

CERTIFICATE OF FINANCIAL STATEMENTS

For the year ended 30 June 2018

The accompanying financial statements of the Wheatbelt Development Commission have been prepared in compliance with the provisions of the Financial Management Act 2006 from proper accounts and records to present fairly the financial transactions for the financial year ended 30 June 2018 and the financial position as at the 30 June 2018.

At the date of signing, we are not aware of any circumstances that would render any particulars included in the financial statements misleading or inaccurate.



Rebecca Tomkinson
Chair of the Board
3 September 2018



Wendy Newman
Chief Executive Officer
3 September 2018



Cameron Patterson
Chief Finance Officer
3 September 2018

Wheatbelt Development Commission - 30 June 2018

Statement of Comprehensive Income For the year ended 30 June 2018

	Notes	2018 \$	2017 \$
COST OF SERVICES			
Expenses			
Employee benefits expense	3.1	204,696	1,571,963
Supplies and services	3.3	1,479,326	1,294,329
Depreciation and amortisation expense	5.1	88,432	56,984
Accommodation expenses	3.3	34,214	117,200
Grants and subsidies	3.2	2,148,735	1,519,197
Loss on disposal of non-current assets	4.3	1,716	-
Other expenses	3.3	590	124,892
Total cost of services		3,957,709	4,684,565
Income			
<i>Revenue</i>			
Other revenue	4.2	84,427	203,830
		84,427	203,830
Total income other than income from State Government		84,427	203,830
NET COST OF SERVICES		3,873,282	4,480,735
Income from State Government			
Service Appropriation	4.1	227,000	229,000
Services received free of charge	4.1	1,195,196	28,478
Royalties for Regions Fund	4.1	3,027,611	4,401,866
Total income from State Government		4,449,807	4,659,344
SURPLUS FOR THE PERIOD		576,525	178,609
TOTAL COMPREHENSIVE INCOME FOR THE PERIOD		576,525	178,609

The Statement of Comprehensive Income should be read in conjunction with the accompanying notes.

Statement of Financial Position

As at 30 June 2018

	Notes	2018 \$	2017 \$
ASSETS			
Current Assets			
Cash and cash equivalents	7.1	48,911	50,320
Restricted cash and cash equivalents	7.1	448,175	202,356
Receivables	6.1	17,455	55,275
Amounts receivable for services	6.2	-	19,000
Other current assets	6.3	-	18,772
Total Current Assets		514,541	345,723
Non-Current Assets			
Amounts receivable for services	6.2	99,000	80,000
Property, plant and equipment	5.1	140,569	211,563
Total Non-Current Assets		239,569	291,563
TOTAL ASSETS		754,110	637,286
LIABILITIES			
Current Liabilities			
Payables	6.4	7,904	31,382
Employee related provisions	3.1	45,539	397,416
Total Current Liabilities		53,443	428,798
Non-Current Liabilities			
Employee related provisions	3.1	-	84,345
Total Non-Current Liabilities		-	84,345
TOTAL LIABILITIES		53,443	513,143
NET ASSETS		700,667	124,143
EQUITY			
Contributed Equity	9.7	75,000	75,000
Accumulated surplus	9.7	625,667	49,143
TOTAL EQUITY		700,667	124,143

The Statement of Financial Position should be read in conjunction with the accompanying notes.

Statement of Changes in Equity
For the year ended 30 June 2018

	Notes	Contributed equity \$	Accumulated surplus / (deficit) \$	Total equity \$
Balance at 1 July 2016		75,000	(129,466)	(54,466)
Surplus		-	178,609	178,609
Other comprehensive income	9.7	-	-	-
Total comprehensive income for the period		-	178,609	178,609
Balance at 30 June 2017		75,000	49,143	124,143
Balance at 1 July 2017		75,000	49,143	124,143
Surplus		-	576,525	576,525
Other comprehensive income	9.7	-	-	-
Total comprehensive income for the period		-	576,525	576,525
Balance at 30 June 2018		75,000	625,667	700,667

The Statement of Changes in Equity should be read in conjunction with the accompanying notes.

Wheatbelt Development Commission - 30 June 2018

Statement of Cash Flows
For the year ended 30 June 2018

	Notes	2018 \$	2017 \$
CASH FLOWS FROM STATE GOVERNMENT			
Service appropriation		227,000	229,000
Royalties for Regions Fund		3,027,611	4,401,866
Net cash provided by State Government		3,254,611	4,630,866
Utilised as follows:			
CASH FLOWS FROM OPERATING ACTIVITIES			
Payments			
Employee benefits		(646,407)	(1,612,334)
Supplies and services		(242,280)	(1,580,769)
Accommodation		(34,214)	(127,861)
GST payments on purchases		(209,352)	(366,641)
GST payments to taxation authority		(10,036)	(36,434)
Grants and subsidies		(2,148,735)	(1,519,197)
Other payments		(41,657)	-
Receipts			
GST receipts on sales		9,731	82,011
GST receipts from taxation authority		246,377	322,277
Other receipts		85,527	202,830
Net cash used in operating activities	7.1	(2,991,046)	(4,636,118)
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments			
Purchase of non-current assets		(19,655)	(162,274)
Receipts			
Proceeds from sale of non-current assets		500	-
Net cash used in investing activities		(19,155)	(162,274)
Net increase/(decrease) in cash and cash equivalents		244,410	(167,526)
Cash and cash equivalents at the beginning of the period		252,676	420,202
CASH AND CASH EQUIVALENTS AT THE END OF THE PERIOD	7.1	497,086	252,676

The Statement of Cash Flows should be read in conjunction with the accompanying notes.

Notes to the Financial Statements For the year ended 30 June 2018

Note 1. Basis of preparation

The Commission is a WA Government entity and is controlled by the State of Western Australia, which is the ultimate parent. The Commission is a not-for-profit entity (as profit is not its principal objective) and it has no cash generating units.

A description of the nature of its operations and its principal activities have been included in the 'Overview' which does not form part of these financial statements.

These annual financial statements were authorised for issue by the Accountable Authority of the Commission on 3 September 2018.

Statement of compliance

These general purpose financial statements have been prepared in accordance with:

- 1) The *Financial Management Act 2006 (FMA)*
- 2) The Treasurer's Instructions (the **Instructions or TI**)
- 3) Australian Accounting Standards (**AAS**) including applicable interpretations
- 4) Where appropriate, those **AAS** paragraphs applicable for not-for-profit entities have been applied.

The *Financial Management Act 2006* and the Treasurer's Instructions (the Instructions) take precedence over AAS. Several AAS are modified by the Instructions to vary application, disclosure format and wording. Where modification is required and has had a material or significant financial effect upon the reported results, details of that modification and the resulting financial effect are disclosed in the notes to the financial statements.

Basis of preparation

These financial statements are presented in Australian dollars applying the accrual basis of accounting and using the historical cost convention. Certain balances will apply a different measurement basis (such as the fair value basis). Where this is the case the different measurement basis is disclosed in the associated note. All values are rounded to the nearest dollar.

Judgements and estimates

Judgements, estimates and assumptions are required to be made about financial information being presented. The significant judgements and estimates made in the preparation of these financial statements are disclosed in the notes where amounts affected by those judgements and/or estimates are disclosed. Estimates and associated assumptions are based on professional judgements derived from historical experience and various other factors that are believed to be reasonable under the circumstances.

Contributed equity

AASB Interpretation 1038 *Contributions by Owners Made to Wholly-Owned Public Sector Entities* requires transfers in the nature of equity contributions, other than as a result of a restructure of administrative arrangements, to be designated by the Government (the owner) as contributions by owners (at the time of, or prior, to transfer) before such transfers can be recognised as equity contributions. Capital appropriations have been designated as contributions by owners by TI 955 *Contributions by Owners made to Wholly Owned Public Sector Entities* and have been credited directly to Contributed Equity.

The transfers of net assets to/from other agencies, other than as a result of a restructure of administrative arrangements, are designated as contributions by owners where the transfers are non-discretionary and non-reciprocal.

2. Agency outputs

How the Commission operates

This section includes information regarding the nature of funding the Commission receives and how this funding is utilised to achieve the Commission's objectives. This note also provides the distinction between controlled funding and administered funding:

	Note
Agency objectives	2.1
Schedule of Income and Expenses by Service	2.2

2.1 Agency objectives

Mission

The Commission exists to partner, plan, facilitate and promote development that results in the Wheatbelt being a place of choice to live, work, visit and invest.

The Commission is predominantly funded by Royalties for Regions.

Services

The Agency provides the following services:

Service 1: Information and Promotion Services

The provision of timely and accurate information to meet client need in developing the Wheatbelt region through identification and promotion of the comparative advantages of the Region, the diversification of industry and businesses, and by providing a central point for information and assistance.

Service 2: Facilitation Services

The provision of assistance, support and encouragement to clients, based around identified regional opportunities. Central to this service are activities that relate to the facilitation of the upgrading of infrastructure, provide encouragement and support to the development of new industries and facilitate the intensification, expansion and diversification of existing industries.

2.2 Schedule of Income and expenses by service
For the year ended 30 June 2018

	Information & Promotion Services		Facilitation Services		Total	
	2018	2017	2018	2017	2018	2017
	\$	\$	\$	\$	\$	\$
COST OF SERVICES						
<u>Expenses</u>						
Employee benefits expense	108,366	733,635	96,330	838,328	204,696	1,571,963
Supplies and services	783,155	604,063	696,171	690,266	1,479,326	1,294,329
Depreciation and amortisation expense	46,816	26,594	41,616	30,390	88,432	56,984
Accommodation expenses	18,113	54,697	16,101	62,503	34,214	117,200
Grants and subsidies	1,137,540	709,009	1,011,195	810,188	2,148,735	1,519,197
Loss on disposal of non-current assets	908	-	808	-	1,716	-
Other expenses	312	58,287	278	66,605	590	124,892
Total cost of services	2,095,210	2,186,285	1,862,499	2,498,280	3,957,709	4,684,565
<u>Income</u>						
Other revenue	44,696	95,127	39,731	108,703	84,427	203,830
Total income other than income from State Government	44,696	95,127	39,731	108,703	84,427	203,830
NET COST OF SERVICES	2,050,514	2,091,158	1,822,768	2,389,577	3,873,282	4,480,735
<u>Income from State Government</u>						
Service Appropriation	120,174	106,874	106,827	122,126	227,000	229,000
Resources received free of charge	632,737	13,291	562,459	15,187	1,195,196	28,478
Royalties for Regions Fund	1,602,817	2,054,351	1,424,794	2,347,515	3,027,611	4,401,866
Total income from State Government	2,355,728	2,174,516	2,094,080	2,484,828	4,449,807	4,659,344
SURPLUS/(DEFICIT) FOR THE PERIOD	305,214	83,358	271,312	95,251	576,525	178,609

The Schedule of Income and Expenses by Service should be read in conjunction with the accompanying notes.

Note 3. Use of our funding**Expenses incurred in the delivery of services**

This section provides additional information about how the Commission's funding is applied and the accounting policies that are relevant for an understanding of the items recognised in the financial statements. The primary expenses incurred by the Commission in achieving its objectives and the relevant notes are:

	Notes	2018	2017
		\$	\$
Employee benefits expenses	3.1(a)	204,696	1,571,963
Employee benefits provisions	3.1(b)	45,539	481,761
Grants and subsidies	3.2	2,148,735	1,519,197
Other expenses	3.3	1,514,130	1,536,421

3.1(a) Employee benefits expenses

	2018	2017
	\$	\$
Wages and Salaries	161,726	1,381,605
Superannuation - defined contribution plans ^(a)	27,786	136,940
Other related expenses	15,184	53,418
Total employee benefits expenses	204,696	1,571,963

(a) Defined contribution plans include West State Superannuation Scheme (WSS), Gold State Superannuation Scheme (GSS), Government Employees Superannuation Board Schemes (GESBs) and other eligible funds.

Wages and salaries: Employee expenses include all costs related to employment including wages and salaries, fringe benefits tax, leave entitlements, termination payments and WorkCover premiums.

Termination benefits: Payable when employment is terminated before normal retirement date, or when an employee accepts an offer of benefits in exchange for the termination of employment. Termination benefits are recognised when the Commission is demonstrably committed to terminating the employment of current employees according to a detailed formal plan without possibility of withdrawal or providing termination benefits as a result of an offer made to encourage voluntary redundancy. Benefits falling due more than 12 months after the end of the reporting period are discounted to present value.

Superannuation: The amount recognised in profit or loss of the Statement of Comprehensive Income comprises employer contributions paid to the GSS (concurrent contributions), the WSS, the GESBs, or other superannuation funds. The employer contribution paid to the Government Employees Superannuation Board (GESB) in respect of the GSS is paid back into the Consolidated Account by the GESB.

GSS (concurrent contributions) is a defined benefit scheme for the purposes of employees and whole-of-government reporting. It is however a defined contribution plan for Commission purposes because the concurrent contributions (defined contributions) made by the Commission to GESB extinguishes the Commission's obligations to the related superannuation liability.

The Commission does not recognise any defined benefit liabilities because it has no legal or constructive obligation to pay future benefits relating to its employees. The Liabilities for the unfunded Pension Scheme and the unfunded GSS transfer benefits attributable to members who transferred from the Pension Scheme, are assumed by the Treasurer. All other GSS obligations are funded by concurrent contributions made by the Commission to the GESB.

The GESB and other fund providers administer public sector superannuation arrangements in Western Australia in accordance with legislative requirements. Eligibility criteria for membership in particular schemes for public sector employees vary according to commencement and implementation dates.

3.1(b) Employee benefits provisions

Provision is made for benefits accruing to employees in respect of wages and salaries, annual leave and long service leave for services rendered up to the reporting date and recorded as an expense during the period the services are delivered.

	2018	2017
	\$	\$
Current		
<u>Employee benefits provisions</u>		
Annual leave ^(a)	21,958	158,245
Long service leave ^(b)	18,639	205,421
Deferred salary scheme ^(c)	(9)	(9)
	<u>40,588</u>	<u>363,657</u>
Other provisions		
<u>Employment on-costs ^(d)</u>	4,951	33,759
Total current employee benefits provisions	<u>45,539</u>	<u>397,416</u>
Non-current		
<u>Employee benefits provisions</u>		
Long service leave ^(b)	-	77,027
Other provisions		
<u>Employment on-costs ^(d)</u>	-	7,318
Total non-current employee benefits provisions	<u>-</u>	<u>84,345</u>
Total employee benefits provisions	<u>45,539</u>	<u>481,761</u>

(a) **Annual leave liabilities:** Classified as current as there is no unconditional right to defer settlement for at least 12 months after the end of the reporting period. Assessments indicate that actual settlement of the liabilities is expected to occur as follows:

	2018	2017
	\$	\$
Within 12 months of the end of the reporting period	21,958	158,245
More than 12 months after the end of the reporting period	-	-
	<u>21,958</u>	<u>158,245</u>

The provision for annual leave is calculated at the present value of expected payments to be made in relation to services provided by employees up to the reporting date.

(b) **Long service leave liabilities:** Unconditional long service leave provisions are classified as **current** liabilities as the Commission does not have an unconditional right to defer settlement of the liability for at least 12 months after the end of the reporting period.

Pre-conditional and conditional long service leave provisions are classified as **non-current** liabilities because the Commission has an unconditional right to defer the settlement of the liability until the employee has completed the requisite years of service.

Assessments indicate that actual settlement of the liabilities is expected to occur as follows:

	2018	2017
	\$	\$
Within 12 months of the end of the reporting period	-	205,421
More than 12 months after the end of the reporting period	18,639	77,027
	<u>18,639</u>	<u>282,448</u>

The components of the long service leave liabilities are calculated at present value as the Commission does not expect to wholly settle the amounts within 12 months. The present value is measured taking into account the present value of expected future payments to be made in relation to services provided by employees up to the reporting date. These payments are estimated using the remuneration rate expected to apply at the time of settlement, discounted using market yields at the end of the reporting period on national government bonds with terms to maturity that match, as closely as possible, the estimated future cash outflows.

(c) **Deferred salary scheme liabilities:** Classified as current where there is no unconditional right to defer settlement for at least 12 months after the end of the reporting period. Actual settlement of the liabilities is expected to occur as follows:

	2018	2017
Within 12 months of the end of the reporting period	\$	\$
More than 12 months after the end of the reporting period	(9)	(9)
	(9)	(9)

(d) **Employment on-costs:** The settlement of annual and long service leave liabilities gives rise to the payment of employment on-costs including workers' compensation insurance. The provision is the present value of expected future payments.

Employment on-costs, including workers' compensation insurance, are not employee benefits and are recognised separately as liabilities and expenses when the employment to which they relate has occurred. Employment on-costs are included as part of 'Other expenses, Note 3.3 (apart from the unwinding of the discount (finance cost))' and are not included as part of the Commission's 'employee benefits expense'. The related liability is included in 'Employment on-costs provision'.

	2018	2017
Employment on-cost provision	\$	\$
Carrying amount at start of period	41,077	39,521
Additional/(reversals of) provisions recognised	(34,941)	20,509
Payments/other sacrifices of economic benefits	(1,185)	(18,953)
Carrying amount at start of period	4,951	41,077

Key sources of estimation uncertainty – long service leave

Key estimates and assumptions concerning the future are based on historical experience and various other factors that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next financial year.

Several estimates and assumptions are used in calculating the Commission's long service leave provision. These include:

- Expected future salary rates
- Discount rates
- Employee retention rates; and
- Expected future payments

Changes in these estimations and assumptions may impact on the carrying amount of the long service leave provision.

Any gain or loss following revaluation of the present value of long service leave liabilities is recognised as employee benefits expense.

3.2 Grants and subsidies

	2018	2017
Recurrent	\$	\$
Royalties for Regions Fund	2,148,735	1,519,197
Total grants and subsidies	2,148,735	1,519,197

Transactions in which the Commission provides goods, services, assets (or extinguishes a liability) or labour to another party without receiving approximately equal value in return are categorised as 'Grant expenses'. Grants can either be operating or capital in nature.

Grants can be paid as general purpose grants which refer to grants that are not subject to conditions regarding their use. Alternatively, they may be paid as specific purpose grants which are paid for a particular purpose and/or have conditions attached regarding their use.

Grants and other transfers to third parties (other than contribution to owners) are recognised as an expense in the reporting period in which they are paid or payable. They include transactions such as: grants, subsidies, personal benefit payments made in cash to individuals, other transfer payments made to public sector agencies, local government, non-government schools, and community groups.

3.3 Other expenses

	2018	2017
	\$	\$
Supplies and services		
Board Fees	80,088	106,919
Communications	7,481	30,008
Consultants and contractors	142,783	984,282
Consumables	10,887	34,878
Equipment repairs and maintenance	2,576	24,077
Operating leases - vehicles	15,380	46,561
Travel	12,054	33,375
Other	12,881	34,229
Support Services provided by DPIRD ^(a)	1,195,196	-
Total supplies and services expenses	1,479,326	1,294,329
Accommodation expenses		
Lease rentals	22,520	68,434
Utilities	5,229	18,076
Repairs and maintenance	3,116	15,395
Cleaning	3,349	15,295
Total accommodation expenses	34,214	117,200
Other expenditures		
Audit fees	590	44,687
Employment on-costs	-	7,683
Refund of revenue	-	72,522
Total other expenditures	590	124,892
Total other expenses	1,514,130	1,536,421

Supplies and services:

Supplies and services are recognised as an expense in the reporting period in which they are incurred. The carrying amounts of any materials held for distribution are expensed when the materials are distributed.

Support Services provided by DPIRD ^(a) to support the Commission's in the fulfilment of its statutory functions and obligations under the Regional Development Commission Act 1993. See note 4.1 Income from State Government.

Accommodation expenses:

Operating lease payments are recognised on a straight line basis over the lease term, except where another systematic basis is more representative of the time pattern of the benefits derived from the use of the leased asset. [AASB 117.33]

Electricity and cleaning costs are recognised as expenses as incurred.

Other:

Other operating expenses generally represent the day-to-day running costs incurred in normal operations.

Employee on-cost includes workers' compensation insurance and other employment on-costs. The on costs liability associated with the recognition of annual and long service leave liabilities is included at Note 3.1(b) Employee benefit provision. Superannuation contributions accrued as part of the provision for leave are employee benefits and are not included in employment on-costs.

4. Our funding sources

How we obtain our funding

This section provides additional information about how the Commission obtains its funding and the relevant accounting policy notes that govern the recognition and measurement of this funding. The primary income received by the Commission and the relevant notes are:

4.1 Income from State Government

	2018 \$	2017 \$
	227,000	229,000
	<u>227,000</u>	<u>229,000</u>

Appropriation received during the period:

Service appropriation ^(a)

Services received free of charge ^(b)

Determined on the basis of the following estimates provided by agencies:

Department of Finance

Department of Primary Industries and Regional Developments - Support

Services provided

	-	28,478
	1,195,196	-
	<u>1,195,196</u>	<u>28,478</u>

Royalties for Regions Fund:

Regional Infrastructure and Headwork Account ^(c)

Regional Community Services Account ^(c)

Regional & Statewide Initiative ^(a)

	-	847,200
	2,541,111	1,666,666
	486,500	1,888,000
	<u>3,027,611</u>	<u>4,401,866</u>
	<u>4,449,807</u>	<u>4,659,344</u>

(a) **Service appropriations, and, Regional and Statewide Initiative** received from the Department of Treasury fund the net cost of services delivered. Appropriation revenue comprises a cash component only.

(b) **Assets or services** received free of charge or for nominal cost are recognised as revenue at fair value of the assets and/or services that can be reliably measured and which would have been purchased if they were not donated. Contributions of assets or services in the nature of contributions by owners are recognised direct to equity. The Commission received support services from Department of Primary Industries and Regional Development.

(c) **The Regional Infrastructure and Headworks Account, and, Regional Community Services Accounts** are sub-funds within the over-arching 'Royalties for Regions Fund'. The recurrent fund are committed to projects and programs in WA regional areas and are recognised as revenue when the Commission gains control on receipt of the funds.

4.2 Other revenue

	2018 \$	2017 \$
	-	190,500
	84,427	13,330
	<u>84,427</u>	<u>203,830</u>

Contributions received

Other revenue

4.3 Gains

Net proceeds from disposal of non-current assets

Computer hardware

Furniture, fixture and fittings

	2018 \$	2,017 \$
	-	-
	-	-

Carrying amount of non-current assets disposed

Computer hardware

Furniture, fixture and fittings

Net gain/(loss)

	(1,716)	-
	-	-
	<u>(1,716)</u>	<u>-</u>

Total other income

	<u>82,711</u>	<u>203,830</u>
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Realised and unrealised gains are usually recognised on a net basis. These include gains arising on the disposal of non-current assets and some revaluations of non-current assets.

Gains and losses on the disposal of non-current assets are presented by deducting from the proceeds on disposal the carrying amount of the asset and related selling expenses. Gains and losses are recognised in profit or loss in the statement of comprehensive income (from the proceeds of sale).

Selling expenses (e.g. sales commissions netted from agency receipts) are ordinarily immaterial. Where the amounts are material, additional disclosure is warranted.

Insured non-current assets written-off as a result of an insurable event should be treated as other expenses (write-off of assets destroyed by fire/storm/earthquake etc.). The subsequent insurance recovery is to be treated as other income when it is received or receivable.

5. Key assets

Assets the Commission utilises for economic benefit or service

This section includes information regarding the key assets the Commission utilises to gain economic benefits or provide service potential. The section sets out both the key accounting policies and financial information about the performance of these assets:

	Notes	2018	2017
		\$	\$
Property, plant and equipment	5.1	140,569	211,563
Total key assets		140,569	211,563

5.1 Property, plant and equipment

Year ended 30 June 2017	Office equipment	Communication	Computer hardware	Furniture fixture and fittings	Total
	\$	\$	\$	\$	\$
Carrying amount at start of year	13,450	17,473	-	75,350	106,273
Additions	(1,780)	-	132,474	-	130,694
Disposals (written down value)	-	-	-	-	-
Revaluation increments/(decrements)	-	-	-	-	-
Work in progress	-	-	31,580	-	31,580
Depreciation	(4,053)	(4,067)	(25,648)	(23,196)	(56,964)
Carrying amount at end of year	7,617	13,386	138,406	52,154	211,563

Year ended 30 June 2018

2018					
Carrying amount at start of year	7,617	13,386	138,405	52,154	211,563
Additions	1,780	-	17,875	-	19,655
Disposals (written down value)	(2,217)	-	-	-	(2,217)
Revaluation increments/(decrements)	-	-	-	-	-
Depreciation	(3,004)	(4,067)	(58,145)	(23,196)	(88,432)
Carrying amount at end of year	4,176	9,299	98,136	28,958	140,569

Initial recognition

Items of property, plant and equipment, costing \$5,000 or more are measured initially at cost. Where an asset is acquired for no or nominal cost, the cost is valued at its fair value at the date of acquisition. Items of property, plant and equipment and infrastructure costing less than \$5,000 are immediately expensed direct to the Statement of Comprehensive Income (other than where they form part of a group of similar items which are significant in total).

Subsequent measurement

Subsequent to initial recognition of an asset, the cost model is used for property, plant and equipment. All other items of property, plant and equipment are stated at historical cost less accumulated depreciation and accumulated impairment losses.

5.1.1 Depreciation and impairment

Change for the period

	2018	2017
	\$	\$
Depreciation		
Office equipment	3,004	4,053
Communications equipment	4,087	4,087
Computer hardware	58,145	25,648
Furniture fixture and fittings	23,196	23,196
Total depreciation for the period	88,432	56,984

As at 30 June 2018 there were no indications of impairment to property, plant and equipment or infrastructure.

Finite useful lives

All infrastructure, property, plant and equipment having a limited useful life are systematically depreciated over their estimated useful lives in a manner that reflects the consumption of their future economic benefits. The exceptions to this rule include items under operating leases, assets held for sale, land and investment properties.

Depreciation is generally calculated on a straight line basis, at rates that allocate the asset's value, less any estimated residual value, over its estimated useful life. Typical estimated useful lives for the different asset classes for current and prior years are included in the table below:

Asset	Useful life: years
Plant and equipment	10 to 15 years
Office equipment	5 years
Software ^(a)	3 to 5 years

(a) *Software that is integral to the operation of related hardware.*

The estimated useful lives, residual values and depreciation method are reviewed at the end of each annual reporting period, and adjustments should be made where appropriate.

Impairment

Non-financial assets, including items of property, plant and equipment, are tested for impairment whenever there is an indication that the asset may be impaired. Where there is an indication of impairment, the recoverable amount is estimated. Where the recoverable amount is less than the carrying amount, the asset is considered impaired and is written down to the recoverable amount and an impairment loss is recognised

Where an asset measured at cost is written down to its recoverable amount, an impairment loss is recognised through profit or loss.

Where a previously revalued asset is written down to its recoverable amount, the loss is recognised as a revaluation decrement through other comprehensive income.

As the Commission is a not-for-profit entity, unless a specialised asset has been identified as a surplus asset, the recoverable amount of regularly revalued specialised assets is anticipated to be materially the same as fair value.

If there is an indication that there has been a reversal in impairment, the carrying amount shall be increased to its recoverable amount. However this reversal should not increase the asset's carrying amount above what would have been determined, net of depreciation or amortisation, if no impairment loss had been recognised in prior years.

The risk of impairment is generally limited to circumstances where an asset's depreciation is materially understated, where the replacement cost is falling or where there is a significant change in useful life. Each relevant class of assets is reviewed annually to verify that the accumulated depreciation/amortisation reflects the level of consumption or expiration of the asset's future economic benefits and to evaluate any impairment risk from declining replacement costs.

6. Other assets and liabilities

This section sets out those assets and liabilities that arose from the Commission's controlled operations and includes other assets utilised for economic benefits and liabilities incurred during normal operations:

	Notes	2018	2017
		\$	\$
Receivables			
Amounts receivable for services	6.1	17,455	55,275
Other assets	6.2	99,000	99,000
Payables	6.3	-	18,772
	6.4	7,904	31,382
6.1 Receivables			
Current			
GST Receivable		17,455	54,175
Receivables		-	1,100
Total current		17,455	55,275

The Commission does not hold any collateral or other credit enhancements as security for receivables.

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

6.2 Amounts receivable for services (Holding Account)

	2018	2017
	\$	\$
Current	-	19,000
Non-Current	99,000	80,000
	99,000	99,000

Amounts receivable for services represent the non-cash component of service appropriations. It is restricted in that it can only be used for asset replacement or payment of leave liability.

6.3 Other assets

	2018	2017
	\$	\$
Current		
Prepayments	-	18,772
Total current	-	18,772
Balance at end of period	-	18,772

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

6.4 Payables

	2018	2017
	\$	\$
Current		
Accrued salaries	777	6,158
Accrued expenses	74	17,786
Trade payables	7,053	7,438
Total current	7,904	31,382
Balance at end of period	7,904	31,382

Payables are recognised at the amounts payable when the Commission becomes obliged to make future payments as a result of a purchase of assets or services. The carrying amount is equivalent to fair value, as settlement is generally within 30 days.

Accrued salaries represent the amount due to staff but unpaid at the end of the reporting period. Accrued salaries are settled within a fortnight of the reporting period end. The Commission considers the carrying amount of accrued salaries to be equivalent to its fair value.

7. Financing

This section sets out the material balances and disclosures associated with the financing and cashflows of the Commission.

	Notes
Cash and cash equivalents	7.1
Reconciliation of cash	7.1.1
Reconciliation of operating activities	7.1.2
Commitments	7.2
Non-cancellable operating lease commitments	7.2.1
Other expenditure commitments	7.2.2

7.1 Cash and cash equivalents

7.1.1 Reconciliation of cash

	Note	2018 \$	2017 \$
Cash and cash equivalents			
Restricted cash and cash equivalents			
- Royalties for Regions Fund	8.1	48,911	50,320
- Wheatbelt Regional Development Scheme - Non contestable		447,781	202,962
Balance at end of period		497,086	252,676

For the purpose of the statement of cash flows, cash and cash equivalent (and restricted cash and cash equivalent) assets comprise cash on hand.

7.1.2 Reconciliation of net cost of services to net cash flows provided by/(used in) operating activities

	Note	2018 \$	2017 \$
Net cost of services		(3,873,282)	(4,480,735)
Non-cash items			
Depreciation and amortisation expense	5.1	88,432	56,984
Services received free of charge	4.1	1,195,196	28,478
Net (gain)/loss on disposal of property, plant and equipment	4.3	1,716	-
Adjustment for other non-cash items			
(Increase)/decrease in assets			
Current receivables ^(a)		1,100	(1,100)
Other current assets		18,772	(7,546)
Increase/(decrease) in liabilities			
Current payables ^(a)		(23,478)	(319,154)
Current provisions		(351,877)	132,606
Non-current provisions		(84,345)	(60,547)
Other Non-current liabilities			
Net GST receipts/(payments) ^(b)		36,720	(1,313)
Change in GST in receivables/payables ^(c)		-	16,209
Net cash provided by/(used in) operating activities		(2,991,046)	(4,636,118)

(a) Note that the Australian Taxation Office (ATO) receivable/payable in respect of GST and the receivable/payable in respect of the sale/purchase of non-current assets are not included in these items as they do not form part of the reconciling items.

(b) This is the net GST paid/received, i.e. cash transactions.

(c) This reverses out the GST in receivables and payables.

The mandatory application of AASB 2016-2 Amendments to Australian Accounting Standards – Disclosure Initiative: Amendments to AASB 107 imposed disclosure impacts only. The Commission is not exposed to changes in liabilities arising from financing activities, including both changes arising from cash flows and non-cash changes.

7.2 Commitments

7.2.1 Non-cancellable operating lease commitments

	2018	2017
	\$	\$
Commitments for minimum lease payments are payable as follows:		
Within 1 year	2,937	31,281
Later than 1 year and not later than 5 years	-	14,121
	<u>2,937</u>	<u>45,402</u>

Commitments for minimum lease payments are payable as follows:

Within 1 year

Later than 1 year and not later than 5 years

The Commission has entered into a property lease which is a non-cancellable lease with a five year term, with rent payable monthly in advance. Contingent rent provisions within the lease agreement require that the minimum lease payments shall increase by the lower of CPI or 4% per annum. An option exists to renew the lease at the end of the five year term for an additional term of five years.

7.2.2 Other expenditure commitments

	2018	2017
	\$	\$
Other expenditure commitments contracted for at the end of the reporting period but not recognised as liabilities, are payable as follows:		
Within 1 year	448,175	-
	<u>448,175</u>	<u>-</u>

Other expenditure commitments contracted for at the end of the reporting period but not recognised as liabilities, are payable as follows:

Within 1 year

Judgements made by management in applying accounting policies - operating lease commitments

The Commission has entered into a building lease for office accommodation. This lease relates to a building of a temporary nature and it has been determined that the lessor retains substantially all the risks and rewards incidental to ownership. Accordingly, this lease has been classified as an operating lease.

8. Risks and Contingencies

This note sets out the key risk management policies and measurement techniques of the Commission.

	Note
Financial risk management	8.1
Contingent assets	8.2.1
Contingent liabilities	8.2.2

8.1 Financial risk management

Financial instruments held by the Commission are cash and cash equivalents, restricted cash and cash equivalents, receivables and payables. The Commission has limited exposure to financial risks. The Commission's overall risk management program focuses on managing the risks identified below.

(a) Summary of risks and risk management

Credit risk

Credit risk arises when there is the possibility of the Commission's receivables defaulting on their contractual obligations resulting in financial loss to the Commission.

The maximum exposure to credit risk at the end of the reporting period in relation to each class of recognised financial assets is the gross carrying amount of those assets inclusive of any allowance for impairment as shown in the table at Note 8.1 (c) 'Financial instrument disclosures' and Note 6.1 'Receivables'.

Credit risk associated with the Commission's financial assets is minimal because the main receivable is the amounts receivable for services (holding account). For receivables other than government, the Commission trades only with recognised, creditworthy third parties. The Commission has policies in place to ensure that services are made to customers with an appropriate credit history. In addition, receivable balances are monitored on an ongoing basis with the result that the Commission's exposure to bad debts is minimal. At the end of the reporting period there were no significant concentrations of credit risk.

Liquidity risk

Liquidity risk arises when the Commission is unable to meet its financial obligations as they fall due.

The Commission is exposed to liquidity risk through its trading in the normal course of business.

The Commission has appropriate procedures to manage cash flows including drawdowns of appropriations by monitoring forecast cash flows to ensure that sufficient funds are available to meet its commitments.

Market risk

Market risk is the risk that changes in market prices such as foreign exchange rates and interest rates will affect the Commission's income or value of its holdings of financial instruments. The Commission does not trade in foreign currency and is not materially exposed to other price risks.

(b) Categories of financial instruments

The carrying amounts of each of the following categories of financial assets and financial liabilities at the end of the reporting period are:

	2018	2017
	\$	\$
Financial Assets		
Cash and cash equivalents	48,911	50,320
Restricted cash and cash equivalents	448,175	202,356
Loans and receivables ^(a)	99,000	100,100
Total financial assets	596,086	352,776
Financial Liabilities		
Financial liabilities measured at amortised cost	7,904	31,382
Total financial liability	7,904	31,382

(a) The amount of receivables excludes GST recoverable from the ATO (statutory receivable).

Notes to the Financial Statements
For the year ended 30 June 2018

(c) Ageing analysis of financial assets

	Carrying Amount \$	Not past due and not impaired \$	Past due but not impaired				More Mor than 5 years \$	Impaired financial assets \$
			Up to 3 months \$	3-12 months \$	1-2 years \$	2-5 years \$		
2018								
Cash and cash equivalents	48,911	48,911	-	-	-	-	-	-
Restricted cash and cash equivalents	448,175	448,175	-	-	-	-	-	-
Receivables ^(a)	-	-	-	-	-	-	-	-
Amounts receivable for services	99,000	99,000	-	-	-	-	-	-
	596,086	596,086	-	-	-	-	-	-
2017								
Cash and cash equivalents	50,320	50,320	-	-	-	-	-	-
Restricted cash and cash equivalents	202,356	202,356	-	-	-	-	-	-
Receivables ^(a)	1,100	1,100	-	-	-	-	-	-
Amounts receivable for services	99,000	99,000	-	-	-	-	-	-
	352,776	352,776	-	-	-	-	-	-

(a) The amount of receivables excludes the GST recoverable from the ATO (statutory receivable).

(d) Liquidity Risk and Interest Rate Exposure

The following table details the Commission's interest rate exposure and the contractual maturity analysis of financial assets and financial liabilities. The maturity analysis section includes interest and principal cash flows. The interest rate exposure section analyses only the carrying amounts of each item.

Interest rate exposure and maturity analysis of financial assets and financial liabilities											
	Weighted average effective interest rate %	Interest rate exposure				Nominal amount \$	Maturity Dates				
		Carrying Amount \$	Fixed interest rate \$	Variable interest rate \$	Non- Interest Bearing \$		Up to 3 months \$	3-12 months \$	1-2 years \$	2-5 years \$	More than 5 years \$
2018											
Financial Assets											
Cash and cash equivalents	-	48,911	-	-	48,911	48,911	48,911	-	-	-	-
Restricted cash and cash equivalents	-	448,175	-	-	448,175	448,175	448,175	-	-	-	-
Receivables (a)	-	-	-	-	-	-	-	-	-	-	-
Amounts receivable for services	-	99,000	-	-	99,000	99,000	-	-	99,000	-	-
	-	596,086	-	-	596,086	696,086	497,086	-	99,000	-	-
Financial Liabilities											
Payables	-	7,904	-	-	7,904	7,904	7,904	-	-	-	-
Amounts due to the Treasurer	-	-	-	-	-	-	-	-	-	-	-
	-	7,904	-	-	7,904	7,904	7,904	-	-	-	-

(a) The amount of receivables excludes the GST recoverable from the ATO (statutory receivable).

(d) Liquidity Risk and Interest Rate Exposure (cont.)

(i) Interest rate exposure and maturity analysis of financial assets and financial liabilities

	Weighted average effective interest rate %	Interest rate exposure				Nominal Amount \$	Maturity Dates				
		Carrying Amount \$	Fixed interest rate \$	Variable interest rate \$	Non- Interest Bearing \$		Up to 3 months \$	3 - 12 months \$	1 - 2 years \$	2-5 years \$	More than 5 years \$
2017											
Financial Assets											
Cash and cash equivalents	-	50,320	-	-	50,320	50,320	50,320	-	-	-	-
Restricted cash and cash equivalents	-	202,366	-	-	202,366	202,366	202,366	-	-	-	-
Receivables (a)	-	1,100	-	-	1,100	1,100	1,100	-	-	-	-
Amounts receivable for services	-	99,000	-	-	99,000	99,000	-	19,000	-	-	80,000
	-	362,776	-	-	362,776	362,776	263,776	19,000	-	-	80,000
Financial Liabilities											
Payables	-	31,382	-	-	31,382	31,382	31,382	-	-	-	-
Amounts due to the Treasurer	-	-	-	-	-	-	-	-	-	-	-
	-	31,382	-	-	31,382	31,382	31,382	-	-	-	-

(a) The amount of receivables excludes the GST recoverable from the ATO (statutory receivable).

(e) Interest rate sensitivity analysis

None of the Commission's financial assets and financial liabilities at the end of the reporting period are sensitive to movements in interest rates, hence movements in interest rates have no bottom line impact on the Commission's surplus or equity.

Notes to the Financial Statements For the year ended 30 June 2018

8.2 Contingent assets and liabilities

Contingent assets and contingent liabilities are not recognised in the statement of financial position but are disclosed and, if quantifiable, are measured at nominal value.

Contingent assets and liabilities are presented inclusive of GST receivable or payable respectively.

8.2.1 Contingent assets

There are no contingent assets to disclose.

8.2.2 Contingent liabilities

There are no contingent liabilities to disclose.

9. Other disclosures

This section includes additional material disclosures required by accounting standards or other pronouncements, for the understanding of this financial report.

	Notes
Events occurring after the end of the reporting period	9.1
Future impact of Australian standards issued not yet operative	9.2
Key management personnel	9.3
Related parties	9.4
Remuneration of auditors	9.5
Affiliated bodies	9.6
Equity	9.7
Supplementary financial information	9.8
Explanatory statement	9.9

9.1 Events occurring after the end of the reporting period

No events, matters or circumstances have arisen since the end of the reporting period which significantly affected or may significantly affect the operations of the Commission, the results of those operations, or the state of affairs of the Commission in future financial years.

9.2 Future impact of Australian standards issued not yet operative

The Agency cannot early adopt an Australian Accounting Standard unless specifically permitted by TI 1101 Application of Australian Accounting Standards and Other Pronouncements or by an exemption from TI 1101. Where applicable, the agency plans to apply the following Australian Accounting Standards from their application date.

		Operative for reporting periods beginning on/after 1 Jan 2018
AASB 9	<p><i>Financial Instruments</i></p> <p>This Standard supersedes AASB 139 <i>Financial Instruments: Recognition and Measurement</i>, introducing a number of changes to accounting treatments.</p> <p>The mandatory application date of this Standard is currently 1 January 2018 after being amended by AASB 2012-6, AASB 2013-9 and AASB 2014-1 <i>Amendments to Australian Accounting Standards</i>.</p> <p>The Commission has assessed that recognition of expected credit losses will increase the amount of impairment losses recognised as Other expenses in the Statement of Comprehensive Income by \$Nil, and thus have no adverse impact on the agency's Surplus/(Deficit) for the period.</p>	

AASB 15	<p><i>Revenue from Contracts with Customers</i></p> <p>This Standard establishes the principles that the agency shall 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 mandatory application date of this Standard is currently 1 January 2019 after being amended by AASB 2016-7.</p> <p>[The Commission's income is principally derived from appropriations which will be measured under AASB 1058 and will be unaffected by this change. However, the agency has not yet determined the potential impact of the Standard on 'User charges and fees' and 'Sales' revenues. In broad terms, it is anticipated that the terms and conditions attached to these revenues will defer revenue recognition until the agency has discharged its performance obligations.]</p>	1 Jan 2019
AASB 16	<p><i>Leases</i></p> <p>This Standard introduces a single lessee accounting model and requires a lessee to recognise assets and liabilities for all leases with a term of more than 12 months, unless the underlying asset is of low value.</p> <p>[Whilst the impact of AASB 16 has not yet been quantified, the Commission currently has commitments for \$448,175 worth of non-cancellable operating leases which will mostly be brought onto the statement of financial position. Interest and amortisation expense will increase and rental expense will decrease.]</p>	1 Jan 2019
AASB 1058	<p><i>Income of Not-for-Profit Entities</i></p> <p>This Standard clarifies and simplifies the income recognition requirements that apply to not-for-profit (NFP) entities, more closely reflecting the economic reality of NFP entity transactions that are not contracts with customers. Timing of income recognition is dependent on whether such a transaction gives rise to a liability or other performance obligation (a promise to transfer a good or service), or a contribution by owners, related to an asset (such as cash or another asset) received by an entity. <i>[The agency anticipates that the application will not materially impact appropriation or united grant revenues.]</i></p>	1 Jan 2019
AASB 1059	<p><i>Service Concession Arrangements: Grantors</i></p> <p>This Standard addresses the accounting for a service concession arrangement (a type of public private partnership) by a grantor that is a public sector entity by prescribing the accounting for the arrangement from the grantor's perspective. Timing and measurement for the recognition of a specific asset class occurs on commencement of the arrangement and the accounting for associated liabilities is determined by whether the grantee is paid by the grantor or users of the public service provided. <i>[The agency has not identified any public private partnerships within scope of the Standard.]</i></p>	1 Jan 2019
AASB 2010-7	<p><i>Amendments to Australian Accounting Standards arising from AASB 9 (December 2010) [AASB 1, 3, 4, 5, 7, 101, 102, 108, 112, 118, 120, 121, 127, 128, 131, 132, 136, 137, 139, 1023 & 1038 and Int 2, 5, 10, 12, 19 & 127]</i></p> <p>This Standard makes consequential amendments to other Australian Accounting Standards and Interpretations as a result of issuing AASB 9 in December 2010.</p> <p>The mandatory application date of this Standard has been amended by AASB 2012-6 and AASB 2014-1 to 1 January 2018. <i>[Other than the exposures to AASB 9 noted above, the Commission is only insignificantly impacted by the application of the Standard.]</i></p>	1 Jan 2018
AASB 2014-1	<p><i>Amendments to Australian Accounting Standards</i></p> <p>Part E of this Standard makes amendments to AASB 9 and consequential amendments to other Standards. <i>[These changes have no impact as Appendix E has been superseded and the Commission was not permitted to early adopt AASB 9].</i></p>	1 Jan 2018

AASB 2014-5 Amendments to Australian Accounting Standards arising from AASB 15 1 Jan 2018

This Standard gives effect to the consequential amendments to Australian Accounting Standards (including Interpretations) arising from the issuance of AASB 15. The mandatory application date of this Standard has been amended by AASB 2015-8 to 1 January 2018. *[The agency has not yet determined the application or the potential impact of the Standard.]*

AASB 2014-7 Amendments to Australian Accounting Standards arising from AASB 9 1 Jan 2018

This Standard gives effect to the consequential amendments to Australian Accounting Standards (including Interpretations) arising from the issuance of AASB 9 (December 2014). *[The agency has not yet determined the application or the potential impact of the Standard.]*

AASB 2016-3 Amendments to Australian Accounting Standards – Clarifications to AASB 15 1 Jan 2018

This Standard clarifies identifying performance obligations, principal versus agent considerations, timing of recognising revenue from granting a licence, and, provides further transitional provisions to AASB 15. *[The Commission has not yet determined the application or the potential impact when the deferred AASB 15 becomes effective from 1 January 2019.]*

AASB 2016-8 Amendments to Australian Accounting Standards – Australian Implementation Guidance for Not-for-Profit Entities 1 Jan 2019

This Standard inserts Australian requirements and authoritative implementation guidance for not-for-profit entities into AASB 9 and AASB 15. This guidance assists not-for-profit entities in applying those Standards to particular transactions and other events. There is no financial impact.

9.3 Key management personnel

The Commission has determined key management personnel to include the Director General, senior officers of the agency and the Minister that the agency assists. The Commission does not incur expenditures to compensate Ministers and those disclosures may be found in the *Annual Report on State Finances*.

The total fees, salaries, superannuation, non-monetary benefits and other benefits for senior officers of the agency for the reporting period are presented within the following bands:

	2018	2017
Compensation of Board members (\$)		
0 - 10,000	12	7
10,001 - 20,000	-	1
40,001 - 50,000	1	-
50,001 - 60,000	-	1
Compensation of senior officers (\$)		
190,001 - 200,000	1	-
290,001 - 300,000	-	-
300,001 - 310,000	-	1
310,001 - 320,000	-	-
	2018	2017
	\$	\$
Short term employee benefits	245,925	339,462
Post employment benefits	25,087	78,124
Other long term benefits	22,731	-
Total compensation of key management personnel	293,743	417,586

Total compensation includes the superannuation expense incurred by the Commission in respect of senior officers and Board members.

9.4 Related parties

The Commission is a wholly owned and controlled entity of the State of Western Australia. In conducting its activities, the Commission is required to pay various taxes and levies based on the standard terms and conditions that apply to all tax and levy payers to the State and entities related to State.

Related parties of the agency include:

- all senior officers and their close family members, and their controlled or jointly controlled entities;
 - all cabinet ministers and their close family members, and their controlled or jointly controlled entities;
 - other departments and public sector entities, including related bodies included in the whole of government consolidated financial statements;
 - associates and joint ventures, that are included in the whole of government consolidated financial statements; and
 - the Government Employees Superannuation Board (GESB).
- All related party transactions have been entered into on an arm's length basis.

Significant transactions with Government-related entities

Significant transactions include:

- staff housing payments to the Department Communities (Housing) (Note 3.1);
- superannuation payments to GESB (Note 3.1(a));
- lease rentals payments to Department of Finance (Note 3.3);
- service appropriations (Note 4.1);
- services received free of charge from Department Primary Industry and Regional Development (Note 4.1);
- Royalties for Regions Fund (Note 4.1);
- commitments for future lease payments to the Department of Finance State Fleet (Note 7.2.1);
- remuneration for services provided by the Auditor General (Note 9.6); and
- transfer of leave liability of \$379,943 to the Department of Primary Industry and Regional Development.

Significant transactions with other related entities

No significant transactions were conducted with other related entities.

9.5 Remuneration of auditors

Remuneration paid or payable to the Auditor General in respect of the audit for the current financial year is as follows:

	2018	2017
	\$	\$
	21,900	21,500

Auditing the accounts, financial statements controls, and key performance indicators

9.6 Affiliated bodies

Avon Industrial Park Advisory Board

	2018	2017
	\$	\$
	6,220	14,218

The Avon Industrial Park Advisory Board is a Ministerially appointed government affiliated body and it received administrative support and all administrative funding from the Wheatbelt Development Commission. The Avon Industrial Park Advisory Board is not subject to operational control by the Wheatbelt Development Commission. The expenses of the Board have been included in the financial statements as part of the Commission's operations.

9.7 Equity

	2018	2017
	\$	\$
Contributed equity		
Balance at start of period	75,000	75,000
<i>Contributions by owners</i>		
Capital appropriation	-	-
<i>Other contributions by owners</i>		
Royalties for Regions Fund – Regional Infrastructure and Headworks Account	-	-
Royalties for Regions Fund – Regional Community Services Account	-	-
Total contributions by owners	-	-
Balance at end of period	75,000	75,000
	2018	2017
	\$	\$
Accumulated surplus/(deficit)		
Balance at start of period	49,143	(129,466)
Result for the period	576,525	178,609
Balance at end of period	625,667	49,143
Total Equity at end of period	700,667	124,143

9.8 Supplementary financial information

(a) Write-offs

During the financial year, \$0 (2017: \$0) was written off the agency's asset register under the authority of:
Wheatbelt Development Commission

(b) Losses through theft, defaults and other causes

There were no losses through theft, defaults and other causes during the reporting period.

(c) Gifts of public property

There were no gifts of public property provided by the Commission during the reporting period.

Note 9.9 Explanatory statement

Significant variances between estimates and actual results for 2018 and between the actual results for 2018 and 2017 are shown below. Significant variances in the Statement of Comprehensive Income and Statement of Cashflows are considered to be those greater than 5% and \$79,307. Significant variances in the Statement of Financial Position is considered to be those greater than 5% and \$520.

	Variance Note	Original Budget 2018 \$	Actual 2018 \$	Actual 2017 \$	Variance between estimate and actual \$	Variance between actual results for 2018 and 2017 \$
Statement of Comprehensive Income						
Employee benefits expense	A	261,000	204,696	1,571,963	(56,304)	(1,367,267)
Supplies and services	1, B	111,000	1,479,326	1,294,329	1,368,326	184,997
Depreciation and amortisation expense	2, C	-	88,432	56,984	88,432	31,448
Accommodation expenses	D	-	34,214	117,200	34,214	(82,986)
Grants and subsidies	3, E	2,529,000	2,148,735	1,519,197	(380,265)	629,538
Loss on disposal of non-current assets		-	1,716	-	1,716	1,716
Other expenses	F	-	590	124,892	590	(124,302)
Total cost of services		2,901,000	3,957,709	4,684,565	1,056,709	(726,856)
Income						
Other revenue	4, G	-	84,427	203,830	84,427	(119,403)
Total Revenue		-	84,427	203,830	84,427	(119,403)
Total income other than income from State Government		-	84,427	203,830	84,427	(119,403)
NET COST OF SERVICES		2,901,000	3,873,282	4,480,735	972,282	(607,453)
Income from State Government						
Service appropriation		227,000	227,000	229,000	-	(2,000)
Services received free of charge	5, H	-	1,195,196	28,478	1,195,196	1,166,718
Royalties for Regions Fund	6, I	2,674,000	3,027,611	4,401,866	353,611	(1,374,255)
Total income from State Government		2,901,000	4,449,807	4,659,344	1,548,807	(209,537)
SURPLUS/(DEFICIT) FOR THE PERIOD		-	576,525	178,609	576,525	397,916
OTHER COMPREHENSIVE INCOME						
Items not reclassified subsequently to profit or loss						
Changes in asset revaluation surplus		-	-	-	-	-
Total other comprehensive income		-	-	-	-	-
TOTAL COMPREHENSIVE INCOME FOR THE PERIOD		-	576,525	178,609	576,525	397,916

Note 9.9 Explanatory statement (continued)

	Variance Note	Original Budget 2018 \$	Actual 2018 \$	Actual 2017 \$	Variance between estimate and actual \$	Variance between actual results for 2018 and 2017 \$
Statement of Financial Position						
ASSETS						
Current Assets						
Cash and cash equivalents	7	26,000	48,911	50,320	22,911	(1,409)
Restricted cash and cash equivalents	8, J	-	448,175	202,356	448,175	245,819
Receivables	9, K	-	17,455	55,275	17,455	(37,820)
Amounts receivable for services	L	-	-	19,000	-	(19,000)
Other current assets	M	-	-	18,772	-	(18,772)
Total Current Assets		26,000	514,541	345,723	488,541	168,818
Non Current Assets						
Amounts receivable for services	10, N	-	99,000	80,000	99,000	19,000
Property, plant and equipment	11, O	-	140,569	211,563	140,569	(70,994)
Total Non-Current Assets		-	239,569	291,563	239,569	(51,994)
TOTAL ASSETS		26,000	754,110	637,286	728,110	116,824
LIABILITIES						
Current Liabilities						
Payables	12, P	-	7,904	31,382	7,904	(23,478)
Provisions	13, Q	26,000	45,539	397,416	19,539	(351,877)
Total Current Liabilities		26,000	53,443	428,798	27,443	(375,355)
Non-Current Liabilities						
Provisions	R	-	-	84,345	-	(84,345)
Total Non-Current Liabilities		-	-	84,345	-	(84,345)
TOTAL LIABILITIES		26,000	53,443	513,143	27,443	(459,700)
NET ASSETS		-	700,667	124,143	700,667	576,524
EQUITY						
Contributed Equity	14	-	75,000	75,000	75,000	-
Accumulated surplus		-	625,667	49,143	625,667	576,524
TOTAL EQUITY		-	700,667	124,143	700,667	576,524

Note 9.9 Explanatory statement (continued)

	Variance Note	Original Budget 2018 \$	Actual 2018 \$	Actual 2017 \$	Variance between estimate and actual \$	Variance between actual results for 2018 and 2017 \$
Statement of Cash Flows						
CASH FLOWS FROM STATE GOVERNMENT						
Service appropriation		227,000	227,000	229,000	-	(2,000)
Royalties for Regions Fund	15, S	2,674,000	3,027,611	4,401,866	353,611	(1,374,255)
Net cash provided by State Government		2,901,000	3,254,611	4,630,866	353,611	(1,376,255)
CASH FLOWS FROM OPERATING ACTIVITIES						
Payments						
Employee benefits	16, T	(236,000)	(646,407)	(1,612,334)	(410,407)	965,927
Supplies and services	17, U	(111,000)	(242,280)	(1,580,769)	(131,280)	1,338,489
Accommodation	V	-	(34,214)	(127,861)	(34,214)	93,647
GST payments on purchases	18, W	-	(209,352)	(366,641)	(209,352)	157,289
GST payments to taxation authority		-	(10,036)	(36,434)	(10,036)	26,398
Grants and subsidies	19, X	(2,546,000)	(2,148,735)	(1,519,197)	397,265	(629,538)
Other payments		-	(41,657)	-	(41,657)	(41,657)
Receipts						
GST receipts on sales		-	9,731	82,011	9,731	(72,280)
GST receipts from taxation authority		-	246,377	322,277	246,377	(75,900)
Other receipts	Y	-	85,527	202,830	85,527	(117,303)
Net cash used in operating activities		(2,893,000)	(2,991,046)	(4,636,118)	(98,046)	1,645,072
CASH FLOWS FROM INVESTING ACTIVITIES						
Payments						
Purchase of non-current assets	Z	-	(19,655)	(162,274)	(19,655)	142,619
Receipts						
Other proceeds		-	500	-	500	500
Net cash used in investing activities		-	(19,155)	(162,274)	(19,155)	500
Net increase/(decrease) in cash and cash equivalents		8,000	244,410	(167,526)	236,410	411,936
Cash and cash equivalents at the beginning of the period		18,000	252,676	420,202	234,676	(167,526)
CASH AND CASH EQUIVALENTS AT THE END OF THE PERIOD		26,000	497,086	252,676	471,086	244,410

Note 9.9 Explanatory statement (continued)

Major Variance Narratives (Controlled Operations)

From the 1st of July as part of the recent Machinery of Government (MoG) changes, all Regional Development Commissions (RDCs) employees were transferred to DPIRD except for the Chief Executive Officers (CEOs). Under this new arrangement DPIRD provides the Commission with the necessary supplies and services to support the Accountable Authority of the Commission in the fulfilment of its statutory functions and obligations under the *Regional Development Commissions Act 1993*.

For 2017/18 the Commission's Section 40 budget was set to only reflect board related costs, CEO salaries and travel costs, legacy projects and grants. In practise due to the timing difference of transferring supplier invoicing arrangements from the Commission to DPIRD, from the 1st of July MoG change, variances to budgets have occurred against actual expenditure.

A further budget variance is the result of not accounting for the value of services provided free of charge by DPIRD in the Commission's original budget. This support service is recognised as expenditure incurred by the Commission representing full cost of service by the Statutory Authority.

Variances between estimate and actual

- 1) Supplies and services expense variance of \$1.4M is a result of not accounting for services provided free of charge by DPIRD to support the Commission in the 2017-18 year.
- 2) Depreciation and amortisation expense variance of \$88k is a result of not accounting for depreciation in the 2017-18 budget.
- 3) Grants and subsidies expense underspent by \$380k due to the timing of grants payments for Regional Community Services during the 2017-18 financial year.
- 4) Other revenue exceed estimates by \$84k as a result of not accounting for other revenue in the 2017-18 year.
- 5) Resources received free of charge variance of \$1.2M is a result of not accounting for this item in the 2017-18 budget.
- 6) Royalties for Regions (RfR) Fund exceeded estimates by \$354k due to the additional disbursement of RfR funding from within DPIRD budget to support the Commission's MoG transition of suppliers to DPIRD.
- 7) Cash and cash equivalent exceeded estimates by \$23k reflecting the timing of payments for the Commissions operational activities.
- 8) Restricted cash and cash equivalent exceeded estimates by \$448k as a result of not accounting for restricted cash and cash equivalent in the 2017-18 budget.
- 9) Receivables variance of \$18k is due to not accounting for this item in the 2017-18 budget.
- 10) Amounts receivable for services variance of \$99k is a result of not accounting for this item in the 2017-18 budget.
- 11) Property, plant and equipment variance of \$141k is a result of not accounting for this item in the 2017-18 budget.
- 12) Payables variance of \$8k is a result of not accounting for this item in the 2017-18 budget.
- 13) Provisions exceeded estimates by \$20k due to the reclassification of entitlements from non current employee entitlements to current.
- 14) Contributed equity exceeded estimates by \$75k as a result of not accounting for this item in the 2017-18 budget.
- 15) Royalties for Regions (RfR) Fund receipts increased by \$354k due to the additional disbursement of RfR funding from within DPIRD budget to support the Commission's MoG transition of suppliers to DPIRD.
- 16) Employee benefits payments variance of \$410k is the result of payment of leave entitlements to DPIRD.
- 17) Supplies and services expense variance to budget of \$131k is due to MoG transition of suppliers.
- 18) GST payments on purchases variance of \$209k is a result of not accounting for this item in the 2017-18 budget.
- 19) Grants and subsidies payments underspent by \$397k due to the timing of grants payments for Regional Community Services during the 2017-18 financial year.

Variances between actual results for 2018 and 2017

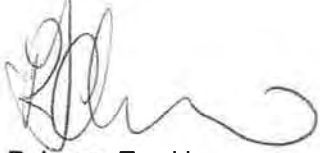
- A) Employee benefits expense decreased by \$1.4M due to the Machinery of Government (MoG) changes and the transfer of the Commission's employees to DPIRD as of 1st July 2017.
- B) Supplies and services increased by \$185K due to services provided free of charge from DPIRD in the 2017-18 financial year.
- C) Depreciation and amortisation expense increased by \$31k due to addition of assets during the year.
- D) Accommodation expenses decreased by \$83K due to the new funding arrangement from the MoG changes and the transfer of tease from the Commission to DPIRD.
- E) Grants and subsidies expense increased by \$630k due to increased funding for Regional Grants Scheme projects in the 2017-18 financial year.
- F) Other expenses decreased by \$124k due mainly to audit fees not being reflected in the Commission's expenses, combined with no grant funding being returned from prior years.

- G) Other revenue decreased by \$119k due to higher salaries and wages recoup in 2016-17 financial year.
- H) Resources received free of charge increased by \$1.2M due to the MoG changes and the support services provided from DPIRD.
- I) Royalties for Regions (RfR) decreased by \$1.4M due to new funding arrangements from the MoG changes and the transfer of RfR Operational funding to DPIRD in 2017-18 financial year.
- J) Restricted cash and cash equivalent increased by \$246k due to higher carry over of Royalties for Regions projects in 2017-18 financial year.
- K) Receivables decreased by \$38k due to higher taxable purchases at the end of 2016-17 financial year.
- L) Amounts receivable for services decreased by \$19k due to reclassifying the figure to non current assets in 2017-18 financial year.
- M) Other current assets decreased by \$19k due to higher prepayments in 2016-17 financial year.
- N) Amounts receivable for services increased by \$19k due to reclassifying the figure from current assets in 2017-18 financial year.
- O) Property, plant and equipment decreased by \$71k due to depreciation charges for 2017-18 financial year.
- P) Payables decrease by \$23k due to lower taxable invoices to be paid early July 2018.
- Q) Provisions decreased by \$352k due to transfer of leave entitlements to DPIRD.
- R) Provisions decreased by \$84k due to transfer of leave entitlements to DPIRD.
- S) Royalties for Regions (RfR) revenue decreased by \$1.4M due to new funding arrangements from the MoG changes and the transfer of RfR Operational funding to DPIRD in 2017-18 financial year.
- T) Employee benefits payments decreased by \$966k due to the Machinery of Government (MoG) changes and the transfer of the Commission's employees to DPIRD as of 1st July 2017.
- U) Supplies and services payments decreased by \$1.3M due to the transfer of payments to DPIRD.
- V) Accommodation payments decreased by \$94k due to the new funding arrangement from the MoG changes and the transfer of tease from the Commission to DPIRD.
- W) GST payments on purchases decreased by \$157k due to the MoG transition taxable invoices payments transferred from the Commission to DPIRD.
- X) Grants and subsidies payments increased by \$630k due to increased funding for Regional Grants Scheme projects in the 2017-18 financial year.
- Y) Other receipts decreased by \$117k due to higher salaries and wages recoupment received in 2016-17 financial year.
- Z) Purchase of non current assets decreased by \$143k due to asset replacement program being lower in 2017-18 financial year.


STATEMENT OF PERFORMANCE

Certification of Key Performance Indicators for the year ended 30 June 2018

We hereby certify that the key performance indicators are based on proper records, are relevant and appropriate for assisting users to assess the Wheatbelt Development Commission's performance and fairly represent the performance of the Wheatbelt Development Commission for the financial year ended 30 June 2018.



Rebecca Tomkinson
Chair of the Board
3 September 2018



Wendy Newman
Chief Executive Officer
3 September 2018

PERFORMANCE SUMMARY

Report on Operations

Performance information (financial and non-financial) is the subject of a Resource Agreement. An annual client survey and financial analysis are used to measure performance.

Relationships to Government Goals

Government Goal: Stronger Focus on the Regions

Greater focus on service delivery, infrastructure investment and economic development to improve the overall quality of life in remote and regional areas.

Key Performance Indicators

Outcome: The benefits from sustainable development consistent with the expectations of the regional community flow to the people of the Wheatbelt.

The annual client survey is derived from all Wheatbelt Development Commission contacts through the whole month of May each year. Each year the three core questions are surveyed;

- Activities promote sustainable development
- Activities lead to benefits for the people
- Activities are appropriate to community needs

In relation to overall performance, there has been no significant change to the actual performance compared to 2016/17, with Strongly Agree and Agree both collectively sitting at 88% in 2017/18 and 90% in 2016/17.

Customer satisfaction survey	Target 2017/18	Actual 2017/18	Variation	Actual 2016/17	Actual 2015/16	Actual 2014/15
Sample size	130	95		99	105	90
Strongly agree	32%	28%	←4%	34%	31%	22%
Agree	62%	60%	←2%	56%	63%	60%
Neither agree nor disagree	1%	5%	4%→	4%	3%	1%
Disagree	1%	2%	1%→	2%	1%	4%
Strongly disagree	1%	2%	1%→	2%	0%	1%
Don't know/No Response	3%	2%	←1%	2%	2%	12%

From 119 Clients asked to participate in the annual client survey, 95 responded (80% response rate). The Commission has again performed well against its three performance indicators.

There has been small fall in activities *of the Commission*;

- promotes sustainable development (down 6 percentage points)
- lead to benefits for the people of the Wheatbelt (down 3 percentage points)
- undertaking activities which are appropriate to the communities' needs (down one percentage point).

Key Efficiency Indicators

All of the Wheatbelt Development Commission's core activities contribute to two services:

Information and Promotion Services

The provision of timely and accurate information to meet client need in developing the Wheatbelt region through identification and promotion of the comparative advantages of the Region, the diversification of industry and businesses, and by providing a central point for information and assistance.

Facilitation Services

The provision of assistance, support and encouragement to clients, based around identified regional opportunities. Central to this service are activities that relate to the facilitation of the upgrading of infrastructure, provide encouragement and support to the development of new industries and facilitate the intensification, expansion and diversification of existing Industries.

The Wheatbelt Development Commission uses cost per hour of service as its efficiency indicator, calculated separately for each service.

Service 1: Information and Promotion	Target	Actual 2017/18	Variation to Target	Actual 2016/17	Actual 2015/16	Actual 2014/15
Average cost p/hr of regional development service	\$118.00	\$100.83	←\$17.17	\$132.81	\$123.51	\$125.96
Average cost per program of grants conveyed	\$22,387	\$113,757	→\$91,370	\$18,936	\$27,941	\$43,995

Service 2: Facilitation	Target	Actual 2017/18	Variation to Target	Actual 2016/17	Actual 2015/16	Actual 2014/15
Average cost p/hr of regional development service	\$95.00	\$87.73	←\$7.27	\$119.38	\$112.68	\$106.70
Average cost per program of grants conveyed	\$92,220	\$43,964	←\$48,256	\$67,439	\$63,140	\$43,588

Comparison to Target

The decrease in cost per hour of service delivery in Service 1; Information and Promotion and Service 2; Facilitation Services is due to an overall decrease in the total cost of services by the Commission.

Cost per program of grants conveyed for Information and Promotion is over target due to the number grants being more orientated towards facilitating projects rather than providing information services.

Cost per program of grants conveyed for Facilitation Services is less than target, representing the number of actual projects delivered being more than estimated.

Comparison between 2017/18 and 2016/17

There was a decrease in cost per hour for Information & Promotion Services of \$31.98 per hour and \$31.65 per hour for Facilitation Services.

The decrease in cost per hour of service delivery in Service 1; Information & Promotion is due in part to an increase in hours by project and support staff in administering the Royalties for Regions Program, combined with the number of grants being more orientated towards facilitating projects rather than providing information services.

The decrease in cost per hour of service delivery in Service 2; Facilitation Services is due to the number of grants being more orientated towards the facilitation of projects.

BOARD AND COMMITTEE REMUNERATION

Wheatbelt Development Commission Board

Position	Name	Type of Remuneration	Period of Membership	Gross / Actual Remuneration 2017-18 Financial Year
Chair	Ms Rebecca Tomkinson	Sitting fee	9 months	\$39,375
Chair	Mr Tim Shackleton	Stipend	3 months	\$7,875
Deputy Chair	Ms Karin Day	Sitting fee & Stipend	6 months	\$2,553
Member & Deputy Chair	Mr David Lantzke	Sitting fee and Stipend	12 months	\$7,016
Member	Ms Valerie Ammon	Sitting fee	3 months	\$2,063
Member	Mr Ross Ainsworth	Sitting fee	12 months	\$4,100
Member	Mr Graham Cooper	Sitting fee	12 months	\$4,100
Member	Ms Heidi Cowcher	Sitting fee	12 months	\$4,722
Member	Ms Julie Flockart	Sitting fee	5 months	\$2,672
Member	Ms Leslee Holmes	Sitting fee	10 months	\$3,075
Member	Ms Carmel Ross	Sitting fee	6 months	\$2,269

Avon Park Industrial Park Advisory Board

Position	Name	Type of Remuneration	Period of Membership	Gross / Actual Remuneration 2017-18 Financial Year
Chair	Mr (Paul) Gregson Tomlinson	Sitting fees	12 months	\$474
Deputy Chair	Mr Simon Northey	Sitting fees	12 months	\$196
Member	Mr Randle Beavis	Sitting fees	12 months	\$165

Employment and Industrial Relations

Staff Profile

Due to Machinery of Government changes, the Commission's employees excluding the Chief Executive Officer were transferred to DPIRD effective 1 July 2017. The Commission by way of 'Resources received free of charge' were provided with resources to deliver the 2017-18 Business Plan. Employees transferred to DPIRD are included in the DPIRD Annual Report for 2017-18. The Commission relocated to government owned premises in June 2018.

	2017-18	2016-17
Full-time permanent	1.0	7.0
Full-time contract	0	6.0
Part-time measured on an FTE basis	0	2.0
On secondment	0	1.0
	1.0	16.0

OTHER FINANCIAL DISCLOSURES

In accordance with Treasurer's Instruction 953, the Annual Estimates for the 2019 year are hereby included in the 2018 Annual Report. These Estimates do not form part of the 2018 financial statements and are not subject to audit.

Wheatbelt Regional Development Commission 2018/19 S40 SUBMISSION Statement of Comprehensive Income	
	2018/19
	Estimate \$'000
COST OF SERVICES	
Expenses	
Employee benefits expense	252
Supplies and services	213
Depreciation and amortisation expense	86
Finance costs	
Accommodation expenses	
Grants and subsidies	236
Cost of Sales	
Loss on disposal of non-current assets	
Other expenses	31
Total Cost of Services	818
Income	
Revenue	
User charges and fees	
Sales	
Commonwealth grants and contributions	
Interest revenue	
Other revenue	
Total Revenue	0
Gains	
Gain on disposal of non-current assets	
Other gains	
Total Gains	0
Total income other than income from State Government	0
NET COST OF SERVICES	818
INCOME FROM STATE GOVERNMENT	
Service Appropriation	227
Liabilities assumed	
Assets transferred	
Services received free of charge	
Royalties for regions fund	505
Total income from State Government	732
SURPLUS (DEFICIT) FOR THE PERIOD	(86)
OTHER COMPREHENSIVE INCOME	
Changes in asset revaluation reserve	
Gains/(losses) recognised directly in equity	
TOTAL COMPREHENSIVE INCOME FOR THE PERIOD	(86)

Wheatbelt Regional Development Commission 2018/19 S40 SUBMISSION Statement of Financial Position	
	2018/19
	Estimate \$'000
ASSETS	
Current Assets	
Cash and cash equivalents	50
Restricted cash and cash equivalents	513
Inventories	
Receivables	
Amounts receivable for services	
Other current assets	
Non-current assets classified as held for sale	
Total Current Assets	563
Non-Current Assets	
Inventories	
Receivables	
Amounts receivable for services	
Property, plant and equipment	152
Infrastructure	
Intangible assets	
Other non-current assets	
Total Non-Current Assets	152
TOTAL ASSETS	715
LIABILITIES	
Current Liabilities	
Payables	
Borrowings	
Amounts due to the Treasurer	
Provisions	34
Other current liabilities	
Liabilities directly associated with non-current assets classified as held for sale	
Total Current Liabilities	34
Non-Current Liabilities	
Payables	
Borrowings	
Provisions	
Other non-current liabilities	
Total Non-Current Liabilities	0
TOTAL LIABILITIES	34
NET ASSETS	682
EQUITY	
Contributed Equity	
Reserves	
Accumulated surplus/(deficiency)	682
TOTAL EQUITY	682

Wheatbelt Regional Development Commission 2018/19 S40 SUBMISSION Statement of Cashflow	
	2018/19
	Estimate \$'000
CASH FLOWS FROM STATE GOVERNMENT	
Service appropriation	227
Capital appropriation	
Holding account drawdown	
Royalties for Regions Fund	505
Net cash provided by State Government	732
CASH FLOWS FROM OPERATING ACTIVITIES	
Payments	
Employee benefits	(252)
Supplies and services	(213)
Finance costs	
Accommodation	
Grants and subsidies	(236)
GST payments on purchases	
GST payments to taxation authority	
Other payments	(31)
Receipts	
Sale of goods and services	
User charges and fees	
Commonwealth grants and contributions	
Interest received	
GST receipts on sales	
GST receipts from taxation authority	
Other receipts	
Net cash provided by/(used in) operating activities	(732)
CASH FLOWS FROM INVESTING ACTIVITIES	
Payment	
Purchase of non-current physical assets	
Receipts	
Proceeds from sale of non-current physical assets	
Net cash provided by/(used in) investing activities	0
CASH FLOWS FROM FINANCING ACTIVITIES	
Payments	
Repayment of borrowings	
Other repayments	
Receipts	
Proceeds from borrowings	
Other proceeds	
Net cash provided by/(used in) financing activities	0
Net increase/(decrease) in cash held and cash equivalents	0
Cash and cash equivalents at the beginning of the period	563
CASH AND CASH EQUIVALENTS AT THE END OF THE PERIOD	563

OTHER LEGAL REQUIREMENTS

Advertising

In compliance with section 175ZE of the Electoral Act 1907, the Commission is required to report on expenditure incurred during the financial year in relation to advertising agencies, market research organisations, polling organisations, direct mail organisations and media advertising organisations.

The following expenditures were incurred (inclusive of GST):

<i>Expenditure with Advertising Agencies</i>	
Class Total	<i>Nil</i>
<i>Expenditure with Market Research Agencies</i>	
Advantage Communications & Marketing Pty Ltd	\$2,145
Class Total	\$2,145
<i>Expenditure with Polling Agencies</i>	
<i>Expenditure with Direct Mail Agencies</i>	
<i>Expenditure with Media Advertising Agencies</i>	
Heartlands WA	\$2,467
Other minor publications	<i>Nil</i>
Class Total	\$2,467
TOTAL EXPENDITURE	\$4,612

Disability Access and Inclusion Plan Outcomes

The Commission has updated and re-approved the Disability Access and Inclusion Plan for 2017- 2022. This Plan has the primary focus of improving access to the Commission's services, facilities and information.

- Existing functions, facilities and services are adapted to meet the needs of people with disabilities;
- All information produced by the Commission is available in alternative formats, large print and computer CD, upon request; and
- The Commission's website and online marketing is progressing towards compliance with Public Sector Commission policy.

Access to Buildings and Facilities

The Commission holds meetings in its own offices. The Commission covers 42 local government authorities and in excess of 200 communities. Many meetings are held at shire offices and halls, which have disabled facilities.

The Commission remains adaptable in responding to barriers experienced by people with disabilities and during the reporting period, lack of access required the Commission to make arrangements to meet people with disabilities at premises that conform.

Information about functions, facilities and services is provided in a format which meets the communication needs of people with disabilities.

All functions are arranged with consideration to access for the disabled. The Commission has a policy on communicating in plain English with customers. Staff awareness of the needs of people with disabilities and skills in delivering services is improved. All staff have participated in disability awareness training.

Opportunities are provided for people with disabilities to participate in public consultations, grievance mechanisms and decision-making processes.

Human Resource Management Standards

The Commission is fully compliant with the Public Sector Standards in Human Resource Management. The standards are applied rigorously across all specified areas of human resource management where those activities are undertaken.

No instances of transfer, redeployment, discipline, termination or grievance resolution breaches were encountered during 2017/2018.

As a small agency, the Commission encounters a limited number of human resources events that require application of the Standards, and the same person manages each such event. This structure facilitates application of the Standards to each individual event.

Claims for Breaches of the Standards – Nil


Public Sector Standards and Code of Ethics

- The Commission has complied fully with the ‘Public Sector Standards, Code of Conduct and Code of Ethics’. The following is an overview of the Commission’s activities with respect to compliance with Public Sector Standards and Ethical Codes:
- Compliance has been monitored throughout the year through a process of quality assurance decisions relating to recruitment, selection and employment.
 - The Commission has developed ‘Code of Conduct’ policies for both Staff and Board members of the Commission which incorporate the Public Sector’s ‘Code of Ethics’.
 - Guidelines and procedures to ensure compliance with the Public Sector Standards, including a code of conduct are provided to all staff on the commencement of their employment, as part of the Commission’s induction package.
 - The review of the Commission’s ‘Code of Conduct’ is conducted annually.
 - The Chief Executive Officer and Board have undertaken Ethical Decision Making Training.
 - The Commission views the principles embodied in the ‘Public Sector Standards, Code of Conduct and Code of Ethics’ as paramount and as such they are reflected in the management processes practised by the agency.
 - The Commission did not receive any complaints relating to its compliance with the ‘Public Sector Standards, Code of Conduct and Code of Ethics’ during 2016/2017.
 - Development and/or review of a comprehensive range of human resource policies.
 - Development of stakeholder/customer complaint policy for the Commission.

Compliance with Public Sector Management Act Section 31(1)

1. In the administration of the Commission, I have complied with the Public Sector Standards in Human Resource Management, the Western Australian Public Sector Code of Ethics and our Code of Conduct.
2. I have put in place procedures designed to ensure such compliance and conducted appropriate internal assessments to satisfy myself that the statement made in 1 is correct.
3. The applications made for breach of standards review and the corresponding outcomes for the reporting period are:

Number Lodged:	Nil
Number of breaches found, including details of multiple breaches per application:	Nil
Number still under review:	Nil



Wendy Newman
Chief Executive Officer

The Commission is required to comply with the State Records Act 2000. In accordance with the State Records Act 2000, a Record Keeping Plan is being developed, consistent with the principles defined by the State Records Commission.

The Commission does not have a formal record keeping training program due to the small number of staff and the geographically diverse nature of the office locations. Training in record keeping practices is given to new employees at the earliest practical opportunity, with a preference for onsite training at the office that is the employee's usual base. Training for existing employees is provided as required, for example, during implementation of new technology or systems.

The effectiveness of record keeping practices is continuously monitored with site visits to offices conducted regularly. An induction program for new staff addresses the responsibilities of the Commission and its employees with regard to compliance in a number of areas, including record keeping practices and expectations. Each new employee receives an induction package containing a copy of the Commission's Document Handling Guidelines and file plan.

Policies related to record keeping and computer management are reviewed biennially and updated, if required, in line with current operational and compliance requirements. In March 2018, as a result of the Machinery of Government process, the Commission transferred its Record Keeping function to the Department of Primary Industries and Regional Development.

Freedom of Information

The Commission maintains a range of documents relating to its business activities in both hard copy and electronic form. Documents covering the business activities of administrative processes and procedures, corporate services, grant funding management, Board functions and project work are kept in accordance with the State Records Act 2000. Publications such as reports, fact sheets and promotional material are also produced by the Commission.

The Commission does not charge for brochures and publications. No charge is levied on requests for information that are simple to service, although the Commission does reserve the right to recoup costs if a request requires significant resources to satisfy.

The Commission has a policy of providing personal information to employees and former staff when requested through the proper channels.

Applications for information not normally provided publicly or posted on the web site can be made under the provisions of the Freedom of Information Act 1992, for which the standard \$30.00 charge applies. The Commission received no Freedom of Information requests during the year. The contact details of the Freedom of Information Officer are as follows:

Corporate Services Officer
Wheatbelt Development Commission
PO Box 250, NORTHAM WA 6401

Occupational Health and Safety

The Commission is committed to the principles of Occupational Health and Safety and Injury Management.

The Commission has adopted the Code of Practice: Occupational Safety and Health in the Western Australian Public Sector (the 'Code') and has in place an Injury Management System together with a Return to Work Program.

The Code of Practice and Injury Management System forms part of the Commission's induction package for all new and existing employees. Presently, any changes to the above are communicated to all staff.

The Commission, being a small statutory authority, communicates with its employees by way of regular meetings, phone contact and emails, if there are any changes to legislation or policy as they occur. To date there have been no reported incidents, however the mechanism is in place should one occur.

The Commission has one employee who has completed the Occupational Safety and Health training course and acts as the Commission's representative on all related matters.

Periodic reviews of the workplace are conducted to ascertain any hazards. Should any issues be identified in the interim they are addressed quickly. An incident book is located centrally for staff to identify and report any possible hazardous situations. It is planned to have an independent assessment of the Commission's Occupational Health and Safety management system by an external accredited assessor in 2018/2019. As part of the review process, all electrical connections have been assessed by a qualified external assessor and all cords have been tagged appropriately. This process is ongoing and will be carried out annually.

Statement of Compliance

As stated above, the Commission has adopted the Code of Practice: Occupational Safety and Health in the Western Australian Public Sector (the 'Code') and has in place an Injury Management System together with a Return to Work Program. These are in accordance with the Worker's Compensation and Injury Management Act 1981.

Report of Annual Performance 2016/2017

Indicator	Target 2017'18	Actual 2017'18
Number of Fatalities	Zero (0)	Zero (0)
Lost time injury/diseases (LTI/D) incidence rate	Zero (0)	Zero (0)
Lost time injury severity rate	Zero (0)	Zero (0)
Percentage of injured workers returned to work within 28 weeks		100%
Percentage of managers trained in occupational safety, health and injury management responsibilities	Greater than or equal to 50%	33%

Flexible Working Arrangements

The Commission is committed to providing a working environment that takes into consideration the needs of employees and their families. The approach taken by the Commission is to provide flexible working arrangements that include the opportunity for employees to adjust their working hours through the use of flexi-time and to work from home.

Ministerial Directives

No Ministerial Directives were received during the financial year.

Evaluations

No formal program evaluations were undertaken during the 2017-2018 financial year.

Unauthorised Use of Credit Cards

Officers of the Commission hold corporate credit cards where their functions warrant usage of this facility. Credit Card statements are reviewed by the Board bi-monthly.

For the year ended 30 June 2018, there were no instances of any personal use on the credit cards.

Aggregate amount of personal use expenditure for the reporting period	\$0
Aggregate amount of personal use expenditure settled by the due date (within 5 working days)	\$0
Aggregate amount of personal use expenditure settled after the period (after 5 working days)	\$0
Aggregate amount of personal use expenditure outstanding at balance date	\$0
Number of referrals for disciplinary action instigated by the Commission during the reporting period	\$0



Art mural Moora Youth Centre part of
the Moora Speedway WRGS Project.



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