



APPENDICES

PART B

ORDINARY MEETING

To Be Held

Wednesday, 21 November 2018
Commencing at 5.00pm

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

This document is available in alternative formats such as:
~ Large Print
~ Electronic Format [disk or emailed]
Upon request.

APPLICATION FOR RATES EXEMPTION

Local Government Act 1995 – Section 6.26

Privacy

The personal information collected on this form will only be used by the **Shire of Dardanup** for the sole purpose of providing requested and related services. Information will be stored securely by us will not be disclosed to any third parties without your express written consent.

SHIRE OF DARDANUP
PO BOX 7016
EATON WA 6232

ABN 57 305 829 653

Phone: 08 9724 0000

Fax: 08 9724 0091

Email :

records@dardanup.wa.gov.au

Website : www.dardanup.wa.gov.au

This application form is to be used by organisations seeking exemption from rates, pursuant to the provisions of Section 6.26 of the Local Government Act 1995. The application for exemption will be checked based on the information you have provided, and you will be advised of the outcome in due course. Please attach any additional documents requested, as failure to do so may result in the application being refused.

Please note that where exemption from rates is approved, the property will still be subject to the Emergency Services Levy and any other service fees or charges, if applicable, such as rubbish collection charges. All properties which are granted exemption from rates are subject to periodic reviews to ensure continued approval.

Instructions: Please print clearly in the spaces provided.

1. PROPERTY ADDRESS DETAILS

Street address

Refer attached: Schedule of Properties – Access Housing Owned

Suburb

Rates Assessment Number (if known)

2. WHAT IS THE CURRENT USE OF THE PROPERTY? Please provide full details:

Community Housing for subsidised accommodation for the relief of poverty or distress for people in need

3. PROPERTY OWNER DETAILS

Organisation:	Access Housing Australia Ltd		
Property Owner: if different to above	As above		
Postal Address:	PO Box 105 Burswood WA 6100		
Telephone:	9430 0913	Postcode:	6100
Mobile:	0419 38 054	Facsimile:	
E-mail:	duane.moroney@accesshousing.org.au		

4. APPLICANT DETAILS

Contact Person:	Duane Moroney		
Position Title:	General Manager Property Assets		
Postal Address:	PO Box 105 Burswood		
Telephone:	9430 0913	Postcode:	6100
Mobile:	0419 382 054	Facsimile:	
E-mail:	duane.moroney@accesshousing.org.au		

5. ORGANISATION INFORMATION

Is/does the organisation: An incorporated body as per the Associations Incorporations Act 1987 (WA)? <i>If yes, provide a Certificate of Incorporation</i>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Considered "not for profit"?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Have a tax exemption from the Australian Tax Office (ATO)? <i>If yes, provide a certificate of tax exemption from the ATO</i>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Leasing the property? <i>If yes, provide a copy of the lease and confirm if the lessee is responsible for payment of the rates</i>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Have planning approval for the land use of the property? <i>A site inspection may be required before the application is processed</i>	Yes	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>

6. DOCUMENTATION REQUIREMENTS

Please provide a copy of (in addition to those specified in Section 4):

- Organisation's Constitution
- Written statement outlining the nature of the Organisation's operations.

It should include the following details:

- Use and occupancy of the property
- Type of service provided (e.g. food, accommodation etc)
- Frequency of service provision (e.g. full-time, daily, weekly etc)
- Whether payment is received for the service

A plan of the property, showing all buildings and outbuildings

OR

A floor plan of the leased property area, if only part of the property is the subject of this application

A Copy of the current years audited financial statements for the Organisation
(If this exemption applies to only a portion of land owned by this Organisation, provide the relevant statements for the land this application applies to.)

7. AUTHORISATION

By signing this application, I hereby certify that the information provided is true and correct to the best of my knowledge.

Name:	Duane Moroney		
Position:	General Manager Property Assets		
Organisation:	Access Housing Australia Ltd		
Signature: of CEO / Trustee		Date:	26 / 6 / 2018

Schedule of Properties - Shire of Dardanup - Access Housing Owned									
LGA	Unit	Number	Street	Suburb	Title	Program	Control	Rent F/night	Owner
Dardanup (WA)	23	76	Blue Wren Drive	Eaton	2810/195	CH	Self	\$434.94	Access Housing
Dardanup (WA)	6	76	Blue Wren Drive	Eaton	2810/178	CH	Self	\$334.26	Access Housing
Dardanup (WA)	22	76	Blue Wren Drive	Eaton	2810/194	CH	Self	\$335.06	Access Housing
Dardanup (WA)	7	76	Blue Wren Drive	Eaton	2810/179	CH	Self	\$398.46	Access Housing
Dardanup (WA)	1	11	Trusty Place	DARDANUP	2085/479	CH	Self	\$171.92	Access Housing
Dardanup (WA)	3	11	Trusty Place	DARDANUP	2085/479	CH	Self	\$334.26	Access Housing
Dardanup (WA)	4	11	Trusty Place	DARDANUP	2085/479	CH	Self	\$334.26	Access Housing
Dardanup (WA)	5	11	Trusty Place	DARDANUP	2085/479	CH	Self	\$334.26	Access Housing
Dardanup (WA)	10	11	Trusty Place	DARDANUP	2085/479	CH	Self	\$429.24	Access Housing
Dardanup (WA)	6	11	Trusty Place	DARDANUP	2085/479	CH	Self	\$334.26	Access Housing
Dardanup (WA)	2	11	Trusty Place	DARDANUP	2085/479	CH	Self	\$344.58	Access Housing

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Program	
Community Housing (CH)	Subsidised rental housing for Eligible Persons on very low, to low to moderate incomes
	Disability Independent Living Units
Community Disability Housing Program (CDHP)	Transitional Housing and Support Program managed by the Drug and Alcohol Office
	Housing for people with mental health support needs through the Independent Living Program (ILP), Independent Supported Accommodation (ISA) or Mental Health Housing Strategy
Crisis Accommodation Program (CAP)	Short to medium term crisis accommodation for people who are homeless or at risk of homelessness

27 June 2018

Shire of Dardanup

Via: email

records@dardanup.wa.gov.au

Attention: Rates Department

Dear Sir / Madam

Re: Rates Exemption

Access Housing Australia Ltd seeks a Rates Exemption under the Local Government Act 1995 – Section 6.26 for properties used for the purpose of Community Housing owned by Access Housing Australia Ltd.

Access Housing are a Not for Profit Community Housing Organisation, a registered Charity and Public Benevolent Institution. We are one of WA's largest non-government social housing tenancy / property managers, with more than 1,800 properties across the Perth metropolitan area and Peel and South West regions under management. Our tenants include seniors, people living with a disability or mental health illness, families and singles.

As a not-for-profit organisation, Access Housing reinvests any profits made through our core business into servicing our property portfolio, developing and purchasing additional affordable homes and funding programs to support tenants to access education, training and employment options to increase financial resilience and break welfare dependency. This approach allows the company to facilitate pathways into and out of the social housing system for current and prospective tenants while also providing a high quality, customer focused service.

The following documents are submitted:

1. Application for Rates Exemption
2. Schedule of Properties:
 - a. Address
 - b. Certificate of title reference
 - c. Program
 - d. Control
 - e. Rent received per fortnight from tenant
 - f. Owner
3. Certificate of Incorporation
4. Certificate of Tax Exemption
5. Constitution
6. 2 years audited financial statements
7. Statutory Declaration

The properties are utilised for a number of programs for subsidised accommodation for the relief of poverty or distress for people in need, including, but not limited to:

- Community Housing (CH)
 - Subsidised rental housing for Eligible Persons on very low or low to moderate incomes

Head Office

Level 7, 25 Rowd Ave
Riverside WA 6107
PO Box 105
Burswood WA 6100
P (08) 9450 0200
F (08) 9430 5567
E info@accesshousing.org.au
ABN 67 128 888 157

Peel Office

4 Stevenson St
PO Box 1200
Mandurah WA 6210
P (08) 9534 0400
F (08) 9583 5173
E mandurah@accesshousing.org.au
accesshousing.org.au

South West Office

1st Floor, 25 Victoria St
PO Box 1539
Bunbury WA 6250
P (08) 9722 7200
F (08) 9721 7222
E bunbury@accesshousing.org.au
info@accesshousing.org.au

- Community Disability Housing Program (CDHP)
 - Disability Independent Living Units
 - Transitional Housing and Support Program managed by the Drug and Alcohol Office
 - Housing for people with mental health support needs through the Independent Living Program (ILP), Independent Supported Accommodation (ISA) or Mental Health Housing Strategy
- Crisis Accommodation Program (CAP)
 - Crisis accommodation for people who are homeless or at risk of homelessness

Access Housing lease these properties to tenants deemed eligible by the Housing Authority and are sourced from the Housing Authorities Joint Wait List. Lease payments are calculated based on 25% to 30% of the primary tenant's eligible assessable income to a maximum of 74.9% of market rental values.

Due to privacy issues, we are not able to provide a copy of the lease agreements between Access Housing and the tenant. The rental amount is included within the Schedule of Properties for reference and where a nil amount is shown, are currently vacant pending allocation.

Access Housing also lease properties from the Housing Authority for Community Housing purposes within your boundaries. These properties are located within complexes on a single title where we only lease and manage a portion and the Housing Authority manages the balance. We are calculating the proportional area of these properties within each complex to enable the Valuer General to calculate the GRV and these will be submitted under a separate application in the near future.

We look forward to your favourable response and should you have any queries please do not hesitate to contact me at any time.

Yours sincerely,



Duane Moroney
General Manager Property Assets
M: 041 938 2054
E: duane.moroney@accesshousing.org.au

APPLICATION FOR RATES EXEMPTION

Local Government Act 1995 – Section 6.26

Privacy

The personal information collected on this form will only be used by the **Shire of Dardanup** for the sole purpose of providing requested and related services. Information will be stored securely by us will not be disclosed to any third parties without your express written consent.

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Please note that where exemption from rates is approved, the property will still be subject to the Emergency Services Levy and any other service fees or charges, if applicable, such as rubbish collection charges. All properties which are granted exemption from rates are subject to periodic reviews to ensure continued approval.

Instructions: Please print clearly in the spaces provided.

1. PROPERTY ADDRESS DETAILS

Street address

Refer attached "*Schedule of Properties within complexes not fully*

Suburb

managed by Access Housing - Leased from Housing Authority"

Rates Assessment Number (if known)

2. WHAT IS THE CURRENT USE OF THE PROPERTY? Please provide full details:

Community Housing for subsidised accommodation for the relief of poverty or distress for people in need

3. PROPERTY OWNER DETAILS

Organisation:	Access Housing Australia Ltd		
Property Owner: if different to above	Housing Authority		
Postal Address:	C/- Access Housing - PO Box 105 Burswood WA 6100		
Telephone:	9430 0913	Postcode:	6100
Mobile:	0419 38 054	Facsimile:	
E-mail:	duane.moroney@accesshousing.org.au		

4. APPLICANT DETAILS

Contact Person:	Duane Moroney		
Position Title:	General Manager Property Assets		
Postal Address:	PO Box 105 Burswood		
Telephone:	9430 0913	Postcode:	6100
Mobile:	0419 382 054	Facsimile:	
E-mail:	duane.moroney@accesshousing.org.au		

5. ORGANISATION INFORMATION

Is/does the organisation: Yes No
 An incorporated body as per the Associations Incorporations Act 1987 (WA)?
If yes, provide a Certificate of Incorporation

Considered "not for profit"? Yes No

Have a tax exemption from the Australian Tax Office (ATO)? Yes No
If yes, provide a certificate of tax exemption from the ATO

Leasing the property? Yes No
If yes, provide a copy of the lease and confirm if the lessee is responsible for payment of the rates

Have planning approval for the land use of the property? Yes No
A site inspection may be required before the application is processed

6. DOCUMENTATION REQUIREMENTS

Please provide a copy of (in addition to those specified in Section 4):

- Organisation's Constitution
- Written statement outlining the nature of the Organisation's operations.

It should include the following details:

- Use and occupancy of the property
- Type of service provided (e.g. food, accommodation etc)
- Frequency of service provision (e.g. full-time, daily, weekly etc)
- Whether payment is received for the service

A plan of the property, showing all buildings and outbuildings

OR

A floor plan of the leased property area, if only part of the property is the subject of this application

A Copy of the current years audited financial statements for the Organisation
(If this exemption applies to only a portion of land owned by this Organisation, provide the relevant statements for the land this application applies to.)

7. AUTHORISATION

By signing this application, I hereby certify that the information provided is true and correct to the best of my knowledge.

Name:	Duane Moroney		
Position:	General Manager Property Assets		
Organisation:	Access Housing Australia Ltd		
Signature: of CEO / Trustee		Date:	8 / 7 / 2018

(Appendix ORD: 12.9)**Schedule of Properties within complexes not fully managed by Access Housing - Leased from Housing Authority - Shire of Dardanup**

LGA	Unit	Number	Street	Suburb	Title	Program	Control	Rent F/night	Owner
Dardanup (WA)	1	38	Cudliss Street	Eaton	2648/739	CDHP	Managed Lease	\$334.28	Housing Authority
Dardanup (WA)	15	44-48	Hamilton Road	Eaton	2655/81	CH	Managed Lease	\$468.68	Housing Authority

2

Program

Community Housing (CH)	Subsidised rental housing for Eligible Persons on very low, to low to moderate incomes
	Disability Independent Living Units
Community Disability Housing Program (CDHP)	Transitional Housing and Support Program managed by the Drug and Alcohol Office
	Housing for people with mental health support needs through the Independent Living Program (ILP), Independent Supported Accommodation (ISA) or Mental Health Housing Strategy
Crisis Accommodation Program (CAP)	Short to medium term crisis accommodation for people who are homeless or at risk of homelessness

8 July 2018

Shire of Dardanup

Via: email

records@dardanup.wa.gov.au

Attention: Rates department

Dear Sir / Madam

Re: Rates Exemption

Access Housing Australia Ltd seeks a Rates Exemption under the Local Government Act 1995 – Section 6.26 for properties used for Community Housing purposes. This application relates to properties which Access Housing lease from the Housing Authority and are only a portion of the properties on a single titled complex owned by the Housing Authority, of which they manage the balance not leased by Access Housing.

Access Housing are a Not for Profit Community Housing Organisation, a registered Charity and Public Benevolent Institution. We are one of WA's largest non-government social housing tenancy / property managers, with more than 1,800 properties across the Perth metropolitan area and Peel and South West regions under management. Our tenants include seniors, people living with a disability or mental health illness, families and singles.

As a not-for-profit organisation, Access Housing reinvests any profits made through our core business into servicing our property portfolio, developing and purchasing additional affordable homes and funding programs to support tenants to access education, training and employment options to increase financial resilience and break welfare dependency. This approach allows the company to facilitate pathways into and out of the social housing system for current and prospective tenants while also providing a high quality, customer focused service.

The following documents are submitted:

1. Application for Rates Exemption
2. Schedule of Properties:
 - a. Address
 - b. Certificate of title reference
 - c. Program
 - d. Control (Managed Lease from Housing Authority)
 - e. Rent received per fortnight from tenant
 - f. Owner (Housing Authority)
3. Certificate of Incorporation
4. Certificate of Tax Exemption
5. Constitution
6. 2 years audited financial statements
7. Statutory Declarations

We have contacted the Valuer Generals Office (VGO) (Adrian Sampey 9273 9080) in relation to the GRV calculation methodology for our leased properties only. The VGO determines each properties GRV irrespective of whether contained on its own title or where there are multiple dwellings on a title, with the aggregate value

Head Office

Level 7, 25 Rivier Ave
Riverside WA 6103
PO Box 105
Burswood WA 6100
P (08) 9430 0900
F (08) 9430 5583
E info@accesshousing.org.au
ABN 67 128 888 157

Peel Office

4 Stevenson St
PO Box 1200
Mandurah WA 6210
P (08) 9554 0400
F (08) 9583 5173
E mandurah@accesshousing.org.au
accesshousing.org.au

South West Office

1st Floor, 25 Victoria St
PO Box 1559
Bunbury WA 6230
P (08) 9722 7200
F (08) 9721 7202
E bunbury@accesshousing.org.au
info@accesshousing.org.au

only advised to the LGA's for rates calculation purposes. Based on this advice, the LGA can obtain the GRV from the VGO and calculate the rates for the properties for which this exemption request applies.

The properties are utilised for a number of programs for subsidised accommodation for the relief of poverty or distress for people in need, including, but not limited to:

- Community Housing (CH)
 - Subsidised rental housing for Eligible Persons on very low or low to moderate incomes

- Community Disability Housing Program (CDHP)
 - Disability Independent Living Units
 - Transitional Housing and Support Program managed by the Drug and Alcohol Office
 - Housing for people with mental health support needs through the Independent Living Program (ILP), Independent Supported Accommodation (ISA) or Mental Health Housing Strategy

- Crisis Accommodation Program (CAP)
 - Crisis accommodation for people who are homeless or at risk of homelessness

Access Housing lease these properties to tenants deemed eligible by the Housing Authority and are sourced from the Housing Authorities Joint Wait List. Lease payments are calculated based on 25% to 30% of the primary tenant's eligible assessable income to a maximum of 74.9% of market rental values.

Due to privacy issues, we are not able to provide a copy of the lease agreements between Access Housing and the tenant. The rental amount is included within the Schedule of Properties for reference and where a nil amount is shown, are currently vacant pending allocation.

Access Housing secures the properties are under multiple confidential individual and master agreements. We propose to provide a statutory declaration executed by the Housing Authority that these properties are leased to Access Housing for the purpose described in lieu of each agreement should we be required.

We look forward to your favourable response and should you have any queries please do not hesitate to contact me at any time.

Yours sincerely,



Duane Moroney
General Manager Property Assets
M: 041 938 2054
E: duane.moroney@accesshousing.org.au

(Appendix ORD: 12.9)

Schedule of Properties within complexes not fully managed by Access Housing - Leased from Housing Authority - Shire of Dardanup

LGA	Unit	Number	Street	Suburb	Title	Program	Control	Rent F/night	Owner
Dardanup (WA)	1	38	Cudliss Street	Eaton	2648/739	CDHP	Managed Lease	\$334.28	Housing Authority
Dardanup (WA)	15	44-48	Hamilton Road	Eaton	2655/81	CH	Managed Lease	\$468.68	Housing Authority

2

Program

Community Housing (CH)	Subsidised rental housing for Eligible Persons on very low, to low to moderate incomes
	Disability Independent Living Units
Community Disability Housing Program (CDHP)	Transitional Housing and Support Program managed by the Drug and Alcohol Office
	Housing for people with mental health support needs through the Independent Living Program (ILP), Independent Supported Accommodation (ISA) or Mental Health Housing Strategy
Crisis Accommodation Program (CAP)	Short to medium term crisis accommodation for people who are homeless or at risk of homelessness

WESTERN AUSTRALIA

OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005

STATUTORY DECLARATION

APPLICATION FOR RATES EXEMPTION UNDER
SECTION 6.26 OF THE LOCAL GOVERNMENT ACT 1995.

STATEMENT OF PROPERTY USE FOR THE YEAR ENDING 30 JUNE 20

(1) Christian name or names and surname of declarant in full (1)
 I Duane Roy Moroney

(2) Address (2)
 of C/- Level 7, 25 Rowe Ave Rivervale WA
 In the State of Western Australia

3) Occupation (3)
 General Manager Property Assets

Sincerely declare as follows:-

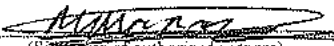
The property located at	Refer attached : "Schedule of Properties - Shire of Dardanup - Access Housing Owned"
is used by	Access Housing Australia Ltd
for the purposes of	Community Housing
Description of the activities the property is used for	Subsidised accommodation for the relief of poverty or distress for people in need
for the period << ___ to ___ >>	or from 1st July 2018 to 30th June 2021

The applicant agrees to advise the Local Government's Rating Services Section as soon as there is ANY change to the purpose/s as stated above.

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005*


Declared at Mandurah

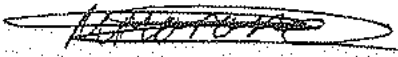
this 26th day of June 20 18

In the presence of 
 (Signature of authorised witness)

Mitchell Zeke Moroney Accountant IPA 215419
 (Name of authorised witness and qualification as such a witness)

(4) Signature of person making the declaration

(4) 



Schedule of Properties - Shire of Dardanup - Access Housing									
LGA	Unit	Number	Street	Suburb	Title	Program	Control	Rent F/night	Owner
Dardanup (WA)	23	76	Blue Wren Drive	Eaton	2810/195	CH	Self	\$434.94	Access Housing
Dardanup (WA)	6	76	Blue Wren Drive	Eaton	2810/178	CH	Self	\$334.26	Access Housing
Dardanup (WA)	22	76	Blue Wren Drive	Eaton	2810/194	CH	Self	\$335.06	Access Housing
Dardanup (WA)	7	76	Blue Wren Drive	Eaton	2810/179	CH	Self	\$398.46	Access Housing
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Program	
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Crisis Accommodation Program (CAP)	Short to medium term crisis accommodation for people who are homeless or at risk of homelessness

[Handwritten signature]

WESTERN AUSTRALIA

OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005

STATUTORY DECLARATION

APPLICATION FOR RATES EXEMPTION UNDER
SECTION 6.26 OF THE LOCAL GOVERNMENT ACT 1995.

STATEMENT OF PROPERTY USE FOR THE YEAR ENDING 30 JUNE 20

(1) Christian name or names and surname of declarant in full (1) I Duane Roy Moroney

(2) Address (2) of C/- Level 7, 25 Rowe Ave Rivervale WA
In the State of Western Australia

(3) Occupation (3) General Manager Property Assets

Sincerely declare as follows:-


	Refer attached "Schedule of Properties within complexes not fully managed by Access Housing - Leased from Housing Authority"
The property located at	
is used by	Access Housing Australia Ltd
for the purposes of	Community Housing
Description of the activities the property is used for	Subsidised accommodation for the relief of poverty or distress for people in need
for the period << ___ to ___ >>	or from 1st July 2018 to 30th June 2021

The applicant agrees to advise the Local Government's Rating Services Section as soon as there is ANY change to the purpose/s as stated above.

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005*


Declared at Mandurah

this 8th day of July 2018

In the presence of 
(Signature of authorised witness)

Mitchell Zeke Moroney Accountant IPA 215419
(Name of authorised witness and qualification as such a witness)

(4) Signature of person making the declaration

(4) 

(Appendix ORD: 12.9)

Schedule of Properties within complexes not fully managed by Access Housing - Leased from Housing Authority - Shire of Dardanup									
LGA	Unit	Number	Street	Suburb	Title	Program	Control	Rent F/night	Owner
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Program	
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Crisis Accommodation Program (CAP)	Short to medium term crisis accommodation for people who are homeless or at risk of homelessness

Rates Exemption Application

Supporting Documentation

1. Certificate of Incorporation
2. Certificate of Tax Exemption
3. Constitution
4. 2 Years audited financial statements

Head Office

Level 7, 25 Rowe Ave
Rivervale WA 6103
PO Box 105
Burswood WA 6100
P (08) 9430 0900
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E info@accesshousing.org.au
ABN 67 128 888 157

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F (08) 9721 7222
E bunbury@accesshousing.org.au
info@accesshousing.org.au

Certificate of Registration of a Company

This is to certify that

ACCESS HOUSING AUSTRALIA LTD

Australian Company Number 128 888 157

is a registered company under the Corporations Act 2001 and
is taken to be registered in Western Australia.

The company is limited by guarantee.

The company is a public company.

The day of commencement of registration is
the twelfth day of December 2007.

Issued by the
Australian Securities and Investments Commission
on this twelfth day of December, 2007.



Anthony Michael D'Aloisio
Chairman



CERTIFICATE



28 March 2008

Notice of endorsement for charity tax concessions

This endorsement notice has been issued to:

Name	ACCESS HOUSING AUSTRALIA LTD
Australian business number	67 128 888 157

ACCESS HOUSING AUSTRALIA LTD, a public benevolent institution, is endorsed to access the following tax concessions from the dates shown:

- Income tax exemption from 12 December 2007 under Subdivision 50-B of the *Income Tax Assessment Act 1997*.
- GST concessions from 12 December 2007 under Division 176 of *A New Tax System (Goods and Services Tax) Act 1999*.
- FBT exemption from 12 December 2007 under section 123C of the *Fringe Benefits Tax Assessment Act 1986*.

Your organisation's endorsement to access charity tax concessions, together with the date or period of effect, is entered in the public register maintained by the Australian Business Registrar at www.abn.business.gov.au

Your organisation must notify the Tax Office in writing if it ceases to be entitled to endorsement.

Michael D'Ascenzo
Commissioner of Taxation and
Registrar of the Australian Business Register

**Corporations Act
Company Limited by Guarantee**

ACCESS HOUSING AUSTRALIA LTD

Constitution

30 July 2014

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Part A – Definitions and Interpretation

1. Definitions and Interpretation

1.1 Definitions

In this Constitution, unless the context otherwise provides:

“**Act**” means the Corporations Act 2001 (Cth);

“**Annual General Meeting**” means the meeting held in accordance with rule 6.2;

“**ASIC**” means the Australian Securities and Investments Commission;

“**Auditor**” means the Auditor of the Company appointed in accordance with rule 12.4;

“**Bankrupt**” means, in relation to a person, the state of being “insolvent under administration” as defined in the Act or having signed an authority under section 188 of the *Bankruptcy Act 1966* (Cth);

“**Board**” includes a meeting of the Directors duly called and constituted at which a quorum shall be present or as the case may be the Directors assembled or represented at such meeting;

“**Chairperson**” means the person appointed under rule 10.7(a);

“**Commissioner**” means the Commissioner of Taxation, a Second Commissioner of Taxation or a Deputy Commissioner of Taxation for the purposes of the ITAA 97;

“**Committee Chairperson**” means the person elected by a committee to be chairperson of the committees meetings in accordance with rule 10.11;

“**Company**” means Access Housing Australia Ltd (ACN 128 888 157);

“**Conflict of Interest**” means a conflict of interest which arises when a personal interest, fiduciary or otherwise, conflicts with, has the potential to conflict with, or is perceived to conflict with, a person's duty as a Director;

“**Constitution**” means this constitution and any amendments or substitutions to it;

“**Corporation**” means any body corporate, whether formed or registered within or outside the State;

“**Director**” means a director for the time being of the Company appointed under rule 8.5;

“**Deductible Gift Recipient**” means a “deductible gift recipient” as defined in the ITAA 97;

“**Deputy Chairperson**” means the person appointed as deputy chairperson under rule 10.7;

“**General Meetings**” means the meetings held in accordance with rule 6.1;

“**Governance Policy**” means the Company's policy from time to time for the governance of the Company;

Housing Authority means the body corporate under the *Housing Act 1980 (WA)*

"ITAA 97" means the *Income Tax Assessment Act 1997 (Cth)*;

"Member" means a person or Corporation admitted to membership of the Company in accordance with this Constitution;

"Objects" means the Company's objects as set out in rule 2.1;

"Officer" has the meaning given to that term in section 9 of the Act and includes every member of the Board;

"Proceedings" mean any proceedings, whether civil or criminal, being proceedings in which it is alleged that the person has done or omitted to do some act, matter or thing in his capacity as an Officer of the Company or of a subsidiary of the Company (including proceedings alleging that he or she was guilty of negligence, default, breach of trust or breach of duty in relation to the Company or a subsidiary of the Company);

"Public Benevolent Institution" means an institution, fund, authority or any other entity that satisfies the definition of a public benevolent institution and is a Deductible Gift Recipient, or is eligible to be endorsed by the Commissioner as a Deductible Gift Recipient, in the form of a public benevolent institution under Division 30 of the ITAA 97;

"Register of Members" means the register of members kept pursuant to Section 169 of the Act;

"Registered Community Housing Organisation" means any community housing organisation that is registered with the Housing Authority under the relevant policies relevant to the provision and management of community housing that are brought into existence or adopted by the Housing Authority as amended from time to time;

"Seal" means the Common Seal of the Company (if any);

"Secretary" means any person appointed to perform the duties of a Secretary of the Company;

"State" means the state or territory of Australia in which the Company is taken to be registered under the Act;

"Surplus Gifts" means, after the satisfaction of all debts and liabilities of the Company, any surplus gifts of money or property for the principal purpose of the Company, and any surplus contributions described in items 7 or 8 of the table in section 30-15 of the ITAA 97 in relation to a fundraising event held for that purpose, and any surplus money received by the Company because of such gifts or contributions.

1.2 Interpretation

In this Constitution, unless the context otherwise provides:

- (a) A reference to a person includes a reference to a company, trust, partnership, incorporated association, organisation and entity.
- (b) Words importing the singular (including defined terms) includes the plural and words importing the plural includes the singular.
- (c) A word importing any gender includes every other gender.

- (d) Words or expressions contained in this Constitution shall be interpreted in accordance with Part 1.2 of the Act as in force as the date this Constitution became binding on the Company.
- (e) General expressions used in this Constitution in connection with powers, discretions or things shall not be limited to or controlled by the particular powers, discretions or things.
- (f) A reference to a statute includes its subordinate legislation and a modification or re-enactment of either.
- (g) Any words and expressions denoting authority or permission shall only be construed as words or expressions of authority merely and shall not be construed as words or expressions denoting directions or compulsory trust.

1.3 Application of the Act

- (a) Subject to rules 1.1 and 1.2:
 - (i) an expression used in a rule that deals with a matter dealt with by a provision of the Act has the same meaning as in that provision; and
 - (ii) an expression used in a rule that has a defined meaning for the purposes of the Act has the same meaning as in the Act.
- (b) To the extent permitted by law, the provisions of this Constitution displace each provision of a section or subsection of the Act that applies (or would apply but for this rule) to the Company.
- (c) The replaceable rules do not apply to the Company except those which operate as mandatory rules for public companies under the Act.

Part B – Objects and Powers

2. Objects and Powers

2.1 Objects

The Objects for which this Company has been established are:

- (a) (i) to provide and manage reasonable quality, secure, affordable housing for people on low to moderate incomes;
- (ii) to provide housing that is community-based through open, informative and responsive interaction with the local community;
- (iii) to help arrange appropriate essential in-home support wherever necessary for tenants with special needs that maximise independence, privacy, safety, community access and assist them to maintain tenancies;
- (iv) to ensure that housing is responsive to existing and emerging local needs;
- (v) to acknowledge the importance of localised service provision in building sustainable communities;
- (vi) to provide opportunities for tenant participation in development, design, management of the housing provided and in the development of the Company;
- (vii) to assist in the alleviation of poverty through the provision of affordable housing;
- (viii) to develop and promote community awareness of housing issues and in particular community housing;
- (ix) to raise government and community awareness about the needs of the homeless, the destitute, the sick and the distressed and to assist and encourage the development of government and community policies, programmes and services which will improve the lifestyle and promote the wellbeing of such people;
- (x) to work with and encourage the State and Federal Governments and local Authorities to develop policies and programmes which will promote the well-being of people and to provide such bodies with the necessary statistical and other information available to the Company to assist in the development of such policies or programmes;
- (xi) to seek funds and assistance from governmental and other sources to achieve a quality range of services for which the Company is established;
- (xii) to provide opportunities for new ways of delivering housing assistance in Western Australia;
- (xiii) to ensure equitable access to affordable housing in Western Australia by eligible tenants across a profile of household and income groupings;
- (xiv) to develop innovative ways of delivering housing and to create and improve linkages and strategic partnerships with other entities towards the growth of quality, affordable housing for people in Western Australia;
- (xv) to act in a manner consistent with that of a public benevolent institution;

- (xvi) maintain an organisational culture that is transparent, accessible and accountable, respectful and inclusive; and
- (xvii) the property and income of the Company shall be applied solely towards the promotion of the objects of the Company and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members, except in good faith in the promotion of those objects, provided that nothing herein shall prevent the payment in good faith of reasonable and proper remuneration to any officer or employee of the Company in return for any services rendered to the Company or expenses incurred on behalf of the Company;

Mental Health Specific Objects:

- (b)
 - (i) to offer community housing options to people who have a mental health diagnosis;
 - (ii) to promote self-sufficiency in people with a mental health diagnosis, their families and the community; and
 - (iii) to offer advice to government and non-government bodies and to promote community living for persons with a mental health diagnosis and the rights of people with a mental health diagnosis to remain in their communities.
- (c) to subscribe to, become a member of and co-operate with any other association or organisation, whether incorporated or not, whose objects are altogether or in part similar to those of the Company provided that the Company shall not subscribe to or support with its funds any association or organisation which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Company under or by virtue of Clause 69 of this Constitution.
- (d) in furtherance of the objects of the Company to buy, sell and deal in all kinds of apparatus, literature and other items required by the members of the Company or persons frequenting the Company's premises, if any.
- (e) to purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real and personal and any rights or privileges which may be requisite for the purposes of, or capable of being conveniently used in connection with, any of the objects of the Company provided that in case the Company shall take or hold any property which may be subject to any trusts the Company shall only deal with the same in such manner as is allowed by law having regard to such trusts.
- (f) to enter into any arrangements with any Government or authority, supreme, municipal, local or otherwise that may seem conducive to the Company's objects or any of them; and to obtain from any such Government or authority any rights, privileges and concessions which the Company thinks it desirable to obtain; and carry out, exercise and comply with any such arrangements, rights privileges and concessions.
- (g) to appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and other persons as may be necessary or convenient for the purposes of the Company.
- (h) to establish and support or aid in the establishment and support of associations, institutions, funds, trusts and conveniences calculated to benefit employees or past employees of the Company or dependents or connections of any such persons; and to grant pensions and allowances; and to make payments towards insurance; and to subscribe or guarantee money for charitable or benevolent objects, or for any public, general or useful object.

- (i) to construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the Company's interests, and to contribute to, subsidise or otherwise assist and take part in the construction, improvement, development, working, management, carrying out, alteration or control thereof.
- (j) to invest and deal with the money of the Company not immediately required in such manner as may be permitted by law for the investment of trust funds.
- (k) to borrow or raise or secure the payment of money in such manner as the Company may think fit and to secure the same or the repayment of performance of any debt liability contract guarantee or other engagement incurred or to be entered into by the Company in any way and in particular by the issue of debentures perpetual or otherwise charged upon all or any of the Company's property (both present and future), and to purchase, redeem or pay off any such securities.
- (l) to take, draw, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments.
- (m) in furtherance of the objects of the Company to sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Company.
- (n) to take or hold mortgages, liens and charges to secure payment of the purchase price or any unpaid balance of the purchase price, of any part of the Company's property of whatsoever kind sold by the Company, or any money due to the Company from purchasers and others;
- (o) to take any gift of property whether subject to any special trust or not, for any one or more of the objects of the Company but subject always to the proviso in paragraph (g) of this Clause 68.
- (p) to take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Company, in the shape of donations, annual subscriptions or otherwise.
- (q) to print and publish any newspapers, periodicals, books or leaflets that the Company may think desirable for the promotion of its objects.
- (r) in furtherance of the objects of the Company to amalgamate with any companies, institutions, societies or associations having objects altogether or in part similar to those of the Company and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as that imposed upon the Company under or by virtue of Clause 69 of this Constitution.
- (s) in furtherance of the objects of the Company to purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one or more of the companies, institutions, societies or associations with which the Company is authorised to amalgamate.
- (t) in furtherance of the objects of the Company to transfer all or any part of the property, assets, liabilities and engagements of the Company to any one or more of the Companies, institutions, societies or associations with which the Company is authorised to amalgamate.
- (u) to make donations for patriotic or charitable purposes.
- (v) to do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Company.

without limiting the generality of the foregoing the Company has the powers set out in the Law.

2.2 Application of the Objects

The Company must operate solely for the purpose of promoting and advancing the Objects. However, the Company is not required to promote each of the Objects at the same time or in any particular order and may, in its absolute discretion, determine the level and amount of promotion, funding or any other support that should be applied to any one or more specific Objects at any given time.

2.3 General Company Powers

For the sole purpose of promoting, advancing and carrying out the Objects, the Company has the power and capacity to do all such acts, deeds and things as a company has capacity and power to do pursuant to the Act including:

- (a) to accept or refuse any gift, endowment or bequest made to or acquired by the Company generally for the Objects or for the purpose of any specific Object and to undertake, execute and carry out any charitable or other trust which may be considered expedient or desirable in the interests of the Company;
- (b) subject to rule 2.4, to transfer all or any part of the property, assets, liabilities and engagements of the Company to any one or more of the Companies, institutions, societies or associations with which the Company is authorised to amalgamate;
- (c) to establish and maintain any number of companies and trusts, each for a specific purpose, consistent with the Objects; and
- (d) to do all such other things as are incidental or conducive to the attainment of the Objects and the exercise of the powers of the Company.

2.4 Power to Amalgamate

Where it furthers the Objects, the Company may amalgamate with any one or more other institutions, organisations or entities, provided that they:

- (a) have similar objects to the Objects;
- (b) are approved by the Commissioner as a Deductible Gift Recipient or as a Public Benevolent Institution; and
- (c) prohibit distribution of its income and property among its members and directors to an extent at least as great as is imposed on the Company by rule 3.

2.5 Constitution to be Read Down

Notwithstanding any other rule of the Constitution and for the avoidance of doubt, inconsistency or uncertainty, the Constitution is to be read down as required to comply with the requirements contained in Division 30-B of the ITAA 97 and the requirements necessary to be endorsed by the Commissioner as a Deductible Gift Recipient.

3. Restrictions on Distribution of Income and Property

- (a) Subject to rule 3(b), the property and income of the Company shall be applied solely towards the promotion of the Objects. No part of the income or property

of the Company shall be paid, transferred or distributed, directly or indirectly, by way of dividend, bonus or otherwise to any Member or Director.

- (b) Rule 3(a) does not prohibit the Company making a payment approved by the Board:
- (i) for out-of-pocket expenses incurred by a Director in performing a duty as a Director of the Company;
 - (ii) for a service rendered to the Company by a Director in a professional or technical capacity, other than in the capacity as a Director of the Company, where:
 - A. the provision of the service has the prior approval of the Board; and
 - B. the amount payable is not more than an amount which commercially would constitute reasonable payment for the services;
 - (iii) in good faith to any Member for goods supplied to the Company in the ordinary and usual course of business;
 - (iv) of reasonable and proper interest on money borrowed from a Member by the Company;
 - (v) of reasonable and proper rent for premises let by any Member to the Company; or
 - (vi) for indemnification of or payment of premiums on contracts of insurance for any Director to the extent permitted by law and the Constitution.
- (c) Any payment under rule 3(b) to a Director however must be approved by unanimous Board resolution passed by those Directors eligible to vote.

Part C – Membership

4. Membership

4.1 Number of Members

The minimum number of Members is one (1) but the Board may from time to time register an increase of Members.

4.2 Members

The person specified in the application for the Company's registration and such other persons as the Board shall admit to membership in accordance with this Constitution shall be Members of the Company.

4.3 Rights of Members

The Member is entitled to:

- (a) receive notices of, to attend, be heard and vote (one vote only on any given resolution) at any General Meeting; and
- (b) a copy of the annual financial report of the Company.

4.4 Directors as Members

Each Director is deemed to be a Member on and from the date of appointment or election as a Director until the date on which the Director ceases to be a Director in accordance with this Constitution.

4.5 Register of Members

Upon appointment of a Member or a Member ceasing to be a Member, the Secretary must update the Register of Members as soon as practicable to reflect the appointment or that person ceasing to be Member.

4.6 Duties of Members

The Members of the Company must:

- (a) act honestly, diligently and with reasonable care;
- (b) act respectfully towards other Members and not engage in personal attacks;
- (c) not behave in a way that significantly interferes with the operation of the Company or of Company meetings;
- (d) advance the Company Objects in accordance with the Constitution and the Act;
- (e) not make improper use of information or opportunities received through being a Member of the Company; and
- (f) not make any public statement on behalf of the Company unless authorised by the Board.

4.7 Member Liability

- (a) The Company is a public company limited by guarantee and accordingly, the liability of the Members is limited.
- (b) Each Member undertakes to contribute an amount not more than \$1.00 to the property of the Company if the Company is wound up while it is a Member or within 1 year after it ceases to be a Member for:
 - (i) payment of the Company's debts and liabilities contracted before the time it ceased to be a Member; and
 - (ii) the costs, charges and expenses of winding up.

5. Cessation of Membership

5.1 Automatic Cessation of Membership

A Member immediately ceases to be a Member of the Company if the Member:

- (a) being an individual:
 - (i) dies;
 - (ii) is or becomes Bankrupt;
 - (iii) is or becomes of unsound mind; or
 - (iv) is or becomes a person whose property is liable to be dealt with in any way under a law relating to mental health;
- (b) being a corporation or association:
 - (i) is wound up; or
 - (ii) is or becomes insolvent;
- (c) ceases to be a Director of the Company;
- (d) resigns as a Member by giving written notice to the Company; or
- (e) is expelled under rule 5.3.

5.2 Resignation

A Member may at any time by giving notice in writing to the Secretary resign his membership of the Company but shall continue to be liable for any moneys due by him to the Company and for which he is liable as a Member of the Company under rule 4.7.

5.3 Conduct Unbecoming

- (a) If any Member:
 - (i) refuses or neglects to comply with the provisions of this Constitution; or

- (ii) is guilty of any conduct which in the opinion of the Board is unbecoming of a Member or prejudicial to the interests of the Company,

the Board shall have power to expel the Member from the Company and remove the Member's name from the Register of Members provided that:

- (iii) at least one week before the meeting of the Board at which a resolution for the Member's expulsion is to be considered, the Member shall have notice of such meeting and what is alleged against the Member and of the intended resolution for the Member's expulsion; and
 - (iv) the Member shall at the Board meeting and before the passing of the resolution to expel the Member, have an opportunity to give an oral or written explanation or defence; or
 - (v) the Member may, by notice in writing lodged with the Secretary at least twenty four (24) hours before the time for holding the meeting at which the resolution for the Member's expulsion is to be considered by the Board, elect to have the question of the Member's expulsion dealt with by the Company in General Meeting and in that event a General Meeting of the Company shall be called for that purpose.
- (b) If at the Board meeting or General Meeting a resolution for the expulsion of the Member is passed by a majority of two-thirds of those present and voting, excluding the Member the subject of the resolution, (such vote to be taken by ballot) the Member shall be expelled and his name removed from the Register of Members.

Part D – General Meetings

6. General Meetings

6.1 General Meetings

A General Meeting shall be held once in every calendar year at such time and place as may be determined by the Board.

6.2 Annual General Meeting

- (a) The Company must hold an Annual General Meeting each year within 5 months after the end of its financial year.
- (b) The Company may apply to ASIC to extend the period of time within which it must hold its Annual General Meeting under rule 6.2(a), provided that the application is made before the expiration of the period mentioned in rule 6.2(a).
- (c) If ASIC grants an extension, the Company must hold its Annual General Meeting within the extended period granted by ASIC.

6.3 Business of Annual General Meeting

The business of an Annual General Meeting may include any of the following, even if not referred to in the notice of meeting:

- (a) confirmation of the minutes of the previous General Meeting, except at the first Annual General Meeting;
- (b) the consideration of the reports that under the Corporations Act are required to be presented at the Annual General Meeting;
- (c) the appointment of Directors;
- (d) the appointment and remuneration of the Directors and the Auditor; and
- (e) asking questions about the management of the Company and asking questions of the Auditor.

6.4 How Convened

- (a) One third of the members of the Board may convene a General Meeting of Members at any time and must convene a General Meeting if required to do so under section 249D of the Act.
- (b) The Members of the Company may convene a General Meeting of Members provided that the requirements in sections 249E or 249F of the Act are satisfied.

6.5 Notice

- (a) Subject to the provision of the Act relating to special resolutions and agreements for shorter notice, at least twenty one (21) days notice of every General Meeting convened under rule 6.4 must be given to:
 - (i) the Members;

- (ii) each Director; and
 - (iii) the Auditor.
- (b) A notice of General Meeting must specify:
- (i) the date, time and place of the meeting;
 - (ii) the general nature of the business to be transacted at the meeting;
 - (iii) if the meeting is to be held at two or more places, the technology that will be used to facilitate the meeting;
 - (iv) any other matters as are required by the Act.
- (c) The Board may extend an invitation to any person, corporation or other entity to sit at a General Meeting, provided that any such invitee is not entitled to vote on matters.

6.6 Waiving Notice

- (a) A person or entity may waive notice of a General Meeting by written notice to the Company or by attendance at the General Meeting.
- (b) The non-receipt of notice of a General Meeting, or a failure to give notice of a General Meeting to any person or entity entitled to receive notice of a General Meeting does not invalidate any act, matter or thing done or resolution passed at the General Meeting if:
- (i) the non-receipt or failure occurred by accident or error;
 - (ii) before or after the meeting, the person or entity has waived or waives notice of that meeting; or
 - (iii) before or after the meeting, the person has notified or notifies the Company of the person's or entity's agreement to that act, matter, thing or resolution by written notice to the Company.

6.7 Postponing or Cancelling a Meeting

The Board may change the venue for, postpone, or cancel a General Meeting, other than a General Meeting which they are required to convene and hold under the Act.

6.8 Ordinary/Special Business

All business transacted at a General Meeting and also all that is transacted at any Annual General Meeting shall be special business except for:

- (a) consideration of the accounts, balance-sheets and reports of the Board and Auditors;
- (b) the election of members of the Board in the place of those retiring; and
- (c) the appointment and fixing of the remuneration of the Auditors.

7. Proceedings at General Meetings

7.1 Quorum

- (a) No business shall be transacted at any General Meeting unless a quorum of Members is present at the time when the meeting proceeds to business.
- (b) The presence of 50% of Members (or 1 Member if there is only 1 Member of the Company) shall constitute a quorum for any General Meeting.
- (c) For the purpose of this rule "Member" includes a person attending as a proxy or as representing a Corporation which is a Member.

7.2 In default of a Quorum

- (a) If a quorum is not present within 30 minutes after the time appointed for a General Meeting:
 - (i) where the meeting was convened by the Board on the request of a Member, the meeting must be dissolved; or
 - (ii) in any other case:
 - A. the meeting stands adjourned to the day, and at the time and place, that the Board decides or, if the Board does not make a decision, to the same day in the next week at the same time and place; and
 - B. if at the adjourned meeting a quorum is not present, the meeting shall again be adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Board may determine. No adjourned meeting can take place without the required quorum in rule 7.1.

7.3 Use of Technology at General Meeting

- (a) The Company may hold a General Meeting at two or more venues using any technology that gives the Members entitled to be heard at a General Meeting, including telephone or other electronic means, a reasonable opportunity to participate.
- (b) The linking together by telephone or other electronic means of the Members to constitute a quorum under rule 7.1 constitutes a General Meeting. All the provisions in the Constitution relating to General Meetings apply, so far as they can and with any necessary changes, to General Meetings by telephone or other electronic means.
- (c) If the Members take part in a General Meeting by telephone or other electronic means the Members are taken to be present in person at the meeting.
- (d) A General Meeting by telephone or other electronic means is taken to be held at the place decided by the Chairperson of the meeting.

7.4 Appointment of a Chairperson

- (a) If the Board has elected one of their number as Chairperson, that person shall preside at every General Meeting of the Company.

- (b) The Deputy Chairperson shall preside at the General Meeting if:
 - (i) there is no Chairperson; or
 - (ii) if the Chairperson is not present within fifteen ten (15) minutes after the time appointed for the holding of the meeting; or
 - (iii) if the Chairperson is unable or unwilling to act.
- (c) If the Deputy Chairperson is not present or is unable or unwilling to act then the Members present shall elect one of their number to be Chairperson of the meeting.

7.5 Adjournment

- (a) The Chairperson of a General Meeting may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (b) When a meeting is adjourned for thirty (30) days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. It is not otherwise necessary to give any notice of an adjournment for the business to be transacted at an adjourned meeting.
- (c) Where a meeting is adjourned, the Board may change the venue for, postpone or cancel the adjourned meeting, unless the meeting was called and arranged to be held under the Act.

7.6 Motion : How Carried

- (a) A resolution put to the vote at any General Meeting shall be decided by the Members on a show of hands unless a poll is demanded under rule 7.7.
- (b) A declaration by a Chairperson that a resolution has on a show of hands been carried or carried unanimously, or by a particular majority, or lost, and an entry to that effect has been made in the book containing the minutes of the proceedings of the Company, shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.

7.7 Effect of a Poll

- (a) A poll may only be demanded by:
 - (i) the Chairperson; or
 - (ii) at least two (2) Members present in person or by proxy.
- (b) The demand for a poll may be withdrawn.
- (c) If a poll is duly demanded, it shall be taken in such manner and either at once or after an interval or adjournment or otherwise as the Chairperson directs.
- (d) The result of the poll shall be the resolution of the meeting at which the poll was demanded but a poll demanded on the election of a Chairperson or on a question of adjournment shall be taken forthwith.

7.8 Auditor's Right to be Heard

The Auditor is entitled to be heard at a General Meeting on any part of the business of that meeting that concerns the Auditor in their professional capacity.

7.9 Chairperson's Casting Vote

In the case of an equality of votes, whether on a show of hands or on a poll, the Chairperson of the meeting shall be entitled to a second or casting vote.

7.10 Manner of Voting

By a show of hands or by poll, a Member may vote:

- (a) in person and each Member is entitled to one vote; or
- (b) by proxy and each proxy is entitled to a separate vote for each Member the person represents, in addition to any vote the person may have as a Member in his or her own right.

7.11 Proxy

- (a) A proxy must be a Member of the Company.
- (b) The instrument appointing a proxy must be in writing and signed by the appointer or the appointer's attorney. If the appointer is a Corporation, then the instrument appointing the proxy must either:
 - (i) be under the seal of the Corporation; or
 - (ii) be signed by an officer or attorney duly authorised.
- (c) The signature of the appointor or his attorney shall be witnessed by a person other than the proxy.
- (d) The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a poll.
- (e) A Member shall be entitled to instruct his proxy to vote in favour of or against any proposed resolutions.
- (f) Unless otherwise instructed the proxy may vote as he thinks fit.

7.12 Form of Proxy

The instrument appointing a proxy may be in the following form or in a common or usual form.

I being a Member of hereby appoint or failing him	of of of
as my proxy to vote for me on my behalf at the (annual or general as the case may be) meeting of the Company to be held on the _____ day of _____ and at any adjournment thereof.	
My proxy is hereby authorised to vote *in favour of/*against the following resolutions:	

Signed this day of 20 .

Note: in the event of the Member desiring to vote for or against any resolution he shall instruct his proxy accordingly, unless otherwise instructed, the proxy may vote as he thinks fit.

7.13 Validity of Instrument

For an appointment of a proxy to be valid, the following documents must be deposited at the Company's registered office, or such other place specified in the notice convening the meeting, at least 48 hours before the meeting or adjourned meeting at which the person named in the instrument proposes to vote, or, in the case of a poll, not less than twenty four (24) hours before the time appointed for the taking of the poll:

- (a) the instrument appointing the proxy; and
- (b) if the instrument of appointment is signed, the power of attorney or other authority, if any, under which the appointment was signed or authenticated or a certified copy of the authority.

7.14 Validity of Proxy Vote

A vote given in accordance with the terms of an instrument appointing a proxy is valid despite the death or unsoundness of mind of the principal or revocation of the instrument unless written notice is received by the Company at least 24 hours before the meeting.

Part E – Board

8. Directors

8.1 Number

- (a) The Board of Directors shall consist of at least six (6) and no more than nine (9) persons.

8.2 Qualifications of Directors

A person is eligible as a Director if the person substantially satisfies the skills and competencies outlined in the Governance Policy.

8.3 Assessing the Suitability of Persons

In assessing whether a person satisfies the criteria outlined in rule 8.2, the Board may have regard to any information supplied by that person and any information obtained from other sources.

8.4 Rotation and Term of Directors

- (a) Subject to clause 8.4(f), at each Annual General Meeting of the Company, one third ($\frac{1}{3}$) of the Directors, or if their number is not a multiple of 3 then the number nearest to but not exceeding one third ($\frac{1}{3}$), must retire from office as Directors.
- (b) The Directors to retire by rotation at each Annual General Meeting must include any Director who wishes to retire and does not wish to be re-elected as Director. Any further Director required to retire must be the Director who has been in office the longest as Director.
- (c) If there are two or more Directors that have been in office for an equal amount of time, and an agreement cannot be reached between those Directors on who will retire, the Members will determine the Director or Directors who will retire.
- (d) Subject to clause 8.4(f), a retiring Director is eligible for re-election.
- (e) Unless a resolution is passed to appoint some other person to fill the office of Director to be vacated by the retiring Director, a retirement by rotation at a General Meeting does not become effective until the end of the meeting.
- (f) No Director may retain office for more than 3 years without submitting himself or herself for re-election even though the submission results in more than one third ($\frac{1}{3}$) of the Directors retiring from office.
- (g) No Director may retain office for more than 3 consecutive terms.

8.5 Appointment and Removal of Directors

- (a) Subject to rule 8.1 and in accordance with section 203D of the Act, at any time the Company may by resolution of the Members, passed at a duly convened General Meeting of the Company:
- (i) increase or reduce the number of Directors;

- (ii) appoint a new Director to replace a Director who has been removed from office under this rule or whose office has been vacated pursuant to rule 8.7;
 - (iii) appoint 1 or more additional Directors; and
 - (iv) appoint a Director as Chairperson.
- (b) The new Director appointed under rule 8.5(a)(ii) shall hold office until the date that the person who was removed was due to retire in accordance with rule 8.4(a).
- (c) The Members may by resolution remove any Director from office for any reason, provided the removal process is strictly in accordance with section 203D of the Act.

8.6 Method of Appointment

The election of persons to the Board shall take place in the following manner:

- (a) any two (2) Members of the Company, or one (1) Member and the Chief Executive Officer, shall be at liberty to nominate persons who satisfy the criteria set out in Governance Policy to serve as a Director;
- (b) the nomination, which shall be in writing and signed by the person so nominated, and his proposer and seconder, shall be lodged with the Secretary at least twenty-one (21) days before the Annual General Meeting at which the election is to take place;
- (c) a list of the candidates' names in alphabetical order, with the proposers' and seconders' names, shall be posted in a conspicuous place in the registered office of the Company for at least seven (7) days immediately preceding the Annual General Meeting;
- (d) balloting lists shall be prepared (if necessary) containing the names of the candidates only in alphabetical order, and each Member present at the Annual General Meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies; and
- (e) in case there shall not be sufficient number of candidates nominated the Board shall appoint persons to the remaining vacancy or vacancies under rule 8.9.

8.7 Disqualification

The office of a member of the Board shall become vacant if the member:

- (a) ceases to be a member of the Board by virtue of the Act;
- (b) ceases to be a Member of the Company;
- (c) becomes Bankrupt or makes any arrangement or composition with his creditors generally;
- (d) becomes prohibited from being a director of a Company;
- (e) becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health;
- (f) resigns his office as Director by notice in writing to the Company;

- (g) is absent for 3 consecutive meetings or 50% of meetings in a 12 month period without permission of the Board;
- (h) holds any office of profit under the Company; or
- (i) is directly or indirectly interested in any contracted or proposed contract with the Company provided, however, that a member shall not vacate his office by reason of his being a member of any corporation, society or association which has entered or proposes to enter into a contract with the Company if such corporation, society or association is among the class of companies, referred to in rule 3(b) and if he shall have declared that nature of his interest in the manner required by the Act.

8.8 Effect of Vacancy

The continuing Directors may act notwithstanding any vacancy in their number, but for as long as the numbers of Directors is below the minimum fixed by this Constitution, the Directors will not act except in emergencies or for the purpose of filling up vacancies or convening a General Meeting of the Company.

8.9 Filling Casual Vacancies

- (a) The Board shall have power at any time, and from time to time, to appoint any person to the Board, either to fill a casual vacancy or as an addition to the existing member of the Board but so that the total number of members of the Board shall not at any time exceed the number fixed in accordance with this Constitution.
- (b) Any person appointed:
 - (i) to fill a casual vacancy, shall hold office until the date that the person who resigned or was removed was due to retire in accordance with rule 8.4; or
 - (ii) if appointed as an addition to the existing Board members, until the next following Annual General Meeting.

8.10 Duties of Officers of the Company

The Directors, Secretary and any other officers of the Company must comply with the duties imposed on them by the Act and the general law, including the following duties:

- (a) care and diligence;
- (b) good faith;
- (c) disclosure of personal interests;
- (d) not to improperly use position or information; and
- (e) prevent insolvent trading.

8.11 Director's Fees

- (a) Each Director is entitled to the amount of remuneration as the Members in General Meeting decides, having regard to the not-for-profit nature of the Company.

- (b) In determining the amount of remuneration, the Members shall take into account that the Company is a not for profit entity and remuneration of Directors is not intended to be commensurate with the remuneration that might otherwise be paid to a director with the same qualifications and experience.
- (c) If the Commissioner (in relation to charitable institutions or entities) or the Members has fixed a limit on the amount of remuneration payable to the Directors, the total remuneration of the Directors under this rule must not exceed that limit.
- (d) The Directors' remuneration (if any) is considered to accrue from day to day.

9. Powers and Duties of the Board

- (a) The business of the Company shall be managed by the Board which shall exercise all the powers of the Company as not, by the Act or by the provisions of the Constitution, required to be exercised by the Company in General Meeting.
- (b) Subject to the Constitution, the provisions of the Act and any resolution as may be prescribed by the Company in General Meeting, no resolution made by the Company in General Meeting will operate to invalidate any prior act of the Board that would have been valid if that resolution had not been made.
- (c) The Board may exercise all the powers of the Company to borrow money and to mortgage or charge its property, or any part thereof, and to issue debentures and other securities whether outright or as security for any debt liability, or obligation of the Company.
- (d) All cheques, promissory notes, drafts, bills of exchange and other negotiable instruments, and all receipts for money paid to the Company, shall be signed drawn accepted endorsed or otherwise executed, as the case may be, by any two (2) members of the Board or in such other manner as the Board from time to time determines.
- (e) The Board may by power of attorney appoint any person or other legal entity, whether nominated directly or indirectly by the Board, to be the attorney or attorneys of the Company for the purposes, with the powers, authorities, and discretions (not exceeding those vested in or exercisable by the Board under the Constitution) for the period and subject to the conditions as the Board thinks fit.
- (f) Any power of attorney may contain provisions for the protection and convenience of persons dealing with any such attorney as the Board thinks fit and may also authorise the attorney to delegate all or any of the powers, authorities, and discretions vested in the attorney.

9.2 Minutes

- (a) The Board shall cause minutes to be made:
 - (i) of all appointments of officers and servants;
 - (ii) of names of members of the Board present at all meetings of the Company and of the Board; and
 - (iii) of all proceedings at all meetings of the Company and of the Board.

- (b) Such minutes shall be signed by the Chairperson of the meeting at which the proceedings were held or by the Chairperson of the next succeeding meeting.
- (c) When the minutes have been confirmed under rule 9.2(b), the minutes are, unless and until the contrary is proved, conclusive evidence that:
 - (i) the General Meeting to which they relate was duly convened and held;
 - (ii) all proceedings recorded as having taken place at the General Meeting did in fact take place at the General Meeting; and
 - (iii) all appointments or elections purporting to have been made at the General Meeting have been validly made.

10. Proceedings of the Board

10.1 Meeting Proceedings

- (a) The Board may meet together for the dispatch of business, adjourn and otherwise regulate its meetings as it thinks fit.
- (b) A member of the Board may at any time and the Secretary shall on the requisition of a member of the Board summon a meeting of the Board.
- (c) The Board may extend an invitation to any person or representative of a corporation it considers appropriate to attend Board meetings, provided that any such invitee is not entitled to vote on matters and is bound by the same information and confidentiality provisions applying to the Board.

10.2 Notice of Board Meetings

- (a) Subject to the Constitution, notice of a meeting of the Board must be given to each person who is, at the time of giving the notice, a Director, except a Director on a leave of absence approved by the Board.
- (b) A notice of a Board meeting:
 - (i) must specify the date, time and place of the meeting;
 - (ii) need not state the nature of the business to be transacted at the meeting; and
 - (iii) may be given in person or by post, telephone, fax or other electronic means.
- (c) A Director may waive receipt of a notice of a meeting of the Board by notifying the Board to that effect in person or by post, telephone, fax or other electronic means.
- (d) The non-receipt of notice of a meeting of the Board by, or a failure to give notice of a meeting of the Board to, a Director does not invalidate any act, matter or thing done or resolution passed at the meeting if:
 - (i) the non-receipt or failure occurred by accident or error;
 - (ii) before or after the meeting, the Director:
 - A. has waived or waives receipt of the notice of that meeting; or

B. has notified or notifies the Company of his or her agreement to that act, matter, thing or resolution personally or by post, telephone, fax or other electronic means; or

(iii) the Director attended the meeting.

10.3 Quorum

- (a) No business may be transacted at a meeting of the Board unless a quorum of Directors is present at the time business is dealt with.
- (b) Subject to the Act, the quorum necessary for the transaction of the business of the Board shall be not less than 50% of Directors or such greater number as may be fixed by the Board.
- (c) If a quorum is not present within 30 minutes after the time appointed for the meeting of the Board, the meeting stands adjourned to the date, time and place as the Board decides.
- (d) If the number of Directors in office at any time is not sufficient to constitute a quorum at a meeting of the Board or is less than the minimum number of Directors fixed under the Constitution, the remaining Directors or Director may only act to the extent that there is an emergency requiring them to act.

10.4 Voting

- (a) A meeting of the Board at which a quorum is present may exercise all the powers and discretions vested or exercisable by the Board under the Constitution.
- (b) Subject to these regulations questions arising at any meeting of the Board shall be decided by a majority of votes and a determination by a majority of the members of the Board shall for all purposes be deemed a determination of the Board.
- (c) In case of an equality of votes the Chairperson of the meeting shall have a second or casting vote.

10.5 Disclosure of Conflicts of Interest and other interests

- (a) A Director who has a Conflict of Interest in a contract or arrangement, or proposed contract or arrangement, in a matter being considered or about to be considered by the Board must disclose the nature of that interest at a meeting of the Board as soon as possible after the relevant facts have come to his or her knowledge and record of such disclosure must be made in the minutes of that meeting.
- (b) A Director who has disclosed a Conflict of Interest must not:
 - (i) be present during any deliberation about that matter;
 - (ii) receive the relevant Board papers in relation to that matter; or
 - (iii) cast any vote in relation to that matter,without the prior approval of the Board.
- (c) The Board may make regulations requiring the disclosure of Conflicts of Interest that a Director, and any person considered by the Board to be related to or

associated with a Director, may have in any matter concerning the Company or a related corporation. Any regulations made under this rule bind all Directors.

10.6 Use of Technology at Board Meeting

- (a) The linking together by telephone or other electronic means of a sufficient number of the Directors to constitute a quorum constitutes a Board meeting. All the provisions in the Constitution relating to Board meetings apply, so far as they can and with any necessary changes, to Board meetings by telephone or other electronic means.
- (b) A Director who takes part in a Board meeting by telephone or other electronic means is taken to be present in person at the meeting.
- (c) A Board meeting by telephone or other electronic means is taken to be held at the place decided by the Chairperson of the meeting, as long as at least 1 of the Directors involved was at that place for the duration of the meeting.

10.7 Chairperson

- (a) The Board may elect 1 of the Directors as Chairperson and may decide the period for which that Director is to be the Chairperson.
- (b) The Board may elect 1 of the Directors as Deputy Chairperson and may decide the period for which that Director is to be the Chairperson.
- (c) The Chairperson must (if present within 15 minutes after the time appointed for the meeting and is willing to act) preside as Chairperson at each meeting of the Board.
- (d) The Deputy Chairperson shall chair the meeting if:
 - (i) there is no Chairperson;
 - (ii) the Chairperson is not present within 15 minutes after the time appointed for the meeting; or
 - (iii) the Chairperson is present within that time but is not willing to act as Chairperson of the meeting.

10.8 Alternate Directors

- (a) Subject to rule 8.1, a Director may, with the prior written approval of the other Directors, appoint a person to be an alternate or substitute Director in his or her place for the period as he or she thinks fit. Any person appointed as an alternate Director must meet the qualification requirements to be a Director under rule 8.2.
- (b) An alternate Director is entitled to notice of Board meetings and if the appointer is not present, is entitled to attend and vote in his or her stead.
- (c) An alternate Director may exercise any powers that the appointer may exercise and the exercise of any such power by the alternate Director is considered to be the exercise of the power by the appointer.
- (d) The appointment of an alternate Director can be terminated at any time by the appointer notwithstanding that the period of the appointment of the alternate Director has not expired, and terminates in any event if the appointer's office as a Director is vacated.

- (e) An appointment or the termination of an appointment of an alternate Director must be effected by a notice in writing signed by the Director who makes or made the appointment and served on the Company.
- (f) If the Deputy Chairperson is not present at the meeting then the members may choose one of their number to be Chairperson of the meeting.

10.9 Delegation to Committees

- (a) The Board may delegate any of its powers to committees consisting of such member or members of the Board as they think fit.
- (b) Any committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the Board.

10.10 Committee Chairperson

- (a) A committee may elect a chairperson of its meetings.
- (b) If no Committee Chairperson is elected, or if at any meeting the Committee Chairperson is not present within ten (10) minutes after the time appointed for holding the meeting, the members present may choose one of their number to be Committee Chairperson of the meeting.

10.11 Committee Meetings

- (a) A committee may meet and adjourn as it thinks proper.
- (b) Questions arising at any meeting shall be determined by a majority of votes of the members present, and in the case of an equality of votes the Committee Chairperson shall have a second or casting vote.

10.12 Defect in Appointment

All acts done by any meeting of the Board or of a committee or by any person acting as a Director shall not be invalidated merely because of:

- (a) a defect in the appointment of any such Director; or
- (b) the person being disqualified from being a member of the Board; or
- (c) the person not being entitled to vote,

if that circumstance was not known by the person or the Board (as applicable) when the act was done.

10.13 Resolutions in Writing

- (a) A resolution in writing signed by all members of the Board for the time being entitled to receive notice of a meeting of the Board, shall be as valid and effectual as if it had been passed at a meeting of the Board duly convened and held.
- (b) Any such resolution may consist of several documents in like form, each signed by one or more members of the Board and if so signed, takes effect on the latest date on which a Director signs 1 of the documents.

- (c) A document generated by electronic means which purports to be a facsimile or scanned electronic copy of a resolution of Directors is to be treated as a resolution in writing.
- (d) A document bearing a facsimile or scanned electronic copy of a signature is to be treated as signed.

11. Secretary

- (a) The Board may appoint a Secretary for such term, at such remuneration and upon such conditions as it thinks fit and may at any time terminate the appointment with or without cause and without giving any reasons.
- (b) The Secretary may carry out any act or deed required by the Constitution, the Act or by any other statute to be carried out by the Secretary of the Company.

Part F – General Legal Provisions

12. General Legal Provisions

12.1 Seal

- (a) The Board shall provide for the safe custody of the Seal and the circumstances when the Seal shall be used (if at all).
- (b) The Seal shall only be used by the authority of the Board or a committee of members of the Board authorised by the Board.
- (c) Every instrument to which the Seal is affixed shall be signed by a member of the Board and shall be countersigned by the Secretary or by a second member of the Board or by some other person appointed by the Board for that purpose.

12.2 Records to be Kept

- (a) The Board must cause proper accounting and other records to be kept in accordance with the Act.
- (b) The Board must distribute copies of every profit and loss account and balance sheet (including every document required by law to be attached thereto) as required by the Act.

12.3 Inspection of Records

- (a) Subject to the Act, the Board may determine:
 - (i) whether and to what extent;
 - (ii) at what times and places; and
 - (iii) under what conditions,the accounting records and other documents of the Company or any of them are open to the inspection of the Member.
- (b) The Member does not have the right to inspect any document of the Company except as provided by the Constitution, law or authorised by the Board.

12.4 Audit

- (a) The Company must appoint a registered company Auditor whose duties will be regulated in accordance with the Act.
- (b) The remuneration of the Auditor must be fixed.

12.5 Amending the Constitution

The Constitution may be amended at any time by special resolution of the Members provided that if an amendment has the potential to affect the endorsement of the Company as a Deductible Gift Recipient, the Commissioner must first provide his or her written consent to that amendment (and any resolution purporting to make the amendment must be expressed to be subject to the receipt of the Commissioner's written consent).

13. Notices

13.1 Persons authorised to give notices generally

- (a) A notice by the Company in connection with the Constitution may be given on behalf of the Company by a solicitor, Director or Secretary of the Company.
- (b) The signature of a person on a notice given by the Company may be written, printed or stamped.

13.2 Method of giving notices

In addition to the method for giving notices permitted by statute, a notice may be given by the Company to a Member by:

- (a) delivering it to the Member personally or to their street address stated in the Register of Members;
- (b) posting it by prepaid post to the Member's street or postal address stated in the Register of Members; or
- (c) if the Member has nominated a facsimile or e-mail address to the Company, facsimile or e-mail.

13.3 Address for giving notices to the Company

- (a) The street and postal address of the Company is its registered office.
- (b) The facsimile number or e-mail address of the Company is the number or email address which the Company may specify by written notice to the Members as the facsimile number or e-mail address to which notices may be sent to the Company.

13.4 Time notice is given

A notice is deemed as given by the Company and received by the Member:

- (a) if delivered, at the time of delivery;
- (b) if sent by facsimile, when the sender of the facsimile receives a confirmation report that all pages of the facsimile have been transmitted to the recipient's facsimile number, but if transmission or receipt is after 5.00 pm WST, it is taken as received on the next Business Day;
- (c) if sent electronically, on the next Business Day; and
- (d) if posted, on the third Business Day after it was posted.

13.5 Entitlement

Notice of every General Meeting shall be given in any manner hereinbefore authorised to:

- (a) every Member, except those Members who (having no registered address) have not supplied to the Company an address for the giving of notice to them; and
- (b) the Auditor.

Part G – Indemnities and Insurance

14. Officers: Indemnities and Insurance

14.1 Indemnities

To the extent permitted by law:

- (a) every person who is or has been an Officer of the Company or of a subsidiary of the Company will be indemnified out of the property of the Company against any liability for costs and expenses incurred by that person in defending any Proceedings in which judgment is given in that person's favour, or in which the person is acquitted, or in connection with an application in relation to any Proceedings in which the Court grants relief to the person under the Act; and
- (b) every person who is or has been an Officer of the Company or of a subsidiary of the Company will be indemnified out of the property of the Company against any liability to another person (other than the Company or a related body corporate of the Company) where the liability is incurred by the Officer in his or her capacity as an Officer of the Company or a subsidiary of the Company provided that this indemnity shall not apply where the liability arises out of conduct involving a lack of good faith.

14.2 Payment for Insurance Premiums

To the extent permitted by law the Company may pay, or agree to pay, a premium in respect of a contract insuring a person who is or has been an Officer of the Company or of a subsidiary of the Company against a liability:

- (a) incurred by the person in his capacity as an Officer of the Company or a subsidiary of the Company provided that the liability does not arise out of conduct involving a wilful breach of duty in relation to the Company or a subsidiary of the Company or a contravention of sections 182 or 183 of the Act; or
- (b) for costs and expenses incurred by that person in defending Proceedings, whatever their outcome.

Part H – Winding Up and Loss of Endorsement

15.1 Winding Up

If upon the winding up or dissolution of the Company, there remains, after satisfaction of all its debts and liabilities, any money or property other than Surplus Gifts, the same must not be paid to or distributed among the Members but will be distributed as follows:

- (a) any land or premises the subject of an agreement with the Housing Authority requiring such transfer, must be transferred to another Registered Community Housing Organisation which is a Deductible Gift Recipient that is approved by the Housing Authority (if approval is required by that agreement) or to the Housing Authority;
- (b) money and any other remaining property must be transferred to:
 - (i) the same Registered Community Housing Organisation that receives land or premises under rule 15.1(a); or
 - (ii) another Registered Community Housing Organisation which is a Deductible Gift Recipient; or
 - (iii) any other institution, fund, authority or entity which:
 - A. has similar objects to the Objects;
 - B. is a Deductible Gift Recipient; and
 - C. prohibits distribution of its income and property among its members and directors (if any) to an extent at least as great as imposed on the Company by rule 3(a).

15.2 Surplus Gifts

If upon the earlier of the winding up or dissolution of the Company or, if the Company is endorsed as a Deductible Gift Recipient, the revocation of the Company's endorsement, there remains, after satisfaction of all its debts and liabilities, any Surplus Gifts, the same must not be paid to or distributed among the Members but will be distributed to another institution, fund or authority mentioned in rule 15.1(b)(iii).

AUDITOR'S INDEPENDENCE DECLARATION



Bentleys Audit & Corporate
(WA) Pty Ltd
London House
Level 2
116 St George's Terrace
Perth WA 6000
PO Box 1117
Stations Square WA 6000
ABN 53 131 222 812
E +61 8 9224 4500
T +61 8 9428 4300
www.bentleys.com.au

To The Board of Directors

Auditor's Independence Declaration

As lead audit director for the audit of the financial statements of Access Housing Australia Limited for the financial year ended 30 June 2017, I declare that to the best of my knowledge and belief, there have been no contraventions of:

- the auditor independence requirements of the Corporations Act 2001 in relation to the audit; and
- any applicable code of professional conduct in relation to the audit.

Yours faithfully

BENTLEYS
Chartered Accountants

MARK DELAURENTIS CA
Director

Dated at Perth this 27th day of September 2017

STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME

for the year ended 30 June 2017
Access Housing Australia Limited

	NOTE	2017 \$ '000	2016 \$ '000
Revenue	2	24,883	48,472
Cost of goods sold	7	(2,907)	(1,244)
		<u>21,976</u>	<u>47,228</u>
Other income		346	133
Employee benefits expense		(7,929)	(7,754)
Depreciation and amortisation expense	3	(3,243)	(2,917)
Doubtful debts expense	3	(353)	(247)
Rental expense	3	(362)	(360)
Property expenses	3	(3,730)	(3,755)
Ongoing maintenance expenses	3	(2,884)	(2,923)
Finance expenses		(758)	(545)
Other expenses		(2,172)	(1,995)
Impairment loss on properties	3	(297)	(209)
Projects costs	3	(1,506)	-
Share of net profit from Joint Venture operations	11	-	42
(Loss) / Profit before income tax expense		(912)	26,698
Income tax benefit	4	44	30
(Loss) / Profit for the year after tax		(868)	26,728
Other comprehensive income		-	-
Total comprehensive (loss) / income for the year		(868)	26,728

The accompanying notes form part of these financial statements.

STATEMENT OF FINANCIAL POSITION

as at 30 June 2017, Access Housing Australia Limited

	NOTE	2017 \$ '000	2016 \$ '000
CURRENT ASSETS			
Cash and cash equivalents	5	721	3,455
Trade and other receivables	6	3,468	4,459
Inventories	7	10,711	277
Current tax assets	4	1	21
TOTAL CURRENT ASSETS		14,901	8,212
NON CURRENT ASSETS			
Deferred tax assets	4	85	41
Property, plant and equipment	8	176,221	156,796
Development projects in progress	9	5,895	18,225
Intangible assets	10	663	771
TOTAL NON CURRENT ASSETS		182,864	175,833
TOTAL ASSETS		197,765	184,045
CURRENT LIABILITIES			
Trade and other payables	12	3,608	6,832
Provisions	14	960	745
TOTAL CURRENT LIABILITIES		4,568	7,577
NON-CURRENT LIABILITIES			
Other payable	12	-	15
Provisions	14	268	156
Financial liabilities	13	39,500	22,000
TOTAL NON-CURRENT LIABILITIES		39,768	22,171
TOTAL LIABILITIES		44,336	29,748
NET ASSETS		153,429	154,297
EQUITY			
Retained earnings		153,429	154,297
TOTAL EQUITY		153,429	154,297

The accompanying notes form part of these financial statements.

STATEMENT OF CASH FLOWS

for the year ended 30 June 2017
Access Housing Australia Limited

	NOTE	2017 \$ '000	2016 \$ '000
CASH FLOW FROM OPERATING ACTIVITIES			
Rental income received		16,849	16,885
Proceeds from development property sales		3,327	1,485
Other receipts		444	300
Receipt of grants		3,337	3,465
Interest received		31	24
Payments to suppliers and employees		(16,947)	(17,887)
Payments for development properties held for sale		(9,829)	(7,261)
Finance costs paid		(776)	(535)
Tax refund / (Tax paid)		20	(27)
Net cash used in operating activities	17	(3,544)	(3,551)
CASH FLOWS FROM INVESTING ACTIVITIES			
Proceeds from sale of property, plant and equipment		-	25
Payments for property, plant and equipment		(464)	(631)
Payments for development projects		(16,200)	(4,705)
Payment for intangible assets		(26)	(62)
Distributions from Joint Ventures		-	96
Net cash used in investing activities		(16,690)	(5,277)
CASH FLOW FROM FINANCING ACTIVITIES			
Proceeds from borrowings		17,500	9,000
Net cash from financing activities		17,500	9,000
Net (decrease) / increase in cash and cash equivalents		(2,734)	172
Cash and cash equivalents at the beginning of the financial year		3,455	3,283
Cash and cash equivalents at the end of the financial year	5	721	3,455

The accompanying notes form part of these financial statements.

STATEMENT OF CHANGES IN EQUITY

for the year ended 30 June 2017
Access Housing Australia Limited

	RETAINED EARNINGS \$ '000
Balance as at 1 July 2015	127,569
Profit for the year	26,728
Other comprehensive income for the year	-
Total comprehensive income for the year	26,728
Balance at 30 June 2016	154,297
Balance as at 1 July 2016	154,297
Loss for the year	(868)
Other comprehensive income for the year	-
Total comprehensive loss for the year	(868)
Balance at 30 June 2017	153,429

The accompanying notes form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 30 June 2017
Access Housing Australia Limited

NOTE 1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements comprise the consolidated financial statements of the Group. Access Housing Australia Limited (Access Housing) is incorporated and domiciled in Australia. Access Housing Australia Limited is a not-for-profit Company limited by guarantee and governed by the *Corporations Act 2001* and the *Australian Charities and Not-for-profits Commission Act 2012*. The address of its registered office and its principal place of business is Level 1, 39 Adelaide Street, Fremantle WA 6160.

BASIS OF PREPARATION

The financial statements are general purpose financial statements that have been prepared in accordance with Australian Accounting Standards (including Australian Accounting Interpretations) and the *Corporations Act 2001*.

Australian Accounting Standards set out accounting policies that the AASB has concluded would result in a financial report containing relevant and reliable information about transactions, events and conditions to which they apply. Material accounting policies adopted in the preparation of this financial report are presented below. They have been consistently applied unless otherwise stated.

The financial report has been prepared on an accruals basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities.

The financial statements are presented in Australian dollars, which is the company's functional currency. The company is a company of the kind referred to in ASIC Class Order 98/100, dated 10 July 1998, and in accordance with that Class Order amounts in the director's report and the financial statements are rounded off to the nearest thousand dollars, unless otherwise indicated.

The financial statements were authorised for issue on 27 September 2017 by the directors of the Company.

ACCOUNTING POLICIES

BASIS OF CONSOLIDATION

The consolidated financial statements incorporate the financial statements of the Group and entities (including structured entities) controlled by the Group and its subsidiaries. Control is achieved when the Group:

- ▶ has power over the investee;
- ▶ is exposed, or has rights, to variable returns from its involvement with the investee; and
- ▶ has the ability to use its power to affect its returns.

The Group reassesses whether or not it controls an investee if facts and circumstances indicate that there are changes to one or more of the three elements of control listed above.

When the Group has less than a majority of the voting rights of an investee, it has power over the investee when the voting rights are sufficient to give it the practical ability to direct the relevant activities of the investee unilaterally. The Group considers all relevant facts and circumstances in assessing whether or not the Group's voting rights in an investee are sufficient to give it power, including:

- ▶ the size of the Group's holding of voting rights relative to the size and dispersion of holdings of the other vote holders;
- ▶ potential voting rights held by the Group, other vote holders or other parties;
- ▶ rights arising from other contractual arrangements; and
- ▶ any additional facts and circumstances that indicate that the Group has, or does not have, the current ability to direct the relevant activities at the time that decisions need to be made, including voting patterns at previous shareholders' meetings.

Consolidation of a subsidiary begins when the Group obtains control over the subsidiary and ceases when the Group loses control of the subsidiary. Specifically,

income and expenses of a subsidiary acquired or disposed of during the year are included in the consolidated Statement of Profit or Loss and Other Comprehensive Income from the date the Group gains control until the date when the Group ceases to control the subsidiary.

Profit or loss and each component of other comprehensive income are attributed to the owners of the Group and to the non-controlling interests. Total comprehensive income of subsidiaries is attributed to the owners of the Group and to the non-controlling interests even if this results in the non-controlling interests having a deficit balance.

When necessary, adjustments are made to the financial statements of subsidiaries to bring their accounting policies into line with the Group's accounting policies.

All intragroup assets and liabilities, equity, income, expenses and cash flows relating to transactions between members of the Group are eliminated in full on consolidation.

A. REVENUE

Revenue including rental income is recognised upon the delivery of the service to the customer.

Grant revenue is recognised in the Statement of Profit or Loss and Other Comprehensive Income when the Group obtains control of the grant and it is probable that the economic benefits gained from the grant will flow to the Group and the amount of the grant can be measured reliably.

When grant revenue is received and the Group incurs an obligation to deliver economic value directly back to the contributor, this is considered a reciprocal transaction and the grant revenue is deferred in the statement of financial position until the service has been delivered to the contributor, otherwise the grant is recognised as income on receipt.

Access Housing receives non-reciprocal contributions of assets from the Government for no nominal value. These assets are recognised at fair value on the date of acquisition in the Statement of Financial Position with a corresponding amount of income recognised in the Statement of Profit or Loss and Other Comprehensive Income. The gain or loss on disposal is calculated as the difference between the carrying amount of the asset at the time of disposal and the net proceeds on disposal.

Revenue from properties held for sales is recognised when the equitable interest in a property is vested in the buyer and the risks and rewards of ownership have been transferred.

Donations and bequests are recognised as revenue when received.

Access Housing has contractual relationships with the Government of Western Australia Housing Authority where Access Housing has management rights to the Government of Western Australia Housing Authority properties. Access Housing is entitled to receive rental income from these properties and has an ongoing commitment to ensure that they are maintained on an ongoing basis which, depending on the condition and age of the properties, will include some extensive renovation costs on a cyclical basis.

All revenue is stated net of the amount of goods and services tax (GST).

Interest income from a financial asset is recognised when it is probable that the economic benefits will flow to the Group and the amount of revenue can be measured reliably. Interest income is accrued on a time basis, by reference to the principal outstanding and at the effective interest rate applicable, which is the rate that exactly discounts estimated future cash receipts through the expected life of the financial asset to that asset's net carrying amount on initial recognition.

Dividend income is recognised at the time the right to receive payment is established.

B. INVESTMENTS IN ASSOCIATES AND JOINT VENTURES

An associate is an entity over which the Group has significant influence. Significant influence is the power to participate in the financial and operating policy decisions of the investee but is not control or joint control over those policies.

A joint venture is a joint arrangement whereby the parties that have joint control of the arrangement have rights to the net assets of the joint arrangement. Joint control is the contractually agreed sharing of control of an arrangement, which exists only when decisions about the relevant activities require unanimous consent of the parties sharing control.

The results and assets and liabilities of associates or joint ventures are incorporated in these consolidated financial statements using the equity method of accounting, except when the investment, or a portion thereof, is classified as held for sale, in which case it is accounted for in accordance with AASB 5. Under the equity method, an investment in an associate or a joint venture is initially recognised in the Statement of Financial Position at cost and adjusted thereafter to recognise the Group's share of the profit or loss and other comprehensive income of the associate or joint venture. When the Group's share of losses of an associate or a joint venture exceeds the Group's interest in that associate or joint venture (which includes any long-term

interests that, in substance, form part of the Group's net investment in the associate or joint venture), the Group discontinues recognising its share of further losses. Additional losses are recognised only to the extent that the Group has incurred legal or constructive obligations or made payments on behalf of the associate or joint venture.

An investment in an associate or a joint venture is accounted for using the equity method from the date on which the investee becomes an associate or a joint venture. On acquisition of the investment in an associate or a joint venture, any excess of the cost of the investment over the Group's share of the net fair value of the identifiable assets and liabilities of the investee is recognised as goodwill, which is included within the carrying amount of the investment. Any excess of the Group's share of the net fair value of the identifiable assets and liabilities over the cost of the investment, after reassessment, is recognised immediately in profit or loss in the period in which the investment is acquired.

The requirements of AASB 139 are applied to determine whether it is necessary to recognise any impairment loss with respect to the Group's investment in an associate or a joint venture. When necessary, the entire carrying amount of the investment (including goodwill) is tested for impairment in accordance with AASB 136 *Impairment of Assets* as a single asset by comparing its recoverable amount (higher of value in use and fair value less costs to sell) with its carrying amount. Any impairment loss recognised forms part of the carrying amount of the investment. Any reversal of that impairment loss is recognised in accordance with AASB 136 *Impairment of Assets* to the extent that the recoverable amount of the investment subsequently increases.

The Group discontinues the use of the equity method from the date when the investment ceases to be an associate or a joint venture, or when the investment is classified as held for sale. When the Group retains an interest in the former associate or joint venture and the retained interest is a financial asset, the Group measures the retained interest at fair value at that date and the fair value is regarded as its fair value on initial recognition in accordance with AASB 139. The difference between the carrying amount of the associate or joint venture at the date the equity method was discontinued, and the fair value of any retained interest and any proceeds from disposing of a part interest in the associate or joint venture is included in the determination of the gain or loss on disposal of the associate or joint venture. In addition, the Group accounts for all amounts previously recognised in other comprehensive income in relation to that

associate or joint venture on the same basis as would be required if that associate or joint venture had directly disposed of the related assets or liabilities. Therefore, if a gain or loss previously recognised in other comprehensive income by that associate or joint venture would be reclassified to profit or loss on the disposal of the related assets or liabilities, the Group reclassifies the gain or loss from equity to profit or loss (as a reclassification adjustment) when the equity method is discontinued.

The Group continues to use the equity method when an investment in an associate becomes an investment in a joint venture or an investment in a joint venture becomes an investment in an associate. There is no remeasurement to fair value upon such changes in ownership interests.

When the Group reduces its ownership interest in an associate or a joint venture but the Group continues to use the equity method, the Group reclassifies to profit or loss the proportion of the gain or loss that had previously been recognised in other comprehensive income relating to that reduction in ownership interest if that gain or loss would be reclassified to profit or loss on the disposal of the related assets or liabilities.

When a group entity transacts with an associate or a joint venture of the Group, profits and losses resulting from the transactions with the associate or joint venture are recognised in the Group's consolidated financial statements only to the extent of interests in the associate or joint venture that are not related to the Group.

C. PROPERTY, PLANT AND EQUIPMENT

Each class of property, plant and equipment is carried at cost or fair value less, where applicable, any accumulated depreciation and impairment losses.

PROPERTY

Freehold land and buildings that have been contributed at no cost are recognised at the fair value of the asset at the date that it is received.

The cost of property constructed within the Group includes the cost of materials, direct labour and borrowing costs.

PLANT AND EQUIPMENT

Plant and equipment are measured on the cost basis and therefore carried at cost less accumulated depreciation and any accumulated impairment. In the event the carrying amount of plant and equipment is greater than the estimated recoverable amount, the carrying amount is written down immediately to the estimated recoverable amount. A formal assessment of recoverable amount is made when impairment indicators are present.

The carrying amount of plant and equipment is reviewed annually by the directors to ensure it is not in excess of the recoverable amount from these assets. The recoverable amount is assessed on the basis of depreciated replacement cost.

DEPRECIATION

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

The following useful lives are used in the calculation of depreciation:

Class of Fixed Asset	Useful life
Buildings and improvements	3 - 40 years
Plant and equipment	2 - 10 years
Motor vehicles	3 - 8 years

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

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the Statement of Profit or Loss and Other Comprehensive Income.

DEVELOPMENT PROJECTS IN PROGRESS

Capital work in progress is measured at cost. Cost includes both the fixed and variable cost relating to the specific contracts and those costs that are attributable to the contract activity in general and that can be allocated on a reasonable basis.

REVALUATIONS

The Group's policy is to have its secured properties valued on at least a three year basis in compliance with the finance facility agreement. The directors elected to value the non-secured properties on a three year basis or where it believes there is an indication that its property assets have been impaired.

EQUITY PROJECTS

Equity projects represent the investments in properties jointly owned by the Group and the Government of Western Australia Housing Authority. The Group has contributed between 2% and 20% of the capital value of the properties. These are recognised at cost.

D. INVENTORIES

Inventories comprise the development property units identified for sale and are valued at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

The cost of inventories includes fixed and variable costs relating to the specific contracts and those costs that are attributable to the contract activity in general and that can be allocated on a reasonable basis.

E. BORROWINGS

Borrowings are initially recognised at fair value, net of transaction costs incurred. Borrowings are subsequently measured at amortised cost. Any difference between the proceeds (net of transaction costs) and the redemption amount is recognised in the income statement over the period of the borrowings using the effective interest method.

Borrowings are classified as current liabilities unless the Group has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

F. BORROWING COSTS

Borrowing costs directly attributable to the acquisition or construction of qualifying assets, which are assets that necessarily take a substantial period of time to get ready for their intended use or sale, are added to the cost of the assets, until such time as the assets are substantially ready for their intended use.

All other borrowing costs are recognised in Statement of Profit or Loss and Other Comprehensive Income in the period in which they are incurred.

G. LEASES

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses on a straight-line basis over the lease term.

**H. FINANCIAL INSTRUMENTS
INITIAL RECOGNITION AND
MEASUREMENT**

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

Financial instruments are initially measured at fair value plus transaction costs, except where the instrument is classified "at fair value through

profit or loss", in which case transaction costs are expensed to profit or loss immediately.

**CLASSIFICATION AND
SUBSEQUENT MEASUREMENT**

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

Amortised cost is calculated as the amount at which the financial asset or financial liability is measured at initial recognition less principal repayments and any reduction for impairment, and adjusted for any cumulative amortisation of the difference between that initial amount and the maturity amount calculated using the effective interest method.

**(i) Financial assets at fair value
through profit or loss**

Financial assets are classified at fair value through profit or loss when they are held for trading for the purpose of short term profit taking, derivatives not held for hedging purposes, or when they are designated as such to avoid an accounting mismatch or to enable performance evaluation where a group of financial assets is managed by key management personnel on a fair value basis in accordance with a documented risk management or investment strategy. Such assets are subsequently measured at fair value with changes in fair value (i.e. gains or losses) being recognised in profit or loss.

(ii) Loans and receivables

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

(iii) Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets that have fixed maturities and fixed or determinable payments, and it is the Group's intention to hold these investments to maturity. They are measured at amortised cost using the effective interest method less any impairment.

(iv) Financial Liabilities

Non-derivative financial liabilities other than financial guarantees are subsequently measured at amortised cost.

(v) Impairment

At the end of each reporting period, the Group assesses whether there is objective evidence that a financial instrument has been impaired.

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

(vi) Derecognition

Financial assets are derecognised where the contractual rights to receipt of cash flows expires or the asset is transferred to another party whereby the Group no longer has any significant continuing involvement in the risks and benefits associated with the asset. Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying value of the financial liability, which is extinguished or transferred to another party and the fair value of consideration paid, including the transfer on non-cash assets or liabilities assumed, is recognised in profit or loss.

I. IMPAIRMENT OF ASSETS

At the end of each reporting period, the Group reviews the carrying value of its tangible and intangible assets to determine whether there is any indication that those assets may have been impaired. If such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount. Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss.

Where the future economic benefits of the asset are not primarily dependent on the asset's ability to generate net cash inflows and when the Group would, if deprived of the asset, replace its remaining future economic benefits, value in use is determined as the depreciated replacement cost of an asset.

Where it is not possible to estimate the recoverable amount of an asset class, the Group estimates the recoverable amount of the cash-generating unit to which the class of assets belong.

J. EMPLOYEE BENEFITS

Provision is made for the Group's liability for employee benefits arising from services rendered by employees to the end of the reporting period.

Contributions are made by the Group to an employee superannuation fund and are charged as expenses when incurred.

K. MAINTENANCE COSTS

Day to day servicing costs or maintenance are charged to profit or loss when expenses are incurred, except where they relate to the replacement of a part or components of an asset, which extends its life or increases the value of the asset in which case the costs are capitalised within property plant and equipment.

L. CASH AND CASH EQUIVALENTS

Cash and cash equivalents include cash on hand, deposits available on demand with banks and other short-term highly liquid investments.

M. GOODS AND SERVICES TAX ("GST")

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office ("ATO").

Receivables and payables are stated inclusive of the amount of GST. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows included in receipts from customers or payments to suppliers.

N. INCOME TAX

Income tax expense represents the sum of the tax currently payable and deferred tax.

CURRENT TAX

The current income tax payable is based on taxable profit for the year. Taxable profit differs from profit before tax as reported in the consolidated Statement of Profit or Loss and Other Comprehensive Income because of items of income or expense that are taxable or deductible in other years and items that are never taxable or deductible. The Group's current tax is calculated using tax rates that have been enacted or substantively enacted by the end of the reporting period.

DEFERRED TAX

Deferred tax is recognised on temporary differences between the carrying amounts of assets and liabilities in the consolidated financial statements and the corresponding tax bases used in the computation of taxable profit. Deferred tax liabilities are generally recognised for all taxable temporary differences. Deferred tax assets are generally recognised for all deductible temporary differences to the extent that it is probable that taxable profits will be

available against which those deductible temporary differences can be utilised. Such deferred tax assets and liabilities are not recognised if the temporary difference arises from the initial recognition (other than in a business combination) of assets and liabilities in a transaction that affects neither the taxable profit nor the accounting profit. In addition, deferred tax liabilities are not recognised if the temporary difference arises from the initial recognition of goodwill.

Deferred tax liabilities are recognised for taxable temporary differences associated with investments in subsidiaries and associates, and interests in joint ventures, except where the Group is able to control the reversal of the temporary difference and it is probable that the temporary difference will not reverse in the foreseeable future. Deferred tax assets arising from deductible temporary differences associated with such investments and interests are only recognised to the extent that it is probable that there will be sufficient taxable profits against which to utilise the benefits of the temporary differences and they are expected to reverse in the foreseeable future.

The carrying amount of deferred tax assets is reviewed at the end of each reporting period and reduced to the extent that it is no longer probable that sufficient taxable profits will be available to allow all or part of the asset to be recovered.

Deferred tax assets and liabilities are measured at the tax rates that are expected to apply in the period in which the liability is settled or the asset realised, based on tax rates (and tax laws) that have been enacted or substantively enacted by the end of the reporting period. The measurement of deferred tax liabilities and assets reflects the tax consequences that would follow from the manner in which the Group expects, at the end of the reporting period, to recover or settle the carrying amount of its assets and liabilities.

Deferred tax liabilities and assets are offset when there is a legally enforceable right to set off current tax assets against current tax liabilities and when they relate to income taxes levied by the same taxation authority and the Group intends to settle its current tax assets and liabilities on a net basis.

O. INTANGIBLES

COMPUTER SOFTWARE

Computer software is initially recorded at cost, has a finite life and is carried at cost less any accumulated amortisation and impairment losses. It has an estimated useful life of 3 to 8 years and is assessed annually for impairment.

The development expenditure of computer software developed within the Group includes costs of services and costs of employee benefits arising from the generation of the asset.

DERECOGNITION OF INTANGIBLE ASSETS

An intangible asset is derecognised on disposal, or when no future economic benefits are expected from use or disposal. Gains or losses arising from derecognition of an intangible asset, measured as the difference between the net disposal proceeds and the carrying amount of the asset are recognised in profit or loss when the asset is derecognised.

P. PROVISIONS

Provisions are recognised when the Group has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions recognised represent the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Q. TRADE AND OTHER PAYABLES

Trade and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the Group during the reporting period which remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of the recognition of the liability.

R. COMPARATIVE FIGURES

Where required by Accounting Standards, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

S. FAIR VALUE OF ASSETS AND LIABILITIES

The Group measures some of its assets and liabilities at fair value on either a recurring or non-recurring basis, depending on the requirements of the applicable Accounting Standard.

Fair value is the price the Group would receive to sell an asset or would have to pay to transfer a liability in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques

maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset or minimises the payments made to transfer the liability, after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

The fair value of liabilities and the entity's own equity instruments (excluding those related to share-based payment arrangements) may be valued, where there is no observable market price in relation to the transfer of such financial instruments, by reference to observable market information where such instruments are held as assets. Where this information is not available, other valuation techniques are adopted and, where significant, are detailed in the respective note to the financial statements.

VALUATION TECHNIQUES

In the absence of an active market for an identical asset or liability, the Group selects and uses one or more valuation techniques to measure the fair value of the asset or liability. The Group selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Group are consistent with one or more of the following valuation approaches:

Market approach: valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

Income approach: valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach: valuation techniques that reflect the current replacement cost of an asset at its current service capacity.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers

would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Group gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

FAIR VALUE HIERARCHY

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurements into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

The Group would change the categorisation within the fair value hierarchy only in the following circumstances:

- (i) if a market that was previously considered active (Level 1) became inactive (Level 2 or Level 3) or vice versa; or
- (ii) if significant inputs that were previously unobservable (Level 3) became observable (Level 2) or vice versa.

When a change in the categorisation occurs, the Group recognises transfers between levels of the fair value hierarchy (i.e. transfers into and out of each level of the fair value hierarchy) on the date the event or change in circumstances occurred.

T. OTHER KEY ESTIMATES

The directors evaluate estimates and judgments incorporated into the financial report based on historical knowledge and best available current information. Estimates assume a reasonable expectation of future events and are based on current trends and economic data, obtained both externally and within the Group.

VALUATION OF LAND AND BUILDINGS

The Group engaged the services of independent Valuation companies not related to the Group to conduct the valuation of land and buildings. During the financial year ending on 30 June 2017 the Group has undertaken valuations of properties identified for potential sale.

Based on these independent valuations an impairment loss of \$297,000 (2016: \$209,000) was recognised to reduce the carrying amount to be in line with the independent valuations.

ESTIMATION OF USEFUL LIVES OF ASSETS

The Group determines the estimated useful lives and related depreciation and amortisation charges for its property, plant and equipment, and finite life intangible assets.

The useful lives could change significantly as a result of technical innovations or some other event. The depreciation and amortisation charge will increase where the useful lives are less than previously estimated lives, or technically obsolete or non-strategic assets that have been abandoned or sold will be written off or written down.

IMPAIRMENT OF TRADE AND OTHER RECEIVABLES

Included in accounts receivable is an allowance for doubtful debts of Trade and Other Receivables of \$502,000 (2016: \$371,000). This is based on the historical level of bad debts written-off as unrecoverable and the age of the related debts.

CAPITALISED MAJOR MAINTENANCE

The Group capitalises major maintenance costs which are outside the scope of routine day to day maintenance. The Directors believe these costs improve the properties and allow the Group to continue to generate income from these assets.

The improvements for leasehold properties are depreciated over the shorter of the estimated useful life of that improvement and unexpired term of lease if applicable.

U. CHANGE IN ACCOUNTING POLICY

From this year, the Group undertakes property development sales in the course of its ordinary activities. Income from these sales is considered part of the Group's main revenue streams and accordingly the income is presented as Revenue and the carrying amount of the properties sold is presented as Cost of Sales. Development units identified for sale are presented as Inventories.

The Group had previously presented the development sales as Gain or Loss on Disposal of Assets and the carrying amount of the properties as Property, Plant and Equipment.

The change in accounting policy is applied retrospectively.

V. APPLICATION OF NEW AND REVISED ACCOUNTING STANDARDS NEW, REVISED OR AMENDING ACCOUNTING STANDARDS AND INTERPRETATIONS ADOPTED

The Group has adopted all of the new, revised or amending Accounting Standards and Interpretations issued by the Australian Accounting Standards Board ('AASB') that are mandatory for the current reporting period. The adoption of these Accounting Standards and Interpretations did not have any significant impact on the financial performance or position of the Group during the financial year.

Any new, revised or amending Accounting Standards or Interpretations that are not yet mandatory have not been early adopted.

NEW ACCOUNTING STANDARDS AND INTERPRETATIONS NOT YET MANDATORY OR EARLY ADOPTED

Australian Accounting Standards and Interpretations that have recently been issued or amended, but are not yet mandatory, have not been early adopted by the Group for the annual reporting period ended 30 June 2017. The Group's assessment of the impact of these new or amended Accounting Standards and Interpretations, most relevant to the Group, are set out below.

AASB 9: Financial Instruments and associated Amending Standards (applicable to annual reporting periods beginning on or after 1 January 2018).

The Standard will be applicable retrospectively and includes revised requirements for the classification and measurement of financial instruments, revised recognition and derecognition requirements for financial instruments.

The key changes that may affect the Group on initial application include certain simplifications to the classification of financial assets, simplifications to the accounting of embedded derivatives, upfront accounting for expected credit loss and the irrevocable election to recognise gains and losses on investments in equity instruments that are not held for trading in other comprehensive income.

Although the directors anticipate that the adoption of AASB 9 may have an impact on the Group's financial instruments, an assessment of the likely impact has yet to be performed.

AASB 1058 Income of Not for Profit Entities (applicable to annual reporting periods beginning on or after 1 January 2019)

When effective, this standard replaces the existing requirements in AASB 1004 Contribution. It clarifies the income recognition requirements applying to not-for-profit entities in conjunction with AASB 15 Revenue from Contracts with Customers.

The new requirements are expected to result in better matching of income and related expenses as income recognition will now be deferred when there is a performance obligation or any other liability. It also establishes principles applying to transactions where the consideration to acquire an asset is significantly less than fair value principally to enable a not-for-profit entity to further its objectives.

Although the directors anticipate that the adoption of AASB 1058 may have an impact on the Group's financial statements, an assessment of the likely impact has yet to be performed.

AASB 15: Revenue from Contracts with Customers (applicable to annual reporting periods beginning on or after 1 January 2019 for NFP Entities, as deferred by AASB 2016-7)

When effective, this Standard will replace the current accounting requirements applicable to revenue with a single, principles-based model. Apart from a limited number of exceptions, including leases, the new revenue model in AASB 15 will apply to all contracts with customers as well as non-monetary exchanges between entities in the same line of business to facilitate sales to customers and potential customers.

The core principle of the Standard is that an entity will recognise revenue to depict the transfer of promised goods or services to customers in an amount that reflects the consideration to which the entity expects to be entitled in exchange for the goods or services. To achieve this objective, AASB 15 provides the following five-step process:

- identify the contract(s) with a customer;
- identify the performance obligations in the contract(s);
- determine the transaction price;
- allocate the transaction price to the performance obligations in the contract(s); and
- recognise revenue when (or as) the performance obligations are satisfied.

The transitional provisions of this Standard permit an entity to either: restate the contracts that existed in each prior period presented per AASB 108: Accounting Policies, Changes in Accounting Estimates and Errors (subject to certain practical expedients in AASB 15); or recognise the cumulative effect of retrospective application to incomplete contracts on the date of initial application. There are also enhanced disclosure requirements regarding revenue.

Although the directors anticipate that the adoption of AASB 15 may have an impact on the Group's financial statements, an assessment of the likely impact has yet to be performed.

AASB 16: Leases (applicable to annual reporting periods beginning on or after 1 January 2019).

When effective, this Standard will replace the current accounting requirements applicable to leases in AASB 117: Leases and related Interpretations. AASB 16 introduces a single lessee accounting model that eliminates the requirement for leases to be classified as operating or finance leases.

The main changes introduced by the new Standard are as follows:

- recognition of a right-of-use asset and liability for all leases (excluding short-term leases with less than 12 months of tenure and leases relating to low-value assets);
- depreciation of right-of-use assets in line with AASB 116: Property, Plant and Equipment in profit or loss and unwinding of the liability in principal and interest components;
- inclusion of variable lease payments that depend on an index or a rate in the initial measurement of the lease liability using the index or rate at the commencement date;
- application of a practical expedient to permit a lessee to elect not to separate non-lease components and instead account for all components as a lease; and
- inclusion of additional disclosure requirements.

The transitional provisions of AASB 16 allow a lessee to either retrospectively apply the Standard to comparatives in line with AASB 108 or recognise the cumulative effect of retrospective application as an adjustment to opening equity on the date of initial application.

Although the directors anticipate that the adoption of AASB 16 will impact the Group's financial statements, an assessment of the likely impact has yet to be performed.

	2017	2016
	\$ '000	\$ '000
NOTE 2. REVENUE		
Revenue from development property sales		
- Proceeds from development property sales	3,247	1,372
	3,247	1,372
Revenue from government and other grants		
- Contributions - Gifted properties	-	25,645
- State / Federal Government grants	3,981	3,686
	3,981	29,331
Revenue from services rendered		
- Rental income	17,191	17,128
- Property management fees	393	415
- Sundry revenue	71	226
	17,655	17,769
Total revenue	24,883	48,472

	2017	2016
	\$ '000	\$ '000
NOTE 3. EXPENSES		
Doubtful debts expense	353	247
Rental expense	362	360
Property expenses	3,730	3,755
Ongoing maintenance expenses	2,884	2,923
Audit services		
- Current audit fees	34	35
- (Over) / Under provision from previous years	(1)	13
Directors fees	15	14
Impairment loss on properties	297	209
Project costs	1,506	-
Depreciation and Amortisation		
- Depreciation of Property Plant and Equipment	3,109	2,770
- Amortisation of Intangibles	134	147
	3,243	2,917

	2017	2016
	\$ '000	\$ '000
NOTE 4. INCOME TAX		
(a) Income tax (benefit)		
Current tax	-	-
Deferred tax	(44)	(30)
	(44)	(30)
Deferred income tax (benefit) included in income tax (benefit) comprises:		
- Increase in deferred tax assets	(44)	(30)
	(44)	(30)
(b) Reconciliation of income tax expense to prima facie tax payable		
(Loss) / Profit from ordinary activities before income tax	(912)	26,698
The prima facie tax payable on profit from ordinary activities before income tax is reconciled to the income tax expense as follows:		
Prima facie tax on operating (loss) / profit at 30%	(274)	8,009
Add / (Less)		
Tax effect of:		
Loss / (Profit) attributable to income tax exempt entities	230	(8,039)
Income tax benefit	(44)	(30)
Balance of franking account at year end	nil	nil
(c) Current tax assets		
Income tax refundable	1	21
	1	21
(d) Deferred tax assets		
Provisions & accruals	7	6
Unused tax losses	78	35
Net deferred tax assets	85	41

	2017	2016
	\$ '000	\$ '000
NOTE 5. CASH AND CASH EQUIVALENTS		
CURRENT		
Cash at bank	625	3,343
Short-term deposits	94	110
Cash on hand	2	2
Total cash and cash equivalents as stated in the statement of financial position	721	3,455
The effective interest rate on short term bank deposit varied between 0.05%-2.35%		
Reconciliation of cash and cash equivalents		
Cash and cash equivalents at the end of financial year as shown in the Statement of Cash Flows are reconciled to items in the Statement of Financial Position as follows:		
Cash and cash equivalents	721	3,455

	2017	2016
	\$ '000	\$ '000
NOTE 6. TRADE AND OTHER RECEIVABLES		
CURRENT		
Trade receivables	923	758
Allowance for doubtful debts	(488)	(310)
	435	448
Prepayments	277	199
Receivable under National Rental Affordability Scheme	1,699	2,448
Other receivables	1,071	1,425
Allowance for doubtful debts	(14)	(61)
Total current trade and other receivables	3,468	4,459

(i) Credit Risk - Trade and Other Receivables

The Group does not have any material credit risk exposure to any one receivable.

The following table details the Group's trade and other receivables exposed to credit risk with ageing analysis and impairment. Amounts are considered as 'past due' when the debt has not been settled within the terms and conditions agreed between the Group and the customer or counter party to the transaction. Receivables that are past due are assessed for impairment by ascertaining solvency of the debtors and are provided for where there are specific circumstances indicating that the debt may not be fully repaid to the Group.

A bond not exceeding four weeks rent is held from tenants as security for costs upon vacating a property, which further reduces the credit risk to the Group. In line with the Department of Commerce requirement, bond money is lodged with the Bond Administrator no later than 14 days after the receipt of the money.

The Group believes it has adequately provided for doubtful debts.

Invoices are raised with the terms of trade of 15 days. The Group has recognised an allowance for doubtful debts of 100% against items 180 days and older.

2017	GROSS AMOUNT	PAST DUE AND IMPAIRED	PAST DUE BUT NOT IMPAIRED (DAYS OVERDUE)					WITHIN INITIAL TRADE TERMS
			<30	31 - 60	61 - 90	91 - 150	>150	
	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000
Trade and term receivables	923	488	181	66	62	86	40	-
Other receivables	2,770	14	-	-	-	-	-	2,756
	3,693	502	181	66	62	86	40	2,756

2016	GROSS AMOUNT	PAST DUE AND IMPAIRED	PAST DUE BUT NOT IMPAIRED (DAYS OVERDUE)					WITHIN INITIAL TRADE TERMS
			<30	31 - 60	61 - 90	91 - 150	>150	
	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000
Trade and term receivables	758	310	189	71	41	92	55	-
Other receivables	3,873	61	-	-	-	-	-	3,812
	4,631	371	189	71	41	92	55	3,812

	2017	2016
	\$ '000	\$ '000

NOTE 7. INVENTORIES

Development properties held for sale - at cost	10,711	277
	10,711	277

The cost of inventories recognised as an expense during the year was \$2,684,000 (2016: \$1,221,000).

	2017	2016
	\$ '000	\$ '000

NOTE 8. PROPERTY, PLANT AND EQUIPMENT**LAND AND BUILDINGS**

Freehold land at cost:

- Gifted land	58,305	58,299
- Freehold land	10,352	4,858
- Less accumulated impairment	(317)	(72)
Total Land	68,340	63,085

Buildings at cost

- Gifted buildings	78,213	78,303
- Freehold buildings	40,499	23,132
- Less accumulated depreciation and impairment	(12,438)	(9,549)
Total buildings	106,274	91,886

Equity interests in properties

	1,334	1,334
Total Land and Buildings	175,948	156,305

PLANT AND EQUIPMENT

Office furniture and equipment

- At cost	740	721
- Less accumulated depreciation	(659)	(596)
	81	125

Leasehold Improvements

- At cost	1,693	1,693
- Less accumulated depreciation	(1,572)	(1,406)
	121	287

Independent Living Program and general furniture

- At cost	207	207
- Less accumulated depreciation	(191)	(172)
	16	35

Total Plant and Equipment

	218	447
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MOTOR VEHICLES

- At cost	76	53
- Less accumulated depreciation	(21)	(9)
Total Motor Vehicles	55	44

Total Property, Plant and Equipment

	176,221	156,796
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Equity interests in properties represent investments in properties jointly owned by the Group and Government of Western Australia Housing Authority. Per various agreements the Group has contributed up to 20% of the capital value of these properties.

MOVEMENTS IN CARRYING AMOUNTS

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

	NOTE	LAND AND BUILDINGS \$ '000	PLANT AND EQUIPMENT \$ '000	MOTOR VEHICLES \$ '000	TOTAL \$ '000
2016					
Balance at 1 July 2015		130,398	755	-	131,153
Additions		26,179	44	53	26,276
Transferred from Development Projects	9	2,371	-	-	2,371
Disposals		(20)	-	-	(20)
Write offs		(5)	-	-	(5)
Impairment losses		(209)	-	-	(209)
Depreciation expense		(2,409)	(352)	(9)	(2,770)
Carrying amount at 30 June 2016		156,305	447	44	156,796

	NOTE	LAND AND BUILDINGS \$ '000	PLANT AND EQUIPMENT \$ '000	MOTOR VEHICLES \$ '000	TOTAL \$ '000
2017					
Balance at 1 July 2016		156,305	447	44	156,796
Additions		366	19	23	408
Transferred from Development Projects	9	22,528	-	-	22,528
Write off		(105)	-	-	(105)
Impairment losses		(297)	-	-	(297)
Depreciation expense		(2,849)	(248)	(12)	(3,109)
Carrying amount at 30 June 2017		175,948	218	55	176,221

Restricted Covenants and Caveats registered over land and buildings

Restricted Covenants and Caveats have been registered in favour of the Government of Western Australia Housing Authority over certain land and buildings. These Restricted Covenants and Caveats require the Government of Western Australia Housing Authority's permission should the Group wish to deal with the properties in any way.

Assets pledged as security

Land and buildings amounting to \$93.4 million of net book value as at 30 June 2017 have been pledged to secure borrowings of the Group (see note 13). They have been pledged as security for the bank loans under mortgage. The Group cannot pledge these assets as security for other borrowings or sell them without approval from the mortgagee.

Measurement of the Group's gifted land and buildings

The Group's gifted land and buildings are stated at cost less any subsequent accumulated depreciation on buildings and subsequent accumulated impairment losses. The gifted land and buildings that have been contributed at no cost are recognised at the fair value of the asset at the date that they are received.

Measurement of the Group's freehold land and buildings

The Group's freehold land and buildings are stated at cost incurred in development less any subsequent accumulated depreciation on buildings and subsequent accumulated impairment losses.

Impairment losses recognised in the year

During the year the Group contracted independent valuers not related to the Group to undertake fair market valuation of selected properties that have been identified for potential sale. Where these market valuations were below the current net book value, these assets have been impaired to reflect the market value.

In review of the fair values based on the market comparable approach for individual property assets, the Group decided to recognise an impairment loss of \$297,000 (2016: \$209,000) on assets where the fair values are less than the carrying amounts. The recoverable amount of the relevant assets has been determined on the basis of their fair value less costs of disposal.

	2017	2016
NOTE	\$ '000	\$ '000
NOTE 9. DEVELOPMENT PROJECTS IN PROGRESS		
NON-CURRENT		
Balance at the beginning of the year	18,225	8,059
Additions during the year	24,244	14,108
Transferred to properties	8 (22,528)	(2,371)
Transferred to inventories	(13,063)	(1,503)
Project costs written off	(983)	(68)
Balance at the end of the year	5,895	18,225

In relation to the acquisition and construction of the development projects borrowing costs amounting to \$432,000 (2016: \$199,000) have been capitalised during the period.

	2017	2016
	\$ '000	\$ '000
NOTE 10. INTANGIBLE ASSETS		
Computer software	663	771
	663	771
Computer software		
Cost		
Balance at the beginning of year		1,350
Additions during the period		26
Balance at the end of the year		1,376
Computer software		
Accumulated Amortisation and Impairment		
Balance at the beginning of year		(579)
Amortisation expense		(134)
Balance at the end of the year		(713)
		663

	2017	2016
	\$ '000	\$ '000

NOTE 11. INTEREST IN JOINT VENTURES

The Group had a 50% interest in the Eaton Joint Venture, whose principle activities were the development and construction of properties.

The interests in the Joint Ventures are accounted for in the financial statement using the equity method.

Balance at the beginning of the year	-	54
Distributions received during the period	-	(96)
Profit on discontinuation of JV	-	42
Investment in Joint Ventures	-	-

	2017	2016
	\$ '000	\$ '000

NOTE 12. TRADE AND OTHER PAYABLES

CURRENT

Trade payables	1,173	2,453
Government grants received in advance	-	1,969
Other current payables	2,383	2,385
Employee benefits payable	52	25
	3,608	6,832

NON-CURRENT

Other non-current payable	-	15
	-	15

All trade and other payables are unsecured and the average credit period on purchases is between 14 and 60 days.

	2017	2016
	\$ '000	\$ '000

NOTE 13. FINANCIAL LIABILITIES

NON - CURRENT - SECURED

Bank loan	39,500	22,000
Total	39,500	22,000

(a) Facility

The total facility available to Access Housing Australia Limited as of 30 June 2017 is \$44.5 million being the lesser of \$44.5 million and an amount equivalent to 45% of the aggregate independent in line value of properties as specified in the loan agreement based on the independent in line valuation performed in FY'2016, which amounted to \$111 million. On 20 March 2018 this reverts back to being the lesser of \$40 million and an amount equivalent to 40% of the aggregate independent in line value of properties. There is a tripartite agreement in place between the Commonwealth Bank of Australia, Government of Western Australia Housing Authority and Access Housing Australia Limited covering this facility.

(b) Assets pledged as security

- First ranking charge over assets pledged as security.
- Fixed property mortgages over residential property portfolio valued at circa \$111 million consisting of 422 properties.

(c) Interest terms

Interest rates are set based on the average Bank Bill Swap Bid Rate ("BBSY") plus a margin of 0.7% for a term equivalent to the interest period.

(d) Loan repayment terms

As per the extended facility arrangement that came into effect on 20 March 2017, the borrower must repay any amount borrowed in excess of \$40 million by 20 March 2018 being the termination date of this extension.

As per the extended facility arrangement that came into effect on 20 May 2015, the borrower must repay all outstanding principal amounts by 30 November 2019, the termination date of the facility.

(e) Financial undertakings

As per the extended finance facility arrangement the borrower must operate above specified hurdle ratios for interest cover and debt service.

As at 30 June 2017 the Group was in compliance with all the required financial undertakings.

	2017	2016
	\$ '000	\$ '000

NOTE 14. PROVISIONS**CURRENT**

Provision for annual leave	571	527
Provision for long service leave	249	218
Provision for make good costs	140	-
	960	745

NON CURRENT

Provision for long service leave	268	156
	268	156

NOTE 15. EQUITY

The Group is incorporated under the *Corporation Act 2001* and is limited by guarantee and has no paid up capital. The members' guarantee is limited to \$1 per member. At 30 June 2017 the number of members was 9 (2016: 8).

	2017	2016
	\$ '000	\$ '000

NOTE 16. COMMITMENTS**Operating Lease Commitments**

Non-cancellable operating leases contracted for but not recognised

Payable – minimum lease payments		
- not later than 12 months	963	574
- later than 12 months but not later than 5 years	3,025	364
- later than 5 years	3,927	-
	7,915	938

The property lease commitments are non-cancellable operating leases contracted for but not recognised in the financial statements. Increase in lease commitments may occur in line with the Consumer Price Index (CPI).

The motor vehicle lease commitments are operating leases contracted for a term of less than one year.

Capital Commitments

The Group has a number of contracts in place in relation to the development project. The outstanding commitments on these contracts at 30 June 2017 were \$313,000 (2016: \$26,497,000). The Group had no other capital commitments at 30 June 2017.

	2017	2016
	\$ '000	\$ '000

NOTE 17. CASH FLOW INFORMATION

Reconciliation of profit for the year to net cash flows from operating activities

(Loss) / Profit after tax	(868)	26,728
Income tax benefit recognised in profit or loss	(44)	(30)
Non cash flows		
- Depreciation and amortisation	3,243	2,917
- Gifted properties	-	(25,645)
- Increase / (Decrease) in provision for doubtful debts	130	(50)
- Share of profits of joint ventures	-	(42)
- Property, plant and equipment impaired and written off	402	214
- Project costs written off	1,516	68
- Provision for make good costs	140	-
Movements in Working Capital		
- Decrease in trade and other payables	(2,120)	(150)
- Decrease / (Increase) in trade and other receivables	121	(1,783)
- Increase in inventories	(6,251)	(6,039)
- Increase in provisions	187	261
Net cash used in operating activities	(3,544)	(3,551)

NOTE 18. CONTINGENT ASSETS AND LIABILITIES

The Group has entered into unconditional sales contracts with external parties for the sale of some of its inventories. The contracted value as at 30 June 2017 was \$2,793,000 net of selling costs. From this, \$1,698,000 worth of contracts have been settled to the date of this financial report.

There are no contingent liabilities as at 30 June 2017.

NOTE 19. EVENTS AFTER THE REPORTING PERIOD

No material events have occurred subsequent to the reporting period.

NOTE 20. RELATED PARTY TRANSACTIONS

The Group's related parties include its key management personnel and related entities as described below.

A) REMUNERATION OF KEY MANAGEMENT PERSONNEL

Name, position held of key management personnel and their remuneration disclosed below:

NAME OF THE KEY MANAGEMENT PERSONNEL	POSITION HELD
David Lantzke	Director / Chairperson
Malcolm O'Dell	Director
Rebecca Strom	Director
Christopher Parkinson	Director
Matthew Raison	Director
Geoff Lotter	Director
Debra Bakker	Director
Hon. James (Jim) McGinty AM	Director
Rebecca Tomkinson	Director (appointed 5 April 2017)
Garry Ellender	Chief Executive Officer
Allan Wilkerson	General Manager Tenancy Services (resigned)
Ian Aiyathurai	Chief Financial Officer
Susan Groome	General Manager Community Housing

KEY MANAGEMENT PERSONNEL REMUNERATION	2017 \$ '000	2016 \$ '000
Short term employee benefits	915	819
Other benefits	36	41
	951	860

Of the above, \$15,000 (2016: \$14,000) relates to directors fees which directors have not taken in cash but have been set aside to be donated to charity.

B) TRANSACTIONS WITH RELATED ENTITIES

Balances and transactions between the company and its subsidiaries have been eliminated on consolidation and are not disclosed in this note. Details of transactions between the Group and other related parties are disclosed below.

Other Related Party Transactions

During the period Access Housing Group incurred legal costs from Corrs Chambers Westgarth Lawyers an entity which Rebecca Strom was a Partner. Costs incurred for the financial year ended 30 June 2017 amounted to \$97,000 (2016: \$122,000). At 30 June 2017 \$Nil (2016: \$8,500) remained unpaid.

The Group had obtained consultancy services from Private Invest, an entity which Mark Roberts (ex-Director of CCIN) is the Owner. Costs incurred for the financial year ended 30 June 2017 amounted to \$355,000 (2016: \$364,000). At 30 June 2017 \$ Nil (2016: \$ Nil) remained unpaid.

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

NOTE 21. INVESTMENTS IN SUBSIDIARY AND JOINT VENTURE ENTITIES**A) SHAREHOLDING**

	2017	2016
Name of the entity		
Access Housing Realty Pty Ltd	100%	100%
Access CCIN Ltd	100%	100%

B) COMPOSITION OF THE GROUP

Information about the composition of the Group at the end of the reporting period is as follows:

Principal activity	Place of incorporation and operation	Number of wholly-owned subsidiaries	
		2017	2016
Provider of Real Estate services	Australia	1	1
Development of Private Equity investment structure	Australia	1	1
		2	2

NOTE 22. FINANCIAL RISK MANAGEMENT

The carrying amounts for each category of financial instruments, measured in accordance with AASB 139 as detailed in accounting policies to these financial statements, are as follows:

		2017 \$ '000	2016 \$ '000
	NOTE		
Financial Assets			
Cash and cash equivalents	5	721	3,455
Trade and other receivables	6	3,468	4,459
Total Financial Assets		4,189	7,914
Financial Liabilities			
Financial Liabilities at amortised cost			
Trade and other payables	12	3,608	6,847
Bank loans	13	39,500	22,000
Total Financial Liabilities		43,108	28,847

FINANCIAL RISK MANAGEMENT POLICIES

The finance and audit committee consists of four committee members. The committee's overall risk management strategy is to assist the Group in meeting its financial targets whilst minimising potential adverse effects on financial performance. Risk management policies are approved and reviewed by the finance and audit committee on a regular basis. These include credit risk policies and future cash flow requirements.

SPECIFIC FINANCIAL RISK EXPOSURE AND MANAGEMENT

The main risks the Group is exposed to through its financial instruments are credit risk, liquidity risk and market risk relating to interest rate risk.

(A) CREDIT RISK

Exposure to credit risk relating to financial assets arises from the potential non-performance by counterparties of contract obligations that could lead to a financial loss to the Group.

The Group does not have any material credit risk exposures as its major source of revenue is the receipt of rent. Rent is largely directly debited from Centrelink or client bank accounts, which further mitigates credit risk.

Credit Risk Exposures

The maximum exposure to credit risk by class of recognised financial assets at the end of the reporting period is equivalent to the carrying value and classification of those financial assets (net of any provisions) as presented in the Statement of Financial Position.

Trade and other receivables that are neither past due nor impaired are considered to be of high credit quality. Aggregates of such amounts are as detailed in Note 6.

The Group has no significant concentrations of credit risk with any single counterparty or Group of counterparties. Details in relation to the credit risk of trade and other receivables are provided in Note 6.

Credit risk related to balances with banks and other financial institutions is managed by the finance and audit committee in accordance with approved board policy. Such policy requires that surplus funds are only invested with one of the larger banking institutions in Australia.

	NOTE	2017 \$ '000	2016 \$ '000
Cash and cash equivalents - S&P rated AA-	5	721	3,455
		721	3,455

(B) LIQUIDITY RISK

Liquidity risk arises from the possibility that the Group might encounter difficulty in settling its debts or otherwise meeting its obligations related to financial liabilities. The table below summarises the maturity profile of the Group's financial liabilities at the reporting date based on contractual undiscounted repayments obligations:

	2017					2016				
	On demand within one year \$ '000	1-2 years \$ '000	2-5 years \$ '000	5 years and above \$ '000	Total \$ '000	On demand within one year \$ '000	1-2 years \$ '000	2-5 years \$ '000	5 years and above \$ '000	Total \$ '000
Trade payables	1,173	-	-	-	1,173	2,453	-	-	-	2,453
Other payables	2,383	-	-	-	2,383	2,385	15	-	-	2,400
Employee benefits payable	52	-	-	-	52	25	-	-	-	25
Bank loan	-	-	39,500	-	39,500	-	-	22,000	-	22,000
	3,608	-	39,500	-	43,108	4,863	15	22,000	-	26,878

(C) INTEREST RATE RISK

The Group's exposure to interest rate risk, which is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates and the effective weighted average interest rate for each class of financial assets and financial liabilities comprises:

	FIXED INTEREST RATE		FLOATING INTEREST RATE				NON-INTEREST BEARING		TOTAL		WEIGHT EFFECTIVE INTEREST RATE	
	2017 \$ '000	2016 \$ '000	1 YEAR OR LESS		1 TO 5 YEARS		2017 \$ '000	2016 \$ '000	2017 \$ '000	2016 \$ '000	2017 %	2016 %
			2017 \$ '000	2016 \$ '000	2017 \$ '000	2016 \$ '000						
Financial Assets												
Cash	667	2,793	-	-	-	-	54	662	721	3,455	1.56%	1.93%
Trade and other receivables	-	-	-	-	-	-	3,468	4,459	3,468	4,459	NA	NA
Total Financial Assets	667	2,793	-	-	-	-	3,522	5,121	4,189	7,914		
Financial Liabilities												
Trade and other payables	-	-	-	-	-	-	3,608	6,847	3,608	6,847	NA	NA
Bank loans	-	-	-	-	39,500	22,000	-	-	39,500	22,000	2.53%	3.00%
Total Financial Liabilities	-	-	-	-	39,500	22,000	3,608	6,847	43,108	28,847	-	-

Sensitivity Analysis

The sensitivity analyses below have been determined based on the exposure to interest rates for both derivatives and non-derivative instruments at the end of the reporting period.

For floating rate liabilities, the analysis is prepared assuming the amount of the liability outstanding at the end of the reporting period was outstanding for the whole year.

If interest rates had been 100 basis points higher / lower and all other variables were held constant, the Group's profit for the year ended 30 June 2017 would decrease / increase by \$388,000 (2016: decrease / increase by \$192,000). This is mainly attributable to the Group's exposure to interest rates on its variable rate borrowings.

The Group's sensitivity to interest rates has increased during the current year mainly due to the additional draw down made on the variable rate borrowing facility as a result of increased level of development project activities.

NOTE 23. CAPITAL MANAGEMENT

Management controls the capital of the Group to ensure that adequate cash flows are generated to fund its proposed development programs and that returns from investments are maximised within tolerable risk parameters. The finance and audit committee ensures that the overall risk management strategy is in line with this objective. The finance and audit committee operates under policies approved by the Board of Directors. Risk management policies are approved and reviewed by the board on a regular basis. These include credit risk policies and future cash flow requirements. The Group's capital consists of financial liabilities, supported by financial assets. Management effectively managed the Group's capital by assessing the Group's financial risks and responding to changes in these risks and in the market. These responses include the consideration of debt levels.

The Group is in compliance with its commitments to the Commonwealth Bank of Australia and the Government of Western Australia Housing Authority.

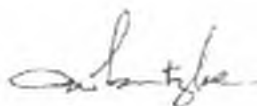
DIRECTORS' DECLARATION

Access Housing Australia Limited

The directors of the Group declare that:

1. The consolidated financial statements and notes, as set out on pages 6 to 36, are in accordance with the *Corporations Act 2001* and the *ACNC Act 2012* and:
 - a) comply with Australian Accounting Standards; and
 - b) give a true and fair view of the financial position as at 30 June 2017 and of the performance for the year ended on that date of the Group.
2. In the directors' opinion there are reasonable grounds to believe that the Group will be able to pay its debts as and when they become due and payable.

This declaration is made in accordance with a resolution of the Board of Directors.



Director

David William Lantzke

Dated this 27th day of September 2017



Bentleys Audit & Corporate
(WA) Pty Ltd

Level 2
118 St George Street
Perth WA 6000
PO Box 1175
London Square WA 6260

ABN 59 121 202 539

T 08 9402 6000

F 08 9402 6000

Further info >

Independent Auditor's Report

To the Members of Access Housing Australia Limited

Report on the Audit of the Financial Report

Opinion

We have audited the financial report of Access Housing Australia Limited ('the Company') and its subsidiaries ('the Consolidated Entity'), which comprises the consolidated statement of financial position as at 30 June 2017, the consolidated statement of profit or loss and other comprehensive income, the consolidated statement of changes in equity and the consolidated statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the directors' declaration.

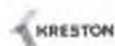
In our opinion:

- the accompanying financial report of the Consolidated Entity is in accordance with the *Corporations Act 2001* and the *Australian Charities and Not-for-profits Commission ('ACNC') Act 2012*, including:
 - giving a true and fair view of the Consolidated Entity's financial position as at 30 June 2017 and of its financial performance for the year then ended; and
 - complying with Australian Accounting Standards and the *Corporations Regulations 2001* and the *ACNC Regulations 2013*;

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance about whether the financial report is free from material misstatement. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Consolidated Entity in accordance with the auditor independence requirements of the *Corporations Act 2001*; the *Australian Charities and Not-for-profits Commission ('ACNC') Act 2012* and the ethical requirements of the Accounting Professional and Ethical Standards Board's *APES 110 Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



118 St George Street, Level 2, Perth WA 6000
PO Box 1175, London Square WA 6260
ABN 59 121 202 539
T 08 9402 6000
F 08 9402 6000
Further info >



Independent Auditor's Report

To the Members of Access Housing Australia Limited (Company)



Other Information

The directors are responsible for the other information. The other information comprises the information included in the Consolidated Entity's annual report for the year ended 30 June 2017, but does not include the financial report and our auditor's report thereon.

Our opinion on the financial report does not cover the other information and accordingly we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or our knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Responsibilities of the Directors for the Financial Report

The directors of the Company are responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards and the Corporations Act 2001 and the Australian Charities and Not-for-profits Commission ('ACNC') Act 2012 and for such internal control as the directors determine is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the directors are responsible for assessing the Consolidated Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the Consolidated Entity or to cease operations, or has no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Financial Report

Our responsibility is to express an opinion on the financial report based on our audit. Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

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

identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Independent Auditor's Report

To the Members of Access Housing Australia Limited (Continued)



Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Consolidated Entity's internal control.

Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the directors.

Conclude on the appropriateness of the directors' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Consolidated Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Consolidated Entity to cease to continue as a going concern.

Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Consolidated Entity to express an opinion on the financial report. We are responsible for the direction, supervision and performance of the Consolidated Entity audit. We remain solely responsible for our audit opinion.

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

We also provide the directors with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

From the matters communicated with the directors, we determine those matters that were of most significance in the audit of the financial report of the current period and are therefore the key audit matters. We describe these matters in our auditor's report unless law or regulation precludes public disclosure about the matter or when, in extremely rare circumstances, we determine that a matter should not be communicated in our report because the adverse consequences of doing so would reasonably be expected to outweigh the public interest benefits of such communication.

Handwritten signature of a Bentleys representative in blue ink.

BENTLEYS
Chartered Accountants

Handwritten signature of Mark DeLaurentis in blue ink.

MARK DELAURENTIS CA
Director

Dated at Perth this 27th day of September 2017

AUDITOR'S INDEPENDENCE DECLARATION



Bentleys Audit & Corporate
(WA) Pty Ltd

London House

Level 3

236 St Georges Terrace

Perth WA 6000

PO Box 770

Chaters Square WA 6831

ABN 33 121 222 802

T +61 8 9226 4500

F +61 8 9226 4300

bentleys.com.au

To The Board of Directors

Auditor's Independence Declaration

As lead audit director for the audit of the financial statements of Access Housing Australia Limited for the financial year ended 30 June 2016, I declare that to the best of my knowledge and belief, there have been no contraventions of:

- ▶ the auditor independence requirements of the Corporations Act 2001 in relation to the audit; and
- ▶ any applicable code of professional conduct in relation to the audit.

Yours faithfully

BENTLEYS
Chartered Accountants

MARK DELAURENTIS CA
Director

Dated at Perth this 28th day of September 2016



All copies of Bentleys' compliance independence declaration are applied through the Audit File Submission System (AFS) in Bentley's WA version of the Bentley Navigator software and are available via the Bentley website. The Bentley website is a public website and is not intended to be used for confidential information. The Bentley website is available at www.bentleys.com.au.

- ▶ Accountants
- ▶ Auditors
- ▶ Advisors

STATEMENT OF PROFIT
OR LOSS AND OTHER
COMPREHENSIVE INCOMEfor the year ended 30 June 2016,
Access Housing Australia Limited

	NOTE	2016 \$ '000	2015 \$ '000
Revenue	2	47,100	19,842
Other income		133	276
Gain on disposal of property, plant and equipment		128	216
		47,361	20,334
Employee benefits expense		(7,754)	(6,942)
Depreciation and amortisation expense	3	(2,917)	(2,670)
Doubtful debts expense	3	(247)	(306)
Rental expense	3	(360)	(355)
Property expenses	3	(3,755)	(3,394)
Ongoing maintenance expenses	3	(2,923)	(2,621)
Finance expenses		(545)	(429)
Other expenses		(1,995)	(2,705)
Impairment loss on properties	3	(209)	(-)
Share of net profit from Joint Venture operations	10	42	-
Profit before income tax expense		26,698	912
Income tax benefit	4	30	5
Profit for the year after tax		26,728	917
Other comprehensive income		-	-
Total comprehensive income for the year		26,728	917

The accompanying notes form part of these financial statements.

STATEMENT OF
FINANCIAL POSITION

as at 30 June 2016, Access Housing Australia Limited

	NOTE	2016 \$ '000	2015 \$ '000
CURRENT ASSETS			
Cash and cash equivalents	5	3,455	3,283
Trade and other receivables	6	4,459	2,648
Current tax assets	4	21	-
TOTAL CURRENT ASSETS		7,935	5,931
NON CURRENT ASSETS			
Deferred tax assets	4	41	11
Property, plant and equipment	7	157,073	131,153
Development projects under work in progress	8	18,225	8,059
Intangible assets	9	771	857
Investment in Joint Venture	10	-	54
TOTAL NON CURRENT ASSETS		176,110	140,134
TOTAL ASSETS		184,045	146,065
CURRENT LIABILITIES			
Trade and other payables	11	6,832	4,850
Current tax liabilities	4	-	6
Provisions	13	745	546
TOTAL CURRENT LIABILITIES		7,577	5,402
NON-CURRENT LIABILITIES			
Other Payable	11	15	-
Provisions	13	156	94
Financial liabilities	12	22,000	13,000
TOTAL NON-CURRENT LIABILITIES		22,171	13,094
TOTAL LIABILITIES		29,748	18,496
NET ASSETS		154,297	127,569
EQUITY			
Retained earnings		154,297	127,569
TOTAL EQUITY		154,297	127,569

The accompanying notes form part of these financial statements.

STATEMENT OF CASH FLOWS

for the year ended 30 June 2016
Access Housing Australia Limited

	NOTE	2016 \$ '000	2015 \$ '000
CASH FLOW FROM OPERATING ACTIVITIES			
Rental income received		16,885	15,915
Other receipts		300	473
Receipt of grants		3,465	4,292
Interest received		24	29
Payments to suppliers and employees		(17,752)	(15,715)
Finance costs paid		(535)	(357)
Tax paid		(27)	(33)
Net cash generated by operating activities	16	2,360	4,604
CASH FLOWS FROM INVESTING ACTIVITIES			
Proceeds from sale of property, plant and equipment		1,375	786
Payment for property, plant and equipment		(12,597)	(11,055)
Payment for intangible assets		(62)	(199)
Distributions from Joint Venture		96	200
Net cash used in investing activities		(11,188)	(10,268)
CASH FLOW FROM FINANCING ACTIVITIES			
Proceeds from borrowings		9,000	5,500
Net cash used in financing activities		9,000	5,500
Net increase / (decrease) in cash held		172	(164)
Cash and cash equivalents at the beginning of the financial year		3,283	3,447
Cash and cash equivalents at the end of the financial year	5	3,455	3,283

The accompanying notes form part of these financial statements.

STATEMENT OF CHANGES IN EQUITY

for the year ended 30 June 2016
Access Housing Australia Limited

	RETAINED EARNINGS \$ '000
Balance as at 1 July 2014	126,652
Profit for the year	917
Other comprehensive income for the year	-
Total comprehensive income for the year	917
Balance at 30 June 2015	127,569
Balance as at 1 July 2015	127,569
Profit for the year	26,728
Other comprehensive income for the year	-
Total comprehensive income for the year	26,728
Balance at 30 June 2016	154,297

The accompanying notes form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS

for the year ended 30 June 2016
Access Housing Australia Limited

NOTE 1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements comprise the consolidated financial statements of the Group. Access Housing Australia Limited (Access Housing) is incorporated and domiciled in Australia. Access Housing Australia Limited is a not-for-profit Company limited by guarantee and governed by the Corporations Act 2001 and the Australian Charities and Not-for-profits Commission Act 2012. The address of its registered office and its principal place of business is Level 1, 39 Adelaide Street, Fremantle WA 6959.

BASIS OF PREPARATION

The financial statements are general purpose financial statements that have been prepared in accordance with Australian Accounting Standards (including Australian Accounting Interpretations) and the Corporations Act 2001.

Australian Accounting Standards set out accounting policies that the AASB has concluded would result in a financial report containing relevant and reliable information about transactions, events and conditions to which they apply. Material accounting policies adopted in the preparation of this financial report are presented below. They have been consistently applied unless otherwise stated.

The financial report has been prepared on an accruals basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities.

The financial statements are presented in Australian dollars, which is the company's functional currency. The company is a company of the kind referred to in ASIC Class Order 98/100, dated 10 July 1998, and in accordance with that Class Order amounts in the director's report and the financial statements are rounded off to the nearest thousand dollars, unless otherwise indicated.

The financial statements were authorised for issue on 28 September 2016 by the directors of the Group.

ACCOUNTING POLICIES

BASIS OF CONSOLIDATION

The consolidated financial statements incorporate the financial statements of the Group and entities (including structured entities) controlled by the Group and its subsidiaries. Control is achieved when the Group:

- has power over the investee;
- is exposed, or has rights, to variable returns from its involvement with the investee; and
- has the ability to use its power to affect its returns.

The Group reassesses whether or not it controls an investee if facts and circumstances indicate that there are changes to one or more of the three elements of control listed above.

When the Group has less than a majority of the voting rights of an investee, it has power over the investee when the voting rights are sufficient to give it the practical ability to direct the relevant activities of the investee unilaterally. The Group considers all relevant facts and circumstances in assessing whether or not the Group's voting rights in an investee are sufficient to give it power, including:

- the size of the Group's holding of voting rights relative to the size and dispersion of holdings of the other vote holders;
- potential voting rights held by the Group, other vote holders or other parties;
- rights arising from other contractual arrangements; and
- any additional facts and circumstances that indicate that the Group has, or does not have, the current ability to direct the relevant activities at the time that decisions need to be made, including voting patterns at previous shareholders' meetings.

Consolidation of a subsidiary begins when the Group obtains control over the subsidiary and ceases when the Group loses control of the subsidiary. Specifically, income and expenses of a subsidiary acquired or disposed of during the year are included in the consolidated Statement of Profit or Loss and Other Comprehensive Income from the date the Group gains control until the date when the Group ceases to control the subsidiary.

Profit or loss and each component of other comprehensive income are attributed to the owners of the Group and to the non-controlling interests. Total

comprehensive income of subsidiaries is attributed to the owners of the Group and to the non-controlling interests even if this results in the non-controlling interests having a deficit balance.

When necessary, adjustments are made to the financial statements of subsidiaries to bring their accounting policies into line with the Group's accounting policies.

All intragroup assets and liabilities, equity, income, expenses and cash flows relating to transactions between members of the Group are eliminated in full on consolidation.

A. REVENUE

Grant revenue is recognised in the Statement of Profit or Loss and Other Comprehensive Income when the Group obtains control of the grant and it is probable that the economic benefits gained from the grant will flow to the Group and the amount of the grant can be measured reliably.

When grant revenue is received and the Group incurs an obligation to deliver economic value directly back to the contributor, this is considered a reciprocal transaction and the grant revenue is recognised in the statement of financial position as a liability until the service has been delivered to the contributor, otherwise the grant is recognised as income on receipt.

Access Housing receives non-reciprocal contributions of assets from the Government for no nominal value. These assets are recognised at fair value on the date of acquisition in the Statement of Financial Position with a corresponding amount of income recognised in the Statement of Profit or Loss and Other Comprehensive Income. The gain or loss on disposal is calculated as the difference between the carrying amount of the asset at the time of disposal and the net proceeds on disposal.

Donations and bequests are recognised as revenue when received.

Access Housing has contractual relationships with the Government of Western Australia Housing Authority where Access Housing has management rights to the Government of Western Australia Housing Authority properties. Access Housing is entitled to receive rental income from these properties and has an ongoing commitment to ensure that they are maintained on an ongoing basis, which depending on the condition and age of the properties will include some extensive renovation costs on a cyclical basis.

Revenue including rental income is recognised upon the delivery of the service to the customer.

All revenue is stated net of the amount of goods and services tax (GST).

Interest income from a financial asset is recognised when it is probable that the economic benefits will flow to the Group and the amount of revenue can be measured reliably. Interest income is accrued on a time basis, by reference to the principal

outstanding and at the effective interest rate applicable, which is the rate that exactly discounts estimated future cash receipts through the expected life of the financial asset to that asset's net carrying amount on initial recognition.

Dividend income is recognised at the time the right to receive payment is established.

B. INVESTMENTS IN ASSOCIATES AND JOINT VENTURES

An associate is an entity over which the Group has significant influence. Significant influence is the power to participate in the financial and operating policy decisions of the investee but is not control or joint control over those policies.

A joint venture is a joint arrangement whereby the parties that have joint control of the arrangement have rights to the net assets of the joint arrangement. Joint control is the contractually agreed sharing of control of an arrangement, which exists only when decisions about the relevant activities require unanimous consent of the parties sharing control.

The results and assets and liabilities of associates or joint ventures are incorporated in these consolidated financial statements using the equity method of accounting, except when the investment, or a portion thereof, is classified as held for sale, in which case it is accounted for in accordance with AASB 5. Under the equity method, an investment in an associate or a joint venture is initially recognised in the consolidated statement of financial position at cost and adjusted thereafter to recognise the Group's share of the profit or loss and other comprehensive income of the associate or joint venture. When the Group's share of losses of an associate or a joint venture exceeds the Group's interest in that associate or joint venture (which includes any long-term interests that, in substance, form part of the Group's net investment in the associate or joint venture), the Group discontinues recognising its share of further losses. Additional losses are recognised only to the extent that the Group has incurred legal or constructive obligations or made payments on behalf of the associate or joint venture.

An investment in an associate or a joint venture is accounted for using the equity method from the date on which the investee becomes an associate or a joint venture. On acquisition of the investment in an associate or a joint venture, any excess of the cost of the investment over the Group's share of the net fair value of the identifiable assets and liabilities of the investee is recognised as goodwill, which is included within the carrying amount of the investment. Any excess of the Group's share of the net fair value of the identifiable assets and liabilities over the cost of the investment, after reassessment, is recognised immediately in profit or loss in the period in which the investment is acquired.

The requirements of AASB 139 are applied to determine whether it is necessary to recognise any impairment loss with respect to the Group's investment in an associate or a joint venture. When necessary, the entire carrying amount of the investment (including goodwill) is tested for impairment in accordance with AASB 136 *Impairment of Assets* as a single asset by comparing its recoverable amount (higher of value in use and fair value less costs to sell) with its carrying amount. Any impairment loss recognised forms part of the carrying amount of the investment. Any reversal of that impairment loss is recognised in accordance with AASB 136 *Impairment of Assets* to the extent that the recoverable amount of the investment subsequently increases.

The Group discontinues the use of the equity method from the date when the investment ceases to be an associate or a joint venture, or when the investment is classified as held for sale. When the Group retains an interest in the former associate or joint venture and the retained interest is a financial asset, the Group measures the retained interest at fair value at that date and the fair value is regarded as its fair value on initial recognition in accordance with AASB 139. The difference between the carrying amount of the associate or joint venture at the date the equity method was discontinued, and the fair value of any retained interest and any proceeds from disposing of a part interest in the associate or joint venture is included in the determination of the gain or loss on disposal of the associate or joint venture. In addition, the Group accounts for all amounts previously recognised in other comprehensive income in relation to that associate or joint venture on the same basis as would be required if that associate or joint venture had directly disposed of the related assets or liabilities. Therefore, if a gain or loss previously recognised in other comprehensive income by that associate or joint venture would be reclassified to profit or loss on the disposal of the related assets or liabilities, the Group reclassifies the gain or loss from equity to profit or loss (as a reclassification adjustment) when the equity method is discontinued.

The Group continues to use the equity method when an investment in an associate becomes an investment in a joint venture or an investment in a joint venture becomes an investment in an associate. There is no remeasurement to fair value upon such changes in ownership interests.

When the Group reduces its ownership interest in an associate or a joint venture but the Group continues to use the equity method, the Group reclassifies to profit or loss the proportion of the gain or loss that had previously been recognised in other comprehensive income relating to that reduction in ownership interest if that gain or loss would be reclassified to profit or loss on the disposal of the related assets or liabilities.

When a group entity transacts with an associate or a joint venture of the Group, profits and losses resulting from the transactions with the associate or joint venture are recognised in the Group's consolidated financial statements only to the extent of interests in the associate or joint venture that are not related to the Group.

C. PROPERTY, PLANT AND EQUIPMENT

Each class of plant and equipment is carried at cost or fair value less, where applicable, any accumulated depreciation and impairment losses.

PROPERTY

Freehold land and buildings that have been contributed at no cost are recognised at the fair value of the asset at the date that it is received.

PLANT AND EQUIPMENT

Plant and equipment are measured on the cost basis and therefore carried at cost less accumulated depreciation and any accumulated impairment. In the event the carrying amount of plant and equipment is greater than the estimated recoverable amount, the carrying amount is written down immediately to the estimated recoverable amount. A formal assessment of recoverable amount is made when impairment indicators are present.

The carrying amount of plant and equipment is reviewed annually by the directors to ensure it is not in excess of the recoverable amount from these assets. The recoverable amount is assessed on the basis of depreciated replacement cost.

The cost of fixed assets constructed within the Group includes the cost of materials, direct labour and borrowing costs.

Plant and equipment that have been contributed at no nominal cost are recognised at the fair value of the asset at the date that it is acquired.

DEPRECIATION

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

The depreciation rates used for each class of depreciable assets are:

Class of Fixed Asset	Depreciation Rate
Buildings and improvements	2.5% - 12.5%
Plant and equipment	10% - 50%
Motor Vehicles	12.5% - 33.3%

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

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the Statement of Profit or Loss and Other comprehensive income.

CAPITAL WORK IN PROGRESS

Capital work in progress is measured at cost. Cost includes both the fixed and variable cost relating to the specific contracts and those costs that are attributable to the contract activity in general and that can be allocated on a reasonable basis.

REVALUATIONS

The Group's policy is to have its secured properties valued on at least a three year basis in compliance with the finance facility agreement. The directors elected to value the non-secured properties on a three year basis or where it believes there is an indication that its property assets have been impaired.

EQUITY PROJECTS

Equity projects represent the investments in properties jointly owned by the Group and the Government of Western Australia Housing Authority. The Group has contributed between 2% and 20% of the capital value of the properties. These are recognised at cost.

D. BORROWINGS

Borrowings are initially recognised at fair value, net of transaction costs incurred. Borrowings are subsequently measured at amortised cost. Any difference between the proceeds (net of transaction costs) and the redemption amount is recognised in the income statement over the period of the borrowings using the effective interest method.

Borrowings are classified as current liabilities unless the Group has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

E. BORROWING COSTS

Borrowing costs directly attributable to the acquisition or construction of qualifying assets, which are assets that necessarily take a substantial period of time to get ready for their intended use or sale, are added to the cost of the assets, until such time as the assets are substantially ready for their intended use.

All other borrowing costs are recognised in Statement of Profit or Loss and Other Comprehensive Income in the period in which they are incurred.

F. LEASES

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses on a straight-line basis over the lease term.

G. FINANCIAL INSTRUMENTS**INITIAL RECOGNITION AND MEASUREMENT**

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

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

CLASSIFICATION AND SUBSEQUENT MEASUREMENT

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

Amortised cost is calculated as the amount at which the financial asset or financial liability is measured at initial recognition less principal repayments and any reduction for impairment, and adjusted for any cumulative amortisation of the difference between that initial amount and the maturity amount calculated using the effective interest method.

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

Financial assets are classified at fair value through profit or loss when they are held for trading for the purpose of short term profit taking, derivatives not held for hedging purposes, or when they are designated as such to avoid an accounting mismatch or to enable performance evaluation where a group of financial assets is managed by key management personal on a fair value basis in accordance with a documented risk management or investment strategy. Such assets are subsequently measured at fair value with changes in fair value (i.e. gains or losses) being recognised in profit or loss.

(ii) Loans and receivables

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

(iii) Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets that have fixed maturities and fixed or determinable payments, and it is the Group's intention to hold these investments to maturity. They are measured at amortised cost using the effective interest method less any impairment.

(iv) Financial Liabilities

Non-derivative financial liabilities other than financial guarantees are subsequently measured at amortised cost.

(v) Impairment

At the end of each reporting period, the Group assesses whether there is objective evidence that a financial instrument has been impaired.

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

(vi) Derecognition

Financial assets are derecognised where the contractual rights to receipt of cash flows expires or the asset is transferred to another party whereby the Group no longer has any significant continuing involvement in the risks and benefits associated with the asset. Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying value of the financial liability, which is extinguished or transferred to another party and the fair value of consideration paid, including the transfer on non-cash assets or liabilities assumed, is recognised in profit or loss.

H. IMPAIRMENT OF ASSETS

At the end of each reporting period, the Group reviews the carrying value of its tangible and intangible assets to determine whether there is any indication that those assets may have been impaired. If such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount. Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss.

Where the future economic benefits of the asset are not primarily dependent on the asset's ability to generate net cash inflows and when the Group would, if deprived of the asset, replace its remaining future economic benefits, value in use is determined as the depreciated replacement cost of an asset.

Where it is not possible to estimate the recoverable amount of an asset class, the Group estimates the recoverable amount of the cash-generating unit to which the class of assets belong.

I. EMPLOYEE BENEFITS

Provision is made for the Group's liability for employee benefits arising from services rendered by employees to the end of the reporting period.

Contributions are made by the Group to an employee superannuation fund and are charged as expenses when incurred.

J. MAINTENANCE COSTS

Day to day servicing costs or maintenance are charged to profit or loss when expenses are incurred, except where they relate to the

replacement of a part or components of an asset, which extends its life or increases the value of the asset in which case the costs are capitalised within property plant and equipment.

K. CASH AND CASH EQUIVALENTS

Cash and cash equivalents include cash on hand, deposits available on demand with banks and other short-term highly liquid investments.

L. GOODS AND SERVICES TAX ("GST")

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Tax Office ("ATO").

Receivables and payables are stated inclusive of the amount of GST. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows included in receipts from customers or payments to suppliers.

M. INCOME TAX

Income tax expense represents the sum of the tax currently payable and deferred tax.

CURRENT TAX

The current income tax payable is based on taxable profit for the year. Taxable profit differs from profit before tax as reported in the consolidated Statement of Profit or Loss and Other comprehensive Income because of items of income or expense that are taxable or deductible in other years and items that are never taxable or deductible. The Group's current tax is calculated using tax rates that have been enacted or substantively enacted by the end of the reporting period.

DEFERRED TAX

Deferred tax is recognised on temporary differences between the carrying amounts of assets and liabilities in the consolidated financial statements and the corresponding tax bases used in the computation of taxable profit. Deferred tax liabilities are generally recognised for all taxable temporary differences. Deferred tax assets are generally recognised for all deductible temporary differences to the extent that it is probable that taxable profits will be available against which those deductible temporary differences can be utilised. Such deferred tax assets and liabilities are not recognised if the temporary difference arises from the initial recognition (other than in a business combination) of assets and liabilities in a transaction that affects neither the taxable profit nor the accounting profit. In addition, deferred tax liabilities are not recognised if the temporary difference arises from the initial recognition of goodwill.

Deferred tax liabilities are recognised for taxable temporary differences associated with investments in subsidiaries and associates, and interests in joint ventures, except where the Group is able to control the reversal of the temporary difference and it is probable that the temporary difference will not reverse in the foreseeable future. Deferred tax assets arising from deductible temporary differences associated with such investments and interests are only recognised to the extent that it is probable that there will be sufficient taxable profits against which to utilise the benefits of the temporary differences and they are expected to reverse in the foreseeable future.

The carrying amount of deferred tax assets is reviewed at the end of each reporting period and reduced to the extent that it is no longer probable that sufficient taxable profits will be available to allow all or part of the asset to be recovered.

Deferred tax assets and liabilities are measured at the tax rates that are expected to apply in the period in which the liability is settled or the asset realised, based on tax rates (and tax laws) that have been enacted or substantively enacted by the end of the reporting period. The measurement of deferred tax liabilities and assets reflects the tax consequences that would follow from the manner in which the Group expects, at the end of the reporting period, to recover or settle the carrying amount of its assets and liabilities.

Deferred tax liabilities and assets are offset when there is a legally enforceable right to set off current tax assets against current tax liabilities and when they relate to income taxes levied by the same taxation authority and the Group intends to settle its current tax assets and liabilities on a net basis.

N. INTANGIBLES

COMPUTER SOFTWARE

Computer software is initially recorded at cost, has a finite life and is carried at cost less any accumulated amortisation and impairment losses. It has an estimated useful life of 3 to 8 years and is assessed annually for impairment.

The development expenditure of computer software developed within the Group includes costs of services and costs of employee benefits arising from the generation of the asset.

DERECOGNITION OF INTANGIBLE ASSETS

An intangible asset is derecognised on disposal, or when no future economic benefits are expected from use or disposal. Gains or losses arising from derecognition of an intangible asset, measured as the difference between the net disposal proceeds and the carrying amount of the asset are recognised in profit or loss when the asset is derecognised.

O. PROVISIONS

Provisions are recognised when the Group has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow

of economic benefits will result and that outflow can be reliably measured. Provisions recognised represent the best estimate of the amounts required to settle the obligation at the end of the reporting period.

P. TRADE AND OTHER PAYABLES

Trade and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the Group during the reporting period which remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of the recognition of the liability.

Q. COMPARATIVE FIGURES

Where required by Accounting Standards comparative figures have been adjusted to conform with changes in presentation for the current financial year.

R. FAIR VALUE OF ASSETS AND LIABILITIES

The Group measures some of its assets and liabilities at fair value on either a recurring or non-recurring basis, depending on the requirements of the applicable Accounting Standard.

Fair value is the price the Group would receive to sell an asset or would have to pay to transfer a liability in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset or minimises the payments made to transfer the liability, after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

The fair value of liabilities and the entity's own equity instruments (excluding those related to share-based payment arrangements) may be valued, where there is no observable market

price in relation to the transfer of such financial instruments, by reference to observable market information where such instruments are held as assets. Where this information is not available, other valuation techniques are adopted and, where significant, are detailed in the respective note to the financial statements.

VALUATION TECHNIQUES

In the absence of an active market for an identical asset or liability, the Group selects and uses one or more valuation techniques to measure the fair value of the asset or liability. The Group selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Group are consistent with one or more of the following valuation approaches:

Market approach: valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

Income approach: valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach: valuation techniques that reflect the current replacement cost of an asset at its current service capacity.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Group gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

FAIR VALUE HIERARCHY

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurements into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

The Group would change the categorisation within the fair value hierarchy only in the following circumstances:

- (i) if a market that was previously considered active (Level 1) became inactive (Level 2 or Level 3) or vice versa; or
- (ii) if significant inputs that were previously unobservable (Level 3) became observable (Level 2) or vice versa.

When a change in the categorisation occurs, the Group recognises transfers between levels of the fair value hierarchy (i.e. transfers into and out of each level of the fair value hierarchy) on the date the event or change in circumstances occurred.

S. OTHER KEY ESTIMATES

The directors evaluate estimates and judgments incorporated into the financial report based on historical knowledge and best available current information. Estimates assume a reasonable expectation of future events and are based on current trends and economic data, obtained both externally and within the Group.

VALUATION OF LAND AND BUILDINGS

The Group engaged the services of an independent Valuation company approved by the finance facility provider to conduct the valuation of land and buildings. During the financial year ending on 30 June 2016 the group had undertaken valuations of approximately one third of the carrying value of the assets.

Based on these independent valuations an impairment loss of \$209,000 was recognised to reduce the carrying amount to be in line with independent valuation.

ESTIMATION OF USEFUL LIVES OF ASSETS

The Group determines the estimated useful lives and related depreciation and amortisation charges for its property, plant and equipment, and finite life intangible assets.

The useful lives could change significantly as a result of technical innovations or some other event. The depreciation and amortisation charge will increase where the useful lives are less than previously estimated lives, or technically obsolete or non-strategic assets that have been abandoned or sold will be written off or written down.

IMPAIRMENT OF TRADE RECEIVABLES

Included in accounts receivable is an allowance for doubtful debts of Trade Receivables of \$371,000 (2015: \$421,000). This is based on the historical level of bad debts written-off as unrecoverable and the age of the related debts.

CAPITALISED MAJOR MAINTENANCE

The Group capitalises major maintenance costs which are outside the scope of routine day to day maintenance. The Directors believe these costs improve the properties and allow the Group to continue to generate income from these assets.

The improvements for leasehold properties are depreciated over the shorter of the estimated useful life of that improvement and unexpired term of lease if applicable.

T. APPLICATION OF NEW AND REVISED ACCOUNTING STANDARDS**NEW, REVISED OR AMENDING ACCOUNTING STANDARDS AND INTERPRETATIONS ADOPTED**

The group has adopted all of the new, revised or amending Accounting Standards and Interpretations issued by the Australian Accounting Standards Board ('AASB') that are mandatory for the current reporting period. The adoption of these Accounting Standards and Interpretations did not have any significant impact on the financial performance or position of the group during the financial year.

Any new, revised or amending Accounting Standards or Interpretations that are not yet mandatory have not been early adopted.

NEW ACCOUNTING STANDARDS AND INTERPRETATIONS NOT YET MANDATORY OR EARLY ADOPTED

Australian Accounting Standards and Interpretations that have recently been issued or amended but are not yet mandatory, have not been early adopted by the group for the annual reporting period ended 30 June 2016. The group's assessment of the impact of these new or amended Accounting Standards and Interpretations, most relevant to the group, are set out below.

AASB 9 Financial Instruments	<p>This standard is applicable to annual reporting periods beginning on or after 1 January 2018. The standard replaces all previous versions of AASB 9 and completes the project to replace IAS 39 'Financial Instruments: Recognition and Measurement'. AASB 9 introduces new classification and measurement models for financial assets. A financial asset shall be measured at amortised cost, if it is held within a business model whose objective is to hold assets in order to collect contractual cash flows, which arise on specified dates and solely principal and interest. All other financial instrument assets are to be classified and measured at fair value through profit or loss unless the entity makes an irrevocable election on initial recognition to present gains and losses on equity instruments (that are not held-for-trading) in other comprehensive income ('OCI'). For financial liabilities, the standard requires the portion of the change in fair value that relates to the entity's own credit risk to be presented in OCI (unless it would create an accounting mismatch). New simpler hedge accounting requirements are intended to more closely align the accounting treatment with the risk management activities of the entity. New impairment requirements will use an 'expected credit loss' ('ECL') model to recognise an allowance. Impairment will be measured under a 12-month ECL method unless the credit risk on a financial instrument has increased significantly since initial recognition in which case the lifetime ECL method is adopted. The standard introduces additional new disclosures. The group will adopt this standard from 1 July 2018 but the impact of its adoption is yet to be assessed by the group.</p>
AASB 15 Revenue from Contracts with Customers	<p>This standard is applicable to annual reporting periods beginning on or after 1 January 2018. The standard provides a single standard for revenue recognition. The core principle of the standard is that an entity will recognise revenue to depict the transfer of promised goods or services to customers in an amount that reflects the consideration to which the entity expects to be entitled in exchange for those goods or services. The standard will require: contracts (either written, verbal or implied) to be identified, together with the separate performance obligations within the contract; determine the transaction price, adjusted for the time value of money excluding credit risk; allocation of the transaction price to the separate performance obligations on a basis of relative stand-alone selling price of each distinct good or service, or estimation approach if no distinct observable prices exist; and recognition of revenue when each performance obligation is satisfied. Credit risk will be presented separately as an expense rather than adjusted to revenue. For goods, the performance obligation would be satisfied when the customer obtains control of the goods. For services, the performance obligation is satisfied when the service has been provided, typically for promises to transfer services to customers. For performance obligations satisfied over time, an entity would select an appropriate measure of progress to determine how much revenue should be recognised as the performance obligation is satisfied. Contracts with customers will be presented in an entity's statement of financial position as a contract liability, a contract asset, or a receivable, depending on the relationship between the entity's performance and the customer's payment. Sufficient quantitative and qualitative disclosure is required to enable users to understand the contracts with customers; the significant judgements made in applying the guidance to those contracts; and any assets recognised from the costs to obtain or fulfil a contract with a customer. The group will adopt this standard from 1 July 2018 but the impact of its adoption is yet to be assessed by the group.</p>
AASB 16 Leases	<p>This standard is applicable to annual reporting periods beginning on or after 1 January 2019. The standard replaces AASB 117 'Leases' and for lessees will eliminate the classifications of operating leases and finance leases. Subject to exceptions, a 'right-of-use' asset will be capitalised in the statement of financial position, measured as the present value of the unavoidable future lease payments to be made over the lease term. The exceptions relate to short-term leases of 12 months or less and leases of low-value assets (such as personal computers and small office furniture) where an accounting policy choice exists whereby either a 'right-of-use' asset is recognised or lease payments are expensed to profit or loss as incurred. A liability corresponding to the capitalised lease will also be recognised, adjusted for lease prepayments, lease incentives received, initial direct costs incurred and an estimate of any future restoration, removal or dismantling costs. Straight-line operating lease expense recognition will be replaced with a depreciation charge for the leased asset (included in operating costs) and an interest expense on the recognised lease liability (included in finance costs). In the earlier periods of the lease, the expenses associated with the lease under AASB 16 will be higher when compared to lease expenses under AASB 117. However EBITDA (Earnings Before Interest, Tax, Depreciation and Amortisation) results will be improved as the operating expense is replaced by interest expense and depreciation in profit or loss under AASB 16. For classification within the statement of cash flows, the lease payments will be separated into both a principal (financing activities) and interest (either operating or financing activities) component. For lessor accounting, the standard does not substantially change how a lessor accounts for leases. The group will adopt this standard from 1 July 2019 but the impact of its adoption is yet to be assessed by the group.</p>

	NOTE	2016 \$ '000	2015 \$ '000
NOTE 2. REVENUE			
Revenue from government grants and other grants			
- Contributions - Gifted properties		25,845	-
- State / federal government grants		3,686	2,925
		29,331	2,925
Other revenue			
- Rental income		17,128	16,314
- Property management fees		415	432
- Sundry revenue		226	171
		17,769	16,917
Total revenue		47,100	19,842

	NOTE	2016 \$ '000	2015 \$ '000
NOTE 3. EXPENSES			
Doubtful debts expense		247	306
Rental expense		360	355
Property expenses		3,755	3,394
Ongoing maintenance expenses		2,923	2,621
Audit services			
- Current audit fees		35	41
- Under provision from previous year		13	10
Directors Fees		14	14
Impairment loss on properties		209	-
Depreciation and Amortisation			
- Depreciation of Property Plant and Equipment		2,770	2,532
- Amortisation of Intangibles		147	138
		2,917	2,670

	NOTE	2016 \$ '000	2015 \$ '000
NOTE 4. INCOME TAX			
(a) Income tax (benefit)/expense			
Current tax		-	6
Deferred tax		(30)	(11)
		(30)	(5)
Deferred income tax expense included in income tax expense comprises:			
- (Increase) in deferred tax assets		(30)	(11)
		(30)	(11)
(b) Reconciliation of income tax expense to prima facie tax payable			
Profit from ordinary activities before income tax		26,698	912
The prima facie tax payable on profit from ordinary activities before income tax is reconciled to the income tax expense as follows:			
Prima facie tax on operating profit at 30%		8,009	273
Add / (Less)			
Tax effect of:			
Profit attributable to income tax exempt entities		(8,039)	(273)
Non-deductible expenses		(6)	6
Movement in temporary differences		6	(11)
Income tax attributable to operating profit		(30)	(5)
Balance of franking account at year end		nil	nil
(c) Current tax assets and liabilities			
Income tax refundable		21	-
Income tax payable		-	(6)
		21	(6)
(d) Deferred tax assets			
Provisions & accruals		6	11
Unused tax losses		35	-
Net deferred tax assets		41	11

	NOTE	2016 \$ '000	2015 \$ '000
NOTE 5. CASH AND CASH EQUIVALENTS			
CURRENT			
Cash at bank		3,343	2,312
Short-term deposits		110	969
Cash on hand		2	2
Total cash and cash equivalents as stated in the statement of financial position		3,455	3,283
The effective interest rate on short term bank deposit varied between 1.75%-2.60%			
Reconciliation of cash and cash equivalents			
Cash and cash equivalents at the end of financial year as shown in the Statement of Cash Flows are reconciled to items in the balance sheet as follows:			
Cash and cash equivalents		3,455	3,283

	NOTE	2016 \$ '000	2015 \$ '000
NOTE 6. TRADE AND OTHER RECEIVABLES			
CURRENT			
Trade receivables		758	799
Allowance for doubtful debts		(310)	(369)
		448	430
Prepayments		199	78
Receivable under National Rental Affordability Scheme		2,448	1,499
Other receivables		1,425	693
Allowance for doubtful debts		(61)	(52)
Total current trade and other receivables		4,459	2,648

(i) Credit Risk - Trade and Other Receivables

The Group does not have any material credit risk exposure to any receivable.

The following table details the Group's trade and other receivables exposed to credit risk with ageing analysis and impairment. Amounts are considered as 'past due' when the debt has not been settled within the terms and conditions agreed between the Group and the customer or counter party to the transaction. Receivables that are past due are assessed for impairment by ascertaining solvency of the debtors and are provided for where there are specific circumstances indicating that the debt may not be fully repaid to the Group.

A bond not exceeding four weeks rent is held from tenants as security for costs upon vacating a property, which further reduces the credit risk to the Group. In line with the Department of Commerce requirement, bond money is lodged with the Bond Administrator no later than 14 days after the receipt of the money.

The Group believes it has adequately provided for doubtful debts.

The balances of receivables that remain within initial trade terms (as detailed in the table) are considered to be of high credit quality.

Invoices are raised with the terms of trade of 15 days. The Group has recognised an allowance for doubtful debts of 100% against items 180 days and older.

2016	GROSS AMOUNT	PAST DUE AND IMPAIRED	PAST DUE BUT NOT IMPAIRED (DAYS OVERDUE)					WITHIN INITIAL TRADE TERMS
			<30	31 - 60	61 - 90	91-150	>150	
	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000
Trade and term receivables	758	310	189	71	41	92	55	-
Other receivables	3,873	61	-	-	-	-	-	3,812
	4,631	371	189	71	41	92	55	3,812

2015	GROSS AMOUNT	PAST DUE AND IMPAIRED	PAST DUE BUT NOT IMPAIRED (DAYS OVERDUE)					WITHIN INITIAL TRADE TERMS
			<30	31 - 60	61 - 90	91-150	>150	
	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000
Trade and term receivables	799	369	185	35	48	87	75	-
Other receivables	2,192	52	-	-	-	-	-	2,140
	2,991	421	185	35	48	87	75	2,140

	NOTE	2016 \$ '000	2015 \$ '000
NOTE 7. PROPERTY PLANT AND EQUIPMENT			
LAND AND BUILDINGS			
Freehold land at cost:			
- Gifted land at acquisition		58,299	43,508
- Freehold land at acquisition		5,035	4,293
Total Land		63,334	47,801
Buildings			
- Freehold buildings at cost		23,232	20,989
- Gifted buildings at cost		78,303	67,283
- Less accumulated depreciation and impairment		(9,621)	(7,009)
Total buildings		91,914	81,263
Equity interests in properties		1,334	1,334
Total Land and Buildings		156,582	130,398
PLANT AND EQUIPMENT			
Office furniture and equipment			
- At cost		721	692
- Less accumulated depreciation		(596)	(505)
		125	187
Leasehold Improvements			
- At cost		1,693	1,677
- Less accumulated depreciation		(1,406)	(1,167)
		287	510
Independent living programme and general furniture			
- At cost		207	207
- Less accumulated depreciation		(172)	(149)
		35	58
Total Plant and Equipment		447	755
MOTOR VEHICLES			
- At cost		53	-
- Less accumulated depreciation		(9)	-
Total Motor Vehicles		44	-
Total Property, Plant and Equipment		157,073	131,153

Equity interests in properties represent investments in properties jointly owned by the Group and Government of Western Australia Housing Authority. Per various agreements the Group has contributed up to 20% of the capital value of these properties.

MOVEMENTS IN CARRYING AMOUNTS

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

	NOTE	LAND AND BUILDINGS	PLANT AND EQUIPMENT	MOTOR VEHICLES	TOTAL
		\$ '000	\$ '000	\$ '000	\$ '000
2015					
Balance at 1 July 2014		125,547	957	-	126,504
Additions		844	200	-	1,044
Transferred from Development Projects Under WIP	8	6,909	-	-	6,909
Disposals		(568)	-	-	(568)
Write offs		(162)	(42)	-	(204)
Depreciation expense		(2,172)	(360)	-	(2,532)
Carrying amount at 30 June 2015		130,398	755	-	131,153

	NOTE	LAND AND BUILDINGS	PLANT AND EQUIPMENT	MOTOR VEHICLES	TOTAL
		\$ '000	\$ '000	\$ '000	\$ '000
2016					
Balance at 1 July 2015		130,398	755	-	131,153
Additions		26,179	44	53	26,277
Transferred from Development Projects Under WIP	8	3,874	-	-	3,874
Disposals		(1,246)	-	-	(1,246)
Write-offs		(5)	-	-	(5)
Impairment losses		(209)	-	-	(209)
Depreciation expense		(2,409)	(352)	(9)	(2,770)
Carrying amount at 30 June 2016		156,582	447	44	157,073

The following useful lives are used in the calculation of depreciation:

Buildings and improvements	8 - 40 years
Plant and equipment	2 - 10 years
Motor Vehicles	3 - 8 years

Restricted Covenants and Caveats registered over Land and Buildings

Restricted Covenants and Caveats have been registered in favour of the Government of Western Australia Housing Authority, over certain Land and Buildings. These restricted covenants and caveats require the Government of Western Australia Housing Authority's permission should the Group wish to deal with the properties in any way.

Assets pledged as security

Land and buildings amounting to \$96.7 million of net book value as at 30 June 2016 have been pledged to secure borrowings of the Group (see note 12). They have been pledged as security for the bank loans under mortgage. The Group cannot pledge these assets as security for other borrowings or sell them without approval from the mortgagee.

Measurement of the Group's gifted land and buildings

The Group's gifted land and buildings are stated at cost less any subsequent accumulated depreciation on buildings and subsequent accumulated impairment losses.

The gifted land and buildings that have been contributed at no nominal cost are recognised at the fair value of the asset at the date that they are received. The Group has not subsequently fair valued the gifted land and buildings and therefore are deemed to be at cost.

Measurement of the Group's freehold land and buildings

The Group's freehold land and buildings are stated at cost incurred in development less any subsequent accumulated depreciation on buildings and subsequent accumulated impairment losses.

During the year, the business contracted LMW Hegney Perth, an independent valuer not related to the Group, to undertake a fair market valuation of a portion of its properties as required by the finance facility

agreement. The Group has valued approximately one third of its land and buildings with a carrying amount of \$52.9 million as at June 2016. The fair value of the properties was determined based on the market comparable approach that reflects recent transaction prices for similar properties. These land and buildings were fair valued by LMW Hegney at \$67.7 million which is an excess of \$14.8 million over the net book value as at June 2016.

Impairment losses recognised in the year

In review of the fair values based on the market comparable approach for individual property assets, the Group decided to recognise an impairment loss of \$209,000 on all assets where the fair values are less than the carrying amounts. The recoverable amount of the relevant assets has been determined on the basis of their fair value less costs of disposal. Those assets impaired belonged to the Group's Gifted Properties asset class.

	NOTE	2016 \$ '000	2015 \$ '000
NOTE 8. DEVELOPMENT PROJECTS UNDER WORK IN PROGRESS			
NON-CURRENT			
Balance at the beginning of year		8,059	4,536
Additions during the year		14,108	10,432
Transferred to properties	7	(3,874)	(6,909)
Project costs write off		(68)	-
Balance at the end of the year		18,225	8,059

In relation to the acquisition and construction of the development projects borrowing costs amounting to \$199,000 (2015: \$325,000) have been capitalised during the period.

	NOTE	2016 \$ '000	2015 \$ '000
NOTE 9. INTANGIBLE ASSETS			
Computer software		771	857
		771	857
Computer software			
Cost			
Balance at the beginning of year			1,288
Additions during the period			62
Balance at end of year			1,350
Computer software			
Accumulated Amortisation and Impairment			
Balance at the beginning of year			(432)
Amortisation expense			(147)
Balance at the end of the year			(579)
			771

	NOTE	2016 \$ '000	2015 \$ '000
NOTE 10. INTEREST IN JOINT VENTURES			
The Group had a 50% interest in the Eaton Joint Venture, whose principle activities are the development and construction of properties. The interests in the Joint Ventures are accounted for in the financial statement using the equity method.			
Balance at the beginning of the year		54	322
Distributions received during the period		(96)	(200)
Profit on discontinuation of JV		42	-
Impairment		-	(68)
Investment in Joint Ventures		-	54

	NOTE	2016 \$ '000	2015 \$ '000
NOTE 11. TRADE AND OTHER PAYABLES			
CURRENT			
Trade payables		2,453	159
Government grants received in advance		1,969	1,969
Other current payables		2,385	2,476
Employee benefits payable		25	246
		6,832	4,850
NON-CURRENT			
Other non-current payable		15	-
		15	-

All trade and other payables are unsecured and the average credit period on purchases is between 14 and 60 days.

	NOTE	2016 \$ '000	2015 \$ '000
NOTE 12. FINANCIAL LIABILITIES			
NON-CURRENT- SECURED			
Bank Loan		22,000	13,000
Total		22,000	13,000

(a) Facility

The total facility available to Access Housing Australia Limited as of 30 June 2016 is \$40 million being the lesser of \$40 million and an amount equivalent to 40% of the aggregate independent in line value of properties as specified in the loan agreement based on the independent in line valuation performed in 2015/16, which amounted to \$111 million. There is a tripartite agreement in place between the Commonwealth Bank of Australia, Government of Western Australia Housing Authority and Access Housing Australia Limited covering this facility.

(b) Assets pledged as security

- First ranking charge over assets pledged as security.
- Fixed property mortgages over residential property portfolio valued at circa \$111 million consisting of 422 properties.

(c) Interest terms

Interest rates are set based on the average Bank Bill Swap Bid Rate ("BBSY") plus a margin of 0.7% for a term equivalent to the interest period.

(d) Loan Repayment Terms

As per the extended facility arrangement that came into effect on 20 May 2015, the borrower must repay all outstanding principal amounts by 30 November 2019, the termination date of the facility.

(e) Financial undertakings

As per the extended finance facility arrangement the borrower must operate above specified hurdle ratios for interest cover and debt service.

As at 30 June 2016, the Group was in compliance with all the required financial undertakings.

	NOTE	2016 \$ '000	2015 \$ '000
NOTE 13. PROVISIONS			
CURRENT			
Provision for annual leave		527	402
Provision for long service leave		218	144
		745	546
NON CURRENT			
Provision for long service leave		156	94
		156	94

NOTE 14. EQUITY

The Group is incorporated under the Corporation Act 2001 and is limited by guarantee and has no paid up capital. The members' guarantee is limited to \$1 per member. At 30 June 2016 the number of members was 8 (2015: 9).

	NOTE	2016 \$ '000	2015 \$ '000
NOTE 15. COMMITMENTS			
Operating Lease Commitments			
Non-cancellable operating leases contracted for but not recognised			
Payable - minimum lease payments			
- not later than 12 months		574	564
- later than 12 months but not later than 5 years		364	595
- later than 5 years		-	-
		938	1,159

The property lease commitments are non-cancellable operating leases contracted for but not recognised in the financial statements. Increase in lease commitments may occur in line with the Consumer Price Index (CPI).

The motor vehicle lease commitments are operating leases contracted for a term of less than one year.

CAPITAL COMMITMENTS

The Group has a number of building contracts in place in relation to nine development projects. The outstanding commitments on these contracts at 30 June 2016 was \$26,497,000 (2015: \$9,328,000). The Group had no other capital commitments at 30 June 2016.

	NOTE	2016 \$ '000	2015 \$ '000
NOTE 16. CASH FLOW INFORMATION			
Reconciliation of profit for the year to net cash flows from operating activities			
Profit after tax		26,728	917
Income tax benefit recognised in profit or loss		(30)	(5)
Non cash flows			
- Depreciation and amortisation		2,917	2,670
- Gifted properties		(25,645)	-
- Gain on disposal of property, plant and equipment		(128)	(216)
- (Decrease) / increase in provision for doubtful debts		(50)	94
- Share of profits of joint ventures		(42)	-
- Property, plant and equipment impaired and written off		214	204
- Investment impaired		68	68
Movements in Working Capital			
- (Decrease) / increase in trade and other payables		(150)	2,107
- Increase in trade and other receivables		(1,783)	(1,333)
- Increase in provisions		261	98
Net cash generated by operating activities		2,360	4,604

NOTE 17. CONTINGENT LIABILITIES

There are no contingent liabilities as at 30 June 2016.

NOTE 18. EVENTS AFTER THE REPORTING PERIOD

No material events have occurred subsequent to the reporting period.

NOTE 19. RELATED PARTY TRANSACTIONS

The Group's related parties include its key management personnel and related entities as described below.

(A) REMUNERATION OF KEY MANAGEMENT PERSONNEL

Name, position held of key management personnel and their remuneration disclosed below:

NAME OF THE KEY MANAGEMENT PERSONNEL	POSITION HELD
David Lantzke	Director / Chairperson
Malcolm O'Dell	Director
Rebecca Strom	Director
Christopher Parkinson	Director
Matthew Raison	Director
Geoff Lotter	Director
Debra Bakker	Director
Hon. James (Jim) McGinty AM	Director
Michael Mitchell	Director (resigned 08/06/2016)
Garry Ellender	Chief Executive Officer
Allan Wilkerson	General Manager Tenancy Services
Ian Aiyathurai	Chief Financial Officer
Susan Groome	General Manager Property Assets

KEY MANAGEMENT PERSONNEL REMUNERATION

	2016 \$ '000	2015 \$ '000
Short term employee benefits	819	781
Other benefits	41	30
	860	811

Of the above, \$14,000 (2015: \$14,000) relates to directors fees which directors have not taken in cash but have been set aside to be donated to charity.

(B) TRANSACTIONS WITH RELATED ENTITIES

Balances and transactions between the company and its subsidiaries have been eliminated on consolidation and are not disclosed in this note. Details of transactions between the Group and other related parties are disclosed below.

OTHER RELATED PARTY TRANSACTIONS

During the period Access Housing Group incurred legal costs from Corrs Chambers Westgarth Lawyers, an entity which Rebecca Strom is a Partner. Costs incurred for the financial year ended 30 June 2016 amounted to \$122,000 (2015: \$274,000). At 30 June 2016 \$8,500 (2015: \$138,000) remained unpaid.

The Group has obtained consultancy services from Private Invest an entity of which Mark Roberts (Director - CCIN) is the Owner. Costs incurred for

the financial year ended 30 June 2016 amounted to \$364,000 (2015: \$364,000). At 30 June 2016 \$ Nil (2015: \$14,000) remained unpaid.

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

NOTE 20. INVESTMENTS IN SUBSIDIARY AND JOINT VENTURE ENTITIES**(A) SHAREHOLDING**

	2016	2015
Name of the entity		
Access Housing Realty Pty Ltd	100%	100%
Access CCIN Ltd	100%	100%
Eaton Joint Venture Pty Ltd	-	50%

(B) COMPOSITION OF THE GROUP

Information about the composition of the Group at the end of the reporting period is as follows:

PRINCIPAL ACTIVITY	PLACE OF INCORPORATION AND OPERATION	NUMBER OF WHOLLY-OWNED SUBSIDIARIES	
Provider of Real Estate services	Australia	1	1
Development of Private Equity Investment structure	Australia	1	1
		2	2

NOTE 21. FINANCIAL RISK MANAGEMENT

The carrying amounts for each category of financial instruments, measured in accordance with AASB 139 as detailed in accounting policies to these financial statements, are as follows:

	NOTE	2016 \$ '000	2015 \$ '000
Financial Assets			
Cash and cash equivalents	5	3,455	3,283
Trade and other receivables	6	4,459	2,648
Total Financial Assets		7,914	5,931
Financial Liabilities			
Financial Liabilities at amortised cost			
Trade and other payables	11	6,847	4,850
Bank loans	12	22,000	13,000
Total Financial Liabilities		28,847	17,850

FINANCIAL RISK MANAGEMENT POLICIES

The finance and audit committee consists of five committee members, and the committee's overall risk management strategy is to assist the Group in meeting its financial targets whilst minimising potential adverse effects on financial performance. Risk management policies are approved and reviewed by the finance and audit committee on a regular basis. These include credit risk policies and future cash flow requirements.

SPECIFIC FINANCIAL RISK EXPOSURE AND MANAGEMENT

The main risks the Group is exposed to through its financial instruments are credit risk, liquidity risk and market risk relating to interest rate risk.

(A) CREDIT RISK

Exposure to credit risk relating to financial assets arises from the potential non-performance by counterparties of contract obligations that could lead to a financial loss to the Group.

The Group does not have any material credit risk exposures as its major source of revenue is the receipt of rent. Rent is largely directly debited from centrelink or client bank accounts which further mitigates credit risk.

CREDIT RISK EXPOSURES

The maximum exposure to credit risk by class of recognised financial assets at the end of the

reporting period is equivalent to the carrying value and classification of those financial assets (net of any provisions) as presented in the Statement of Financial Position.

Trade and other receivables that are neither past due nor impaired are considered to be of high credit quality. Aggregates of such amounts are as detailed in Note 6.

The Group has no significant concentrations of credit risk with any single counterparty or Group of counterparties. Details in relation to the credit risk of trade and other receivables are provided in Note 6.

Credit risk related to balances with banks and other financial institutions is managed by the finance and audit committee in accordance with approved board policy. Such policy requires that surplus funds are only invested with one of the larger banking institutions in Australia.

	NOTE	2016 \$ '000	2015 \$ '000
Cash and cash equivalents - S&P rated AA-	5	3,455	3,283
		3,455	3,283

(B) LIQUIDITY RISK

Liquidity risk arises from the possibility that the Group might encounter difficulty in settling its debts or otherwise meeting its obligations related to financial liabilities. The table below summarises the maturity profile of the Group's financial liabilities at the reporting date based on contractual undiscounted repayments obligations:

	2016					2015				
	ON DEMAND WITHIN ONE YEAR \$ '000	1-2 YEARS \$ '000	2-5 YEARS \$ '000	5 YEARS AND ABOVE \$ '000	TOTAL \$ '000	ON DEMAND WITHIN ONE YEAR \$ '000	1-2 YEARS \$ '000	2-5 YEARS \$ '000	5 YEARS AND ABOVE \$ '000	TOTAL \$ '000
Trade payables	2,453	-	-	-	2,453	159	-	-	-	159
Other payables	2,385	15	-	-	2,400	2,476	-	-	-	2,476
Employee benefits payable	25	-	-	-	25	246	-	-	-	246
Bank loan	-	-	22,000	-	22,000	-	-	13,000	-	13,000
	4,863	15	22,000	-	26,878	2,881	-	13,000	-	15,881

(C) INTEREST RATE RISK

The Group's exposure to interest rate risk, which is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates and the effective weighted average interest rate for each class of financial assets and financial liabilities comprises:

	FIXED INTEREST RATE		FLOATING INTEREST RATE				NON-INTEREST BEARING		TOTAL		WEIGHT EFFECTIVE INTEREST RATE	
	2016	2015	1 YEAR OR LESS		1 TO 5 YEARS		2016	2015	2016	2015	2016	2015
	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	\$ '000	%	%
Financial Assets												
Cash	110	969	-	-	-	-	3,345	2,314	3,455	3,283	2.20%	2.35%
Trade and other receivables	-	-	-	-	-	-	4,459	2,648	4,459	2,648	NA	NA
Total Financial Assets	110	969	-	-	-	-	7,804	4,962	7,914	5,931	-	-
Financial Liabilities												
Trade and other payables	-	-	-	-	-	-	6,847	4,850	6,847	4,850	NA	NA
Bank loans	-	-	-	-	22,000	13,000	-	-	22,000	13,000	3.00%	3.89%
Total Financial Liabilities	-	-	-	-	22,000	13,000	6,847	4,850	28,847	17,850	-	-

SENSITIVITY ANALYSIS

The sensitivity analyses below have been determined based on the exposure to interest rates for both derivatives and non-derivative instruments at the end of the reporting period.

For floating rate liabilities, the analysis is prepared assuming the amount of the liability outstanding at the end of the reporting period was outstanding for the whole year.

If interest rates had been 100 basis points higher/lower and all other variables were held constant, the Group's profit for the year ended 30 June 2016 would decrease/increase by \$220,000 (2015: decrease/increase by \$130,000). This is mainly attributable to the Group's exposure to interest rates on its variable rate borrowings.

The Group's sensitivity to interest rates has increased during the current year mainly due to the additional draw down made on variable rate borrowing facility as a result of increased level of development project activities.

NOTE 22. CAPITAL MANAGEMENT

Management controls the capital of the Group to ensure that adequate cash flows are generated to fund its proposed development programs and that returns from investments are maximised within tolerable risk parameters. The finance and audit committee ensures that the overall risk management strategy is in line with this objective. The finance and audit committee operates under policies approved by the Board of Directors. Risk management policies are approved and reviewed by the Board on a regular basis. These

include credit risk policies and future cash flow requirements. The Group's capital consists of financial liabilities, supported by financial assets. Management effectively managed the Group's capital by assessing the Group's financial risks and responding to changes in these risks and in the market. These responses include the consideration of debt levels.

The Group is in compliance with its commitments to the Commonwealth Bank of Australia and the Government of Western Australia Housing Authority.

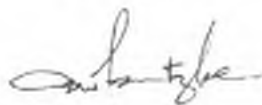
DIRECTORS' DECLARATION

Access Housing Australia Limited

The directors of the Group declare that:

1. The financial statement and notes, as set out on pages 7 to 37, are in accordance with the Corporations Act 2001 and the ACNC Act 2012 and:
 - a) comply with Australian Accounting Standards; and
 - b) give a true and fair view of the financial position as at 30 June 2016 and of the performance for the year ended on that date of the Group.
2. In the directors' opinion there are reasonable grounds to believe that the Group will be able to pay its debts as and when they become due and payable.

This declaration is made in accordance with a resolution of the Board of Directors.



Director

David William Lantzke

Dated this 28th day of September 2016

Independent Auditor's Report

To the Members of Access Housing Australia Limited

We have audited the accompanying financial report of Access Housing Australia Limited ("the Company") and Controlled Entities ("the Consolidated Entity"), which comprises the consolidated statement of financial position as at 30 June 2016, and the consolidated statement of profit or loss and other comprehensive income, consolidated statement of changes in equity and consolidated statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the directors' declaration of the Consolidated Entity, comprising the Company and the entities it controlled at the year's end or from time to time during the financial year.

Directors' Responsibility for the Financial Report

The directors of the Company are responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards, Corporations Act 2001 and the Australian Charities and Not-for-profits Commission ("ACNC") Act 2012 and for such internal control as the directors determine is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the directors, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.



Bentleys Audit & Corporate
(WA) Pty Ltd
London House
Level 3
216 St Georges Road
Perth WA 6000
PO Box 7775
Creston Square WA 6850
ABN 33 121 222 802
T +61 8 9226 4500
F +61 8 9226 4300
bentleys.com.au



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- Accountants
- Auditors
- Advisors

Independent Auditor's Report

To the Members of Access Housing Australia Limited (Continued)



Independence

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements, the Corporations Act 2001 and the ACNC Act 2012.

Opinion

In our opinion:

- a. The financial report of Access Housing Australia Limited and Controlled Entities is in accordance with the Corporations Act 2001 and the ACNC Act 2012, including:
 - i. giving a true and fair view of the Consolidated Entity's financial position as at 30 June 2016 and of its performance for the year ended on that date; and
 - ii. complying with Australian Accounting Standards, the Corporations Regulations 2001 and the ACNC Regulations 2013;

BENTLEYS
Chartered Accountants

MARK DELAURENTIS CA
Director

Dated at Perth this 28th day of September 2016

AFFORDABLE HOUSING INCOME AND ASSET LIMITS

Very Low Income Limits

To be assessed as Very Low Income, the combined gross¹ weekly assessable² income of the applicant, partner and co-applicant must be below the following limits. The income of other household member's income is not assessed for eligibility purposes - however, that additional income will be used when assessing rent.

Metro/South West								
Number of people in household	Income Limit				Disability Income Limit			
	Single Income		Dual Income		Single Income		Dual Income	
	Weekly	Annual	Weekly	Annual	Weekly	Annual	Weekly	Annual
1	\$430	\$22,432			\$540	\$28,170		
2	\$580	\$30,257	\$670	\$34,952	\$725	\$37,821	\$830	\$43,298
3	\$695	\$36,256	\$790	\$41,212	\$870	\$45,385	\$1,000	\$52,167
4	\$815	\$42,516	\$930	\$48,515	\$1,020	\$53,210	\$1,160	\$60,513
Additional persons	Income Limit				Disability Income Limit			
	Weekly		Annual		Weekly		Annual	
For household with more than 4 people, add this figure for each additional person	\$115		\$5,999		\$145		\$7,564	

Very Low Income Asset Eligibility Limits

Households must not own or be part owner of property or land that constitutes a viable housing option.

Household type	Asset Limit
Single	\$38,400
Couples	\$63,800
Seniors 60 years plus (singles or couples)	\$80,000
People with disabilities	\$100,000

Cash assets include:

- Deposits in a bank, credit union, building society, savings/cheque account, cash, term deposit and shares.
- Friendly society and insurance bonds, managed investments such as loans, debentures, unlisted equity and property trusts.
- Cash assets do not include a car, antique furniture, stamp collection or life insurance policies.
- Superannuation and annuities that are not accessible are not assessed, but any annual income/return/dividend received will be assessed as part of the income assessment process.
- Superannuation funds that cannot be realised (e.g. superannuation rollover fund) are not assessed as an asset.
- Where a lump sum superannuation payment is taken, will be treated as a cash asset and any income derived will be assessed for eligibility and rent assessment purposes.
- Where superannuation is placed in a managed or rollover fund and an annuity or allocated pension is received, that income will be considered for eligibility and rent assessment purposes.

Low Income Limits

To be eligible for Low Income, the household must have a gross¹ annual assessable² income within the following annual limits:

	NEW TENANTS Household Income Limit	EXISTING TENANTS Household Income Limit
1 st adult	\$50,489	\$63,111
1 st adult – sole parent	\$53,104	\$66,380
Each additional adult	\$19,315	\$24,144
Each child	\$16,748	\$20,935
Independent Minor	\$50,489	\$63,111

Examples:

Household composition	NEW TENANTS Household Income Limit	EXISTING TENANTS Household Income Limit
One adult	\$50,489	\$63,111
Two adults	\$69,804	\$87,255
Three adults	\$89,119	\$111,399
Four adults	\$108,434	\$135,543
Sole parent with one child	\$69,852	\$87,315
Sole parent with two children	\$86,600	\$108,250
Sole parent with three children	\$103,348	\$129,185
Couple with one child	\$86,552	\$108,190
Couple with two children	\$103,300	\$129,125
Couple with three children	\$120,048	\$150,060

Low Income Asset Eligibility Limits

Household type	Asset Limit
Single	\$332,000
Partnered (combined)	\$412,500
Couple but separated due to illness (combined)	\$412,500

Assessable assets include:

- any cash or money in bank, building society or credit union accounts (including interest free accounts), interest bearing deposits, fixed deposits, bonds, debentures, shares, property trusts, friendly society bonds and managed investments;
- any assets held in superannuation and rollover funds if of Age Pension age;
- the value of any real estate, including holiday homes owned (this does not include principal home);

(Appendix ORD: 12.9)

- the value of any businesses and farms, including goodwill (where goodwill is shown on the balance sheet);
- the surrender value of life insurance policies;
- the value of gifts worth more than \$10,000 in a single year or more than \$30,000 in a five year period;
- the value of any loans (including interest-free loans) made to family trusts, members of the family, organisations;
- the value of any motor vehicles owned;
- the value of any boats and caravans owned which are not used as a home;
- the value of household contents and personal effects;
- the value of any collections for trading, investment or hobby purposes;
- the value of entry contribution to a retirement village, if it is less than the difference between the homeowners' and non-homeowners' assets limits;
- some income stream products;
- the attributed value of a private trust or private company where a controller of that trust or company;
- the value of a life interest created by self or partner, or upon the death of partner.

Updated 30/05/18

SHIRE OF DARDANUP

MINUTES OF THE SHIRE OF DARDANUP LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD ON THURSDAY 1 NOVEMBER 2018, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 10.00AM.

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chairperson – Cr M T Bennett declared the meeting open at 10.03am, welcomed those in attendance and referred to the Acknowledgement of Country; Emergency Procedure; the Disclaimer and Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers:

Acknowledgement of Country

The Shire of Dardanup wishes to acknowledge that this meeting is being held on the traditional lands of the Noongar people. In doing this, we recognise and respect their continuing culture and the contribution they make to the life of this region by recognising the strength, resilience and capacity of Wardandi people in this land.

Affirmation of Civic Duty and Responsibility

Councillors and Officers of the Shire of Dardanup collectively declare that we will duly, faithfully, honestly and with integrity fulfil the duties of our respective office and positions for all the people in the district according to the best of our judgement and ability. We will observe the Shire's Code of Conduct and Standing Orders to ensure efficient, effective and orderly decision making within this forum.

Committee members acknowledge that only the Chief Executive Officer or a member of the Shire of Dardanup staff appointed by the Chief Executive Officer is to have contact with consultants and suppliers that are appointed under contract to undertake the development and implementation of projects.

The exception to this Policy is when there is a meeting of the committee or working group with the consultant and the Chief Executive Officer or the Chief Executive Officer's representative is present.

Members of committees acknowledge that a breach of this Policy may result in a request to Council to have them removed from the committee.

Emergency Procedure

In the event of an emergency, please follow the instructions of the Chairperson who will direct you to the safest exit route. Once outside, please proceed to the Assembly Area points located to the western side of the front office car park near the skate park and gazebo where we will meet (and complete a roll call).

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED

2.1 Attendance

Cr Mick Bennett	-	Shire President - Chairperson
Snr Sgt Mark Smith	-	WA Police - Deputy Chairperson
Cr James Lee	-	Elected Member
Mr Mark Chester	-	Chief Executive Officer
Mr Luke Botica	-	Director Engineering & Development Services
Mr Steve Potter	-	Manager Development Services
Mrs Erin Hutchins	-	Coordinator Emergency & Ranger Services [10.25AM]
Mr Murray Halden	-	Senior Ranger
Mr John Kowal	-	Manager Recreation Services
Mr Kyle Hulls	-	DBCA – Parks & Wildlife
Mrs Roma Boucher	-	Department of Communities
Mr Peter Buckley	-	Water Corporation
Mrs Peta Nolan	-	Executive Governance Officer
Miss Jasmine Sillifant	-	Executive Governance Officer

Observers

Ms Phillippa Laskowski	-	Ranger
Ms Melissa Howard	-	Department of Fire & Emergency Services
Ms Rachel McIntyre	-	NBN Co.
Mr Josh Gunpath	-	NBN Co.

2.2 Apologies

Cr P R Perks	-	Elected Member
Mr Vik Cheema	-	Department of Fire & Emergency Services
Mr Tim Stevens	-	Dept of Primary Industries and Regional Development
Mr Peter Gibson	-	Dept Biodiversity, Conservation and Attractions
Mr Shane Bolton	-	WA Country Health
Mr Robin Vanrensberg	-	Western Power
Mr Andrew Dow	-	TransWA
Mrs Debbie Leverington	-	Telstra
Mr Nick Elrick	-	Department of Fire & Emergency Services
Ms Sharon Hutchins	-	Department of Communities
Ms Fiona Sargent	-	MainRoads WA
Mr Alan Roberts	-	MainRoads WA
Mr Tim Wall	-	Department of Fire & Emergency Services – Fire

3. PETITIONS/DEPUTATIONS/PRESENTATIONS

3.1 Rachel McIntyre - NBN

A presentation was made by Rachael McIntyre (NBN) regarding the behind-the-scenes look at how NBN Co. prepares for and handles major incidents and emergency events.

Discussion:

A copy of the presentation was tabled for the Committee's reference.

Senior Ranger, Mr Murray Halden queried if the areas of Wellington Mill and Ferguson have access to the NBN service yet?

NBN Co. Representative, Ms Rachel McIntyre responded that these areas have access to the satellite service and have had for the last few years however they do not have access to the fibre network.

Cr James Lee queried if Emergency Services Providers still maintain other sources of communications.

Department of Biodiversity, Conservation and Attractions Representative, Mr Kyle Hulls confirmed that Emergency Services utilise UHF and VHF devices.

Cr J Lee queried what happens to medical services relying on NBN in the event of a power outage.

Ms R McIntyre responded that most Medical Emergency Services are connected to the 3G or 4G network so will be unaffected however could experience issues if the mobile network went down at the same time.

Cr J Lee queried the additional cost for these services.

Ms R McIntyre advised that NBN has an arrangement in place to provide compensation for the costs.

Note: Mrs Erin Hutchins joined the meeting at 10:25am.

3.2 Melissa Howard - DFES

DFES Community Preparedness Advisor, Ms Melissa Howard introduced herself and her role with DFES.

Discussion:

Ms M Howard advised the Committee of recent activities that she has been involved in with DFES. Ms Howard advised that she attended the Bushfire Advisory Committee meeting held 16 October 2018 and met the Shire's local brigades. She also attended a recent street meet at the Wellington Mill fire shed where she was impressed by the community action plan.

Ms M Howard advised that Wellington Mill is one of the five key focus groups with neighbouring Leschenault also a key focus group. She identified that Wellington Mill is an at-risk community, due to the area and demographic of

people and as such requires higher levels of preparedness, and evacuation plans. Ms M Howard advised the committee that DFES will be releasing a new campaign which will tie in with the "Five Minute Chat" campaign released last year. The new campaign will be similar to the "I am Fire" campaign released in NSW but will take a friendlier approach, it is expected to be released on television shortly.

This afternoon a street meet will be held at Peppermint Way in Eaton regarding the works to be undertaken on the bushland in this area. This is a combined project between the City of Bunbury, Main Roads WA and the Shire of Dardanup, prompted by last years fire. The aim of the meeting is to provide information on bushfire planning and there will be a DFES officer in attendance to answer community questions.

Cr M T Bennett advised that he has recently held discussions with the Manager Development Services, Mr Steve Potter for the Shire to consider ways to locate houses within the district that have asbestos. Cr Bennett identified that this is a major issue post bushfire and requires a lot of resources in the clean-up. The aim would be to map properties containing asbestos in the Shire and encourage proactive removal. He has suggested that the Council could look to provide financial support now to prevent high clean-up costs in future.

Ms M Howard acknowledged this and identified that there is also the issue of where to put the asbestos in the clean-up. Ms Howard advised that based on her experience from the Yarloop fires it would be beneficial for the Dardanup Shire to plan for the disposal of asbestos at the tip in the event of a large scale emergency.

Cr M T Bennett acknowledged that this should be addressed in the recovery plan. He also suggested that the Shire could negotiate a reduced price with the tip site for taking asbestos in the event of an emergency.

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Local Emergency Management Committee Meeting Held 1 Feb 2018

OFFICER RECOMMENDED RESOLUTION & LOCAL EMERGENCY MANAGEMENT COMMITTEE RESOLUTION

LEM 02/18 MOVED - Mr Mark Chester SECONDED - Cr M T Bennett

THAT the Minutes of the Local Emergency Management Committee Meeting held on 1 February 2018, be confirmed as true and correct subject to no changes.

CARRIED

5. ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

None.

6. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

None.

7. DECLARATION OF INTEREST

Discussion:

Chairperson, Cr M T Bennett asked the Committee if there were any Declarations of Interest to be made.

There was no response.

8. REPORTS FROM OFFICERS AND COMMITTEE MEMBERS

8.1 Title: Update Report from Shire of Dardanup

Reporting Department: Engineering & Development Services

Reporting Officer: Mrs Erin Hutchins - Coordinator Emergency & Ranger Services

*Legislation: Local Government Act 1995
Emergency Management Act 2005*

- Acronyms & Terms

There have been no amendments or additions to the emergency management list of acronyms or terms.

- Confirmation of LEMA Contact Details and Key Stakeholders

An electronic copy of the Shire of Dardanup LEMA contact and key stakeholder details is available upon request.

It is requested that any changes to contact and key stakeholders details are notified as soon as possible to the Shire of Dardanup via records@dardanup.wa.gov.au.

- Committee Membership & Resources

There are no new membership requests at this time.

- Status of Local Emergency Management (Recovery) Arrangements (LEMA)

The Shire of Dardanup LEMA was adopted by Council at its Ordinary Council meeting held 1 April 2016. A full review is due in 2021.

- Exercises that Tested the LEMA - Nil to report.
- Sub-Committees or Working Groups - Nil to report.
- Projects Undertaken - Nil to report.
- Key Achievements - Nil to report.
- Local Training Needs or Opportunities - Nil to report.
- Funding Opportunities - Nil to report.
- Incident Support Group Activations/ Incidents - Nil to report.
- Emergency Risk Management Processes/Treatment Strategies

In 2013, the Office of Emergency Management (OEM) initiated the State Risk Project, which was designed to gain a comprehensive and consistent understanding of the risks faced at state, district and local levels.

As part of the local level stage of the project, the Shire of Dardanup applied for and was successful in obtaining AWARE funding to assist with this part of the project. Through the OEM, we participated in the following ERM workshops:

1. Tuesday 29 August 2017 – Storm and Flood
2. Tuesday 3 October 2017 – Electricity Supply Disruption and Human Epidemic
3. Thursday 2 August 2018 - Bushfire

The Shire is currently developing the Emergency Risk Management Plans, from the information gathered at the workshops, that will identify long term appropriate and cost-effective measures to be put in place to mitigate those risks associated with the hazards and ultimately increase the resilience of our community to natural disasters. The Shires Local Emergency Management Arrangements (LEMA) will also be updated to reflect the findings.

- Post Incident / Exercise Reports - Nil to report.
- Completion of Annual and Preparedness Report Capability Survey

The 2018 Annual and Preparedness Report - Capability Survey request was received by the Shire of Dardanup Wednesday 2 May 2018. This was completed and submitted (via an online survey) prior to the due date of 13 June 2018.

The 2018-2019 LEMC Annual Business Plan was completed in preparation for the August meeting, however as the meeting was used to participate in the State Risk Project – Bushfire workshop, it is being presented at the November meeting. Please find the plan attached. (Appendix LEMC: 8.1)

**OFFICER RECOMMENDED RESOLUTION &
LOCAL EMERGENCY MANAGEMENT COMMITTEE RESOLUTION**

LEM 03/18 MOVED - Cr J Lee

SECONDED - Mr Murray Halden

THAT the Local Emergency Management Committee recommend that Council endorses the 2018-2019 LEMC Annual Business Plan as appended (Appendix LEMC: 8.1).

CARRIED

- South West Emergency Management Alliance (SWEMA)

The next SWEMA meeting is scheduled for Tuesday 20 November 2018 at the Shire of Harvey.

- Seasonal review – fire season preparedness – Nil to report

Refer DFES representative report.

- Seasonal review – storm season preparedness – Nil to report

8.2 Title: Agency Reports – Various

Reporting Department: Various

Reporting Officer: Various

Legislation: Local Government Act 1995
Emergency Management Act 2005

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Background

Each agency is invited to provide the meeting with a report of their activities for the benefit of the committee.

- ♦ **Department of Fire & Emergency Services – Mr Vik Cheema**

The report was tabled at the meeting for information.

RECEIVED

- ♦ **Department of Communities**

Discussion:

Department of Communities Representative, Mrs Roma Boucher addressed the Committee and advised the following:

- The Bunbury office has a new Team Leader, Sharon Hutchins who has responsibility for the Shire of Dardanup as a potential Local Welfare Centre Coordinator, unfortunately Sharon couldn't be here today.
- On Tuesday 30 October, a combined Emergency Welfare Coordination Group for the Shires of Dardanup and Harvey met at the Dardanup Lesser Hall. Five attendees from the Shire of Dardanup, DFES CLU, CWA Yarloop and Lions Australind attended. Items shared were:
 - Department updates;
 - Agency Roles and Responsibilities; and
 - Agency Updates.
- In early September a Newsletter was circulated to all EWCG groups in the South West District.
- As a result of the above, Mrs Boucher is currently updating the contact details in the Local Welfare Plans and will forward the latest version to Mrs Erin Hutchins when complete.
- Mrs R Boucher will be in Perth for most of next week attending the Departments own Emergency Services Unit Conference.

◊ **Department of Primary Industries and Regional Development**

No report.

◊ **Department of Fire & Emergency Services**

Discussion:

Mr M Halden referred to the Southern Australia Seasonal Bushfire Outlook 2018 document that was tabled at the beginning of the meeting and drew the Committees attention to the section on Western Australia where the South West area is expected to experience above normal fire potential this season.

◊ **Department of Biodiversity, Conservation and Attractions**

Discussion:

Department of Biodiversity, Conservation and Attractions Representative Mr Kyle Hulls addressed the committee and advised the following:

- *The State Pre-formed Teams were conducting exercises at the Irwin barracks.*
- *There are two helitacks located at Jandakot.*
- *There are 10,000 hectares for planned burning in Spring. He advised that a burn was planned for Lowden today however has been postponed due to high winds and that it is expected that the prescribed burns should be resumed next week if there is a decent amount of rainfall over the weekend.*

- *Mr Peter Gibson and Mr Tim Hutton have moved out of their current positions with Department of Biodiversity, Conservation and Attractions and both positions are being advertised.*

Mr M Halden queried if the two fixed wing fire bombers located at the airstrip are operational.

Mr K Hulls advised that they are not yet on contract for the season.

◊ **WA Police**

Discussion:

WA Police Representative, Snr Sgt Mark Smith addressed the Committee and advised the following:

- *The Police have responded to two critical emergency situations in Australind in the last few months. They were large scale land search operations and although the outcomes of the searches were not what was hoped for, the searches were conducted well.*
- *A one day workshop will be held tomorrow at the Lighthouse Beach Resort in Bunbury for the Police & DFES in preparation for the forthcoming fire season.*

The Committee discussed the use of police mounted horses in the searches conducted in Australind. Snr Sgt Smith confirmed that mounted horses were used for one of the searches, advising that from their elevated position the search team were able to locate the victim. Snr Sgt Smith commented that it was a difficult search as the SES had already searched the area and from their point of visibility had been unable to locate the victim. The search also spanned over many days and the police had no last known position of the victim.

◊ **Western Power**

No report.

◊ **Main Roads WA**

No report.

◊ **Department of Transport**

No report.

◊ **Water Corporation**

Discussion:

Water Corporation Representative, Mr Peter Buckley addressed the Committee and advised the following:

- *That the winter was good, there were no major storms and the dam levels are generally good, however Harris Dam is lower than usual.*

- That the Water Corporation has been looking at operational contingency plans and that they would be conducting a video link to look at the Summer seasonal risks across the state.

◊ **WA Country Health Service**

No report.

◊ **TransWA**

No report.

◊ **Aqwest**

No report.

◊ **Atco Gas**

No report.

◊ **Australian Rail Group**

No report.

◊ **St John Ambulance**

No report.

◊ **Telstra**

Discussion:

An update on the Federal Mobile Blackspot Programme (MSBP) Round 4 was tabled at the meeting.

Mr Murray Halden spoke on behalf of the Telstra Representative, Ms Debra Leverington and advised that the Morrison Government has made available \$220 million for mobile blackspot funding.

Ms R McIntyre advised the Committee that where possible, the NBN will co-locate on existing infrastructure and work with carriers for this process. She further advised that due to recent legislation changes emergency services can now co-locate on existing infrastructure. The first site where this has been completed is in Walpole where police emergency equipment was co-located on the existing infrastructure.

Cr J Lee queried if the Evacuation and Access Plan required updating due to the construction of the new Treendale Bridge.

Cr M T Bennett agreed that this will need to be reviewed and asked Coordinator Emergency and Ranger Services, Mrs Erin Hutchins if this is something that she would action.

Mrs E Hutchins responded that this will be reviewed, however it will be DFES that take this into consideration when they respond to emergencies as access and exit strategies are not a part of the Shire's emergency management plan.

9. ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

None.

10. NEW BUSINESS OF AN URGENT NATURE

None.

11. MATTERS BEHIND CLOSED DOORS

None.

12. CLOSURE OF MEETING.

The Chairperson advised that the date of the next Local Emergency Management Committee Meeting will be Thursday 7 February 2019, commencing at 10.00am at the Shire of Dardanup - Administration Centre Eaton.

There being no further business the Chairperson, Cr M. T Bennett declared the meeting closed at 10.48am.

Objective 1 GOVERNANCE AND SUPPORT – Maintain effective governance and support arrangements for LEMC and any projects being undertaken.

Outcome	Strategy	Responsibility	Action / result
Agendas, minutes, committee work plans and actions are timely professional and readily identify improved outcomes	1.1 Review and update the Local Emergency Management Arrangements in accordance with the State EM Policy 2.5, State EM Procedure 8 and the Local Emergency Management Arrangements Guideline.	Executive Officer	<ul style="list-style-type: none"> • Arrangements reviewed and endorsed by Council 6 April 2016 (Resolution 80/16) • Ongoing reviews as required with next full review due in 2021.
	1.2 Review and update Local Emergency Recovery Arrangements in accordance with the State EM Policy 2.5, State EM Procedure 8 and the Local Recovery Guidelines.	Executive Officer	<ul style="list-style-type: none"> • The Shire of Dardanup LEMA incorporates the Local Recovery Plan. • Arrangements reviewed and endorsed by Council 6 April 2016 (Resolution 80/16) • Ongoing reviews as required with next full review due in 2021.
	1.3 Ensure that all relevant information concerning legislation, policies and other EM matters is provided to LEMC members in a timely manner.	Executive Officer	<ul style="list-style-type: none"> • Standing agenda item for LEMC, with DEMA South West attendance, enabling this information to be disseminated at quarterly meetings. • Some information may be released as it is identified and captured in the following LEMC agenda, or if non-urgent it may be held over for the next LEMC and included in that agenda. • Also enabled through the membership of the Shire of Dardanup on the SWEMA.

Local Emergency Management Committee Business Plan 2018 - 2019

Outcome	Strategy	Responsibility	Action / result
	1.4 Periodically review the membership of the LEMC to ensure that it reflects significant changes in: distribution and composition of the local population; economic and industrial base of the community; landforms and the biophysical environment; community governance and government service delivery arrangements.	LEMC Members	<ul style="list-style-type: none"> • This strategy will be employed at each LEMC as an Agenda Item to ensure membership includes appropriate personnel and structure as suggested in State EM Procedure 7. • It is incumbent on all members to ensure they review their own role, capacity and function on the LEMC to satisfy the contemporary needs of the community. • The LEMC will amend the membership if and when required to ensure all requirements are satisfied.
	1.5 Ensure that annual business planning is undertaken in accordance with State EM Procedure 7.	Executive Officer	<ul style="list-style-type: none"> • As suggested in State EM Procedure 7 the Shire of Dardanup LEMC will develop the Annual Business Plan each financial year.
	1.6 Ensure that the Preparedness and Annual report is provided to the DEMC and SEMC in accordance with State EM Procedure 17.	Executive Officer	<ul style="list-style-type: none"> • To minimise multiple reporting requirements, the SEMC have combined the preparedness and annual reporting questions into one survey. This fulfils the legislative requirements of the Local Emergency Management Committees (LEMCs), and Hazard Management Agencies (HMAs) as detailed in s.33 and s.40(1) of the <i>Emergency Management Act 2005</i>. • The Shire of Dardanup LEMC will complete the survey by the 14 June of that year.
	1.7 Ensure that the LEMC is administered in a professional manner with timely and effective production of agendas, minutes, plans, communications and reporting as required.	Chair and Executive Officer	<ul style="list-style-type: none"> • Shire of Dardanup Governance staff provide the professional administration support required to ensure the LEMC is administered in a professional manner. • The Shire of Dardanup LEMC reflects the Shire of Dardanup Code of Conduct and Customer Service Charter with regard to professionalism, structure, administration and accountability.

Appendix ORD: 12.12B)

Objective 2 RISK – Develop a comprehensive risk profile for the local government district.

Outcome	Strategy	Responsibility	Action / result
Risk is estimated across all hazards	2.1 Undertake community emergency risk management process and table report at the LEMC and DEMC. Risks to be assessed using the ISO31000:2009 as outlined in the WA Emergency Risk Management Guide.	LEMC members / Executive Officer	<ul style="list-style-type: none"> The Shire of Dardanup LEMC is currently participating in the State Risk Project – Local Level. The project will run for a period of approx. 18-24 months. The project will generate a robust understanding of risks genuinely faced by the Shire of Dardanup and its community. This information will inform appropriate and cost-effective mitigation strategies to lower risk and contribute to building a more resilient community.
	2.2 Encourage LEMC member organisations to promote community awareness and education of hazards (risks) relevant to the local government district.	LEMC members	<ul style="list-style-type: none"> The Shire of Dardanup fully supports and promotes community safety awareness through community education and awareness on behalf of and in support of LEMC membership. Seasonal message sharing through LEMC membership.

Local Emergency Management Committee Business Plan 2018 - 2019

Objective 3 CAPABILITY – Develop a capability profile for the local government district, matched against estimated risk.

Outcome	Strategy	Responsibility	Action / result
Capability, matched against estimated risk, is established across all hazards and affected organisations.	3.1 Complete "Annual Preparedness and Annual Reporting tool" that captures key areas of capability and forward to DEMC Executive Officer in accordance with State EM Procedure 17.	LG and LEMC Executive Officer	<ul style="list-style-type: none"> To minimise multiple reporting requirements, the OEM have combined the preparedness and annual reporting questions into one survey. This will fulfil the legislative requirements of the Local Emergency Management Committees (LEMCs), and Hazard Management Agencies (HMAs) as detailed in s.33 and s.40(1) of the <i>Emergency Management Act 2005</i>. The Shire of Dardanup LEMC will complete the survey by the 14 June of that year.
	3.2 Ensure exercises are developed in accordance with the State Emergency Management Policy 4.8 and the State EM Preparedness Procedures that; <ul style="list-style-type: none"> a) Encourage multi – agency and LEMC member participation b) Assist with understanding of agency's roles and responsibilities and availability and limitations of resources. c) Test sections of the Local Emergency Management Plan or sub plans. 	LEMC members / Executive Officer	<ul style="list-style-type: none"> At least one multi-agency exercise will be conducted at a LEMC meeting, usually in conjunction with seasonal preparatory campaigns. These enable a shared understanding of member agencies capacities and needs and further enable the capacity of potential ISG activities.
	3.3 Review exercise outcomes. Table at LEMC as an agenda item for discussion and action. Table outcomes at DEMC for inclusion in district risk and capability profiles.	LEMC members / Executive Officer	<ul style="list-style-type: none"> At the conclusion of any planned exercise, a debrief report and findings will be tabled at the LEMC for further discussion and review. LEMC endorsed documentation will be forwarded to the DEMC, through the DEMA – South West for their information.
	3.4 Seek opportunities to access appropriate funding programs for	Executive Officer	<ul style="list-style-type: none"> The Shire of Dardanup was successful in obtaining AWARE funding to assist with the State

Local Emergency Management Committee Business Plan 2018 - 2019

	emergency management projects.		Risk Project – Local Level.
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(Appendix ORD: 12.12B)

Local Emergency Management Committee Business Plan 2018 - 2019

Objective 4 IMPACT – Identify capability gaps through incident analysis and post exercise review.

Outcome	Strategy	Responsibility	Action / result
A systematic process of incident and exercise review exists to identify learnings across vulnerability and capability	4.1 Ensure accurate records are kept of emergency events and exercises (including debriefs and actions coming from them) for reporting to and discussion at the LEMC.	Executive Officer	<ul style="list-style-type: none"> All records from an emergency event or exercise will be shared amongst member agencies (through LEMC) and stored within the Shire of Dardanup's record management system.
	4.2 Capture any learnings, changes and enhancement to processes and plans and update the LEMA and sub plans to reflect these.	Executive Officer	<ul style="list-style-type: none"> As situations present, conduct and record proceedings, decisions and events, including post incident analyses. Update Local Emergency Management & Recovery Arrangements from lessons learnt. All recommendations will be presented to the LEMC for consideration when amendments of the arrangements are required.
	4.3 Ensure all reports (post incident analysis and exercise reports) are tabled at the DEMC for inclusion in district risk and capability profiles	Executive Officer	<ul style="list-style-type: none"> LEMC endorsed documentation will be forwarded to the DEMC, through the DEMA – South West for their information.

Local Emergency Management Committee Business Plan 2018 - 2019

Objective 5 ENGAGEMENT – Promote learning and continual improvement across all EM business and activities within the Local Government District.

Outcome	Strategy	Responsibility	Action / result
Promote learning and continual improvement across the EM Sector	5.1 Develop a process to share and promote learnings from activities , exercises and reviews within your community. Examples include a regular EM newsletter or LEMC communique.	Executive Officer	<ul style="list-style-type: none"> The Shire of Dardanup uses its various media platforms, such as its website and Facebook, to share and promote emergency management activities, exercises and reviews within our community as well as display emergency management topics and issues. The Shire of Dardanup has a dedicated Emergency Management web page to simplify navigation for the community.
	5.2 Communicate outcomes from the risk management process with your community to promote awareness of key risks.	Executive Officer	<ul style="list-style-type: none"> See above.
	5.3 Seek opportunities for Emergency Management training for members and the community.	Executive Officer	<ul style="list-style-type: none"> The Executive Officer will continually source and seek out EM training opportunities for the LEMC membership, Shire employees and community members.
	5.4 Seek subject matter experts to give presentations on relevant matters to the LEMC.	Executive Officer	<ul style="list-style-type: none"> The Executive Officer will seek subject matter experts to share experiences with the LEMC to enhance the group's prevention, preparedness, response and recovery (PPRR) for anticipated or possible unplanned events. The opportunity for LEMC membership to share their expertise is presented at every meeting.
	5.5 Seek opportunities to link resources with neighbouring local governments to conduct larger EM exercises or forums addressing areas of similar risks or contemporary issues.	Chair and Executive Officer	<ul style="list-style-type: none"> The Shire of Dardanup has membership on the SWEMA and is also part of the MOU between Member Councils of the South West Zone WALGA for the provision of mutual aid during emergencies and post incident recovery.

Local Emergency Management Committee Business Plan 2018 - 2019

			<ul style="list-style-type: none"> The Shire of Dardanup is currently participating in the State Risk Project – Local Level. During this, South West Local Governments will work together to do joint ERM workshops.
	5.6 Links to EM information including research papers, Post incident Analysis (lessons learnt from Australian events, EM news to be circulated to LEMC members	Executive Officer	<ul style="list-style-type: none"> Any EM information will be coordinated and managed by the Executive Officer to ensure circulation to LEMC members.

SHIRE OF DARDANUP

MINUTES OF THE SHIRE OF DARDANUP DISABILITY ADVISORY COMMITTEE MEETING HELD ON TUESDAY 13 NOVEMBER 2018, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 2.15PM.

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chairperson, Cr P R Perks declared the meeting open at 2.17pm, welcomed those in attendance and referred to the Acknowledgement of Country; Emergency Procedure; the Disclaimer and Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers:

Acknowledgement of Country

The Shire of Dardanup wishes to acknowledge that this meeting is being held on the traditional lands of the Noongar people. In doing this, we recognise and respect their continuing culture and the contribution they make to the life of this region by recognising the strength, resilience and capacity of Wardandi people in this land.

Affirmation of Civic Duty and Responsibility

Councillors and Officers of the Shire of Dardanup collectively declare that we will duly, faithfully, honestly and with integrity fulfil the duties of our respective office and positions for all the people in the district according to the best of our judgement and ability. We will observe the Shire's Code of Conduct and Standing Orders to ensure efficient, effective and orderly decision making within this forum.

Committee members acknowledge that only the Chief Executive Officer or a member of the Shire of Dardanup staff appointed by the Chief Executive Officer is to have contact with consultants and suppliers that are appointed under contract to undertake the development and implementation of projects.

The exception to this Policy is when there is a meeting of the committee or working group with the consultant and the Chief Executive Officer or the Chief Executive Officer's representative is present.

Members of committees acknowledge that a breach of this Policy may result in a request to Council to have them removed from the committee.

Emergency Procedure

In the event of an emergency, please follow the instructions of the Chairperson who will direct you to the safest exit route. Once outside, please proceed to the Assembly Area points located to the western side of the front office car park near the skate park and gazebo where we will meet (and complete a roll call).

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED

2.1 Attendance

Cr Patricia Perks	-	Elected Member
Cr James Lee	-	Elected Member
Ms Lee Holben	-	Manager Community Services
Mr Luke Botica	-	Director Engineering & Development Services
Mr Mick Saunders	-	Manager Assets
Miss Jasmine Sillifant	-	Executive Governance Officer

2.2 Apologies

Ms Deborah Gunson	-	South West Community Care Representative
Ms Faye Pedalina	-	Disability Service Commission Representative
Cr Carmel Boyce	-	Elected Member
Mr John Kowal	-	Manager Recreation Centre
Ms Isabel Cody	-	Programs Officer

3. PETITIONS/DEPUTATIONS/PRESENTATIONS

None.

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Disability Advisory Committee Held 14 May 2018**DISABILITY ADVISORY COMMITTEE RESOLUTION**

DAC 02-18 MOVED - Ms L Holben SECONDED - Cr J Lee

THAT the Minutes of the Disability Advisory Committee Meeting held on 14 May 2018, be confirmed as true and correct subject to no corrections.

CARRIED

5. ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED
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None.

6. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

None.

7. DECLARATION OF INTEREST

Discussion:

Chairperson, Cr P R Perks asked Councillors and staff if there were any declarations of interest to be made.

There were no declarations of interest made.

8 REPORTS OF OFFICERS AND COMMITTEES

8.1 Disability Access and Inclusion Plan 2018 - 2023

Reporting Department: Corporate & Community Services

Reporting Officer: Ms Lee Holben - Manager Community Services

Background

The Shire of Dardanup established a Disability Advisory Committee under the powers given in section 5.8 of the Local Government Act 1995.

As part of this process a Disability Access and Inclusion Plan has been prepared and is used to benchmark the Shire's performance with disability, access and inclusion in the community. Previous editions were adopted in 2006, 2012 and 2014.

The 2012-2017 Plan was due for review in 2017 but due to staff vacancies commenced April 2018.

Legal Implications

The Disability Service Act 1993 requires all local government and selected State Government agencies to develop a Disability Access and Inclusion Plan (DAIP).

DAIPs assist public authorities to plan and implement improvements to access and inclusion across seven outcome areas in regards to:

1. Services and events;
2. Buildings and facilities;
3. Information;
4. Quality of service;
5. Complaints;
6. Consultation processes; and
7. Employment.

These plans benefit people with a disability, the elderly, young parents and people from culturally and linguistically diverse backgrounds.

Section 29B of the Act states:

"a public authority that has a DAIP must take all practical measure's to ensure that the plan is implemented by the public authority and its officers, employees, agents or contractors".

The Act requires that public authorities lodge a DAIP to the Department of Communities (Disability Service) yearly as well as reporting on its DAIP in the Annual Report.

Strategic Community Plan

Strategy 3.2.1 - To encourage social connectedness in our community through participation in positive social networks, interaction and events.
(Service Priority: Very High)

Environment - None.

Precedents

The Shire of Dardanup has reviewed previous plans in 2006, 2012 and 2014.

Budget Implications

The Disability Access and Inclusion Plan is supported by a yearly budget for resources etc.

Risk Assessment - Low.

The risk is considered low for the following reasons:

- Reputational Risk

The Council could be seen in a negative light if plans are not reviewed as appropriate and seen to be compliant and inclusive of community input.

Officer Comment

The Disability Services Act Regulations set out the minimum consultation requirements for public authorities in relation to DAIPs.

A review of the Shire of Dardanup Disability Access and Inclusion Plan 2012 – 2017 (Appendix DAC: 8.1A) commenced April 2018.

This was in the form of:

- Consultation with key stakeholders, including staff and community;
- Examination of current relevant documents and strategies;
- Investigation of contemporary trends and good practice in access and inclusion;
- Questionnaire to relevant target groups, including schools and community in general over a three month period; and
- Overview of current events and how Access and Inclusion is included in the planning of events and workshops

The Draft Disability Access and Inclusion Plan 2018 – 2023 (Appendix DAC: 8.1B) has been sent to the Department of Communities (Disability Services) to confirm that it meets all compliance issues from a legislative perspective. Confirmation has been received that it complies.

11. MATTERS BEHIND CLOSED DOORS

None.

12. CLOSURE OF MEETING.

Chairperson, Cr P R Perks advised that the date of the next Disability Advisory Committee Meeting is to be advised.

There being no further business the Chairperson declared the meeting closed at 2.21pm.

DISABILITY ACCESS AND INCLUSION PLAN 2018 - 2023

This document is available in alternative formats, such as Braille, large print, digital (on disk or by email), upon request, at the Shire of Dardanup or www.dardanup.wa.gov.au.



Shire of Dardanup Disability Access and Inclusion Plan

First edition	2006
Second edition	2012
Third edition	2015
Fourth edition	2018

If you are deaf, or have a hearing or speech impairment:

Contact us through the National Relay Service:

TTY users phone 133 677 then ask for 08 9724 0000

Speak and Listen users phone 1300 555 727 then ask for 08 9724 0000

Internet relay users connect to the NRS (www.relayservice.com.au) and then ask for 08 9724 0000.

If you need an interpreter:

Please contact TIS National on 131 450 and ask to be connected to the Shire of Dardanup on 08 9724 0000.

Acknowledgements

The Shire of Dardanup acknowledges the input received from many individuals and groups within the community, which has been invaluable in the preparation of this Disability Access and Inclusion Plan 2018-2023.

In particular, thanks are given to everyone who provided feedback and comment, including:

- Councillors, employees and contractors
- Disability Services Commission
- Local community groups, and,
- Individual community members

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1. Introduction

The Western Australian Disability Services Act (DSA) 1993 and amendments 2004, requires that all State and Local Government Authorities implement a Disability Access and Inclusion Plan (DAIP) to ensure that people with disability have equity of access and inclusion to functions, facilities, services and information provided by the Authority.

The overarching goal of a DAIP is to provide equity of access and inclusion to all services, facilities, functions and information provided by the Shire of Dardanup by identifying and redressing barriers that either restrict or prevent the full participation of people with disability.

The concept of equity simply implies ensuring that people with disability get a 'fair go' at accessing and participating in all aspects of community life and do not have to contend with unreasonable or unnecessary barriers.

The Shire of Dardanup is committed to working towards equity for all community members including people with disability, their family members and carers and where required, disability organisations to ensure that barriers to access are addressed appropriately.

This DAIP sets out details on what the Shire of Dardanup will do in pursuit of this commitment and how it intends to do it.

2. Information about the Shire of Dardanup

The Shire of Dardanup is responsible for providing and developing a wide range of services, facilities and community initiatives including:

Regulatory Services:

- Building projects
- Building approvals
- Planning approvals
- Town planning services
- Environmental health services
- Public health services
- Ranger services
- Emergency management

Engineering Services:

- Management of Shire infrastructure including roads, footpaths, walk trails, playgrounds, stormwater drainage and street trees
- Develop and maintain asset management plans
- Provision and maintenance of playing areas, parks, gardens, reserves and facilities for sporting and community groups
- Bush care, environment, conservation and sustainability services
- Waste management services

Corporate and Community Services:

- Civic and community events
- Art, cultural and local history services
- Community safety
- Public library and information services (Eaton Community Library and Dardanup Library)
- Senior services
- Youth and children services
- Support for community groups and clubs
- Grants and funding
- Health, sport and recreation
- Recreation facilities planning, utilisation and support
- Disability access and inclusion
- Community engagement/consultation
- Volunteering
- Finance services including payment of rates, charges and licences
- Communications and marketing
- Citizenship ceremonies
- Community consultation
- Development of long term financial plan, workforce plan, asset management plans and annual budgets
- Audit, compliance
- Risk management and Insurance
- Strategic Community Plan and Corporate Business Plan
- Information Technology and Information Systems
- Records Management and freedom of information

Executive Services:

- Governance functions
- Customer service - provision of general information to the public, government and other bodies
- Bookings of parks and reserves
- Hiring of community facilities
- Lodging of complaints
- Compliance
- Local laws, delegations, Policy manual
- Occupational health and safety
- Human resources and employment services
- Economic and tourism development
- Council and committee meetings
- Election of Council Members

The Shire of Dardanup seeks to ensure the services, facilities and information of the municipality are inclusive and accessible to people with disability, and where possible, influence other service providers within the community to ensure those services are also inclusive and accessible to people with disability.

To support this philosophy a DAIP Survey was distributed to the community June, July 2018.

The survey was distributed through but not limited to:

- social media
- paid advertising in the two local papers (Bunbury Herald and Bunbury Mail)
- electronically promoted internally to staff

- hard copies to Eaton and Dardanup Libraries, Eaton Recreation Centre, through members of the Disability Advisory Committee, including representatives from South West Community Care, Department for Communities (Disability Service) and three Councillors.
- Forrest Personnel
- Eaton Community College
- Bethanie Esprit Village
- Bethanie Fields

3. A Framework for Thinking about Disability Access and Inclusion in a Local Government Context

3.1 Disability Rights and Responsibilities

People with disability have the same fundamental rights and responsibilities as all other members of the community. These rights are founded on principles of human rights and social justice, not charity, sympathy or pity toward people with disability. We take action to make the world more accessible and inclusive not because people with disability are vulnerable and need to be protected, but because it is 'the right and proper thing to do'.

3.2 Relevant Legislation

Legal obligations under relevant disability laws can be categorized into two key themes.

1. Prevent unlawful disability discrimination, and,
2. Ensure equal access to opportunity for everyone

To support this approach, a number of national and international disability laws have been introduced. These include:

- **United Nations Convention on the Rights of People with Disabilities**
An international agreement under the auspices of the UN which sets out basic rights of and responsibilities for people with disability. Australia became a signatory to this Convention in 2008. Most of the requirements and initiatives set out in the Convention are reflected in the Commonwealth Disability Discrimination Act (DDA), the State Equal Opportunity Act (EOA) and the State Disability Services Act (DSA). It may be possible in certain situations, for a disability related issue which is not resolved at a national level to be pursued in the UN under this Convention.
- **Commonwealth Disability Discrimination Act (DDA)**
The DDA provides all Australians with protection against unlawful discrimination based on their disability. Under the Act, it is unlawful to discriminate against a person on the basis of their disability. The definition of a disability in this Act is very broad and could potentially include a range of conditions not generally considered to be a disability. Disability discrimination can occur in two ways. Direct discrimination is about less favourable treatment while indirect discrimination is about unfair exclusion. If disability discrimination happens in one of the specified areas of life, it may be deemed to be unlawful. Areas of life in which it may be unlawful to discriminate on the basis of a person's disability include education, employment, public transport, access to premises, use of goods and services, land and accommodation, clubs and associations and Commonwealth Government laws and programs.

The implied obligation under the DDA is to ensure equitable, safe and dignified access for people with disability.

➤ **State Equal Opportunity Act (EOA)**

The EOA operates in a similar manner to the DDA but also requires agencies to ensure equal access to opportunities for people with disability, amongst others.

The implied obligation under the EOA is to ensure that people with disability have access to the same opportunities as others. That is, 'equity' for all.

Delivering equity for all is not achieved simply by treating everyone the same. Ensuring equal access to opportunity for people with disability may require adjustments or accommodations to deal with unreasonable and/or unnecessary barriers which arise because of the impact of a person's disability. Thus, applying one policy to everyone in the belief that this is fair to everyone is not the case.

➤ **State Disability Services Act (DSA)**

This Act requires all public authorities in WA to develop and implement a Disability Access and Inclusion Plan (DAIP). The DAIP is aimed at identifying strategies to ensure that people with disability can actually access services, buildings, facilities, information and complaint mechanisms and can participate in events, consultations and employment offered by local government authorities.

Legislated DAIP requirements include:

- DAIP reviewed at least once every five years; (2018, 2023, 2028)
- Public consultation undertaken with people with disability and key stakeholders; (Community survey June, July, August 2018)
- Public consultation must be advertised through the public authority's website and the local or state newspaper. A period of three weeks minimum is recommended;
- DAIP to be available in alternative formats on request by a person with disability;
- Revised DAIPs to be lodged with the Department for Communities (Disability Service);
- DAIP to be promoted by placing it on the authority's website and advertising in the local or state newspaper;
- Progress report to be completed annually and submitted to the Department for Communities (Disability Service);
- DAIP to be reported on in agency's annual report;
- Contractors to comply with agency's DAIP.

The seven specified outcome areas in a DAIP are:

1. People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.
2. People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.
3. People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.

4. People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.
5. People with disability have the same opportunities as other people to make complaints to a public authority.
6. People with disability have the same opportunities as other people to participate in any public consultation by a public authority.
7. People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.

3.3 What is Disability?

The concept of disability can have a range of different meanings depending on the context and or circumstances. The context here is one of **community inclusion**. In this context the definition of disability would be extremely broad. Principles of community inclusion focus less on the disability and more on the individual and their abilities, capacities and interests. Australian Bureau of Statistics (ABS) figures indicate that roughly 20% of the Australian population self-identify as having a disability. For the purposes of thinking around the DAIP, we can consider all disability types to fit into one of the following categories:

➤ **Physical**

Including but not limited to wheelchair users, amputee, reduced or restricted physical mobility, dexterity and control. Some of the key issues impacting on inclusion for people with physical disabilities are around public attitudes/understanding, communication and assistance techniques and mobility including moving from a-to-b in the environment and ability to control movement in own personal space.

➤ **Vision**

Includes but is not limited to total blindness, legal blindness (less than 10% vision) and low or restricted vision conditions. The key issues impacting on inclusion for people with vision impairments are around public attitude/understanding, communication and assistance techniques, independent safe mobility and information provision.

➤ **Hearing**

Includes but is not limited to deafness and reduced hearing conditions. The key issues impacting on inclusion for people with hearing impairments are around public attitude/understanding, communication and assistance techniques and information provision.

➤ **Cognitive**

Includes any condition that impacts on a person's thought processes - intellectual, psychiatric, mental health, dementia, psychosis, schizophrenia. Key issues impacting on inclusion for people with cognitive disability are around public attitude/understanding, communication and assistance techniques and information provision.

3.4 Barriers to Access and Inclusion

There are a multitude of different barriers faced by people with disability as they attempt to build a good life and pursue their citizenship entitlements. It is important that staff at all levels and in all departments have some understanding of the types of barriers and how they might impact on people with different disabilities and then take this into account when they are doing their work.

Most, if not all, of these barriers can be categorised under one of the following types:

Attitudinal Barriers (People)

This is by far the most commonly experienced barrier. It comes about when people in society misunderstand what it means to have a disability and how it might impact on someone. It tends to be characterised by a range of negative stereotypes and assumptions about the person's capacity, abilities and entitlement to belong and participate. When it is experienced by people with disability its impact can be severe and profound. It can result in people being made to feel different, as though they don't belong and as if they are not welcome. Working to reduce this attitudinal barrier is primarily about awareness raising through education and training initiatives.

Physical Barriers (Places)

Levels of awareness around physical barriers is quite wide-spread. However a common misunderstanding is that inclusion for people with disability is only about the built environment, i.e. "this building is accessible, we have a ramp". Physical barriers or obstacles can limit a person's capacity to move independently in the environment in a safe and dignified manner. Physical barriers can result in people with disability experiencing difficulty accessing the built environment or in their total exclusion from it altogether.

Working to reduce physical barriers is primarily about ensuring that infrastructure is designed, built and maintained in a manner that enables it to be accessed by people who use wheelchairs, walking frames and parents with prams. There are a range of codes, standards and guidelines available which provide information on best practice physical access for people with disability. The introduction of the Access to Premises (Buildings) standard, under the DDA (introduced on May 1, 2011), which has been incorporated into the Building Code of Australia (BCA), should ensure that these issues are now captured by the formal building approvals mechanism required by the BCA and AS1428, (related to accessibility of the built environment by people with a disability and covers pathways, buildings, bus stops etc.).

Procedural Barriers (Policies)








Policies and procedures can present unfair or unreasonable barriers for people with disability. The impact of a disability is unique for every person and every person's capacity to deal with that impact will also vary. As a result, people with disability often have to do things in a different way to others. Sometimes this can conflict with a policy or procedure or with 'the way we do things'. Working to reduce procedural barriers is about ensuring that disability access and inclusion becomes an integrated part of the mainstream way of doing things. Initiatives to reduce attitudinal and physical barriers will assist this.

3.5 The Disability Access and Inclusion Matrix

The disability access and inclusion matrix provides a framework to support decision making around improved access and inclusion for people with disability, their families and carers.

Disability Access and Inclusion Matrix

Human Capacities Impacted By Disability

Environmental & Situational Factors to Consider					
	Physical	Vision	Hearing	Cognitive	
	 People	<ul style="list-style-type: none"> - Attitudes - Interaction - Language 	<ul style="list-style-type: none"> - Face to face communication - Terminology - Assistance 		
	 Places		<ul style="list-style-type: none"> - Physical access - Moving from a to b and in personal space - Environmental factors 		
 Policies	<ul style="list-style-type: none"> - Information - Consultation processes - Employment 		<ul style="list-style-type: none"> - Communication - Complaint mechanisms 		

The above matrix indicates particular functional and practical implications commonly experienced by people living with each category of disability. It is important to think about disability in this way and understand that the things they can influence to make improvements are their **people**, the **places** they operate in, and, their **policies** or the way they do things.

Achieving positive outcomes in terms of access and inclusion for people with disability is about a lot more than simply complying with minimum access standards. In fact, the only area in which we can point to specific legislated minimum access requirements is in buildings. The Building Code of Australia (BCA) sets minimum physical access standards for new buildings and/or major refurbishments. The BCA applies only to buildings and does not set legally enforceable minimum access standards for other types of infrastructure such as pedestrian environments, parks, gardens, ovals, reserves etc. And the BCA has little or no application to the 'people' or 'policies' aspects of improved access and inclusion for people with disability.

4. Planning for Better Access and Inclusion

4.1 Prevalence of Disability in the Community

Australian Bureau of Statistics (ABS) figures from 2016 indicate that nearly one in five people in Australia (4.3 million or 18.3%) have a disability. Disability, in this context, was defined as any limitation, restriction or impairment, which has lasted, or is likely to last, for at least six months and restricts everyday activities. Examples range from hearing loss which requires the use of a hearing aid, to difficulty dressing due to arthritis, to advanced dementia requiring constant help and supervision.

The Department for Communities (Disability Services) - Disability Services Act (1993) defines disability as a condition that:

- is attributed to an intellectual, cognitive, neurological, sensory or physical impairment or a combination of those impairments;
- is permanent or likely to be permanent; and
- may or may not be episodic in nature, and
- that results in a substantially reduced capacity of the person for communication, social interaction learning or mobility and a need for continuing support services.

In Western Australia 405,500 people reported having a disability, with an additional 246,800 people (1 in 10 or 12.6% of the population), being carers of a person with a disability. The combined prevalence of people affected directly by disability is 1 in 3 Western Australians.

The number of people with disability in Western Australia is increasing, due mainly to our ageing population. This number will increase substantially as the 'baby boomer generation' moves into the older age groups and acquire disability. In addition, medical and technical advances have resulted in an increased life expectancy for people with disability. According to the ABS, 51% of Western Australians over 60 years of age have a disability, while the rate is 81% for those aged 85 years and over. Prevalence of disability in Australia is increasing and it is estimated that one in four Western Australians will have a disability by 2026.

4.2 Laws Codes and Standards

The Shire of Dardanup is committed to the pursuit of excellence in the provision of access and inclusion for people with disability. The Shire actively works to identify and implement current good practices by ensuring that it:

- complies with all relevant disability legislation,
- considers relevant access and inclusion standards, codes and guidelines,
- maintains ongoing network contact with relevant groups and individuals including the major disability advocacy organisations, and,
- maintains ongoing contact with relevant local community groups and individuals.

5. Disability Access and Inclusion Policy Statement

5.1 Equity for People with Disability

The concept of 'equity' simply implies ensuring that people with disability get a **'fair go'** at accessing and participating in all aspects of community life. The Shire of Dardanup acknowledges that people with disabilities have the same fundamental rights and responsibilities as all other members of the community.

The Shire of Dardanup:

- Recognises that people with disability are valued members of the community who make a variety of contributions socially, economically and culturally;
- Values diversity and believes that supporting participation and inclusion for all, makes a stronger more vibrant community;
- Believes that people with disability, their families and carers should be supported to remain connected, included and visible in the community;
- Is committed to consulting with people with disability, their families and carers and disability organisations in addressing barriers to access and inclusion;
- Will ensure its agents and contractors work towards the desired outcomes in the DAIP;
- Is committed to supporting local community groups and businesses to provide access to, and inclusion of, people with disability;
- Is committed to achieving the 7 specified outcomes in its DAIP; and
- Will work in partnership with other relevant public authorities as appropriate.

5.2 Policy Statement

The Shire of Dardanup is committed to ensuring that people with disability, their family members and carers are able to access its services, facilities, functions and information. The DAIP provides a framework for the identification of areas where access and inclusion can be improved and for the development of strategies to best improve access and inclusion. These strategies work towards a number of access and inclusion outcomes, which are defined in the Act as the minimum standard for DAIPs.

The Shire of Dardanup is committed to implementing its DAIP in a manner that is consistent with the internationally recognised 'principles applicable to people with disabilities' which are:

1. People with disability have the inherent right to respect for their human worth and dignity.
2. People with disability, whatever the origin, nature, type or degree of disability, have the same basic human rights as other members of society and should be enabled to exercise those basic human rights.

3. People with disability have the same rights as other members of society to realise their individual capacities for physical, social, emotional, intellectual and spiritual development.
4. People with disability have the same right as other members of society to services which will support their attaining a reasonable quality of life in a way that also recognises the role and needs of their families and carers.
5. People with disability have the same right as other members of society to participate in, direct and implement the decisions which affect their lives.
6. People with disability have the same right as other members of society to receive services in a manner that results in the least restriction of their rights and opportunities.
7. People with disability have the same right as other members of society to pursue any grievance concerning services.
8. People with disability have the right to access the type of services and supports that they believe are most appropriate to meet their needs.
9. People with disability who reside in rural and regional areas have a right, as far as is reasonable to expect, to have access to similar services provided to people with disability who reside in the metropolitan area.
10. People with disability have a right to an environment free from neglect, abuse, intimidation and exploitation.

6. Policy and Procedures Regarding Agents & Contractors

The Disability Services Act (1993) requires agents and contractors of public authorities to conduct their business in a manner that is consistent with the contracting public authority's DAIP.

The Shire of Dardanup will take all practicable measures to ensure that its DAIP is implemented by its officers, employees, agents and contractors.

The Shire includes a reference to its DAIP in all tender documents.

The Shire of Dardanup has inserted the clause developed by the Department of Treasury and Finance, in conjunction with the State Solicitor's office, and recommended in the Department for Communities (Disability Service) 'Guide for Agents and Contractors', into relevant tender and contract documents. This clause seeks for tenderers to identify which DAIP outcomes they can support in providing their service to the public.

The Shire also provides information in its annual DAIP reports on strategies it has implemented to inform contractors and agents of its DAIP.

DAIP requirements relating to agents and contractors:

- Apply only to new contracts or contract variations;
- Apply only to services provided to the public, and
- Do not apply to services provided directly to the public authority itself.

6.1 Reporting

The Disability Services Act (1993) sets out the minimum reporting requirements for public authorities in relation to Disability Access and Inclusion Plans.

The Shire will report on the implementation of its DAIP through its annual status report to the Department for Communities (Disability Service) by 30 June each year, outlining:

- Its progress towards the desired outcomes of its Disability Access and Inclusion Plan;
- The progress of its agents and contractors towards meeting the seven desired outcomes of the DAIP;
- The strategies it used to inform its agents and contractors of its DAIP.

The Shire will also provide information about the implementation of the DAIP in its Annual Report.

7. Promoting the Disability Access and Inclusion Plan

The Shire is keen to advance the concept of equitable access and inclusion for everyone and will promote the DAIP in the following ways:

- As the plan is amended, both staff and the community will be advised of the availability of the approved plan.
- New staff members are provided with an introduction to the DAIP.
- All staff receives Disability Awareness Training and information on how to access the complete DAIP document.
- A clause has been included in all contract and tender documents advising Contractors of their obligation to implement the Shire's DAIP wherever practicable.

Following endorsement the revised DAIP 2018-2023 will be promoted as outlined above.

8. Strategies to Improve Access and Inclusion for People with Disability

As a result of the review process a series of overarching DAIP strategies for each of the seven outcome areas have been identified.

These strategies will guide the development of individual tasks in the DAIP Implementation Plan.

The seven desired outcome areas provide a framework for improving access and inclusion for people with disability in the Shire of Dardanup.

9. Outcomes

OUTCOME 1 -
Services and Events

People with disability have the same opportunities as other people to access the services of, and any events organised by the Shire of Dardanup.

Strategy	Task	Who is Responsible	Budget	Timeline
Ensure that all policies and procedures related to the Shire of Dardanup's services and events are consistent with the DAIP.	Review current Council plans and projects and identify if any changes are required to reflect the objectives of the DAIP.	Engineering & Development Services Corporate & Community Services Governance		Ongoing
Ensure that any events, functions and services organised by the Shire of Dardanup are accessible for people with disability.	<p>Develop and maintain a checklist for Shire staff who are involved in organising functions/ events/projects/services.</p> <p>The Shire encourages participation/partnering with services/providers that promote the participation of people with disability in sport, recreation activities and healthy lifestyle.</p> <p>Encourage community organisations to make their events and functions more accessible by including access and inclusion information within the Shire of Dardanup Events Package. This includes but not limited to: the venue itself (outside lawn can a wheel chair be pushed over it), if toilets are brought in, are they accessible, access to stalls (height), ease of parking and access ways from parking to the event.</p>	Corporate & Community Services Engineering & Development Services Governance	Events	Ongoing

OUTCOME 1 -
Services and Events

People with disability have the same opportunities as other people to access the services of, and any events organised by the Shire of Dardanup.

Strategy	Task	Who is Responsible	Budget	Timeline
Ensure staff and relevant contractors involved in services and events have an effective working knowledge of disability awareness and the DAIP.	As part of the staff Induction processes ensure all new staff are made aware of the current DAIP, their responsibilities and awareness. As part of the induction for contractors ensure there is a component ensuring that contractors have an effective working knowledge of disability awareness and the DAIP.	Engineering & Development Services Corporate & Community Services Governance		Ongoing

OUTCOME 2 -
Buildings and Facilities

People with disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Dardanup.

Strategy	Task	Who is Responsible	Budget	Timeline
Continue to upgrade Shire of Dardanup facilities and infrastructure to comply with minimum access standards as required by Australian Standards on Access and Mobility (i.e: AS 1428 suite and BCA) and are physically accessible: particularly pedestrian facilities such as footpaths, bus stops, parks, reserves, etc.	<p>Conduct an ongoing assessment of all Shire facilities and make improvements where and as necessary.</p> <p>Signage that is easy to read (good colour contrast, font size, clarity of message) was rated the highest in the DAIP Survey July 2018.</p> <p>The need for ramps to facilities and handrails when using stairs and ramps was rated fifth and sixth on the DAIP Survey July 2018.</p>	Engineering & Development Services		Ongoing
Encourage local businesses and community groups to increase their awareness and become more accessible and inclusive.	<p>Provide information on access and inclusion in the form of a brochure/ checklist and or through the media.</p> <p>The need for ramps to facilities and handrails when using stairs and ramps was rated fifth and sixth on the DAIP Survey July 2018.</p>	<p>Corporate and Community Services</p> <p>Engineering and Development Services</p>		Ongoing
Ensure that relevant Shire of Dardanup staff, contractors and agents are aware of and comply with minimum access standards as required by Australian Standards on Access and Mobility (ie: AS 1428 suite and BCA).	As part of the induction for contractors ensure there is a component ensuring that contractors have an effective working knowledge of disability awareness and the DAIP.	<p>Governance</p> <p>Engineering & Development Services</p> <p>Corporate & Community Services</p>		Ongoing

OUTCOME 2 -
Buildings and Facilities

People with disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Dardanup.

Strategy	Task	Who is Responsible	Budget	Timeline
Maintain and include provisions to access transport and ACROD parking facilities.	Maintain and include provisions for ACROD parking facilities. Having ACROD parking bays close to facilities was rated fourth highest on the DAIP Survey 2018.	Engineering & Development Services	Road Maintenance	Ongoing
Maintain and develop Shire managed roads and footpaths to enhance accessibility where necessary. Work in partnership with other organisations to ensure that relevant pedestrian infrastructure complies with the Accessible Public Transport Standard.	Continue to provide pedestrian access which is relevant to the needs of the community. An accessible connecting pathway to building entrances was rated third highest on the DAIP Survey July 2018.	Engineering & Development Services	Road Maintenance	Ongoing
Provide accessible toilets in any development or re-development.	Aim to provide facilities which are above access standard. Access to accessible toilet facilities was rated second highest on the DAIP Survey July 2018.	Engineering & Development Services	Building Maintenance	Ongoing

OUTCOME 3 -
Information

People with disability receive information from the Shire of Dardanup in a format that will enable them to access the information as readily as other people are able to access it.

Strategy	Task	Who is Responsible	Budget	Timeline
Ensure that Shire of Dardanup's information, communication, internet and social media policies and procedures are consistent with the DAIP.	Ensure that all Shire documents and publications include a notation that it is available in alternative formats upon request.	Governance Corporate & Community Services – Communication Officer	DAIP Budget	Ongoing
	Conduct a review of Shire documents and forms and ensure they are formatted clearly with appropriate font.	Governance		Ongoing
	Social media (Facebook page, web site) was rated the highest way resident's access information, DAIP survey July 2018.	Communication Officer		
Develop and maintain the Shire website to meet good practice in accessibility.	Review and update website to meet the needs of people with disabilities.	Community Services - Communication Officer	Corporate Services	Ongoing
	Ensure that key Shire documents are available on the website.			Ongoing
	Continue to develop the Shire of Dardanup's use of social media as a source of providing information and receiving feedback.			Ongoing
Ensure that Shire of Dardanup staff and contractors are aware of and use appropriate communication methods when providing information to people with disability.	As part of the induction for contractors ensure there is a component ensuring that contractors have an effective working knowledge of disability awareness and the DAIP.			

OUTCOME 4 –
Quality Customer Service

People with disability receive the same level and quality of service from the staff of the Shire of Dardanup as other people receive from the staff.

Strategy	Task	Who is Responsible	Budget	Timeline
Improve staff, Councillor's and contractor's awareness and DAIP competency to aid in their interactions with people with disability.	Provide interactive training session for all Shire staff and Councillors.	Human Resources		Annually
	Provide DAIP inductions to all new Shire employees.	Human Resources		Ongoing
	Ensure that DAIP information is included in Shire Tender documents and that reporting is clearly stated as a compulsory requirement.	Corporate & Community Services – Procurement Officer		Ongoing
Ensure all Shire of Dardanup's policies and procedures relevant to customer service are consistent with the DAIP.	Conduct a biennial review of Council Policies and Procedures	Governance		Ongoing

OUTCOME 5 –
Complaint Mechanisms

People with disability have the same opportunities as other people to make complaints to the Shire of Dardanup.

Strategy	Task	Who is Responsible	Budget	Timeline
Ensure that there are alternative methods of providing feedback or making a complaint to the Shire.	Ensure that all premises offered for the lodgement of complaints are physically accessible.	Engineering & Development Services Corporate Services	DAIP Budget	Ongoing
	Increase the awareness and skills of staff in dealing with a complaint.	Governance		Ongoing
	Promote alternative methods of communication including interpreters, assistive technology and National Relay Service within the Shire's newsletters	Corporate Services		Ongoing

OUTCOME 6 –
Consultation Processes

People with disability have the same opportunities as other people to participate in any public consultation by the Shire of Dardanup.

Strategy	Task	Who is Responsible	Budget	Timeline
Promote public consultations opportunities widely and appropriately to encourage participation by people with disability.	Ensure public meetings are held in an accessible location.	All staff		Ongoing
	Ensure that any public consultation information includes details of who to contact regarding specific requirements.	All Staff		Ongoing
	Ensure that consultation processes are widely advertised using a range of promotional methods where possible.	All Staff		Ongoing
	Ensure that Shire of Dardanup's consultation policies and procedures are consistent with the DAIP.	All Staff		Ongoing
Ensure that all consultation processes are provided in such a way that all community members have an opportunity to provide feedback.	Utilise a range of formats for providing feedback.	All Staff		Ongoing
	Provide an Auslan interpreter when required.	Governance	DAIP Budget	As required
	Make provision for personal meetings with individuals/groups where required.	All Staff		As required

OUTCOME 7 –
Employment

People with disability have the same opportunities as other people to obtain and maintain employment with the Shire of Dardanup.

Strategy	Task	Who is Responsible	Budget	Timeline
To make provision for any employee with disability.	Identify any needs of employee with disability and implement necessary changes	Governance Human Resources		Ongoing
Meet compliance with all relevant legislation and recruitment processes.	Ensure the following laws are met: WA Equal Opportunity Act 1984 Racial Discrimination Act 1976 Sex Discrimination Act 1984 Human Rights and Equal Opportunity Commission Act 1987 Disability Discrimination Act 1992	Governance All staff		Ongoing

10. Further Information

Department for Communities (Disability Service) <http://www.disability.wa.gov.au>

Public Toilet Map <https://toiletmap.gov.au>

You're Welcome ACCESS WA <http://www.accesswa.com.au>