



Annual Report

2013 / 2014



SHIRE OF WILUNA

Annual Report for the period of 1 July 2013 to 30 June 2014

Prepared by:

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Our Vision

***A proud, green, go-ahead and
healthy Wiluna***

Our Mission

***Working together to enhance our
future through good governance***

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PRESIDENT'S REPORT



I am pleased to present the 2013/2014 Annual Report for the Shire of Wiluna.

The year review has been a year of many challenges and there never seems to be any easing of all the issues that have to be dealt with however we have made considerable progress in a number of areas and hopefully during the next financial year a number of major projects can start to take shape on the ground and the community will see tangible results and the benefits that will flow. Main street revitalization, Heritage Centre, administration precinct and road improvements to name a few.

I would like to extend my thanks to all staff for their efforts throughout the year, their efforts have enabled the Shire and the Town to continue functioning and steadily improving. The Town is looking relatively attractive, staff are delivering many services, with particular focus on activities for children and more sport and recreation opportunities for older community members.

Major projects in 2013/2014 included stage two of the construction and sealing of WANGAWOL Road – 4 KM's at a cost of \$850,000. Wiluna Sports Oval Pavilion - \$700,000. Three new staff accommodation units and road access in Jones Street and a substantial amount of Town Street reseals were completed.

The Shire of Wiluna experienced a major flood event during the year resulting in \$12.5M of damage to the road network. Council has been successful in obtaining funding from the Federal Government for the necessary repair work.

Local Government generally is under constant scrutiny from the State and Federal Government. The Local Government reform process is ongoing and the Integrated Planning and Reporting requirements which were introduced by State Government have required considerable Council and Staff time and resources.

In both these areas the Shire of Wiluna has achieved positive results particularly as a member of the Goldfields Esperance Collaborative Group under the reform process and the Strategic Planning and long term financial planning the Council has in place in accordance with Integrated Planning and reporting requirements.

In the October, 2013 Local Government Election Cr Webb, Cr Harris and myself were re-elected. Cr Clinton Farmer was elected to fill the vacancy carried forward.

I would like to take this opportunity to thank all councillors for their commitment to their role as community representatives.

The 2013/2014 year has been a successful one but there is always room for improvement and hopefully the next year can achieve even better results in excellence and delivering of services and leadership from Council through to all areas

Cr Jim Quadrio
Shire President

CHIEF EXECUTIVE OFFICER'S REPORT

During the year under review administration continued to work closely with elected members and the community to deliver services to the residents of the Shire.

Overall the year was a successful one. Apart from the realignment of Yeelirrie Road all budgeted roadworks were completed.

During the 2013-2014 financial year, the Sports and Recreation Department co-ordinated the following events for the community: Darlka NAIDOC Basketball Carnival, Wiluna Christmas Street Party, Australia Day BBQ, Blessing of the Highways Fun Run, ANZAC Day Memorial Service and also Australian Football and Soccer games for adults and older youth played between Wiluna and nearby mining company, Newmont Jundee.

I would like to acknowledge and thank the government agencies, local groups and organisation, mining companies and various external groups that assisted Shire staff in staging the events.

Other sports activities organised for the community on a regularly basis involved the sports of: basketball, Australian Football, tennis, netball, soccer, Touch football, and volleyball.

Movie nights and disco nights are held at various times for children and younger youth while trivia quiz nights and Trash and Treasure Markets have been held as another way of bringing the community together as well as raising monies for different causes.

The gymnasium at the Recreation Centre continues to be popular for members of the adult community aged 18 years and over.

The Sports and Recreation Department assisted the Nganagganawili Aboriginal Health Service by formulating, writing and applying for a grant so as to be able to hold several activities during Mardu NAIDOC Cultural Festival reconciliation celebrations here in Wiluna in 2014.

Four building permits were issued during the 2013/14 financial year.

Transportable Recreation Facility-Changerooms & Ablutions -	\$ 645,905.00
Toilet Block MEEDAC -	\$ 19,750.00
Dwellings x 2 Homeswest -	\$1,280,000.00
Stop to Office MEEDAC -	\$ 18,000.00
Total-	\$1,324,209.00

As part of the State Governments Integrated Planning and Reporting Framework administration progressed the development of long term Strategic Plans, Corporate Plan and Financial Plan. These Plans have now been completed and set a clear direction for capital works and service delivery into the future.

Overall the Shire's financial position is sound and Council is confident that this can be maintained into the future, provided the level of Federal and State Government funding is maintained. A more detailed explanation of the Shire of Wiluna's financial performance for the year is included further in this report.

Administration Staff turnover was minimal, which is encouraging as the retention of corporate knowledge is crucial for a successful organisation.

Turnover of Works and Services staff was significant during 2013/2014, however, this has turned around in first half of 2013/2014.

I would like to acknowledge the contribution made by our Administration team during the year and their commitment to work with Council to provide good governance for the residents of the Shire

Pascoe Durtanovich
Acting Chief Executive Officer

ELECTIVE MEMBERS

The Shire of Wiluna is comprised of 7 elected members. Each member has a term of 3 years. Of these elected members, four is going to expire on 2015 and three on 2017.

Elected members until 2015:

Cr Stacey Petterson

Cr Bernie Weller

Cr Kim Ovens

Cr Clinton Farmer

Elected members until 2017:

Cr. Graham Harris

Cr. Jim Quadrio

Cr. Chris Webb

The Council meets in the afternoon of the fourth Wednesday of the each month and is open to the general public. Special council meetings are advertised in advance. Agendas and Minutes of the Council meeting are made available to the members of public at the Shire's Administration office.

STATUTORY REPORTS

National Competition Policy

In 1995, the Council of Australian Government entered into a number of agreements collectively known as the National Competition Policy. The policy is a whole of Government approach to bring about reform in the public sector to encourage Government to become more competitive. Local Government will mainly be affected where it operates significant business activities (apply to activities that generate a user pays income of over \$200,000 per annum, unless it can be shown it is not in the public interest) which compete with private sector business. Local Government will also be impacted where its local laws unnecessarily affect competition.

The Shire of Wiluna is required to comply with certain policies contained within the National Competition Policy statement and report on progress in connection with Competitive Neutrality Principle and review of Local Laws.

The Shire of Wiluna has incorporated the principles and assessment of National Competition Policy into its practices and activities, and does not believe to have undertaken activities that have been anti-competitive in nature.

Disability Services Act

Section 5.53 of the Local Government Act 1995 and section 29 of the Disability Services Act 1993 require the Shire to include a report in its Annual Report about the implementation of its Disability Access and Inclusion Plan (DAIP).

The Shire of Wiluna submitted its DAIP to the Disability Services Commission in July 2007. The review of the five year plan (2012-2017) was completed and submitted to the Commission in June 2013.

Schedule 3 of the Disability Services Regulations 2004 specifies six desired outcomes of DAIPs.

1. People with disabilities have the same opportunities as other people to access the services of, and any events organised by, a public authority.
2. People with disabilities have the same opportunities as other people to access the buildings and other facilities of a public authority.
3. People with disabilities receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.
4. People with disabilities receive the same level and quality of service from the staff of a public authority as other people receive from the staff of the public authority.
5. People with disabilities have the same opportunities as other people to make complaints to a public authority.
6. People with disabilities have the same opportunities as other people to participate in any public consultation by a public authority.

As required by the Act, the Shire of Wiluna is required to review the progress of the DAIP, comparing proposed outcomes to achievements. The Shire remains committed to the above outcomes and ensures that activities undertaken are conducted in a manner consistent with the provision requirements of the Act. The DAIP 2013/2014 progress report was submitted to the Disability Service Commission in July 2014.

Records Management and State Records Act 2000

The Shire of Wiluna Record Keeping Plan submitted in accordance with the State Records Act 2000 was approved in 15 September 2010 for a period of 5 years.

In compliance with the act requirements outlined in State Records Commission Standard 2, the Shire of Wiluna reports on:

- The efficiency and effectiveness of the organisation's recordkeeping system.

Performance indicator is used to assess the adequacy of the records creation and capture and file management. Overall performance in recordkeeping processes has improved with ongoing implementation of the Shire's recordkeeping system.

- The efficiency and effectiveness of the recordkeeping training program.

The Shire's recordkeeping training program includes recordkeeping awareness for the staff and strategies to ensure the full and meaningful compliance with the standard. A specialized training was provided to a staff with the responsibilities in staff training and maintaining the Shire's recordkeeping system.

The review of the current Plan is to be submitted to the State Records Office by 15 September 2015.

Plan for the Future

The Local Government Act requires Council to plan for the future of its district and that plans made "are in accordance with any regulations made about planning for the future".

The Shire has complied with the entire Integrated Planning and Reporting Framework requirement established by the Department of the Local Government.

It is also the requirement of the Act, that the Annual Report must include an overview of the Plan for the Future including the major initiatives that are proposed to continue or commence in the next financial year.

The following major projects that are proposed to continue or commence in 2014/2015:

- Main Street Revitalisation
- Upgrade & refurbish of Shire Administration Centre
- Construction of Change rooms, Toilets and Kiosk in the Recreation ground
- Wiluna Heritage/Interpretative Centre
- Capital road works- Rural Roads/Town Streets
- Purchase (Changeover) of plant and equipment
- Establish new town water supply
- Staff housing renovation and repairs

Employee Remuneration Information

Local Government Act 1995, Section 5.53 and Administration Regulations 1996 – Reg. 19B require local governments to disclose in their annual report the number of employees entitled to annual salary of \$100,000 or more, and the number of employees with an annual salary with entitlement that falls within each band of \$10,000 over \$100,000.

For the reporting period, the Shire of Wiluna had one employee with an annual salary exceeding \$100,000 and within the \$160,000 and \$170,000 band.

Freedom of Information Statement

In accordance with section 96 of the Freedom of Information Act 1992, the Shire of Wiluna is required to publish its Freedom of Information (FOI) Statement in its Annual Report.

It is the aim of the Shire of Wiluna to make information available promptly and at the least possible cost, and whenever possible documents will be provided outside the FOI process. If information is not routinely available, the *Freedom of Information Act 1992* provides the right to apply for documents held by the Shire of Wiluna and to enable the public to ensure that personal information in documents is accurate, complete, up to date and not misleading. Routine information which does not require an FOI application include documents that is available to the public for purchase or free distribution (e.g. agenda/minutes), documents available for public inspection, State archives to which a person has a right to be given access under Part 6 of the State Records Act 2000, publicly available library material for reference purposes or a document made or acquired by an art gallery, museum or library and preserved for public reference or exhibition purposes.

Freedom of Information Applications

Access applications have to:

- Be in writing and addressed to the Chief Executive Officer of the Shire of Wiluna, PO Box 38, Wiluna WA 6646. No special forms are required.
- Give enough information so that the documents requested can be specifically identified and does not involve unreasonable time and resource to the Shire, otherwise, your application may be refused.
- Give an Australian address to which notices can be sent and if possible, provide your telephone, fax numbers and email address to help hasten the process.
- Be lodged at the Shire of Wiluna with any application fee payable.

Applications will be acknowledged in writing and you will be notified of the decision within 45 days.

Application Charges

A scale of fees and charges set under the FOI Act Regulations are stated below.

- *Personal information about the applicant* *No fee.*
- *Application fee (for non personal information)* *\$30.00*
- *Charge for time dealing with the application (per hour, or pro rata)* *\$30.00*
- *Access time supervised by staff (per hour, or pro rata)* *\$30.00*
- *Photocopying staff time (per hour, or pro rata)* *\$30.00*
- *Per photocopy* *.20*
- *Transcribing from tape, film or computer (per hour, or pro rata)* *\$30.00*
- *Duplicating a tape, film or computer information* *Actual Cost*
- *Delivery, packaging and postage* *Actual Cost*

Deposits

- Advance deposit may be required of the estimated charges *25%*

- Further advance deposit may be required to meet the charges for dealing with the application. 75%

For financially disadvantaged applicants or those issued with prescribed pensioner concession cards, the charge payable is reduced by 25%.

Access Arrangements

Access to documents can be granted by way of inspection, a copy of a document, a copy of an audio or video tape, a computer disk, a transcript of a recorded, shorthand or encoded document from which words can be reproduced.

Notice of Decision

As soon as possible but in any case within 45 days you will be provided with a notice of decision which will include details such as -

- the date on which the decision was made
- the name and the designation of the officer who made the decision
- if the document is an exempt document the reasons for classifying the matter exempt; or the fact that access is given to an edited document
- information on the right to review and the procedures to be followed to exercise those rights.

Refusal of Access

Applicants who are dissatisfied with a decision of the agency are entitled to ask for an **internal review** by the agency. Application should be made in writing within 30 days of receiving the notice of decision. You will be notified of the outcome of the review within 15 days.

If you disagree with the result you then can apply to the Information Commissioner for an **external review**, and details would be advised to applicants when the internal review decision is issued.

No Freedom of Information application has been received by the Shire of Wiluna in the year 2013/2014.

Complaints Register

Section 5.121 requires that a register of all complaints, made in relation to conduct of members, be disclosed in the Annual Report.

For the year ended 30 June 2014, the Shire of Wiluna had no complaints of this nature to disclose.

FINANCIAL PERFORMANCE

The Shire of Wiluna commenced the financial year 2014/2015 with a good financial position. The year 2013/2014 closed with \$7.24 million in cash flow though a decrease of 14% from year 2012/2013 balance.

The Financial Report and Audit Report for the year ending 30 June 2014 follow later in detail.

Balance Sheet Position Comparison

Balance Sheet position (amount in million dollars)			
<i>\$ millions</i>	<i>As at 30/06/2014</i>	<i>As at 30/06/2013</i>	<i>Change 30/06/2014 over 30/06/2013</i>
<i>Cash and Cash equivalents</i>	7.24	8.48	-1.24
<i>Trade & Other receivables</i>	.40	.25	.15
<i>Inventories</i>	.01	.02	-.01
<i>Property, Plant & Equipment</i>	15.27	8.17	7.10
<i>Infrastructures</i>	14.70	13.46	1.24
<i>Total Assets</i>	37.62	30.39	7.23
<i>Trade & Other Payables</i>	.18	.31	-.13
<i>Other Liabilities</i>	1.69	1.77	-.08
<i>Total Liabilities</i>	1.88	2.08	-.20
<i>Net Assets/Total Equity</i>	35.74	28.30	7.44

Key Features of the comparative financial position:

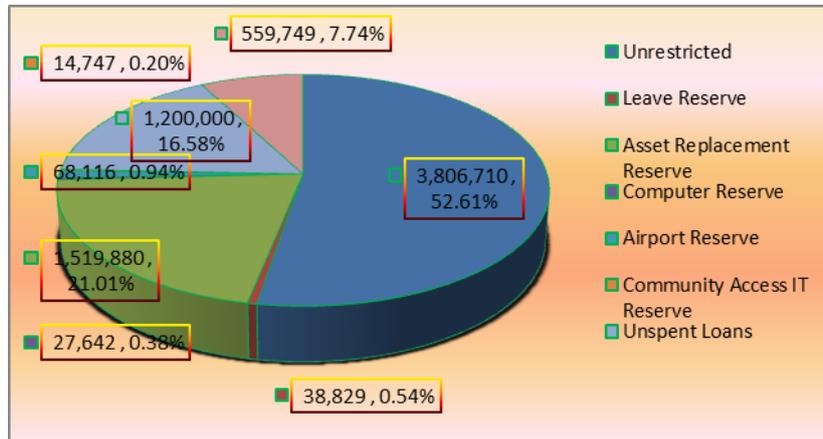
- A decrease in cash is primarily due to completion of some projects “carried forward” from financial year 2012/2013.
- An increase in receivables is primarily due to raising of invoices at the end of the financial year. Payments were received at the following year.
- An increase in property, plant and equipment is contributed by capital acquisitions of \$1.39 million and revaluation of land and buildings of \$6.35million. This is partly offset by depreciation of \$543,462 and disposal of \$56,191.
- An increase in infrastructure is primarily due to completion of capital projects of \$2.08million and revaluation of airport and its improvements of \$672,467. This is also partly offset by depreciation of \$1.55million.

- A decrease in liabilities is attributed by the repayments of loan and decrease of trade and other payable at the year end.
- Net assets increased by 7 percent in line with cash increase.

Cash

The \$7.24million in cash flow consists of cash held in five reserve accounts (23%), unspent loan (17%), unspent grants (8%) and unrestricted-general funds (52%).

The following graph shows the Cash for 2013/2014:



The 95% of the operating funds is in fixed term/call deposits accounts to avail of the higher interest rates.

Reserve Accounts

The Reserve accounts were created for specific purpose to fund future projects. The Shire increases its reserve accounts through interest and operating surplus. It will continue to build up the reserves to address the future needs.

The transfer to reserve from operating funds increased the total funds by 47% compared to last year's balance. A total amount of \$503,000 was transferred to Asset Replacement Reserve from operating fund.

Note 11 of the Audited Annual Financial Report in pages 37-38; provide information on the movements and the purpose of the Reserve accounts.

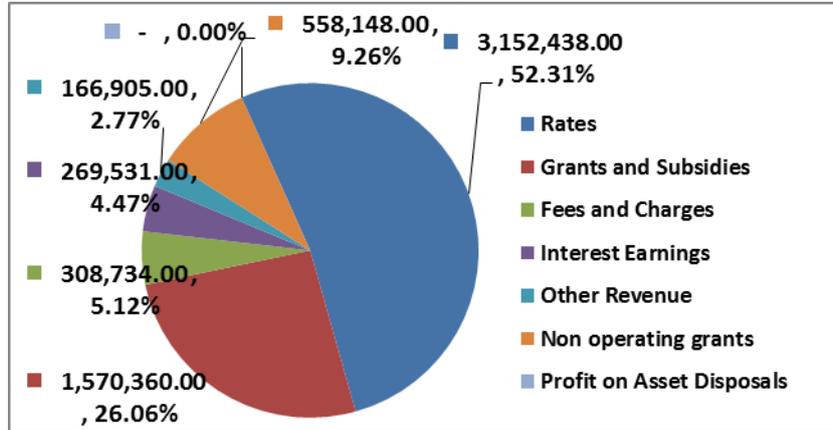
Financial Year Income Comparison

Financial Year Income Comparison (amount in million dollars)		
AU\$ millions	FY 2013/2014	FY 2012/2013
Total Revenue	6.03	7.34
Expenses	5.61	5.70
Net Result	.41	1.64

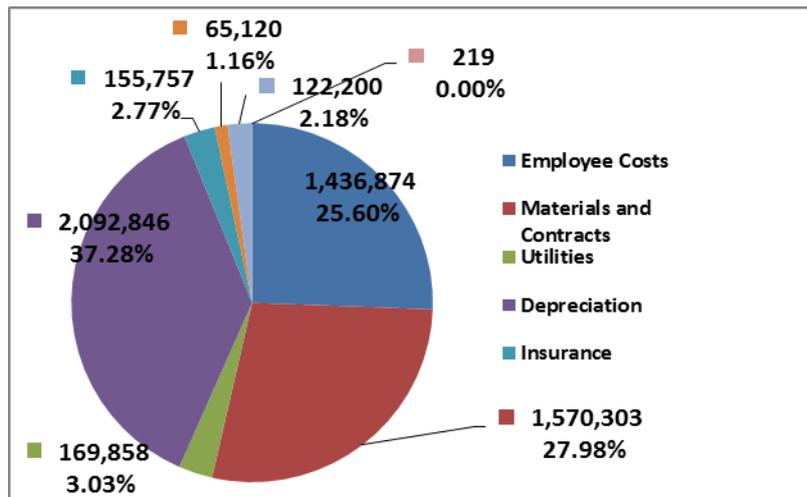
Key Features of the comparative financial result

- The decrease in revenue is attributed by the decrease in both operating and non operating grants.
- The expenses almost remain the same than last year(2012/2013).
- The decrease in net result of 75% is in line with the decrease in revenue.

The following graph shows the income received by the Shire of Wiluna for 2013/2014, by type:



The following graph shows the expenditure by the Shire of Wiluna for 2013/2014, by type:



Rating

The general rate revenue increase of 3% applied for the 2013/2014 financial year generated total rate revenue of \$3,152,438. The minimum rates increased from \$285 to \$293 for both GRV properties and UV rated properties.

Capital Expenditure

The Council budgeted \$6.29 million for capital expenditure. A number of capital projects have been carried forward to the next financial year (2014/2015) for completion thus bringing a substantial surplus at the end of the year.

This year, the Shire invested \$2.02million for roads rehabilitation; \$965,424 for buildings which includes Oval Change rooms and restoration of Goods Shed; and \$391,009 for plant and vehicles replacement;

and \$93,977 for furniture and equipment and other infrastructures projects including the installation of wind indicator in the airport.

Loan

Council is able to raise funds for a specific project by way of borrowing. As at 30 June 2014, the Shire has a loan liability of \$1,558,400. The loan is to fund the Canning Stock Route/Gunbarrel Highway Interpretive and Wiluna Recreation Ground Changerooms.

Budget Review

Local governments are required to conduct a budget review between six and nine months into a financial year. It establishes whether a local government continues meeting its budget commitments. Council adopted the budget review on 16 April 2014. The review was based on nine months period operation from 1 July 2013 to 28 March 2014.

Audit

The audit for 2013/2014 was successfully completed in accordance with Local Government Act and Accounting Regulations. This demonstrates to the integrity of the financial control systems is in placed. Staff are pleased that the Shire has achieved another year of successful audit report.

Conclusion

The year 2013/2014 has been a good year for the Shire of Wiluna. The staffs endeavour to commit in safeguarding Shire's finances, manage according to budget, and meet the compliance requirements.

I personally appreciate the staff for their efforts and commitment. I am looking forward to a better year ahead.



Ms. Glenn Deocampo
Executive Manager, Corporate Services

ANNUAL FINANCIAL REPORT

FOR YEAR ENDED 30TH JUNE 2014
