management valuation 2018 - level 3	1,113,123	0
- Management valuation 2015 - level 3	0	1,179,866
- Additions after valuation - cost	0	120,933
Less: accumulated depreciation	(736,660)	(391,526)
	<u>376,463</u>	<u>909,273</u>
Infrastructure - Drainage		
- Management valuation 2018 - level 3	13,802,568	0
- Management valuation 2015 - level 3	0	6,179,549
- Additions after valuation - cost	0	9,202
Less: accumulated depreciation	(6,107,371)	(2,214,848)
	<u>7,695,197</u>	<u>3,973,903</u>
Infrastructure - Parks and Ovals		
- Management valuation 2018 - level 3	5,016,000	0
- Management valuation 2015 - level 3	0	1,320,828
- Additions after valuation - cost	0	139,046
Less: accumulated depreciation	(2,105,733)	(709,424)
	<u>2,910,267</u>	<u>750,450</u>
Infrastructure - Bridges and Culverts		
- Management valuation 2018 - level 3	11,381,355	0
- Management valuation 2015 - level 3	0	7,980,000
- Additions after valuation - cost	0	41,451
Less: accumulated depreciation	(6,205,817)	(6,131,346)
	<u>5,175,538</u>	<u>1,890,105</u>
Infrastructure - Other		
- Management valuation 2018 - level 3	1,366,000	0
- Additions at cost	0	366,866
Less: accumulated depreciation	(567,200)	(45,048)
	<u>798,800</u>	<u>321,818</u>
Total infrastructure	<u>67,733,333</u>	<u>103,874,306</u>

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the Year Ended 30 June 2018

9. INFRASTRUCTURE (Continued)

(b) 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 - Footpaths	Infrastructure - Drainage	Infrastructure - Parks and Ovals	Infrastructure - Bridges and Culverts	Infrastructure - Other	Total Infrastructure
	\$	\$	\$	\$	\$	\$	\$
Balance at 1 July 2016	95,420,378	884,324	4,060,781	784,564	1,980,827	255,952	103,386,826
Additions	3,788,237	40,711	9,202	38,722	41,451	65,866	3,984,189
Depreciation (expense)	(3,179,858)	(15,762)	(96,080)	(72,836)	(132,173)	0	(3,496,709)
Transfers	0	0	0	0	0	0	0
Carrying amount at 30 June 2017	96,028,757	909,273	3,973,903	750,450	1,890,105	321,818	103,874,306
Additions	1,913,156	151,034	0	29,488	63,310	0	2,156,988
Revaluation increments/ (decrements) transferred to revaluation surplus	(43,918,693)	(324,299)	3,817,465	2,416,100	3,354,709	283,293	(34,371,425)
Revaluation (loss)/ reversals transferred to profit or loss	0	(343,375)	0	0	0	0	(343,375)
Depreciation (expense)	(3,246,152)	(16,170)	(96,171)	(74,771)	(132,586)	(22,416)	(3,588,266)
Transfers	0	0	0	(211,000)	0	216,105	5,105
Carrying amount at 30 June 2018	50,777,068	376,463	7,695,197	2,910,267	5,175,538	798,800	67,733,333

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
for the Year Ended 30 June 2018

9. INFRASTRUCTURE (Continued)

(c) 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 (Level2), residual values and remaining life assessments (Level 3) inputs
Infrastructure - Footpaths	3	Cost approach using depreciated replacement cost	Management valuation	June 2018	Construction costs and current condition (Level2), residual values and remaining life assessments (Level 3) inputs
Infrastructure - Drainage	3	Cost approach using depreciated replacement cost	Management valuation	June 2018	Construction costs and current condition (Level2), residual values and remaining life assessments (Level 3) inputs
Infrastructure - Parks and Ovals	3	Cost approach using depreciated replacement cost	Management valuation	June 2018	Construction costs and current condition (Level2), residual values and remaining life assessments (Level 3) inputs
Infrastructure - Bridges and Culverts	3	Cost approach using depreciated replacement cost	Management valuation	June 2018	Construction costs and current condition (Level2), residual values and remaining life assessments (Level 3) inputs
Infrastructure - Other	3	Cost approach using depreciated replacement cost	Management valuation	June 2018	Construction costs and current condition (Level2), residual values and remaining life assessments (Level 3) inputs

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.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the Year Ended 30 June 2018

10. FIXED ASSETS

SIGNIFICANT ACCOUNTING POLICIES

Fixed assets

Each class of fixed assets within either property, 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

All assets are initially recognised at cost and subsequently revalued in accordance with the mandatory measurement framework.

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 no cost or for nominal consideration, 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 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 fixed assets is determined at least every three years in accordance with the regulatory framework. 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 property, plant and equipment 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.

Land under control

In accordance with *Local Government (Financial Management) Regulation 16(a)(ii)*, the Shire was required to include as an asset (by 30 June 2013), 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 in accordance with the other policies detailed in this Note.

Land under roads

In Western Australia, all 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 fact *Local Government (Financial Management) Regulation 16 (a)(i)* prohibits local governments from recognising such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, *Local Government (Financial Management) Regulation 16 (a)(i)* prohibits 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 event of such an inconsistency, the *Local Government (Financial Management) Regulations* prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Shire.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the Year Ended 30 June 2018

10. FIXED ASSETS (Continued)

(a) Disposals of Assets

The following assets were disposed of during the year.

	Actual Net Book Value	Actual Sale Proceeds	Actual Profit	Actual Loss	Budget Net Book Value	Budget Sale Proceeds	Budget Profit	Budget Loss
	\$	\$	\$	\$	\$	\$	\$	\$
Plant and Equipment								
Governance								
Holden Caprice (0CH)	0	0	0	0	39,930	27,273	0	(12,657)
Law, order, public safety								
Ute Holden Colorado Crew Cab (CH003)	15,534	9,624	0	(5,910)	22,034	10,000	0	(12,034)
Holden Colorado Station Wagon (000CH)	0	0	0	0	32,154	17,273	0	(14,881)
Transport								
Ute Colorado Crew Cab (CH319)	18,610	15,282	0	(3,328)	21,950	12,727	0	(9,223)
Ute Colorado Crew Cab (CH784)	10,645	14,600	3,955	0	20,050	12,727	0	(7,323)
Loader Front End Volvo L90F (CH5940)	83,000	111,000	28,000	0	83,000	83,000	0	0
Truck MR Isuzu NQR450 Crew (CH1252)	0	0	0	0	29,315	22,727	0	(6,588)
	127,789	150,506	31,955	(9,238)	248,433	185,727	0	(62,706)

(b) Depreciation

	2018	2017
	\$	\$
Buildings - non-specialised	25,622	25,155
Buildings - specialised	634,376	547,870
Furniture and equipment	0	25,560
Plant and equipment	465,171	562,936
Infrastructure - Roads	3,246,152	3,179,858
Infrastructure - Footpaths	16,170	15,762
Infrastructure - Drainage	96,171	96,080
Infrastructure - Parks and Ovals	74,771	72,836
Infrastructure - Bridges and Culverts	132,586	132,173
Infrastructure - Other	22,416	0
	4,713,435	4,658,230

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.

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.

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

Asset	Years
Buildings	30 to 50 years
Plant and Equipment - Furniture	4 to 10 years
Plant and Equipment - Computer Hardware	3 years
Plant and Equipment - Heavy	5 to 15 years
Plant and Equipment - Light	0 to 10 years
Sealed roads and streets	
- Formation (clearing and earthworks)	not depreciated
- Pavement (construction and road base)	50 years
Seal	
- Bituminous seals	20 years
- Asphalt surfaces	25 years
Gravel Roads	
- Formation (clearing and earthworks)	not depreciated
- Pavement (construction and road base)	50 years
- Gravel sheet	12 years
Formed roads	
- Formation (clearing and earthworks)	not depreciated
- Pavement (construction and road base)	50 years
Footpaths - slab	40 years
Footpaths - asphalt	10 years
Sewerage piping	100 years
Water supply piping & drainage systems	75 years

11. REVALUATION SURPLUS

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
for the Year Ended 30 June 2018

	2018				2017			
	2018 Opening Balance	2018 Revaluation Increment	2018 Revaluation (Decrement)	2018 Total Movement on Revaluation	2017 Opening Balance	2017 Revaluation Increment	2017 Revaluation (Decrement)	2017 Total Movement on Revaluation
Revaluation surplus - Land and Buildings	\$ 16,183,185	\$ 0	\$ 0	\$ 0	\$ 14,550,526	\$ 1,632,659	\$ 0	\$ 1,632,659
Revaluation surplus - Plant and Equipment	1,138,001	0	0	0	1,138,001	0	0	1,138,001
Revaluation surplus - Infrastructure - Roads	57,512,661	0	(43,918,693)	(43,918,693)	57,512,661	0	0	57,512,661
Revaluation surplus - Infrastructure - Footpaths	324,299	0	(324,299)	(324,299)	324,299	0	0	324,299
Revaluation surplus - Infrastructure - Drainage	3,732,125	3,817,465	0	3,817,465	3,732,125	0	0	3,732,125
Revaluation surplus - Infrastructure - Parks and Ovals	0	2,416,100	0	2,416,100	0	0	0	0
Revaluation surplus - Infrastructure - Bridges and Culverts	159,420	3,354,709	0	3,354,709	159,420	0	0	159,420
Revaluation surplus - Infrastructure - Other	0	283,293	0	283,293	0	0	0	0
	79,049,691	9,871,567	(44,242,992)	(34,371,425)	77,417,032	1,632,659	0	1,632,659
				44,678,266				79,049,691

Movements on revaluation of fixed assets 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.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
for the Year Ended 30 June 2018

12. TRADE AND OTHER PAYABLES

Current

	2018	2017
	\$	\$
Sundry creditors	176,632	128,984
Accrued interest on long term borrowings	23,054	15,478
Accrued salaries and wages	26,453	26,570
ATO liabilities	93,842	50,986
ESL liabilities	(325)	0
	319,656	222,018

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

Trade and other payables (Continued)

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.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
for the Year Ended 30 June 2018

13. INFORMATION ON BORROWINGS

(a) Repayments - Borrowings

Particulars	Borrowing Institute	Interest Rate	Principal 1 July 2017	New Loans	Principal Repayments		Principal 30 June 2018		Interest Repayments	
					Actual	Budget	Actual	Budget	Actual	Budget
Governance			\$	\$	\$	\$	\$	\$	\$	\$
Loan 80 Admin Server/IT Upgrade	WATC	2.72%	0	100,000	0	9,132	100,000	90,868	288	2,000
Health										
Loan 79 - Chittering Health Centre	WATC	4.41%	588,648	0	25,996	25,996	562,652	562,652	28,562	25,676
Housing										
Loan 72 - Staff Housing (Keystart)	Keystart	5.92%	121,806	0	20,584	27,650	101,222	94,156	5,108	6,605
Loan 73 - Seniors & Community	WATC	6.63%	41,020	0	6,011	8,082	35,009	32,938	2,514	2,522
Recreation and culture										
Loan 74 - Land Gray Road	WATC	6.65%	75,174	0	9,737	9,737	65,437	65,437	4,664	3,589
Transport										
Loan 79 - Grader	WATC	4.41%	274,472	0	12,121	12,121	262,351	262,351	8,403	11,972
Economic services										
Loan 81 Land Lot 215 Great Northern Hwy	WATC	2.32%	0	80,000	12,952	12,682	67,048	67,318	1,397	1,600
Loan 85 Land Lot 215 Great Northern Hwy	Parkinson	3.00%	0	187,500	0	0	187,500	0	0	0
Loan 82 Land Lot 168 Binda Place	WATC	3.05%	0	665,000	28,688	27,369	636,312	637,631	15,995	13,300
			1,101,120	1,032,500	116,089	132,769	2,017,531	1,813,351	66,931	67,264

The Shire of Chittering has no self supporting loans.
All other loan repayments were financed by general purpose revenue.
All loan repayments were financed by general purpose revenue.

Borrowings

	2018	2017
Current	\$ 248,357	\$ 82,355
Non-current	\$ 1,769,174	\$ 1,018,765
	\$ 2,017,531	\$ 1,101,120

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
for the Year Ended 30 June 2018

Particulars/Purpose	Actual	Budget	Provider	Type	Years	Charges	Rate	Actual	Budget
	\$	\$				\$	%	\$	\$
Loan 80 Admin Server/IT Upgrade	100,000	100,000	WATC	Debtenture	5	7,632	2.72%	100,000	100,000
Loan 81 Land Lot 215 Great Northern Hwy	80,000	80,000	WATC	Debtenture	3	3,279	2.32%	80,000	80,000
Loan 85 Land Lot 215 Great Northern Hwy	187,500	0	Parkinson	Vendor Finance	3	11,250	3.00%	187,500	0
Loan 82 Land Lot 168 Binda Place	665,000	665,000	WATC	Debtenture	10	111,579	3.05%	665,000	665,000
	1,032,500	845,000				133,740		1,032,500	845,000

c) Undrawn Borrowing Facilities

Credit Standby Arrangements

Bank overdraft limit

Credit card limit

Credit card balance at balance date

Total amount of credit unused

Loan facilities

Loan facilities - current

Loan facilities - non-current

Total facilities in use at balance date

Unused loan facilities at balance date

	2018	2017
	\$	\$
Loan facilities - current	150,000	150,000
Loan facilities - non-current	25,000	25,000
	(9,317)	(6,384)
	165,683	168,616
	248,357	82,355
	1,769,174	1,018,765
	2,017,531	1,101,120
	NIL	NIL

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. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the Year Ended 30 June 2018

14. PROVISIONS

	Provision for Annual Leave	Provision for Long Service Leave	Total
	\$	\$	\$
Opening balance at 1 July 2017			
Current provisions	290,280	207,527	497,807
Non-current provisions	0	151,975	151,975
	<u>290,280</u>	<u>359,502</u>	<u>649,782</u>
Additional provision	6,147	(1,986)	4,161
Balance at 30 June 2018	<u>296,427</u>	<u>357,515</u>	<u>653,943</u>
Comprises			
Current	296,427	239,275	535,702
Non-current	0	118,240	118,240
	<u>296,427</u>	<u>357,515</u>	<u>653,942</u>

Annual Leave and current Long Service Leave liabilities have been classified as current as there are no unconditional right to defer settlement for at least 12 months after the end of the reporting period. Assessments indicate that actual settlement of liabilities are expected to occur as detailed below:

	Annual Leave	Long Service Leave	Total
	\$	\$	\$
Current Provisions			
Within 12 months of the end of the reporting period	171,378	108,408	279,786
After 12 months of the end of the reporting period	125,049	130,867	255,916
	<u>296,427</u>	<u>239,275</u>	<u>535,702</u>

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.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the Year Ended 30 June 2018

15. 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, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the Statement of Financial Position as follows:

	2018 Actual	2018 Budget	2017 Actual
	\$	\$	\$
Cash and cash equivalents	3,779,031	2,417,703	3,753,114
Reconciliation of Net Cash Provided By Operating Activities to Net Result			
Net result	(2,254,846)	(2,278,876)	622,720
Non-cash flows in Net result:			
Depreciation	4,713,435	4,629,753	4,658,230
(Profit)/loss on sale of asset	(22,717)	62,706	(102,395)
Loss on revaluation of fixed assets	343,375	0	0
Fixed asset adjustment	(5,105)	0	0
Changes in assets and liabilities:			
(Increase)/decrease in receivables	135,128	540,000	(515,840)
(Increase)/decrease in inventories	2,030	0	(2,166)
Increase/(decrease) in payables	97,638	25,000	34,263
Increase/(decrease) in provisions	4,160	0	29,750
Grants contributions for the development of assets	(792,389)	(1,337,484)	(2,519,069)
Net cash from operating activities	2,220,709	1,641,099	2,205,493

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
for the Year Ended 30 June 2018

16. TOTAL ASSETS CLASSIFIED BY FUNCTION AND ACTIVITY

	2018	2017
	\$	\$
Governance	42,500	2,313,692
General purpose funding	364,460	335,884
Law, order, public safety	3,040,972	3,199,998
Health	4,056,496	3,277,057
Education and welfare	344,700	178,060
Housing	2,505,420	1,606,757
Community amenities	1,739,185	1,862,530
Recreation and culture	13,496,720	10,083,696
Transport	68,555,787	104,490,415
Economic services	2,319,089	515,414
Other property and services	2,678,046	5,627,641
Unallocated	4,223,288	5,483,581
	103,366,663	138,974,725

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the Year Ended 30 June 2018

17. CONTINGENT LIABILITIES

In compliance with the *Contaminated Sites Act 2003 Section 11*, the Shire of Chittering has listed sites to be possible sources of contamination. Details of those sites are:

- Muchea Landfill Site
- Bindoon Landfill Site
- Mooliabeenie Landfill 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.

18. JOINT ARRANGEMENTS

The Shire of Chittering together with Homeswest have a joint venture regarding community housing. The housing units have been constructed on Council owned land and the asset ownership is apportioned 77% Homeswest and 23% to the Shire. The joint venture arrangements are for a period of fifty (50) years from commencement.

Non-current assets

Land and buildings
Less: accumulated depreciation

	2018	2017
	\$	\$
	2,175,688	2,175,688
	(20,747)	0
	2,154,941	2,175,688

SIGNIFICANT ACCOUNTING POLICIES**Interests in joint arrangements**

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint arrangements providing joint ventures with an interest to net assets are classified as a joint venture and accounted for using the equity method. Refer to note 28 for a description of the equity method of accounting.

Joint operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The Shire's interests in the assets, liabilities, revenue and expenses of joint operations are included in the respective line items of the financial statements.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the Year Ended 30 June 2018

19. RELATED PARTY TRANSACTIONS

Elected Members Remuneration

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

	2018 Actual	2018 Budget	2017 Actual
	\$	\$	\$
Meeting Fees	97,535	96,535	95,785
President's allowance	15,225	15,225	14,398
Deputy President's allowance	3,806	3,806	3,806
Travelling expenses	6,302	14,000	12,339
Telecommunications allowance	19,991	21,000	21,013
	142,859	150,566	147,341

Key Management Personnel (KMP) Compensation Disclosure

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

	2018	2017
	\$	\$
Short-term employee benefits	643,490	804,010
Post-employment benefits	68,418	87,952
Other long-term benefits	69,197	79,170
Termination benefits	12,225	75,193
	793,330	1,046,325

Short-term employee benefits

These amounts include all salary, paid leave, 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.

Transactions with related parties

No transactions occurred with related parties for the 2017/18 financial year.

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. 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.

iii. Other related parties

Other related parties include close family members of key management personnel and entities that are controlled by these key management personnel, individually or collectively with their close family members.

SHIRE OF CHITTERING

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT**for the Year Ended 30 June 2018****20. MAJOR LAND TRANSACTIONS**

The Shire did not participate in any major land transactions during the 2017/18 financial year.

21. TRADING UNDERTAKINGS AND MAJOR TRADING UNDERTAKINGS

The Shire did not participate in any trading undertakings or major trading undertakings during the 2017/18 financial year.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
for the Year Ended 30 June 2018

22. CONDITIONS OVER GRANTS/CONTRIBUTIONS

Grant/Contribution	Opening			Closing			Closing Balance 30/06/18
	Balance ⁽¹⁾ 1/07/16	Received ⁽²⁾ 2016/17	Expended ⁽³⁾ 2016/17	Balance ⁽¹⁾ 30/06/17	Received ⁽²⁾ 2017/18	Expended ⁽³⁾ 2017/18	
Law, order, public safety							
DFES - BRPC Position	94,462	75,758	(144,665)	25,555	159,971	(185,526)	0
DFES - ESL Operating Grant	0	233,587	(229,473)	4,114	227,333	(218,667)	12,780
DFES - ESL Capital Grant	0	391,744	(391,744)	0	0	0	0
Education and welfare							
RSC - Wear Ya Wellies	0	1,000	(1,000)	0	9,000	(9,000)	0
RSC - Muchea Youth Festival	0	1,000	(1,000)	0	0	0	0
LotteryWest - Events	0	16,500	(11,000)	5,500	0	(5,500)	0
Recreation and culture							
Kidsport	0	34,000	(22,446)	11,554	6,266	(17,820)	0
WDC - Brockman Precinct	0	10,860	(10,860)	0	0	0	0
Muchea Dual Pump & Jump Track	0	0	0	0	5,000	0	5,000
Transport							
R2R Binda Place	595,847	1,207,480	(1,803,327)	0	0	0	0
WDC Binda Place	124,487	0	(124,487)	0	0	0	0
RRG - Road Projects - Chittering Rd	220,757	372,215	(580,903)	12,069	77,247	(89,316)	0
WALGCC - Bridge	40,000	0	0	40,000	0	0	40,000
MRWA - Bridge	0	134,000	0	134,000	0	(63,310)	70,690
MRWA - Direct Grant	0	102,946	(102,946)	0	0	0	0
MRWA - Blackspot	0	368,508	(368,508)	0	0	0	0
Contribution to Roadworks	0	5,970	0	5,970	0	(5,970)	0
MRWA Blackspot - Muchea East Rd	0	0	0	0	113,256	(6,619)	106,637
WANDRA - Flood Damage	0	27,735	(27,735)	0	0	0	0
MRWA - Street Lighting Subsidy	0	4,194	(4,194)	0	0	0	0

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the Year Ended 30 June 2018

22. CONDITIONS OVER GRANTS/CONTRIBUTIONS (Continued)

Grant/Contribution	Opening		Closing		Closing Balance 30/06/18	
	Balance ⁽¹⁾ 1/07/16	Received ⁽²⁾ 2016/17	Expended ⁽³⁾ 2016/17	Balance ⁽¹⁾ 30/06/17		Received ⁽²⁾ 2017/18
Economic services						
VC Sustainability Grant	4,813	0	(4,813)	0	0	0
John Glenn Park Contribution	0	3,800	(3,800)	0	0	0
DSR - CDO Scheme	0	11,000	(11,000)	0	0	0
TASTE Contributions	0	2,120	(2,120)	0	0	0
Total	1,080,366	3,004,417	(3,846,021)	238,762	598,073	(601,728)
						235,107

Notes:

(1) - Grants/contributions recognised as revenue in a previous reporting period which were not expended at the close of the previous reporting period.

(2) - New grants/contributions which were recognised as revenues during the reporting period and which had not yet been fully expended in the manner specified by the contributor.

(3) - Grants/contributions which had been recognised as revenues in a previous reporting period or received in the current reporting period and which were expended in the current reporting period in the manner specified by the contributor.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the Year Ended 30 June 2018

23. RATING INFORMATION

(a) Rates

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	2018		2018		2017 Total Revenue \$	
							Total Revenue \$	Budget Rate \$	Budget Interim Rate \$	Budget Back Rate \$		Budget Total Revenue \$
Gross rental valuations												
General Rate - GRV	0.0976	1,574	29,831,345	2,912,017	8,366	(83)	2,920,300	2,906,408	0	0	2,906,408	2,770,225
Unimproved valuations												
General Rate - UV	0.0062	710	313,988,000	1,958,029	6,720	0	1,964,749	1,957,237	25,000	0	1,982,237	1,912,259
Sub-Total		2,284	343,819,345	4,870,046	15,086	(83)	4,885,049	4,863,645	25,000	0	4,888,645	4,682,484
Minimum payment												
Minimum												
Gross rental valuations												
General Rate - GRV	1000.00	468	3,013,857	468,000	0	0	468,000	468,000	0	0	468,000	501,000
Unimproved valuations												
General Rate - UV	950.00	70	5,328,409	66,500	0	0	66,500	76,000	0	0	76,000	76,950
Sub-Total		538	8,342,266	534,500	0	0	534,500	544,000	0	0	544,000	577,950
Total amount raised from general rate		2,822	352,161,611	5,404,546	15,086	(83)	5,419,549	5,407,645	25,000	0	5,432,645	5,260,434
Ex-gratia rates							5,419,549				5,432,645	5,260,434
Rates Adjustments							2,483				2,432	2,432
Movement in Excess Rates							(2,235)				0	0
Totals							5,441,331				5,435,077	5,262,866

SIGNIFICANT ACCOUNTING POLICIES

Rates

Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
for the Year Ended 30 June 2018

23. RATING INFORMATION (Continued)

(b) Interest Charges & Instalments

Instalment Options	Date Due	Instalment Plan Admin Charge	Instalment Plan Interest Rate	Unpaid Rates Interest Rate	2018		2017			
					\$	%	\$	\$		
Option One										
Single full payment	29-Aug-18	0	0.00%	0.00%						
Option Two										
First instalment										
Second instalment										
Option Three										
First instalment	29-Aug-18	0	5.50%	11.00%						
Second instalment	30-Oct-18	10	5.50%	11.00%						
Third instalment	3-Jan-19	10	5.50%	11.00%						
Fourth instalment	5-Mar-19	10	5.50%	11.00%						
					2018					
					2018		Budget		2017	
					\$		\$		\$	
Interest on unpaid rates					45,445		36,800		41,178	
Interest on instalment plan					26,131		27,000		26,392	
Charges on instalment plan					36,620		31,000		31,900	
					108,196		94,800		99,470	

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
for the Year Ended 30 June 2018

24. NET CURRENT ASSETS

Composition of net current assets for the purposes of the Rate Setting Statement

	2018 (30 June 2018 Carried Forward)	2018 (1 July 2017 Brought Forward)	2017 (30 June 2017 Carried Forward)
	\$	\$	\$
Surplus/(Deficit)	1,702,874	2,433,126	2,433,126
CURRENT ASSETS			
Cash and cash equivalents			
Unrestricted	1,449,742	1,924,234	1,924,234
Restricted	2,329,289	1,828,880	1,828,880
Receivables			
Rates outstanding	291,792	223,115	223,115
Sundry debtors	387,430	655,656	655,656
GST receivable	53,151	9,949	9,949
Inventories			
Fuel and materials	3,676	5,706	5,706
LESS: CURRENT LIABILITIES			
Trade and other payables			
Sundry creditors	(176,632)	(128,984)	(128,984)
Accrued interest on long term borrowings	(23,054)	(15,478)	(15,478)
Accrued salaries and wages	(26,453)	(26,570)	(26,570)
ATO liabilities	(93,842)	(50,986)	(50,986)
ESL liabilities	325	0	0
Current portion of long term borrowings	(248,357)	(82,355)	(82,355)
Provisions			
Provision for annual leave	(296,427)	(290,280)	(290,280)
Provision for long service leave	(239,275)	(207,527)	(207,527)
Unadjusted net current assets	3,411,365	3,845,360	3,845,360
Adjustments			
Less: Reserves - restricted cash	(2,094,182)	(1,590,116)	(1,590,116)
Add: Current portion of long term borrowings	248,357	82,355	82,355
Add: Employee Entitlement Reserve	137,334	95,527	95,527
Adjusted net current assets - surplus/(deficit)	1,702,874	2,433,126	2,433,126

Difference

There was no difference between the surplus/(deficit) 1 July 2017 brought forward position used in the 2018 audited financial report and the surplus/(deficit) carried forward position as disclosed in the 2017 audited financial report.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the Year Ended 30 June 2018

25. FINANCIAL RISK MANAGEMENT

The Shire's activities expose it to a variety of financial risks including price risk, credit risk, liquidity risk and interest rate risk. The Shire's overall risk management focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the financial performance of the Shire.

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

Financial risk management is carried out by the finance area under policies approved by the Council.

The Shire held the following financial instruments at balance date:

	Carrying Value		Fair Value	
	2018	2017	2018	2017
	\$	\$	\$	\$
Financial assets				
Cash and cash equivalents	3,779,031	3,753,114	3,779,031	3,753,114
Investments	42,500	42,500	42,500	42,500
Receivables	805,041	940,169	805,041	940,169
	4,626,572	4,735,783	4,626,572	4,735,783
Financial liabilities				
Payables	319,656	222,018	319,658	222,018
Borrowings	2,017,531	1,101,120	2,086,464	1,064,452
	2,337,187	1,323,138	2,406,122	1,286,470

Fair value is determined as follows:

Cash and cash equivalents, receivables, payables - estimated to the carrying value which approximates net market value.

Borrowings, held to maturity investments - estimated future cash flows discounted by the current market interest rates applicable to assets and liabilities with similar risk profiles.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the Year Ended 30 June 2018

25. FINANCIAL RISK MANAGEMENT (Continued)**(a) Cash and Cash Equivalents**

The Shire's objective is to maximise its return on cash whilst maintaining an adequate level of liquidity and preserving capital. The finance area manages the cash portfolio.

The Shire has an Investment Policy and the Policy is subject to review by Council.

An Investment Report is provided to Council on a monthly basis setting out the make-up and performance of the portfolio.

The major risk associated with investments is price risk - the risk that the capital value of investments may fluctuate due to changes in market prices, whether these changes are caused by factors specific to individual financial instruments of their issuers or factors affecting similar instruments traded in a market.

Cash is subject to interest rate risk - the risk that movements in interest rates could affect returns.

Another risk associated with cash is credit risk – the risk that a contracting entity will not complete its obligations under a financial instrument resulting in a financial loss to the Shire.

The Shire manages these risks by diversifying its portfolio and only investing in investments authorised by Local Government (Financial Management) Regulation 19C.

	2018	2017
	\$	\$
Impact of a 10% ⁽¹⁾ movement in price of investments		
- Equity	4,250	4,250
- Statement of Comprehensive Income	4,250	4,250
Impact of a 1% ⁽¹⁾ movement in interest rates on cash		
- Equity	37,790	45,008
- Statement of Comprehensive Income	37,790	45,008

Notes:

⁽¹⁾ Sensitivity percentages based on management's expectation of future possible interest rate movements.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the Year Ended 30 June 2018

25. FINANCIAL RISK MANAGEMENT (Continued)

(b) Receivables

The Shire's major receivables comprise rates and annual charges and user charges and fees. 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 is also able to charge interest on overdue rates and annual charges at higher than market rates, which further encourages payment.

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

The Shire makes suitable provision for doubtful receivables as required and carries out credit checks on most non-rate debtors.

There are no material receivables that have been subject to a re-negotiation of repayment terms.

The profile of the Shire's credit risk at balance date was:

	2018	2017
	%	%
Percentage of rates and annual charges		
- Current	0.00%	0.00%
- Overdue	100.00%	100.00%
Percentage of other receivables		
- Current	98.20%	99.40%
- Overdue	1.80%	0.60%

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
for the Year Ended 30 June 2018

25. FINANCIAL RISK MANAGEMENT (Continued)

(c) 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.

The contractual undiscounted cash flows of the Shire's Payables and Borrowings are set out in the Liquidity Table below:

	Due within 1 year	Due between 1 & 5 years	Due after 5 years	Total contractual cash flows	Carrying values
2018	\$	\$	\$	\$	\$
Payables	319,185	0	0	319,185	319,656
Borrowings	333,478	1,028,444	1,107,115	2,469,037	2,017,531
	<u>652,663</u>	<u>1,028,444</u>	<u>1,107,115</u>	<u>2,788,222</u>	<u>2,337,187</u>
2017					
Payables	222,018	0	0	222,018	222,018
Borrowings	133,950	496,242	795,337	1,425,529	1,101,120
	<u>355,968</u>	<u>496,242</u>	<u>795,337</u>	<u>1,647,547</u>	<u>1,323,138</u>

Borrowings are also 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 following tables set out the carrying amount, by maturity, of the financial instruments exposed to interest rate risk:

Year ended 30 June 2018	<1 year	>1<2 years	>2<3 years	>3<4 years	>4<5 years	>5 years	Total	Weighted Average Effective Interest Rate
	\$	\$	\$	\$	\$	\$	\$	%
Borrowings								
Fixed rate								
Long term borrowings	0	0	355,770	100,446	100,000	1,461,315	2,017,531	3.88%
Weighted average Effective interest rate			3.70%	6.64%	2.72%	3.82%		
Year ended 30 June 2017								
Borrowings								
Fixed rate								
Long term borrowings	0	0	0	0	238,000	863,120	1,101,120	4.81%
Weighted average Effective interest rate					6.27%	4.41%		

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
for the Year Ended 30 June 2018

26. TRUST FUNDS

Funds held at balance date over which the Shire has no control and which are not included in the financial statements are as follows:

	1 July 2017	Amounts Received	Amounts Paid	30 June 2018
	\$	\$	\$	\$
Animal Control	50	0	0	50
Bonds - Community Bus	1,100	600	(600)	1,100
Construction Training Fund (CTF)	827	31,782	(29,836)	2,773
Bonds - Crossovers	16,514	0	0	16,514
Bonds - Defects Roadworks	60,330	0	(48,587)	11,743
Bonds - Developer	111,152	0	(15,470)	95,682
Bonds - Extractive Industries	59,558	158,100	0	217,658
Bonds - Gravel Pit Rehabilitation	21,289	0	0	21,289
Bonds - Keys, Hall and Equipment	6,287	4,300	(8,682)	1,905
Building Services Levy (BSL)	123	37,047	(34,232)	2,938
Bonds - Transportable Buildings	5,000	0	(5,000)	0
Bonds - Community Housing	0	352	0	352
Councillor Nomination Deposits	0	560	(560)	0
Unclaimed Monies	1,031	0	0	1,031
	<u>283,261</u>			<u>373,035</u>

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT for the Year Ended 30 June 2018

27. NEW ACCOUNTING STANDARDS

The AASB has issued a number of new and amended Accounting Standards and Interpretations that have mandatory application dates for future reporting periods, some of which are relevant to the Shire.

Management's assessment of the new and amended pronouncements that are relevant to the Shire, applicable to future reporting periods and which have not yet been adopted are set out as follows:

Title	Issued / Completed	Applicable (1)	Impact
(i) AASB 9 Financial Instruments (incorporating AASB 2014-7 and AASB 2014-8)	December 2014	1 January 2018	Nil – The objective of this Standard is to improve and simplify the approach for classification and measurement of financial assets compared with the requirements of AASB 139. Given the nature of the financial assets of the Shire, it is not anticipated the Standard will have any material effect.
(ii) AASB 15 Revenue from Contracts with Customers	December 2014	1 January 2019	This Standard establishes principles for entities to apply to report useful information to users of financial statements about the nature, amount, timing and uncertainty of revenue and cash flows arising from a contract with a customer. The effect of this Standard will depend on the nature of future transactions the Shire has with those third parties it has dealings with. It may or may not be significant.
(iii) AASB 16 Leases	February 2016	1 January 2019	Under AASB 16 there is no longer a distinction between finance and operating leases. Lessees will now bring to account a right-to-use asset and lease liability into the statement of financial position for all leases. Effectively this means the vast majority of operating leases as defined by the current AASB 117 Leases which currently do not impact the statement of financial position will be required to be capitalised on the statement of financial position when AASB 16 is adopted. Currently, operating lease payments are expensed as incurred. This will cease and will be replaced by both depreciation and interest charges. Based on the current number of operating leases held by the Shire, the impact is not expected to be significant.

Notes:

(1) Applicable to reporting periods commencing on or after the given date.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
for the Year Ended 30 June 2018

27. NEW ACCOUNTING STANDARDS (Continued)

Title	Issued / Compiled	Applicable (1)	Impact
(iv) AASB 1058 Income of Not-for-Profit Entities	December 2016	1 January 2019	<p>These standards are likely to have a significant impact on the income recognition for NFPs. Key areas for consideration are:</p> <ul style="list-style-type: none"> - Assets received below fair value; - Transfers received to acquire or construct non-financial assets; - Grants received; - Prepaid rates; - Leases entered into at below market rates; and - Volunteer services.

Whilst it is not possible to quantify the financial impact (or if it is material) of these key areas until the details of future transactions are known, they will all have application to the Shire's operations.

Notes:

(1) Applicable to reporting periods commencing on or after the given date.

Adoption of New and Revised 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.

Whilst many reflected consequential changes associate with the amendment of existing standards, the only new standard with material application is as follows:

(i) AASB 2016-4 Amendments to Australian Accounting Standards - Recoverable Amount of Non-Cash-Generating Specialised Assets of Not-for-Profit Entities	1 January 2017
(ii) AASB 2016-7 Amendments to Accounting Standards - Deferral of AASB 15 for Not-for-Profit Entities	1 January 2017

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the Year Ended 30 June 2018

28. 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 regulatory 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.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the Year Ended 30 June 2018

29. ACTIVITIES/PROGRAMS

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

PROGRAM NAME	OBJECTIVE	ACTIVITIES
GOVERNANCE	To provide a decision making process for the efficient allocation of scarce resources.	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.
GENERAL PURPOSE FUNDING	To collect revenue to allow for the provision of services.	Rates, general purpose government grants and interest revenue.
LAW, ORDER, PUBLIC SAFETY	To provide services to help ensure a safer and environmentally conscious community.	Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.
HEALTH	To provide an operational framework for environmental and community health.	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.
EDUCATION AND WELFARE	To provide services to disadvantaged persons, the elderly, children and youth.	Senior citizens programs, youth services and events.
HOUSING	To provide and maintain staff, community and seniors housing.	Provision and maintenance of staff, community and seniors housing.
COMMUNITY AMENITIES	To provide services required by the community.	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.
RECREATION AND CULTURE	To establish and effectively manage infrastructure and resources which will help the social well being of the community.	Maintenance of halls, the library and various parks, reserves and other recreation activities and cultural pursuits.
TRANSPORT	To provide safe, effective and efficient transport services to the community.	Construction and maintenance of roads, bridges, footpaths, drainage works, lighting and cleaning of streets and verge maintenance.
ECONOMIC SERVICES	To help promote the Shire and its economic wellbeing.	Tourism and area promotion. Provision of rural services including weed control, community bus operations, economic and community development programs and building control.
OTHER PROPERTY AND SERVICES	To monitor and control the Shire's overhead operating accounts.	Private works, plant repair and operation costs and engineering operation costs.

NOTES TO AND FORMING PART OF THE FINANCIAL REPORT

for the Year Ended 30 June 2018

30. FINANCIAL RATIOS

	2018	2017	2016
Current ratio	2.31	3.99	1.85
Asset consumption ratio	0.58	1.01	0.79
Asset renewal funding ratio	1.82	1.96	2.11
Asset sustainability ratio	0.43	0.78	0.44
Debt service cover ratio	9.47	20.46	8.77
Operating surplus ratio	(0.42)	(0.26)	(0.50)
Own source revenue coverage ratio	0.60	0.64	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	$\frac{\text{capital renewal and replacement expenditure}}{\text{depreciation expenses}}$
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	$\frac{\text{own source operating revenue}}{\text{operating expenses}}$

Notes:

Three of the ratios disclosed above were distorted by the early receipt of Financial Assistance Grants. In addition, two of the ratios were impacted by loss on revaluation - Infrastructure Footpaths which is considered one-off in nature.

	2017/18	2016/17	2015/16
	\$	\$	\$
Amount of Financial Assistance Grant received during the year relating to the subsequent year.	633,126	615,988	0
Amount of Financial Assistance Grant received in prior year relating to current year.	615,988	0	586,431
Loss on revaluation of Infrastructure - Footpaths	(343,375)	0	0

If the events detailed above did not occur, the impacted ratios in the 2018, 2017 and 2016 columns above would be as follows:

	2018	2017	2016
Current ratio	1.65	3.12	1.85
Debt service cover ratio	11.25	15.98	13.23
Operating surplus ratio	(0.38)	(0.34)	(0.41)

Independent Auditor's Report

TO THE ELECTORS OF THE SHIRE OF CHITTERING

MOORE STEPHENS

INDEPENDENT AUDITOR'S REPORT TO THE COUNCILLORS OF THE SHIRE OF CHITTERING

REPORT ON THE AUDIT OF THE FINANCIAL REPORT

Opinion

We have audited the accompanying financial report of the Shire of Chittering (the Shire), which comprises the Statement of Financial Position as at 30 June 2018, Statement of Comprehensive Income by Nature or Type, Statement of Comprehensive Income by Program, Statement of Changes in Equity, Statement of Cash Flows and the Rate Setting Statement for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information and the Statement by Chief Executive Officer.

In our opinion, the financial report of the Shire of Chittering:

- i. is based on proper accounts and reports; and
- ii. fairly represents, in all material respects, the results of the operations of the Shire for the year ended 30 June 2018 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

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Shire in accordance with the 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 our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter – Basis of Preparation

We draw attention to Note 1 to the financial report, which describes the basis of preparation. The financial report has been prepared for the purpose of fulfilling the Shire's financial reporting responsibilities under the Act. Regulation 16 of the Local Government (Financial Management) Regulations 1996 (Regulations), does not allow a local government to recognise some categories of land, including land under roads, as assets in the annual financial report. Our opinion is not modified in respect of this matter.

Responsibilities of the Chief Executive Officer 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 a financial report that is free from material misstatement, whether due to fraud or error.

In preparing the 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.

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Independent Auditor's Report

TO THE ELECTORS OF THE SHIRE OF CHITTERING

MOORE STEPHENS

**INDEPENDENT AUDITOR'S REPORT
TO THE COUNCILLORS OF THE SHIRE OF CHITTERING
(CONTINUED)**

REPORT ON THE AUDIT OF THE FINANCIAL REPORT (CONTINUED)

Auditor's Responsibilities for the Audit of the Financial Report

Our objectives of the audit are to obtain reasonable assurance about whether the 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 our 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 financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. 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, international omissions, misrepresentation, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Shire's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the CEO.
- Conclude on the appropriateness of the CEO's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Shire's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report, as we cannot predict future events or conditions that may have an impact.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the Council and the CEO regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit

Independent Auditor's Report

TO THE ELECTORS OF THE SHIRE OF CHITTERING

MOORE STEPHENS

**INDEPENDENT AUDITOR'S REPORT
TO THE COUNCILLORS OF THE SHIRE OF CHITTERING
(CONTINUED)**

REPORT ON OTHER LEGAL AND REGULATORY REQUIREMENTS

In accordance with the Local Government (Audit) Regulations 1996, we also report that:

- a) All required information and explanations were obtained by us.
- b) All audit procedures were satisfactorily completed in conducting our audit.
- c) In my opinion, the asset consumption ratio and the asset renewal ratio included in the annual financial report were supported by verifiable information and reasonable assumptions.

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 2018 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 financial report described above. It does not provide an opinion on any other information which may have been hyperlinked to/from this financial report. If users of the 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 audited financial report to confirm the information contained in this website version of the financial report.

MOORE STEPHENS
CHARTERED ACCOUNTANTS



WEN-SHIEN CHAI
PARTNER

Signed at Perth this 19th day of December 2018.



19 December 2018

MOORE STEPHENS

Cr Gordon Houston
The Shire President
Shire of Chittering
6177 Great Northern Highway
BINDOON WA 6053

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Dear Cr Houston

MANAGEMENT REPORT FOR THE YEAR ENDED 30 JUNE 2018

We advise that we have completed our audit procedures for the year ended 30 June 2018.

We are required under the Local Government Audit Regulations to report certain compliance matters in our audit report. Other matters which arise during the course of our audit that we wish to bring to Council's attention are raised in this management report.

It should be appreciated that our audit procedures are designed primarily to enable us to form an opinion on the financial statements and therefore may not bring to light all weaknesses in systems and procedures which may exist. However, we aim to use our knowledge of the Shire's organisation gained during our work to make comments and suggestions which, we hope, will be useful to you.

We noted the following matters concerning the Shire's ratios we wish to draw to your attention:

OPERATING SURPLUS RATIO

This ratio represents the percentage by which the operating surplus (or deficit) differs from the Shire's own source revenue which includes rates and operating grants.

The Shire's ratio (after adjustment for FAGs) has declined in the current year (from (0.34) to (0.38)) and has been negative for the last five years. Analysis of the Shire's Statement of Comprehensive Income indicates the main reason for the downward trend to be the operating expenditure increases (in particular, materials and contracts) not being matched by the increase in operating revenue (mainly increase in rates) during the year ended 30 June 2018.

A negative ratio indicates the local government is experiencing an operating deficit. A sustained period of deficits will erode the Shire's ability to service debt and maintain both its operational service level and asset base over the longer term whilst a positive ratio which is consistently above 0.15 provides the Shire with greater flexibility in meeting operational service levels and asset management requirements.

We acknowledge that the Shire had performed a comprehensive review of the unit rates, condition and Remaining Useful Life assessments of its infrastructure assets (in particular roads) during the current year revaluation process. This has resulted in a lower depreciable asset base compared to last year. Management anticipate, based on the valuation report, the depreciation expense will be lower for the next year and more reflective of asset consumption which would help to improve the Shire's operating position and this ratio.

Both Council and management will need to consider ways to improve the operating position in order to increase the ratio above the basic acceptable target level of 0.15. This includes considering the sustainability of the current rating structure, identifying potential new avenues of revenue, and finding the optimum level of the Shire's operating expenses.

MOORE STEPHENS

ASSET SUSTAINABILITY RATIO

The Asset Sustainability Ratio expresses capital expenditure on renewal and replacement of existing assets as a percentage of depreciation costs. It is used to identify any potential decline or improvement in asset conditions. A percentage of less than 100% on an ongoing basis indicates assets may be deteriorating at a greater rate than spending on renewal or replacement.

This ratio has deteriorated in the current year (from 0.78 to 0.43) and but is below the Department of Local Government, Sport and Cultural Industries target level of 0.90 for the past three years.

A main reason for the fluctuation in this ratio is the actual spending on renewal or replacement has not been consistent for the past three years which had caused the ratio to fluctuate significantly in comparison with prior year.

Another reason that had impacted this ratio is the Shire’s depreciation costs which was significantly higher since 2016 following the revaluation of infrastructure assets (especially roads) in 2015. The anticipated decrease in the depreciation expense discussed in the comments on the Operating Surplus ratio above is expected to improve this ratio further.

However, in order to maintain the Shire’s asset base more effectively and improve this ratio into the future, management and council should consider implementing a plan to review its Asset Management plans annually, to help the Shire more accurately determine the required capital renewal expenditure over the next 10 years in line with its Long Term Financial Plan against the revised depreciation costs.

SUMMARY

As detailed above, some ratios are below the accepted industry benchmarks. Given the relative strength of the other ratios and the Shire’s balance sheet, lower ratios may be acceptable in the short term provided other measure/strategies are maximised. Notwithstanding this, these ratios appear to be trending downwards over the longer term and this should be carefully considered moving forward to avoid the development of an adverse trend in the Shire’s financial position.

We would like to take this opportunity to stress one off assessments of ratios at a particular point in time can only provide a snapshot of the financial position and operating situation of the Shire. As is the case with all ratios and indicators, their interpretation is much improved if they are calculated as an average over time with the relevant trends being considered.

We noted no other matters we wish to draw to your attention.

UNCORRECTED MISSTATEMENT

We advise there is one uncorrected misstatement noted during the course of the audit as noted below which is considered immaterial both individually and in aggregate to the financial report as a whole.

Number	Date	Name	Account No	Reference	Annotation	Debit	Credit
4	30/06/2018	Fair value adj on Financial Assets (Revenue)	INC	4-111			35,034.23
4	30/06/2018	Investment - The Local Government House Trust	INV	4-111		35,034.23	
		Interest in investment not taken up					
						35,034.23	35,034.23

MOORE STEPHENS

We take this opportunity to thank the Shire for their assistance provided during the audit.

Should you wish to discuss any matter relating to the audit or any other matter, please do not hesitate to contact us.

Yours faithfully



Wen-Shien Chai
Partner
Moore Stephens

Encl.



**DELEGATED
AUTHORITY
REGISTER**

DOCUMENT CONTROL

DOCUMENT DISTRIBUTION LIST			
Copy No	Distributed to	Position/Title	Date
5	Councillors and Staff		24 June 2015
6	Councillors and Staff	Executive Support Officer	27 June 2016
7	Councillors and Staff	Executive Support Officer	21 June 2017

DOCUMENT CONTROL			
Version	Approved by		Date
	Name	Title/Resolution	
1	Ordinary Council	Register of Delegations (N10318)	16 June 2010
2	Ordinary Council	Delegated Authority Register Review Council Resolution 090512 (N12956)	16 May 2012
3	Ordinary Council	Delegated Authority Register Review Council Resolution 170613 (N131241)	19 June 2013
4	Ordinary Council	Delegated Authority Register Review Council Resolution (N141465)	25 June 2014
5	Ordinary Council	Delegated Authority Register Review Council Resolution (N140615)	17 June 2015
6	Ordinary Council	Delegated Authority Register Council Resolution 130616 (ref N161832)	15 June 2016
7	Ordinary Council	Delegated Authority Register Review Council Resolution 090617 (ref N172022)	21 June 2017

AMENDMENTS		
Document Version	Date of Amendment	Amendment details
1	29 June 2011	Amended by CEO (N11726)
1	24 August 2011	Amended by CEO (N1123790)
1	30 March 2012	Amended by Council (N1229266)
2	27 June 2012	Amended by Council (N12967)
2	21 November 2012	Amended by Council (N121084)
2	19 December 2012	Amended by Council (N131105)
2	20 February 2013	Amended by Council (N131143)
3	19 June 2013	Approved by Council (N131241)
3	21 August 2013	Approved by Council (N1340338)
3	23 October 2013	Approved by Council (N131311)
3	19 March 2014	Approved by Council (N141391)
6	27 July 2016	Amended by CEO (N1673883)
6	12 October 2016	Amended by CEO (N1676812)
6	14 December 2016	Approved by Council (N161938)
6	16 February 2017	Amended by CEO (N1780461)
6	22 February 2017	Amended by Council (N171952)
6	22 February 2017	Amended by Council (N171954)
7	25 July 2017	Amended by CEO (N1785631)

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INTRODUCTION

Purpose of Delegating Authority

The aim of delegated authority is to assist with improving the time taken to make decisions within the constraints allowed by the relevant legislation. This is consistent with the Shire's commitment to a strong customer service focus. The register details the related document(s) where the power to delegate is derived from, including legislation and policies of the Council. This enables easier cross-referencing. This delegated authority register will be reviewed in accordance with the *Local Government Act 1995* (the Act) on an annual basis. The coordination of the review will be performed by the Chief Executive Officer.

Legislation

The *Local Government Act 1995* allows for a local government to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act, except those listed in section 5.43. All delegations made by the Council must be by absolute decision [section 5.42(1)].

Associated legislation

Legislation other than the Act, its regulations and the local government's local laws created under the Act where delegations or authorisations may occur are as follows:

- *Planning and Development Act 2005* including regulations and adopted policies
- *Dog Act 1976* and regulations
- *Bush Fires Act 1954* regulations and local laws created under that Act)
- *Health (Miscellaneous Provisions) Act 1911* (as amended) regulations and local law created under that Act
- *Freedom of Information Act 1992*
- *Land Administration Act 1997* as amended and regulations
- *Litter Act 1979* and regulations
- *Local Government (Miscellaneous Provision) Act 1960* as amended
- *Caravan Parks and Camping Grounds Act 1995*
- *Control of Vehicles (Off-Road Areas) Act 1978* and regulations
- *Strata Titles Act 1985*
- *Food Act 2008*
- *Environmental Protection Act 2005*
- *Building Act 2011*
- *Public Health Act 2016*
- *Land Act 1933*

Note - this is not an exhaustive list

Delegation by the Chief Executive Officer

The Act allows for the Chief Executive Officer to delegate any of the powers to another employee [Section 5.44 (1)]. This must be done in writing [Section 5.44 (2)]. The Act allows for the Chief Executive Officer to place conditions on any delegations if desired [Section 5.44 (4)].

A register of delegations relevant to the Chief Executive Officer and other employees is to be kept and reviewed at least once every financial year [Section 5.46 (1) and (2)]. If a person is exercising a power or duty that they have been delegated, the Act requires that records be kept whenever the delegated authority is used [Section 5.46 (3)].

The record is to contain the following information:

- how the person exercised the power or discharged the duty;
- when the person exercised the power or discharged the duty; and
- the persons or classes of persons, other than Council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty [*Local Government (Administration) Regulations 1996, regulation 19*].
- Service unit's responsible for a work process are to ensure that data is captured and recorded managed in accordance with all legislation, as well as preparing reports to Council where required under a specific delegation. This includes recording of delegated authority of the Chief Executive Officer where applicable, once approved through a signed authority by the Chief Executive Officer.
- A person to whom a power is delegated under the Act is considered to be a 'designated employee' under 5.5.74(b) of the Act and is required to complete a primary and annual return each year.
- There is no power for a person other than the Chief Executive Officer to delegate a power [Section 5.44 (1)].

Acting through another person***Local Government Act 1995 - section 5.45 (2)***

Nothing in this Division (Division 4 - Local Government Employees) is to be read as preventing:

- (a) *a local government from performing any of its functions by acting through a person other than the CEO; or*
- (b) *a CEO from performing any of his or her functions by acting through another person.*

The key difference between a delegation and “acting through” is that a delegated exercises the delegated decision making function in his or her own right. The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the “acting through” concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.

The difference between a delegated authority to exercise discretion on behalf of the Shire and acting through another person to undertake a function on behalf of the Shire where not discretion exists is reinforced by **Section 56** of the ***Interpretation Act 1984*** which states:

56. *"May" imports a discretion, "shall" is imperative*
- (1) *Where in a written law the word "may" is used in conferring a power, such word shall be interpreted to imply that the power so conferred may be exercised or not, at discretion.*
 - (2) *Where in a written law the word "shall" is used in conferring a function, such word shall be interpreted to mean that the function so conferred must be performed.*

DA1 ACTING CHIEF EXECUTIVE OFFICER

Objective of Delegation: Appointment of an Acting Chief Executive Officer

Extent of Delegation: The authority to appoint an Acting Chief Executive Officer during periods of absence.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	On making any appointment under this delegation the Chief Executive Officer shall inform the Council of the details of the appointment. Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995 – Section 5.39</i> • <i>Shire of Chittering Staff Policy 3.14– Appointment of an Acting Chief Executive Officer</i>
Last Reviewed:	21 June 2017
Amended:	21 June 2017 (Resolution 090617)

DA2 CODE OF CONDUCT ENFORCEMENT

- Objective of Delegation:** To enforce the Code of Conduct
- Extent of Delegation:** The duty to enforce the Code of Conduct in respect of employees, contractors and volunteers.
- Conditions imposed:**
1. The Chief Executive Officer is required to implement appropriate procedures for enforcing the Code of Conduct in respect of allegations or complaints involving employees, contractors and volunteers.
 2. The procedure should include internal investigations and/or referral to appropriate external agencies.
 3. The Chief Executive Officer is not required to personally investigate or enforce the Code, but to ensure that it is properly enforced and that the integrity and probity of the Shire is maintained at a high level.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995 – Section 5.9</i> • <i>Shire of Chittering Staff Policy 3.1– Code of Conduct – Staff, Volunteers and Contractors</i>
Last Reviewed:	21 June 2017
Amended:	<i>21 June 2017 (Resolution 090617)</i>

DA3 CONTROL AND MANAGEMENT OF LAND

Objective of Delegation: To control and manage land

Extent of Delegation: The duty to do anything necessary for the administration purpose of controlling and managing land reserved under the *Land Act 1933* and vested in or under control and management of the Council.

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Land Act 1933</i>
Last Reviewed:	21 June 2017
Amended:	

DA4 DISPOSAL OF PROPERTY OTHER THAN LAND

- Objective of Delegation:** To expedite the disposal of Shire property other than land.
- Extent of Delegation:** The power to dispose of Shire property (other than land or buildings) by public tender or public auction where the expected value is:
- less than \$20,000.
- The power to dispose of items of a minor nature by private treaty, such as surplus old plant or equipment, where the anticipated value is:
- less than \$5000.
- Conditions imposed:**
1. This delegation does **NOT** apply to the disposal of plant or light vehicles or equipment that is being replaced by a tender process involving trade-in.
 2. The Chief Executive Officer is to develop and implement an appropriate procedure for the management of disposal of property by public tender or public auction and which provides a high standard of probity and accountability.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Receipt of payment Recorded in central records system
Heads of Power:	<i>Local Government Act 1995</i>
Last Reviewed:	21 June 2017
Amended:	

DA5 SIGNING OF DOCUMENTS

Objective of Delegation:	To sign Shire documents on behalf of the Shire of Chittering.
Extent of Delegation:	The authority to sign documents as a part of the day to day operations of the Shire of Chittering.
Conditions imposed:	<p>Authority is delegated on the provision that one or more of the following provisions apply:</p> <ol style="list-style-type: none"> 1 The Council has authorised the entering into a formal contract/document. 2 A formal contract is authorised under delegated authority of the Council. 3 A formal contract/document is considered necessary by the Chief Executive Officer as part of the day to day operations of the Council. 4 The Chief Executive Officer is to prepare the necessary documentation taking into account any specific policy requirements of Council and to arrange for signing of the contract/documents without further reference to Council.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Common Seal Register Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995 s9.49 (a) 4</i> • <i>Shire of Chittering Administration Policy 1.5 Execution of Documents</i>
Last Reviewed:	21 June 2017
Amended:	

DA6 INVESTMENT OF FUNDS

Objective of Delegation:	To oversee the investing of funds
Extent of Delegation:	The power to invest excess funds into investment funds as approved by the Shire of Chittering Finance Policy – Investment of Funds.
Conditions imposed:	<ol style="list-style-type: none"> 1. To observe any regulations relating to investments by local government. 2. To observe any Council policy, direction or guidelines relevant to the investment of Shire funds. 3. To act in a prudent manner and to exercise regular management control and oversight of the investment of funds. 4. To conduct regular reviews of the investment performance and controls.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services
Formal Record:	Included in Monthly Financial Statements in Ordinary Council agenda Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Local Government (Financial Management) Regulations – Reg 19</i> • <i>Shire of Chittering Finance Policy 2.2 – Investment of Funds</i>
Last Reviewed:	21 June 2017
Amended:	

DA7 CONTRACT PRICE VARIATION

Objective of Delegation:	To approve minor price variations to contracts
Extent of Delegation:	The power to approve a minor price variation for a contract subject to sufficient funds being available within the approved expenditure budget and that the price variation is necessary.
Conditions imposed:	For the purposes of this delegation, a minor price variation is limited to \$50,000.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995 – section 3.58</i> • <i>Shire of Chittering Finance Policy 2.12 – Purchasing</i>
Last Reviewed:	21 June 2017
Amended:	

DA8 DISPOSING OF IMPOUNDED GOODS

Objective of Delegation:	To dispose of impounded goods
Extent of Delegation:	The power to dispose of confiscated or uncollected goods.
Conditions imposed:	Disposal must be by public auction or public tender.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Recorded in central records system
Heads of Power:	<i>Local Government Act 1995 – section 3.47</i>
Last Reviewed:	21 June 2017
Amended:	

DA9 ENGAGING CONSULTANTS

- Objective of Delegation:** To appoint consultants to the Shire of Chittering
- Extent of Delegation:** The power to appoint consultants, such as architects, valuers, planning consultants etc. for projects and tasks where specific external skills or knowledge are required.
- Conditions imposed:**
- Any applicable Council Policy must be implemented.
 - The consideration for the consultancy is less than \$50,000.
 - Specific budget provision exists.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services Executive Manager Technical Services Executive Manager Corporate Services
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995 – section 6.5 – 6.10</i> • <i>Shire of Chittering Finance Policy 2.12 – Purchasing</i>
Last Reviewed:	21 June 2017
Amended:	<i>21 June 2017 (Resolution 090617)</i>

DA10 ENGAGING CONTRACTORS

Objective of Delegation:	To appoint contractors to the Shire of Chittering
Extent of Delegation:	The authority to engage private contractors to assist and complement the Shire's work staff in implementing the works program.
Conditions imposed:	<ol style="list-style-type: none"> 1. Applies to Contracts under \$150,000. 2. In exercising this authority, the Chief Executive Officer must be satisfied that it will be in the best interest of Shire and have regard for: <ul style="list-style-type: none"> • adequate budget provision exists; • the engagement of contractors is made in accordance with the Shire's purchasing policy; • that all contracts are in writing; and • that appropriate performance measures are in place and performance is subject to supervision. 3. The payment for any work carried out under contract must be specifically authorised by the responsible senior officer and certified as carried out to a satisfactory standard.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services Executive Manager Technical Services
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Shire of Chittering Finance Policy 2.12 – Purchasing</i>
Last Reviewed:	21 June 2017
Amended:	15 June 2016

DA11 ENTERING INTO CONTRACTS

Objective of Delegation:	To enter into contracts on behalf of the Shire of Chittering
Extent of Delegation:	<p>The administrative duty to prepare the necessary documentation to execute documents taking into account any specific policy requirements of Council where:</p> <ul style="list-style-type: none"> the Council has authorised entering into a formal contract; or a formal contract is considered necessary by the Chief Executive Officer as part of the day to day operation of the Council and where the consideration under the contract is less than \$150,000; or a formal contract is authorised under a delegated authority from the Council
Conditions imposed:	<ol style="list-style-type: none"> All contracts where the consideration is greater than \$100,000 must be subject to specific authorisation of the Council. Compliance with the requirements of the Standing Orders Local Law in respect of signing documents under seal if applicable.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> <i>Local Government Act 1995</i> <i>Shire of Chittering Finance Policy 2.12 – Purchasing</i> <i>Shire of Chittering Administration Policy 1.5 – Execution Documents</i> <i>Shire of Chittering Local Government (Council Meetings) Local Law 2014</i>
Last Reviewed:	21 June 2017
Amended:	15 June 2016

DA12 FACILITY HIRE FEES

Objective of Delegation:	To manage the fees for hire of Shire of Chittering facilities
Extent of Delegation:	The authority to grant discounts or waive hire fees applying to any of the Shire's recreation facilities under the direct management of the Council.
Conditions imposed:	<p>In exercising this authorisation, the Chief Executive Officer is to give consideration to:</p> <ul style="list-style-type: none"> • The cost of normal hire per participant being prohibitive to the financial resources of the hirer(s). • One off usage discounts being supported in favour of regular use discounts. • The participation of children/juniors in the program. • The benefits to the Shire, its staff and the community in general. • Costs to Council, including any forgone opportunity costs. • Any other circumstances that warrant consideration of a discount or waiving of fees.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Shire of Chittering Annual Budget</i> • <i>Shire of Chittering Administration Policy 1.2 Use of Civic Centre – Council Chambers</i>
Last Reviewed:	21 June 2017
Amended:	21 June 2017 (Resolution 090617)

DA13 INDUSTRIAL REPRESENTATION

Objective of Delegation:	To source advice from an industrial service
Extent of Delegation:	To source advice from an appropriate industrial service with consent to act on the Council's behalf in any general industrial/award matter and any industrial dispute involving employees of the Council.
Conditions imposed:	Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Shire of Chittering Staff Policy 3.1 Code of Conduct; Staff, Volunteers and Contractors</i> • <i>Shire of Chittering Staff Policy 3.9 Occupational Safety and Health (OSH)</i> • <i>Shire of Chittering Staff Policy 3.11 Contractors</i> • <i>Shire of Chittering Staff Policy 3.12 Voluntary service</i> • <i>Shire of Chittering Staff Policy 3.13 Gratuities and Redundancy Payments</i>
Last Reviewed:	21 June 2017
Amended:	

DA14 ISSUING OF NOTICES

Objective of Delegation:	To issue notices to owners of land in the Shire of Chittering
Extent of Delegation:	<p>The power to issue notices requiring certain things to be done by the owner/occupier of land. Such items in addition to those contained with the Act are also outlined in Schedules 3.1 and 3.2 and contain such issues as:</p> <ul style="list-style-type: none"> • Preventing water from dripping or running from a building • Placing a street number in a prominent place • Ensuring that unsightly land is either enclosed or where it is considered untidy having such materials or rubbish removed including contaminated material • Taking steps for preventing or minimising danger to the public or damage to property which might arise from cyclonic activity or bush fire.
Conditions imposed:	Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Shire of Chittering Town Planning Policy 9.3 Rural Numbering</i> • <i>Shire of Chittering Environmental and Health Policy 10.2 Bush Fire Control</i>
Last Reviewed:	21 June 2017
Amended:	

DA15 LEGAL ADVICE

- Objective of Delegation:** To seek legal advice for the Shire of Chittering
- Extent of Delegation:** The power to obtain legal advice and opinions as deemed necessary in the exercise of the management of the local government.
- Conditions imposed:**
- The authority is restricted to legal advice of an operational nature that is required to protect the interests of the Shire and to an initial value not exceeding \$20,000.
 - The budget containing appropriate provision.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Shire of Chittering Annual Budget</i> • <i>Shire of Chittering Finance Policy 2.12 Purchasing</i> • <i>Shire of Chittering Staff Policy 3.1 Code of Conduct; Staff, Volunteers and Contractors</i> • <i>Shire of Chittering Elected Members Policy 4.5 Legal Representation and Costs Indemnification</i>
Last Reviewed:	21 June 2017
Amended:	<i>21 June 2017 (Resolution 090617)</i>

DA16 NATIVE TITLE

Objective of Delegation: To register an interest in any native title claim

Extent of Delegation: The power to register an interest in any native title claim affecting the Shire in order for Council to have sufficient interest to become a party to the native title application.

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Native Title (State Provisions) Act 1999</i>
Last Reviewed:	21 June 2017
Amended:	

DA17 PROSECUTIONS

Objective of Delegation:	To sign all prosecution complaint forms
Extent of Delegation:	The power to sign all prosecution complaint forms in relation to prosecutions under the <i>Local Government Act 1995</i> on behalf of the Council.
Conditions imposed:	The Chief Executive Officer is required to use discretion in taking action under this delegation where there are mitigating circumstances.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Recorded in central records system
Heads of Power:	<i>Local Government Act 1995</i>
Last Reviewed:	21 June 2017
Amended:	

DA18 RATES AND SERVICE CHARGES AGREEMENTS

Objective of Delegation:	To accept payment of a rate or service charge
Extent of Delegation:	The power to accept payment of a rate or service charge that is due and payable by a person in accordance with an agreement made with that person.
Conditions imposed:	<ol style="list-style-type: none"> 1. The Chief Executive Officer is required to observe any relevant policy. 2. In making any such agreement, the Chief Executive Officer is to exercise discretion in negotiating the best possible repayment schedule to protect the interests of the Shire without imposing undue financial hardship on the person. 3. The Chief Executive Officer is to ensure that appropriate written agreements are entered into and that appropriate internal controls are in place to monitor compliance with the agreed repayment schedule. 4. The Chief Executive Officer is to have regard to the Shire's Rating Policy should the person materially default with the terms of the agreement.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services
Formal Record:	Copy of signed offer and acceptance retained on property file. Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Shire of Chittering Finance Policy 2.6 Rating</i>
Last Reviewed:	21 June 2017
Amended:	16 February 2017 (ref N1780461)

DA19 RATES AND SERVICE CHARGES CAVEAT

Objective of Delegation:	To lodge a caveat on property in the Shire of Chittering
Extent of Delegation:	The power to lodge a caveat to preclude dealings in land where rates or services charges are in arrears and the Chief Executive Officer is of the opinion that it is in the interests of the Shire to lodge the caveat.
Conditions imposed:	<ol style="list-style-type: none"> 1. The Chief Executive Officer is required to observe any relevant policy. 2. The action to lodge a caveat is only to be taken, where in the opinion of the Chief Executive Officer, that action is necessary. 3. The action is only to be taken by persons with the specific written authority to lodge the caveat.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Monthly Information Bulletin. Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Shire of Chittering Finance Policy 2.4 Rating of Council Property</i>
Last Reviewed:	21 June 2017
Amended:	

DA20 TENDERS / QUOTATIONS

- Objective of Delegation:** To expedite the calling of quotations and tenders.
- Extent of Delegation:** The power to:
- (i) make the decision to invite quotations and tenders for goods and services.
 - (ii) call quotations and tenders before the Shire enters into a contract of a prescribed kind.
 - (iii) accept a quotation where the consideration is less than \$149,999.
- Conditions imposed:**
1. All decisions to call for quotations or tenders for goods or services must relate to a proposal that is specifically authorised in the budget or by a specific Council decision.
 2. The Chief Executive Officer must be satisfied before making the decision to call for quotations or tenders that an appropriate specification and information package is available and that there are appropriate assessment criteria specified.
 3. That the process is conducted fairly and impartially and in strict compliance with the **Local Government Act 1995** and the associated regulations, and any appropriate Council policy, direction or guideline.
 4. That any decision to accept a quotation or tender is made fairly, impartially and based upon a proper assessment of the stipulated criteria, and that represents the best value for the Shire.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none">• <i>Local Government Act 1995 – section 3.57</i>• <i>Shire of Chittering Finance Policy 2.12 Purchasing</i>
Last Reviewed:	21 June 2017
Amended:	15 June 2016

**DA21 TO ACCEPT QUOTATIONS FOR GOODS AND SERVICES –
REVOKED (16 MAY 2012)**

DA22 BOND REFUNDS

Objective of Delegation:	To expedite the approvals process
Extent of Delegation:	The authority to refund bond monies where all conditions of approval have been met, with the aggrieved applicant having a right of appeal to Council.
Conditions imposed:	Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services Executive Manager Technical Services Executive Manager Corporate Services
Formal Record:	Monthly List of Payments included in the Ordinary Council agenda Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995 – section 5.42</i> • <i>Shire of Chittering Community Facilities and Recreation Policy 5.1 Advertising on public open space</i> • <i>Shire of Chittering Engineering, Construction and Maintenance Policy 7.2 Crossovers Subsidy</i> • <i>Shire of Chittering Town Planning Policy 9.6 Public Guidance Signage in Road Reserves</i>
Last Reviewed:	21 June 2017
Amended:	12 October 2016

DA23 UNDERTAKING PRIVATE WORKS

Objective of Delegation: To facilitate private works

Extent of Delegation: The authority to use discretion in accepting or rejecting private works requests.

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995 – section 5.42</i>
Last Reviewed:	21 June 2017
Amended:	

DA24 MAJOR PLANT PURCHASES – REVOKED (16 MAY 2012)

DA25 GRANT APPLICATIONS

Objective of Delegation:	To make applications for grants from various sources
Extent of Delegation:	The authority to make application for grants from various sources.
Conditions imposed:	<p>The Chief Executive Officer must approve and sign any grant application.</p> <p>Where possible, the prior approval of the Council is required before making application for grants that may impose an ongoing commitment by the Shire.</p> <p>Any application that requires a financial commitment from the Shire requires specific approval of the Council.</p> <p>Where it is proposed to make a submission for grants and/or subsidies from state/commonwealth governments without prior approval of Council, the grant/subsidy shall not be accepted without specific Council endorsement through the budget process.</p> <p>Any application must be in accord with Council's strategic objectives.</p> <p>The Chief Executive Officer is to ensure that any relevant grant conditions are met and that the appropriate grant acquittal is completed in a timely manner and subject to audit scrutiny.</p>

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Shire of Chittering Finance Policy 2.9 Funding Submissions</i>
Last Reviewed:	21 June 2017

Amended:	
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DA26 CARAVAN PARK LICENCES / PERMITS TO CAMP ON PRIVATE PROPERTY

Objective of Delegation: To control and maximise tourist numbers.

Extent of Delegation: The authority under Regulation 6 of the *Caravan Parks & Camping Grounds Regulation 1997* to issue approvals for renewal of licences and granting approvals for camping permits on private property.

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Principal Environmental Health Officer
Formal Record:	Recorded in central records system
Heads of Power:	<i>Caravan Parks & Camping Grounds Regulation 1997 – Regulation 6</i>
Last Reviewed:	21 June 2017
Amended:	

DA27 BURNING ON ROADSIDES

Objective of Delegation:	To control burns on road verges
Extent of Delegation:	The authority to approve applications submitted by the relevant Fire Control Officer to burn on a road verge vested in the care control and management of the Shire of Chittering.
Conditions imposed:	The Chief Executive Officer is to have regard to roadside conservation policies of the Shire of Chittering in place from time to time and environmental harm provisions contained within the <i>Environmental Protection Act 1986</i> .

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services Executive Manager Technical Services Community Emergency Services Manager
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Bush Fire Act 1954</i> • <i>Environmental Protection Act 1986</i> • <i>Shire of Chittering Environmental and Health Policy 10.2 Bush Fire Control</i>
Last Reviewed:	21 June 2017
Amended:	21 June 2017 (Resolution 090617)

DA28 BUSH FIRES, PROHIBITED BURNING TIMES, RESTRICTED BURNING TIMES AND PROSECUTION OF OFFENCES

Objective of Delegation: That under section 48 of the *Bush Fires Act 1954* the Council of the Shire of Chittering hereby delegates authority to the **Chief Executive Officer**, the exercise the powers and discharge of duties of the Local Government functions under the *Bush Fires Act 1954*.

That under section 17(1) of the *Bush Fires Act 1954* the Council of the Shire of Chittering hereby delegates authority to the **Shire President** and **Chief Bushfire Control Officer** to vary prohibited burning times under section 17 and vary restricted burning times under section 18 of the *Bush Fires Act 1954*.

That under section 59(3) of the *Bush Fires Act 1954* the Council of the Shire of Chittering hereby delegates authority to the **Shire Rangers** to prosecute offences committed against this Act, and issue infringement notices pursuant to section 59 and section 59A of the *Bush Fires Act 1954*.

<p>Delegation by Council to:</p>	<p>Chief Executive Officer Shire President Chief Bushfire Control Officer Shire Rangers</p>
<p>Delegation by Chief Executive Officer to:</p>	<p>Section 48(3) of the <i>Bush Fires Act 1954</i> delegation under this section does not include the power to sub-delegate.</p>

Formal Record:	<p>Section 41 of the <i>Bush Fires Act 1954</i> requires the local government to keep a register of bush fire brigades and their members.</p> <p>Section 50 of the <i>Bush Fires Act 1954</i> requires the local government to maintain records of all bush fire control officers and bush fire brigade officers appointed, and particulars of the bush firefighting equipment and appliances available within the district.</p> <p>All evidentiary documents must be retained on the Shire's record keeping database.</p>
Heads of Power:	<ul style="list-style-type: none"> • <i>Bush Fires Act 1954</i> • <i>Shire of Chittering Administration Policy 1.9 Prosecution by Council against Offenders</i> • <i>Shire of Chittering Environmental and Health Policy 10.2 Bush Fire Control</i>
References:	<p><u>Power to delegate:</u> Section 48 <i>Bush Fires Act 1954</i>: <i>Delegation by local governments</i></p> <p><u>Power/duty delegated:</u> Section 17 <i>Bush Fires Act 1954</i> – <i>Prohibited burning times may be declared by Minister</i> Section 18 <i>Bush Fires Act 1954</i> – <i>Restricted burning times may be declared by Minister</i> Section 59 <i>Bush Fires Act 1954</i> – <i>Prosecution of offences</i></p>
Last Reviewed:	21 June 2017
Amended:	<p>14 December 2016 (Resolution 101216) 21 June 2017 (Resolution 090617)</p>

DA29 CERTIFICATES OF CLASSIFICATION – REVOKED (16 MAY 2012)

DA30 INSURANCE

Objective of Delegation:	To enter into appropriate contacts of insurance
Extent of Delegation:	The authority to enter into appropriate contracts of insurance.
Conditions imposed:	Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services
Formal Record:	Retain copy of Insurance documentation Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995 – section 5.42</i> • <i>Shire of Chittering Finance Policy 2.12 Purchasing</i> • <i>Shire of Chittering Staff Policy 3.1 Code of Conduct; Staff, Volunteers and Contractors</i>
Last Reviewed:	21 June 2017
Amended:	<i>21 June 2017 (Resolution 090617)</i>

DA31 PUBLIC LIABILITY CLAIMS

Objective of Delegation:	To consider claims for property damage
Extent of Delegation:	The authority to consider claims against Council for the property damage that does not exceed the insurance policy excess levels and to accept or deny liability on behalf of Council.
Conditions imposed:	In cases where liability is accepted, payment may only be made up to the value of Council's relevant insurance excesses amount and then only upon receipt of an appropriate release form provided by Council's insurers.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services
Formal Record:	Retain all claims Recorded in central records system
Heads of Power:	<i>Local Government Act 1995 – section 5.42</i>
Last Reviewed:	21 June 2017
Amended:	

DA32 SALE AND CONSUMPTION OF LIQUOR ON COUNCIL PROPERTY

Objective of Delegation: To expedite applications for the sale of liquor on Council property.

Extent of Delegation: The authority to determine applications for the sale of liquor from property under the care, control and management of the Council and to approve applications to consume liquor on property under the care, control and management of Council.

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services Principal Environmental Health Officer
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995 – Section 5.42</i> • <i>Food Act 2008 – Section 122 and 126(2)</i> • <i>Environmental Protection Act 1986 – Section 87 and 88</i>
Last Reviewed:	21 June 2017
Amended:	

DA33 ISSUE OF SECTION 401 NOTICES – REVOKED (25 JUNE 2014)

DA34 APPOINTMENT OF AUTHORISED OFFICERS

Objective of Delegation:	To appoint authorised officers.
Extent of Delegation:	<p>The power to appoint authorised officers/persons to enforce local laws of the Shire made in accordance with the <i>Local Government Act 1995</i> and the following Acts (including their relevant Regulations):</p> <ul style="list-style-type: none"> • <i>Building Act 2011</i> • <i>Bush Fires Act 1954</i> • <i>Cat Act 2011</i> • <i>Cemeteries Act 1986</i> • <i>Criminal Procedure Act 2004</i> • <i>Dog Act 1976</i> • <i>Health (Miscellaneous Provisions) Act 1911</i> • <i>Health (Asbestos) Regulations 1992</i> • <i>Food Act 2008</i> • <i>Fines, Penalties and Infringement Notices Enforcement Act 1994</i> • <i>Litter Act 1979</i> • <i>Public Health Act 2016</i> • <i>Town Planning Scheme No 6</i>
Conditions imposed:	Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Nil
Formal Record:	Recorded in central records system
Heads of Power:	<i>Acts as listed above</i>
Last Reviewed:	21 June 2017
Amended:	<p>17 June 2015 15 February 2017 (Resolution 080217) 15 February 2017 (Resolution 090217) and Department of Local Government Circular 02-2017 21 June 2017 (Resolution 090617)</p>

DA35 TENDER EVALUATION

Objective of Delegation:	To expedite the evaluation of tenders received.
Extent of Delegation:	The authority to: <ul style="list-style-type: none"> • establish the individual weighting for each evaluation criterion. • vary the Evaluation Criteria where in his opinion the particular tender requires a variation to the established evaluation criteria.
Conditions imposed:	Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Technical Services Executive Manager Development Services Executive Manager Corporate Services
Formal Record:	Copies of tender evaluations to be filed with Tender documents. Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Local Government (Function and General) Regulations 1996</i> • <i>Shire of Chittering Finance Policy 2.12 Purchasing</i>
Last Reviewed:	21 June 2017
Amended:	

DA36 PERMITS ROAD TRAINS AND EXTRA MASS

Objective of Delegation:	To expedite the applications to use road trains / extra mass on any local road.
Extent of Delegation:	The authority to determine any application recommending approval or refusal to Main Roads WA to use road trains and applications for extra mass permits on any local road.
Conditions imposed:	The Chief Executive Officer is to have regarded: <ol style="list-style-type: none"> 1 All roads are subject to the appropriate approval by Main Roads WA and subsequent issue of relevant permits 2 Applicants to supply Council with a copy of Main Roads WA permit before operations commence 3 That the speeds of the vehicles do not exceed 90km/h on gravel roads or as sign posted 4 Applicants are requested to utilise sealed routes, where possible, particularly during periods of wet weather 5 Council reserves the right to withdraw the approval with twenty four (24) hours' notice. 6 Any policy of Council in place from time to time.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Technical Services
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Shire of Chittering Engineering, Construction and Maintenance Policy 7.6 Heavy Vehicle Access</i>
Last Reviewed:	21 June 2017
Amended:	

DA37 RATING AND SERVICE CHARGES RECOVERY

Objective of Delegation: To recover debt from rates or services charges.

Extent of Delegation: The power to:

1. recover rates and service charges which are apportioned between successive owners in respect of time as if they accrue.
2. recover a rate or service charge, if it remains unpaid after it becomes due and payable, as well as costs of proceedings, if any, for that recovery, in a court of law.
3. recover rates and charges outstanding.
4. give notice to the lessee of land if payment of a rate or service charge imposed is due and payable requiring the lessee to pay any rent as it falls due in satisfaction of the debt.
5. give the lessor a copy of the notice with an endorsement that the original of it has been given to the lessee.
6. recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with the notice.
7. recover unpaid rates or service charges. Refer 6.60 (5) and (6).
8. request the occupier of property, or an agent of the owner of property to disclose the name and address of the owner or of the person receiving or authorised to receive the rate or service charge.
9. apply the money for or towards rates or service charges where money is paid on rates and charges due on the land in the order in which they become due.
10. lodge a caveat to preclude dealings in respect of land where payment of rates or service charges imposed in respect of the land is in arrears.

11. instigate action through a court to recover a debt, including recovery costs, associated with a rate or service charge, if it remains unpaid after the time for payment under the Act, and after the procedures under the Shire debt collection policy has been unsuccessful.

Conditions imposed:

1. The Chief Executive Officer is required to observe any relevant policy.
2. The legal action is only to be taken, where in the opinion of the Chief Executive Officer, that action is a last resort to obtain payment.
3. The legal action is only to be taken by persons with the specific written authority to commence the action.
4. To observe all relevant provisions of the *Local Government Act 1995*, all other written law and regulations, Council policies, directions and guidelines.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services
Formal Record:	Monthly Information Bulletin Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Shire of Chittering Finance Policy 2.6 Rating</i>
Last Reviewed:	21 June 2017
Amended:	

DA38 DEMOLITION PERMITS

- Objective of Delegation:** To manage dangerous buildings in the Shire of Chittering
- Extent of Delegation:** Council delegates its authority and power to Peter Stuart (Acting Executive Manager Development Services) and Nathan Gough (Principal Building Surveyor) to approve or refuse to grant demolition permits submitted under section 21 of the *Building Act 2011*.
- Conditions imposed:** Subject to the following conditions:
In undertaking the functions of this delegation, Nathan Gough, Principal Building Surveyor must:
- 1) Be employed by the Shire of Chittering in accordance with section 5.36 of the *Local Government Act 1995*; and
 - 2) Hold the appropriate qualifications as set out under Regulation 6 of the *Local Government (Building Surveyors) Regulations 2008*.

Delegation by Council to:	Executive Manager Development Services Principal Building Surveyor
Delegation by Chief Executive Officer to:	Not Applicable
Formal Record:	Recorded in central records system
Heads of Power:	<i>Building Act 2011 – sections 21, 22 and 127</i>
Last Reviewed:	21 June 2017
Amended:	<i>15 June 2016 21 June 2017 (Resolution 090617) 25 July 2017 (N1785631)</i>

DA39 BUILDING PERMITS

- Objective of Delegation:** To expedite the approval of Building Licences
- Extent of Delegation:** Council delegates its authority and power to Peter Stuart (Acting Executive Manager Development Services) and Nathan Gough (Principal Building Surveyor) to approve or refuse to approve plans and specifications submitted under the *Building Act 2011*.
- Conditions imposed:** Subject to the following conditions:
 In undertaking the functions of this delegation Nathan Gough, (Principal Building Surveyor) must:
- 1) Be employed by the Shire of Chittering in accordance with section 5.36 of the *Local Government Act 1995*; and
 - 2) Hold the appropriate qualifications as set out under Regulation 6 of the *Local Government (Building Surveyors) Regulations 2008*.

Delegation by Council to:	Executive Manager Development Services Principal Building Surveyor
Delegation by Chief Executive Officer to:	Not Applicable
Formal Record:	Recorded in central records system
Heads of Power:	<i>Building Act 2011 – sections 16, 20, 22 and 127</i>
Last Reviewed:	21 June 2017
Amended:	<i>15 June 2016 21 June 2017 (Resolution 090617) 25 July 2017 (N1785631)</i>

DA40 BUILDING ORDERS

- Objective of Delegation:** To expedite the approval of building orders
- Extent of Delegation:** Council delegates its authority and power to Peter Stuart (Acting Executive Manager Development Services) and Nathan Gough (Principal Building Surveyor) to:
- 1) Make building orders pursuant to section 110 of the *Building Act 2011* in relation to:
 - a) Stop work, demolish/remove a building, alter a building or evacuate a building, where there is a contravention of a provision of the *Building Act 2011*;
 - b) Take specific action to prevent contravention of the *Building Act 2011*;
 - c) Finish an outward facing side of a wall;
 - d) Buildings which are considered as being unsafe or not fit for human habitation.
 - 2) Revoke building orders pursuant to section 117 of the *Building Act 2011*.
- Conditions imposed:** Subject to the following conditions:
- 1) The Executive Manager Development Services may:
 - a) Seek legal advice on the issue of a building order where it is considered appropriate.
 - b) Determine that a building order is to remain in effect in accordance with section 117(2) of the *Building Act 2011* where it is considered appropriate.
 - 2) In undertaking the functions of this delegation, the Principal Building Surveyor must be employed by the Shire of Chittering in accordance with section 5.36 of the *Local Government Act 1995*.

Delegation by Council to:	Executive Manager Development Services Principal Building Surveyor
Delegation by Chief Executive Officer to:	Not Applicable
Formal Record:	Recorded in central records system
Heads of Power:	<i>Building Act 2011 – sections 110, 111, 117 and 127</i>
Last Reviewed:	21 June 2017
Amended:	<i>15 June 2016 21 June 2017 (Resolution 090617) 25 July 2017 (N1785631)</i>

DA41 EXTENSION OF PERIOD OF DURATION OF AN OCCUPANCY PERMIT OR BUILDING APPROVAL CERTIFICATE

Objective of Delegation: To manage extending the period of duration of an occupancy permit or building approval certificate.

Extent of Delegation: Council delegates its authority and power to Bronwyn Southee (Executive Manager Development Services) and Nathan Gough (Principal Building Surveyor) to approve or refuse to approve applications submitted under section 65 of the *Building Act 2011*.

Conditions imposed: Subject to the following conditions:

In undertaking the functions of this delegation, the Principal Building Surveyor must:

- 1) Be employed by the Shire of Chittering in accordance with section 5.36 of the *Local Government Act 1995*; and
- 2) Hold the appropriate qualifications as set out under Regulation 6 of the *Local Government (Building Surveyors) Regulations 2008*.

Delegation by Council to:	Executive Manager Development Services Principal Building Surveyor
Delegation by Chief Executive Officer to:	Not Applicable
Formal Record:	Recorded in central records system
Heads of Power:	<i>Building Act 2011 – sections 65 and 127</i>
Last Reviewed:	21 June 2017
Amended:	<i>15 June 2016</i> <i>21 June 2017 (Resolution 090617)</i>

DA42 UNCOMPLETED BUILDINGS – REVOKED (16 MAY 2012)

DA43 STRATA TITLES

Objective of Delegation: To manage strata titles in the Shire of Chittering

Extent of Delegation: Pursuant to the provisions of section 23 of the *Strata Titles Act 1985*, the authority to issue the appropriate certificates in respect to buildings as may be shown on a strata plan to be lodged for registration under the Act, provided that the buildings shown on the strata plan are first inspected to ensure compliance with Town Planning, Health and Building statutory requirements and that the Chief Executive Officer, is of the opinion that the buildings are of sufficient standard and suitable to be divided into lots pursuant to the *Strata Titles Act 1985*.

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Local Government (Miscellaneous Provisions) Act 1960</i> • <i>Strata Titles Act 1985</i>
Last Reviewed:	21 June 2017
Amended:	

DA44 DETERMINATION OF APPLICATIONS FOR PLANNING APPROVAL

- Objective of Delegation:** To expedite the approval of Planning Applications
- Extent of Delegation:**
- 1) The authority to perform the functions of Council in respect of determining applications for development approval, including applications involving:
 - a) the variation of scheme provisions, Planning Policy or provisions of the Residential Design Codes or
 - b) the exercise of discretion under the scheme, Planning Policy or the Residential Design Codes.
 - 2) The authority to refuse any development applications where the proposed use is not permitted by the Town Planning Scheme or where the development does not comply with the non-discretionary provisions of the Residential Planning Codes or any mandatory statutory requirement, unless:
 - a) advertising is undertaken and any objections are received that officers cannot adequately resolve through sourcing of additional information or through conditions of approval;
 - b) the application is contentious; or
 - c) it requires the concurrence of the Minister of Planning.
- Conditions imposed:** Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services Senior Planning Officer
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Local Government (Miscellaneous Provisions) Act 1960</i> • <i>Planning and Development Act 2005</i>
Last Reviewed:	21 June 2017
Amended:	17 June 2015

DA45 AUTHORITY TO COMMENCE PROSECUTIONS

Objective of Delegation: To provide authority to commence legal proceedings

Extent of Delegation: Council delegates its authority and power to Alan Sheridan (Chief Executive Officer) the authority to commence prosecutions pursuant to section 133 of the *Building Act 2011*.

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	
Formal Record:	Recorded in central records system
Heads of Power:	<i>Building Act 2011 - sections133</i>
Last Reviewed:	21 June 2017
Amended:	15 June 2016

DA46 PLANNING APPROVALS – REVOKED (17 JUNE 2015)

DA47 SUBDIVISION

Objective of Delegation:	To expedite the sub division referral proformas
Extent of Delegation:	The authority to: <ol style="list-style-type: none"> 1 endorse subdivision referral proformas for the purposes of part 10 Division 2 of the <i>Planning and Development Act 2005</i>. 2 certify the compliance with subdivision conditions for the purposes of part III sections 20 & 24 of the <i>Planning and Development Act 2005</i>. 3 approve or refuse the Subdivision referral which complies with all relevant legislation and policies involving:
Conditions imposed:	Council is to be notified of delegated authority used by report through the Information Bulletin.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services
Formal Record:	Monthly Information Bulletin Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Local Government (Miscellaneous Provisions) Act 1960</i> • <i>Planning and Development Act 2005</i>
Last Reviewed:	21 June 2017
Amended:	15 June 2016

DA48 SUBDIVISIONAL CLEARANCE

Objective of Delegation: To issue subdivision clearances

Extent of Delegation: The authority to issue subdivision clearances where the subdivision complies with the requirements of the Town Planning Scheme and Council Policies in place from time to time and the conditions have been complied with to the satisfaction of the Executive Manager Development Services and Executive Manager Technical Services.

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services Executive Manager Technical Services
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Local Government (Miscellaneous Provisions) Act 1960</i> • <i>Planning and Development Act 2005</i>
Last Reviewed:	21 June 2017
Amended:	

DA49 VARIATION TO ADVERTISING PERIOD

Objective of Delegation: To manage the advertising periods in accordance with the Town Planning Scheme

Extent of Delegation: The authority to determine whether advertising is required, the level of advertising and undertake the advertising process in accordance with 9.4.3 of the ***Town Planning Scheme No 6***.

The Chief Executive Officer may extend the advertising period beyond the minimum where he/she believes there is a need to extend or where there has been changes to the applicant's original proposal.

Conditions imposed: Advertising is to be not less than fourteen (14) days in accordance with the Scheme.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services
Formal Record:	Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Local Government (Miscellaneous Provisions) Act 1960</i> • <i>Planning and Development Act 2005</i> • <i>Shire of Chittering Local Planning Scheme No 6</i>
Last Reviewed:	21 June 2017
Amended:	

DA50 RECORD ON TITLE – REVOKED (25 JUNE 2014)

DA51 PAYMENT OF CREDITORS

Objective of Delegation:	To ensure the timely payment of creditors
Extent of Delegation:	The authority to make payments from the Municipal Fund Bank Accounts and the Trust Bank Accounts.
Conditions imposed:	<p>Each payment from the Municipal Fund Bank Accounts and the Trust Fund Bank Account is to be noted on a list compiled for each month showing:</p> <ol style="list-style-type: none"> The Payees name The amount of the payment The date of the payment Sufficient information to identify the transaction.

The list referred to above is to be presented to the Council at the next ordinary meeting of the Council following the preparation of the list.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services Executive Manager Development Services Executive Manager Technical Services
Formal Record:	List of payments in monthly Ordinary Council agenda Recorded in central records system
Heads of Power	<ul style="list-style-type: none"> <i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations – Reg 13</i> <i>Shire of Chittering Finance Policy 2.10 Cheque Signatory/EFT requirements</i>
Last Reviewed:	21 June 2017
Amended:	12 October 2016

DA52 ORDERING THRESHOLDS

Objective of Delegation:	To authorise officers to sign purchase orders
Extent of Delegation:	To authorise officers to sign orders on behalf of Council within the limits stated within purchasing policy, provided such proposed purchases are contained within the Budget and are within the officer's area of activity.
Conditions imposed:	As outlined in <i>Shire of Chittering Policy 2.12 Purchasing</i>

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services Executive Manager Technical Services Executive Manager Corporate Services Works Manager Principal Building Surveyor Principal Environmental Health Officer Community Emergency Services Manager
Formal Record:	Retain copy of purchase order Recorded in central records system
Heads of Power	<i>Shire of Chittering Finance Policy 2.12 Purchasing</i>
Last Reviewed:	21 June 2017
Amended:	<i>15 June 2016; 12 October 2016</i>

DA53 OCCUPANCY PERMITS OR BUILDING APPROVAL CERTIFICATES

Objective of Delegation: To expedite the approval of occupancy permits or building approval certificates.

Extent of Delegation: Council delegates its authority and power to Peter Stuart (Acting Executive Manager Development Services) and Nathan Gough (Principal Building Surveyor) the authority to grant, modify or refuse to grant occupancy permits or building approval certificates.

Conditions imposed: Nil

Delegation by Council to:	Executive Manager Development Services Principal Building Surveyor
Delegation by Chief Executive Officer to:	Nil
Formal Record:	Monthly information bulletin Recorded in central records system
Heads of Power:	<i>Building Act 2011, section 58 and 127</i>
Last Reviewed:	21 June 2017
Amended:	<i>15 June 2016 21 June 2017 (Resolution 090617) 25 July 2017 (N1785631)</i>

DA54 AUTHORITY TO APPOINT AUTHORISED PERSONS - BUILDING

Objective of Delegation:	To provide authority to appoint authorised persons
Extent of Delegation:	Council delegates its authority and power to Alan Sheridan (Chief Executive Officer) to appoint authorised persons pursuant to section 96 of the <i>Building Act 2011</i> .
Conditions imposed:	Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Nil
Formal Record:	Recorded in central records system
Heads of Power:	<i>Building Act 2011 – sections 96 and 127</i>
Last Reviewed:	21 June 2017
Amended:	15 June 2016

**DA55 CHITTERING AUSTRALIA DAY ADVISORY COMMITTEE –
REVOKED (19 JUNE 2013)**

**DA56 CHITTERING EDUCATION SCHOLARSHIP ADVISORY
COMMITTEE – REVOKED (19 JUNE 2013)**

DA57 FOOD ACT 2008 – TO ISSUE INFRINGEMENT NOTICES

Objective of Delegation: To issue infringement notices

Extent of Delegation: The authority to issue infringement notices in accordance with section 126(2) of the *Food Act 2008*.

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Principal Environmental Health Officer
Formal Record:	Recorded in central records system
Heads of Power:	<i>Food Act 2008, Section 126(2)</i>
Last Reviewed:	21 June 2017
Amended:	

DA58 FOOD ACT 2008 – TO RECEIVE PAYMENT AND GRANT EXTENSIONS OF TIME

Objective of Delegation: To receive payment and grant extensions of time for infringement notices.

Extent of Delegation: To receive payment of modified penalties, granting extension of time and withdrawing infringement notices in accordance with Section 126(1), (3), (6) and (7) of the *Food Act 2008*.

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services
Formal Record:	Recorded in central records system
Heads of Power:	<i>Food Act 2008, Section 126(1), (3), (6) and (7)</i>
Last Reviewed:	21 June 2017
Amended:	

DA59 FOOD ACT 2008 – TO ISSUE OF PROHIBITION ORDERS AND CERTIFICATES OF CLEARANCE

Objective of Delegation: To issue Prohibition Orders and Certificates of Clearance.

Extent of Delegation: To issue prohibition orders and Certificates of Clearance for the purpose of Sections 65 and 66 of the *Food Act 2008*.

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Nil
Formal Record:	Recorded in central records system
Heads of Power:	<i>Food Act 2008, Sections 65 and 66</i>
Last Reviewed:	21 June 2017
Amended:	

DA60 MULTIPLE DOGS

Objective of Delegation:	To expedite the approval of multiple dog(s) applications
Extent of Delegation:	The authority to approve multiple dog(s) applications where: <ol style="list-style-type: none"> 1. The proposal complies with all relevant legislation and policies 2. The proposal has been advertised and no valid objections have been received by affected adjoining land owners.
Conditions imposed:	Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Development Services
Formal Record:	Monthly Information Bulletin Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Dog Act 1976, Section 26(3)</i> • <i>Local Government Act 1995, Sections 5.18, 5.42& 5.46(1)</i> • <i>Dogs Local Law 2011</i>
Last Reviewed:	21 June 2017
Amended:	17 June 2015

DA61 WITHDRAWAL RATES AND SERVICE CHARGES CAVEAT

- Objective of Delegation:** To expedite the withdrawal of a Caveat that has been lodged with Landgate for unpaid rates and charges on a property in the Shire of Chittering, where the purpose for which the Caveat was lodged has been satisfied.
- Extent of Delegation:** The authority to withdraw a Caveat to enable dealings on land, where the purposes for which the Caveat was lodged has been satisfied and the Chief Executive Officer is satisfied that the Shire's interests arising from the Caveat are fully protected.
- Conditions imposed:**
1. The Chief Executive Officer and the Executive Manager Corporate Services are required to observe any relevant policy.
 2. The action to withdraw a Caveat is only to be taken, where in the opinion of the Chief Executive Officer or the Executive Manager Corporate Services, the purpose for which the Caveat was lodged has been satisfied or will be satisfied at settlement.
 3. The action is only to be taken by persons with the specific written authority to withdraw the Caveat.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Executive Manager Corporate Services
Formal Record:	Monthly Information Bulletin Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Local Government Act 1995</i> • <i>Shire of Chittering Finance Policy 2.6 Rating</i>
Last Reviewed:	21 June 2017
Amended:	

DA62 CAT ACT 2011 – POWERS AND DUTIES OF A LOCAL GOVERNMENT

Objective of Delegation: Authority to exercise the powers or discharge the duties of the local government under the *Cat Act 2011*.

Extent of Delegation: The authorities to grant, renew, refuse or cancel an application for cat registration.

The authority to cancel a cat registration.

The authority to issue a cat control notice as per *Cat Act 2011, Section 26*.

Conditions imposed: Nil

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Cat Register Monthly Information Bulletin Recorded in central records system
Heads of Power:	<ul style="list-style-type: none"> • <i>Cat Act 2011, Section 44</i> • <i>Local Government Act 1995</i> • <i>Cats Local Law 2015</i> • <i>Cats Amendment Local Law 2016</i>
Last Reviewed:	21 June 2017
Amended:	<i>27 July 2016 – N1673883</i> <i>21 June 2017 (Resolution 090617)</i>

DA63 CAT CONTROL NOTICE – REVOKED (27 JULY 2016)

DA64 WESTERN AUSTRALIAN TREASURY CORPORATION BORROWINGS

Objective of Delegation: To sign documents in relation to borrowings for the Shire of Chittering

Extent of Delegation: To sign schedule documents under the Master Lending Agreement and give instructions to Western Australian Treasury Corporation on behalf of the Shire of Chittering.

Delegation by Council to:	Chief Executive Officer
Delegation by Chief Executive Officer to:	Not applicable
Formal Record:	Recorded in central records system
Heads of Power:	<i>Local Government Act 1995 – Section 9.49A(4)</i>
Last Reviewed:	21 June 2017
Amended:	

Jake Whistler left the meeting at 9:08PM and returned to the meeting at 9:11PM

9.4.5 Delegated Authority Register Review 2018*

Report date	20 June 2018
Applicant	Shire of Chittering
File ref	13/05/0001
Prepared by	Executive Support Officer
Supervised by	Chief Executive Officer
Disclosure of interest	Nil
Voting requirements	Absolute Majority
Attachments	1. Delegated Authority Register

Executive Summary

Council's is requested to endorse the Delegated Authority Register as per **Attachment 1**.

Council is also requested to refer the Delegated Authority Register to the next available meeting of the Audit Committee for further review.

No issues have been raised by Councillors or staff during the past 12 months and only one change has been made to the register during that time (adding Rangers to DA 27, Burning on Roadsides).

Background

In accordance with Section 5.46 of the *Local Government Act 1995*, delegations are to be reviewed at least once every financial year. The 2017 review was presented to Council on 21 June 2017.

The Chief Executive Officer and the Executive Management Team have undertaken a review of the Delegated Authority Register.

Consultation/Communication Implications

Local

Chief Executive Officer
Executive Manager Corporate Services
Executive Manager Development Services
Executive Manager Technical Services

State

WALGA

Legislative Implications

State

- Local Government Act 1995
 - 5.46. Register of, and records relevant to, delegations to CEO and employees**
 - (1) *The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.*
 - (2) *At least once every financial year, delegations made under this Division are to be reviewed by the delegator.*
 - (3) *A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.*
- *Planning and Development Act 2005* including regulations and adopted policies
- *Dog Act 1976* and regulations
- *Bush Fires Act 1954* regulations and local laws created under that Act)
- *Health (Miscellaneous Provisions) Act 1911* (as amended) regulations and local law created under that Act
- *Freedom of Information Act 1992*
- *Land Administration Act 1997* as amended and regulations
- *Litter Act 1979* and regulations
- *Local Government (Miscellaneous Provision) Act 1960* as amended
- *Caravan Parks and Camping Grounds Act 1995*
- *Control of Vehicles (Off-Road Areas) Act 1978* and regulations
- *Strata Titles Act 1985*
- *Food Act 2008*
- *Environmental Protection Act 2005*
- *Building Act 2011*
- *Public Health Act 2016*
- *Land Act 1933*

Local

Nil

Policy Implications

State

Nil

Financial Implications

Nil

Strategic Implications

Nil

Site Inspection

Not applicable

Triple Bottom Line Assessment

Economic implications

There are no known significant economic implications associated with this proposal.

Social implications

There are no known significant social implications associated with this proposal.

Environmental implications

There are no known significant environmental implications associated with this proposal.

Officer Comment/Details

Council, as Delegator, is required to review their Delegations annually. In accordance with the Local Government Act 1995, s5.46(2) delegations made under Division 4 of Part 5 of the Act are to reviewed by the delegator at least once during the **financial year**.

Council is therefore requested to endorse the Delegated Authority Register; however it is proposed that the Register be also referred to the Audit Committee for further review at their next available meeting.

OFFICER RECOMMENDATION

Moved Cr Osborn / Seconded Cr Angus

That Council:

1. Endorses the Delegated Authority Register as per Attachment 1.
2. Refers the Delegated Authority Register to the Audit Committee for further review.

AMENDMENT

Moved Cr Angus / Seconded Cr Tilbury

That #2 be amended to read as follows:

- “2. Refers the Delegated Authority Register to the next Audit Committee meeting for review.”

THE AMENDMENT WAS PUT AND DECLARED CARRIED 7/0
AND FORMED PART OF THE SUBSTANTIVE MOTION
CRS HOUSTON, OSBORN, KING, TILBURY, ROSS, ANGUS AND GIBSON VOTED IN FAVOUR

9:13PM

AMENDMENT

Moved Cr Gibson / Seconded Cr Angus

That #1 be deleted from the Officer Recommendation.

THE AMENDMENT WAS PUT AND DECLARED CARRIED 4/3
AND FORMED PART OF THE SUBSTANTIVE MOTION
CRS KING, ROSS, ANGUS AND GIBSON VOTED IN FAVOUR
CRS HOUSTON, OSBORN AND TILBURY VOTED AGAINST

9:18PM

9.4.5 SUBSTANTIVE MOTION / COUNCIL RESOLUTION 160618

Refers the Delegated Authority Register to the next Audit Committee meeting for review

**THE SUBSTANTIVE MOTION WAS PUT AND DECLARED CARRIED 7/0
CRS HOUSTON, OSBORN, KING, TILBURY, ROSS, ANGUS AND GIBSON VOTED IN FAVOUR**

9:19PM