



Committee Attachments
ORDINARY MEETING OF COUNCIL
Wednesday 17 April 2019

REPORT NUMBER	REPORT TITLE AND ATTACHMENT DESCRIPTION	PAGE NUMBER(S)
10.1	Chittering Bushfire Advisory Committee Meeting: Tuesday 12 March 2019 1. "Unconfirmed" Minutes from 12 March 2019	1 – 20
10.2	Chittering Audit Committee Meeting: Wednesday 20 March 2019 1. Audit Committee meeting minutes of Wednesday 20 March 2019	21 – 42

**MINUTES FOR THE
CHITTERING BUSHFIRE ADVISORY COMMITTEE
TUESDAY 12 MARCH 2019**

**Council Chambers
6177 Great Northern Highway
Bindoon**

**Commencement: 7.15PM
Closure: 8.20PM**



OBJECTIVES

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

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

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

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

Meetings

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

MEMBERSHIPMembership

As at 18 July 2018:

Members	Deputies
Shire of Chittering Councillor Cr Peter Osborn	Shire of Chittering Councillor Cr Carmel Ross
Chief Executive Officer Neil Hartley (Acting)	Nil
Community Emergency Services Manager / Chief Bush Fire Control Officer David Carroll	Nil
Deputy Chief Bush Fire Control Officer Southern Region David Wilson	Nil
Deputy Chief Bush Fire Control Officer Northern Region Kim Haeusler	Nil
Deputy Chief Bush Fire Control Officer Central Region Phillip Humphry	Nil
Muchea Brigade representative Arthur Blewitt	Muchea Brigade representative Shelly Pannell
Lower Chittering Brigade representative Graham Furlong	Lower Chittering Brigade representative
Upper Chittering Brigade representative Gordon Carter	Upper Chittering Brigade representative Aaron Cover
Bindoon Brigade representative Peter Watterston	Bindoon Brigade representative Scott Ormsby
Wannamal Brigade representative Greg Cocking	Wannamal Brigade representative Richard Rose
Incident Support Brigade representative Paul Groves	Incident Support Brigade representative Sam Murray Whelan

Tenure of MembershipShall be in accordance with the *Local Government Act 1995, Section 5.11*.**ATTENDANCE BY GOVERNMENT AGENCIES**The following are invited (non-voting) to attend meetings of the CBFAC:

- (a) DFES District Officer Perth North East
- (b) DBCA Conservation and Land Management Officer

DELEGATED AUTHORITY

Nil

Preface

When the Chief Executive Officer approves these Minutes for distribution they are in essence "Unconfirmed" until the following Chittering Bushfire Advisory Committee (CBFAC) Meeting, where the minutes will be confirmed subject to any amendments.

The "Confirmed" Minutes are then signed off by the Chairperson.

Attachments that formed part of the agenda, in addition to those tabled at the CBFAC Meeting are put together as an addendum to these Minutes.

Unconfirmed Minutes

These minutes were approved for distribution on Friday 22 March 2019.



Neil Hartley
Acting Chief Executive Officer
Shire of Chittering

Confirmed Minutes

These minutes will be confirmed at a meeting to be held on Tuesday 11 June 2019.

Signed

Note: The Chairperson at the meeting at which the minutes were confirmed is the person who signs above.

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**MINUTES FOR THE CHITTERING BUSHFIRE ADVISORY COMMITTEE
TUESDAY 12 MARCH 2019**

1. DECLARATION OF OPENING OF MEETING / ANNOUNCEMENTS OF VISITORS

The Chairperson declared the meeting open at 7.15pm

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

2.1 Attendance

The following members have confirmed their attendance:

Members:	Cr Peter Osborn	Council Delegate (Chairperson)
	Neil Hartley	Acting Chief Executive Officer
	Dave Carroll	Chief Bushfire Control Officer
	David Wilson	Deputy Chief Bushfire Control Officer (South)
	Kim Haeusler	Deputy Chief Bushfire Control Officer (North)
	Paul Groves	Incident Support Brigade
	Graham Furlong	Lower Chittering Volunteer Bushfire Brigade
	Arthur Blewitt	Muchea Volunteer Bushfire Brigade
	Peter Watterston	Bindoon Volunteer Bushfire Brigade
	Gordon Carter	Upper Chittering Volunteer Bushfire Brigade
Quorum – 6 members		
Observers:	Cr Carmel Ross	Council Deputy
	Scott Ormsby	Bindoon Volunteer Bushfire Brigade (Deputy)
	Johan Rossouw	Lower Chittering Volunteer Bushfire Brigade
	Aaron Cover	Upper Chittering Volunteer Bushfire Brigade
	Will Lee	Upper Chittering Volunteer Bushfire Brigade
	Murray McBride	Department of Fire and Emergency Services
	Gary Choney	Department of Biodiversity, Conservation and Agriculture
	Natasha Mossman	Executive Support Officer (Minute Secretary)

2.2 Apologies

Jeff Reeves	Lower Chittering Volunteer Bushfire Brigade
Shelly Parnell	Muchea Volunteer Bushfire Brigade
Paul Musarra	Department of Biodiversity, Conservation and Attractions
Damien Pumphrey	Department of Fire and Emergency Services
Emma Clingam	District Fire Coordinator, Department of Fire and Emergency Services

2.3 Approved leave of absence

Nil



MINUTES FOR THE CHITTERING BUSHFIRE ADVISORY COMMITTEE
TUESDAY 12 MARCH 2019

3. DISCLOSURE OF INTEREST

Nil

4. PUBLIC QUESTION TIME

Nil

5. PRESENTATIONS / PETITIONS / DEPUTATIONS

Nil

6. CONFIRMATION OF PREVIOUS MINUTES

6.1 Chittering Bushfire Advisory Committee meeting: 23 October 2018

6.1 OFFICER RECOMMENDATION

Moved Peter Watterston / Seconded Dave Wilson

That the minutes of the Chittering Bushfire Advisory Committee meeting held on Tuesday 23 October 2018 be confirmed as a true and accurate record of proceedings.

THE RECOMMENDATION WAS PUT AND DECLARED CARRIED

7. ANNOUNCEMENTS WITHOUT DISCUSSION

7.1 Community Emergency Services Manager / Chief Bushfire Control Officer

Dave Carroll addressed the meeting and spoke to the following:

- Welcome to Johan Russo Acting Captain Lower Chittering

Current Situation: Prohibited Burning Time Restricted Burning Time from midnight on March 31 unless conditions don't change extended for two weeks until 14 April.

- Soil dryness index for Pearce – 198, Badgingarra – 200
- Climate outlook overview (courtesy of BoM)
- The mean January maximum temperature for Western Australia was the highest on record, while the mean minimum temperature ranked the equal fifth-highest for January on record.
- Rainfall was below average for many areas, making it the driest January since 2005 when averaged across the State.
- For Western Australia as a whole, rainfall was 41% below average and the driest January since 2005.
- Currently no strong tendency towards a wetter or drier than average autumn.



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- Warmer than average days and nights are likely for almost all of Australia for autumn. For daytime temperatures, the chances of being warmer than median are very high, greater than 80% for most of the mainland.

Deployments:

- Lower Chittering 3.4 was deployed over a week and a half as part of an RUI Task Force for the Esperance/Kalgoorlie complex of fires with Shelly Pannell, Arthur Blewitt and David Redpath from Muchea BFB, Theo Bekkers and Graham Beevors from Lower Chittering BFB providing their services for crewing.
- 26 January 2019 – City of Wanneroo for 3rd alarm RUI fire at Jandabup.
- 4 March 2019 – Avon Valley fire crews deployed from Muchea and Upper Chittering.
- CESM/CBFCO deployed to Karratha, Tasmania and Nannup fires.

Prevention:

- Shire Ranger private property fire hazard inspections commenced on 16 October with an increased level of examination applied to Firebreak and Bushfire Hazard Reduction Notice compliance for greater community protection, an emphasis on this work needing to be completed for the protection of the community, including asset protection zones.
- Preparation for mitigation activities progressing on land in Wannamal and Muchea for community protection.

Preparedness:

- Due to the lack of incidents brigades have been exercising on weekends with the ICV crew to maintain preparedness and keep member interest up.

Community, Engagement Education:

- Use of Shire website and Facebook page to disseminate Firebreak Notice compliance information, Total Fire Bans and HVMBs.

Education Campaigns:

- SloMo for the safety of firefighters and Shire workers working on roads and verges.

Response Capability:

- Incidents Membership Appliances: 30/06/2018 – 12/03/2019

Brigade	Total Inc.	Personnel	
		2018	2019
Muchea 6443	17	24	25
Lower Chittering 6387	22	35	35
Upper Chittering 6138	22	33	36
Bindoon 6055	20	37	38
Wannamal 6652	10	57	58
Incident Support 6975	1	24	23
		210	215



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Appliances	Heavy Tankers 8	Light Tankers 7
Muchea	2 – 2.4R, 1.4R	1
Lower Chittering	1 – 3.4U	2
Upper Chittering	1 – 2.4R	2
Bindoon	2 – 2.4R, 3.4U	1
Wannamal	1 – 2.4B	1
Incident Control Vehicle	1	Total: 18
Fire Support Vehicle	1	
Incident Support Trailer, collar tank	1	

Honorarium:

The Shire of Chittering has offered Brigade Captains and Fire Control Officers an honorarium of \$100.00 per annum to assist with fuel and associated costs incurred while carrying out duties for the Shire of Chittering. Application for the honorarium can be made through the CESM.

Thanks:

- Jeff Reeves for his efforts and work as Captain of Lower Chittering BFB.
- The Shire of Chittering and Jim Garrett for allowing Sonja to turn out with the Shire water truck to the Great Northern Highway fire, Sunday 3 March 2019.
- Please pass on thanks to all who have assisted over the past few weeks with Shire of Chittering, Avon and Esperance fires.

7.2 DFES District Manager North East

Murray McBride addressed the meeting and spoke to the following:

- Expressed thanks to the volunteers who assisted with the Esperance fire.
- Regional Strategic Planning meeting.
- Mobilizing in the state – not sending right applicants to incidents.
- Issues with media changing the wording of issued media releases.
- The new Bushfire Centre of Excellence is going to be located in the Shire of Murray.
- Two new fire-fighting aircraft.
- Changes to compact Impact Assessment.
- Operational fleet program – issued appliances will stay for life of employment.
- 000 Agreement between DFES and local governments.



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7.3 Acting Chief Executive Officer

Neil Hartley addressed the meeting and spoke to the following:

- Thanked the volunteers for their time fighting local and statewide fires.
- Draft Local Planning Strategy includes information on bushfire management.
- CBFCO attendance at the Tasmanian fire, grateful he was able to assist our fire fighting cousins on this occasion.

7.4 Chittering Fire Services Training Coordinator

Dave Wilson addressed the meeting and spoke to the following:

- Special mention to the combined training sessions that have occurred in recent months:
 - Lower Chittering Operation Lightning Strike (Bindoon/Lower/ISB)
 - ISB Joint Training with Bindoon and Bindoon/Wannamal
- Work commenced on following actions:
 - Training Officer Guidelines inclusive of recommended training activities/lesson plans – second draft
 - Review of Probationary Firefighter Handbook – initial draft underway
- Training Officer Portal usage is slowly increasing in adoption for storing and exchanging documents –Bindoon have uploaded 12+
- Work will commence in April on a second version of Annual skills Refresher document to allow Brigades to vary the skills being accessed each year. Will be available for 2019/20.
- Metro NE Combined Training Calendar now published. All Shire of Chittering DFES courses are accessible via eAcademy.
- Review of the Intro to Fire Fighting and Bushfire Fighting TRKs have now been completed. North Region Community Emergency Services Managers (CESMs) and Training Coordinators have attended handover and endorsement training day at the academy. New training package to be released from 1 July 2019 and will run alongside the old TRKs until our trainers have transitioned across. Old packages will no longer be available from 1 January 2020.
- New eAcademy Training Pathways in draft. Expect these to be available second half of the year. Works on these looks promising.
- Advanced Bushfire and Crew Leader packages are now undergoing review.
- Next meeting of the Training officers is scheduled for Tuesday 2 April 2019.
- Upcoming courses:
 - IFF – Saturday 6 April
 - BFF – Saturday 13 and Sunday 14 April
 - Driving Under Operational Conditions – Saturday 20 April
 - Operate 4 wheel drive vehicle – Sunday 21 April



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7.5 Department of Parks and Wildlife

Gary Choney addressed the meeting and spoke to the following:

- Preparations are underway for the 2019 burning season.

8. BRIGADE REPORTS

8.1 Bindoon Brigade

Peter Watterston addressed the meeting and spoke to the following

New members

- Two new cadets – both 15yrs old
- Two new members
- Three potential members

Member resignation

Nil

Brigade incidents

- 20
- Expressed thanks to everyone who assisted with the incident over the long weekend.

Brigade training

- Wannamal 2.4 last Friday, i.e. 8 March.
- Will be running a fire drill.

Community engagement

- Bindoon Farmers Market
- Bindoon Primary School Mango Festival
- Bindoon Dirt Drags
- ANZAC Day

Critical information

- Shire water tanker: The question was raised if Council would consider access at any time when there is a fire.
- Core flute signs advertising the extension of the prohibited Burning Time to be to be organised as agreed at last BFAC.



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8.2 Lower Chittering Brigade

Graham Furlong addressed the meeting and spoke to the following:

New members

- 10 new members
- Referred others to the Incident Support Brigade.

Member resignation

- One member has moved to Gosnells.
- Jeff Reeves has resigned.
- One member has taken leave of absence.

Brigade incidents

- Six at the end of February.
- Brigade members assisted at Esperance and Bindoon fires.

Brigade training

- Joint training with the ISB and ISV.
- Training held monthly on Wednesday and Saturday.

Community engagement

- Prior to Christmas brigade held the Lower Chittering Christmas Tree Celebration.
- Australia Day Breakfast.
- Brigade Open Day in February.

Critical information

Nil



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8.3 Muchea Brigade

Arthur Blewitt addressed the meeting and spoke to the following:

New members

- Two new members from within our catchment area.
- Four new members whom are off their probation and are now active members.
- The brigade has 22 members.
- Kelly Grange was voted in as new Secretary at the AGM.

Member resignation

Nil

Brigade incidents

- We attended 14 incidents, four of which were out of Shire.
- The brigade was also requested to deploy to Esperance with the 3.4 truck from Lower Chittering. We supplied two fire fighters from Muchea with one from Lower on the first week. One from Lower and one from Muchea stayed on for the second week with two new crew coming in for the second week, one from Lower and one from Muchea.

Brigade training

- Conducted every second Sunday with a good response from those that are committed to the brigade.
- Plus we conducted nine HRB / Controlled burns.

Community engagement

- We conducted our annual Christmas run through the Muchea town site and then went to the Muchea oval to perform the Father Christmas for the local children.
- Combined training was conducted by Muchea with the ERT team at the Tronox plant over three afternoons during September/October.
- A crew was also sent to Bullsbrook to be involved with car fire training.

Critical information

Nil



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8.4 Upper Chittering Brigade

Gordon Carter addressed the meeting and spoke to the following:

New members

- Four new members

Member resignations

Nil

Incidents

- 19 call outs.

Training

- Regular monthly training with good attendance, averaging 12 members.
- Huw Davies Day was well attended by members.
- Two hazard reduction burns resulting in excellent training opportunity for all members.

Community engagement

- Two hazard reduction burns carried out.
- Christmas Santa Lollie Run
- ANZAC Day – honour guard
- Community Easter Egg hunt

Critical information

- Due to current dry conditions and long dry grass, should the Prohibited Burning Period be extended two weeks? With lack of rain and wind conditions of late, ever 1x1m piles after 6pm could pose a risk.
- Deputy Chief Bushfire Control Officer's (DCBFCO) personal vehicle was in an accident in the course of his duties as DCBFCO, which I believe he is still waiting to be paid out for this. The following recommendation was put to the Committee.

8.4 COMMITTEE RECOMMENDATION

Moved Gordon Carter / Seconded Peter Watterston

That Council expedite the process so that Dave Wilson receives full compensation, without delay, for the loss of his motor vehicle.

THE RECOMMENDATION WAS PUT AND DECLARED CARRIED



MINUTES FOR THE CHITTERING BUSHFIRE ADVISORY COMMITTEE
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8.5 Wannamal Brigade

Kim Haeusler addressed the meeting and spoke to the following:

New members

Nil

Member resignations

Nil

Incidents

Nil

Training

Nil

Community engagement

Nil

Critical information

- No major issues or concerns.
- The chain door gets stuck, so cannot get the truck out.
Dave Carroll advised the meeting that a contractor has been booked to assess and report back outcome.

8.6 Incident Support Brigade

Paul Groves addressed the meeting and spoke to the following:

New members

- The Incident Support Brigade has 2 new members since the last BFAC meeting thanks to Lower Chittering from the recent Open Day they conducted

Member resignation

- One member has resigned from the brigade for personal reasons and one has applied for a leave of absence. It is disappointing to lose members at any time but due to lack of opportunities for the Brigade it is difficult to keep members engaged.
- There is one other member that we haven't seen for some time and will possibly be resigning in the future.
- Another member has transferred to Upper Chittering VBFB so we have lost four members and gained two.

Brigade incidents

- 26 February – called to attend incident at Gingin, but due to tyre problems could not attend.

Brigade training

- ICV operations and Intro to Fire Fighting training will be scheduled for those new members as soon as possible.



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- Thanks to the Bindoon and Lower Chittering brigades for engaging with the ISB by conducting joint training. It is very much welcomed by the members to 'get out and about' to reinforce skills should they receive a call.
- The ISB is also planning to commence radio schedule training in a similar way to Mundaring, Swan and Wanneroo brigades by taking the ICV to various locations around the Shire of Chittering to verify radio functionality on both Hi Band (WAERN) and mid band radios. If any brigade has members in the stations at the time of the training they are welcome to respond via radio to any calls. Initially the test sites will be the five fire stations and then we will identify any possible locations for setting up and IMT in the event of an incident in the area.
- We are being frustrated with a potential trainer for the ISB who, despite being a qualified trainer for the Wheat Belt Health group and presenting training daily in her role, cannot obtain training qualifications through RPL or other means from DFES.
Dave Carroll advised the meeting that DFES are going to be recognising out of organisation qualifications.

Community engagement

- The brigade has been invited to attend the 'Wear ya Wellies' event by the event organisers at the Shire. Hopefully this will provide more members.
- Thanks to Sam Whelan who filled in for me the past two months whilst I took personal leave.

Critical information

- As noted at the last BFAC we have had a number of modifications completed in the ICV. At this stage the ICV is operational with all new IT connectivity, modified access stairs, generator changes and printer alterations completed.
- We are now ready for the approaching fire season.
- The Bindoon brigade and the DBFCO Upper Dave Wilson have been working on the collar tank and getting it operational. Once this is done the ISB members will observe how it is set up and we can then decide if they are capable or comfortable in doing this. We may need to engage fire fighters to actually set up the tank for fires.

Dave Wilson expressed thanks to the Shire for the grant towards training for Heather.



MINUTES FOR THE CHITTERING BUSHFIRE ADVISORY COMMITTEE
TUESDAY 12 MARCH 2019

9. CHITTERING BUSHFIRE ADVISORY COMMITTEE ACTION LIST AND COMMITTEE RECOMMENDATIONS

9.1 Outstanding actions and recommendations

Meeting Date	Brigade/Report title	Details of required action	Person responsible	Current status	Action completed
01/08/2017	Local Planning Strategy	Shire to ensure that Committee are sent details when the Strategy is made available for public comment.	A/EMDS	Draft Strategy currently advertised for comments. Deadline is 29 October 2018. An Officer Report is being tabled at the March Ordinary Council Meeting for Council's resolution. No further action required.	12 March 2019
23/10/2018	Upper Chittering Volunteer Bushfire Brigade	The Chief Bushfire Control Officer and Chief Executive Officer to discuss a solution regarding volunteer fuel cards.	CBFCO CEO	No further action required.	12 March 2019
23/10/2018	Firebreak date	Investigate why the 16 October was chosen as the date for firebreak installation	CBFCO	No further action required.	12 March 2019



**MINUTES FOR THE CHITTERING BUSHFIRE ADVISORY COMMITTEE
TUESDAY 12 MARCH 2019**

Meeting Date	Brigade/Report title	Details of required action	Person responsible	Current status	Action completed
23/10/2018	Setting of 2019 Committee Meeting Dates	That: 1. The Chittering Bush Fire Advisory Committee meeting dates for 2019 are as follows: a. Tuesday 12 March; b. Tuesday 11 June; and c. Tuesday 8 October. 2. The Chittering Bush Fire Advisory Committee meetings will be held in the Council Chambers, 6177 Great Northern Highway, Bindoon commencing at 7pm.	CBFCO	Officer report to be tabled at the November OCM for Council's consideration. Will then be advertised in accordance with the Shire's Community Engagement Plan. Published in the Northern Valleys News on 10 January 2019.	10 January 2019
12/03/2019	Upper Chittering Volunteer Bushfire Brigade	That Council expedite the process so that Dave Wilson receives full compensation, without delay, for the loss of his motor vehicle.	CBFCO CEO		



MINUTES FOR THE CHITTERING BUSHFIRE ADVISORY COMMITTEE
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10. GENERAL BUSINESS

10.1 Bindoon Fire

Cr Ross expressed heartfelt thanks to the volunteers and DFES in their response to the recent fire near her property. Cr Ross was impressed at how quickly the response was to the fire.

11. NEXT MEETING

That the next meeting of the Chittering Bush Fire Advisory Committee is scheduled for **Tuesday 11 June 2019 commencing at 7pm.**

12. CLOSURE

The Chairperson declared the meeting closed at 8.20pm



ATTACHMENTS FOR THE CHITTERING BUSHFIRE ADVISORY COMMITTEE
TUESDAY 12 MARCH 2019

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MINUTES FOR THE AUDIT COMMITTEE MEETING

WEDNESDAY 20 MARCH 2019

**Council Chambers
6177 Great Northern Highway
Bindoon**

Commencement: 5.30PM

Closure: 5.33PM



PREFACE

When the Chief Executive Officer approves these minutes for distribution they are in essence "Unconfirmed" until the following Chittering Audit Committee meeting, where the minutes will be confirmed subject to any amendments.

The "Confirmed" minutes are then signed off by the Chairperson.

Attachments that formed part of the agenda, in addition to those tabled at the Chittering Audit Committee meeting are put together as an addendum to these Minutes.

UNCONFIRMED MINUTES

These Audit Committee minutes were approved for distribution on Friday 29 March 2019



Neil Hartley
Acting Chief Executive Officer
Shire of Chittering

CONFIRMED MINUTES

These Audit Committee minutes were confirmed at the Chittering Audit Committee meeting held

on _____

Signed _____

NOTE: the Chairperson at the meeting at which these minutes are confirmed is the person who signs above.

OBJECTIVES

The primary objective of the Chittering Audit Committee is to accept responsibility for the annual external audit and liaise with the local government's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs.

Reports from the committee will assist Council in discharging its legislative responsibilities of controlling the local government's affairs, determining the local government's policies and overseeing the allocation of the local government's finances and resources. The committee will ensure openness in the local government's financial reporting and will liaise with the Chief Executive Officer to ensure the effective and efficient management of local government's financial accounting systems and compliance with legislation.

The committee is to facilitate:

- (a) the enhancement of the credibility of external financial reporting
- (b) compliance with laws and regulations as well as use of best practise guidelines relative to auditing
- (c) the provision of an effective means of communication between the external auditor, the Chief Executive Officer and the Council.

Membership

The committee shall consist of all elected members. All members shall have full voting rights. The Chief Executive Officer and employees are not members of the committee. The Chief Executive Officer and Executive Manager Corporate Services (or their nominee) is to attend all meetings to provide advice and guidance to the committee. The local government shall provide secretarial and administrative support to the committee.

Functions of an Audit Committee

As per the *Local Government (Audit) Regulations 1996 Section 16*, an audit committee has the following functions —

- (a) to guide and assist the local government in carrying out —
 - (i) its functions under Part 6 of the Act; and
 - (ii) its functions relating to other audits and other matters related to financial management;
- (b) to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;
- (c) to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to —
 - (i) report to the council the results of that review; and
 - (ii) give a copy of the CEO's report to the council;
- (d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —
 - (i) regulation 17(1); and
 - (ii) the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);
- (e) to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;
- (f) to oversee the implementation of any action that the local government —
 - (i) is required to take by section 7.12A(3); and
 - (ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and
 - (iii) has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and
 - (iv) has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);
- (g) to perform any other function conferred on the audit committee by these regulations or another written law.

[Regulation 16 inserted: Gazette 26 Jun 2018 p. 2386-7.]

Delegated Authority

Nil

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* indicates attachments

**1. DECLARATION OF OPENING OF MEETING / ANNOUNCEMENTS OF VISITORS**

The Chairperson declared the meeting open at 5.30PM.

2. RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE**2.1 Attendance**

The following members were in attendance:

Members:	Cr Gordon Houston	President (Chairperson)
	Cr Peter Osborn	
	Cr Aaron King	
	Cr Carmel Ross	
	Cr Mary Angus	
	Cr Don Gibson	

Quorum – 6 members

Observers:	Neil Hartley	Acting Chief Executive Officer
	Rhona Hawkins	Executive Manager Corporate Services
	Jim Garret	Executive Manager Technical Services
	Peter Stuart	Executive Manager Development Services
	Natasha Mossman	Executive Support Officer (Minute Secretary)

2.2 Apologies

Cr George Tilbury

2.3 Approved leave of absence

Nil

3. DISCLOSURE OF INTEREST

Nil



4. PUBLIC QUESTION TIME

4.1 Public question time

Nil

5. CONFIRMATION OF MINUTES: Tuesday 29 January 2019

5.1 OFFICER RECOMMENDATION

Moved Cr King / Seconded Cr Angus

That the minutes of the Audit Committee meeting held on Tuesday 29 January 2019 be confirmed as a true and correct record of proceedings.

THE RECOMMENDATION WAS PUT AND DECLARED CARRIED 6/0

5:32PM

6. PURPOSE OF MEETING

6.1 Local Government Compliance Audit Return for 2018*

Applicant	Shire of Chittering
File ref	04/02/0002
Prepared by	Acting Executive Support Officer
Supervised by	Executive Manager Corporate Services
Voting requirements	Simple Majority
Attachments	1. Compliance Audit Return for 2018

Executive Summary

The Audit Committee is requested to review the Compliance Audit Return for 2018 and present to Council for adoption prior to 31 March 2018.

Background

Each local government is to carry out a Compliance Audit for the period 1 January to 31 December against certain requirements included within a Compliance Audit Return (CAR) provided by the Department of Local Government.

The CAR, once completed, is to be presented to the Audit Committee and then a report is to be presented to Council for adoption of the return.

A copy of the completed CAR is included as **Attachment 1**.

**Consultation/Communication Implications**Local

Chief Executive Officer

Executive Manager Corporate Services

Executive Manager Technical Services

State

Nil

Legislative ImplicationsState

- *Local Government Act 1995*
- *Local Government (Functions and General) Regulations*
- *Local Government (Administration) Regulations*
- *Local Government (Rules of Conduct) Regulations*
- *Local Government (Elections) Regulations*
- *Local Government (Audit) Regulations*

Local

Nil

Policy ImplicationsState

Nil

Local

Nil

Financial Implications

Nil

Strategic ImplicationsLocal

Nil

State

Nil

Site Inspection

Not applicable



Triple Bottom Line Assessment

Economic implications

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

Social implications

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

Environmental implications

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

Officer Comment/Details

The CAR for the 2018 calendar year has been completed by the Executive Manager Corporate Services.

The CAR for 2018 continues in the reduced format introduced in 2011, with the areas of compliance restricted to those considered high risk.

The areas of compliance for 2018 are as follows:

Commercial Enterprise by Local Governments

No noted areas on non-compliance.

Delegation of Power/Duty

There is one area of non-compliance:

- (i) No 12: Were all delegations made under Division 4 of Part 5 of the Act reviewed by the Delegator at least once during the 2017/2018 financial year.

The Shire's Delegated Authority Register was tabled at the Ordinary Council Meeting held on 20 June 2018, where Council resolved the following:

9.4.5 SUBSTANTIVE MOTION / COUNCIL RESOLUTION 160618

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

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

9:19PM

Disclosure of Interest

No noted areas of non-compliance.

Disposal of Property

No noted areas of non-compliance.

Elections

No noted areas of non-compliance.

Finance

No noted areas of non-compliance.

Integrated Planning and Reporting

No noted areas of non-compliance.

**Local Government Employees**

No noted areas of non-compliance.

Official Conduct

No noted areas of non-compliance.

Tendering for Providing Goods and Services

No noted areas of non-compliance.

It is recommended that the Audit Committee review the CAR and recommend to Council that the CAR be adopted by Council at the next Ordinary meeting to be held on 20 March 2019.

6.1 OFFICER/COMMITTEE RECOMMENDATION

Moved Cr King / Seconded Cr Ross

That the Audit Committee reviews the Local Government Compliance Audit Return for the period 1 January 2018 to 31 December 2018 and presents to Council for adoption at the Ordinary Meeting of Council on 20 March 2019.

THE RECOMMENDATION WAS PUT AND DECLARED CARRIED 6/0

5:33PM

7. CLOSURE

The Chairperson declared the meeting closed at 5:33PM.



MINUTES OF THE CHITTERING AUDIT COMMITTEE MEETING
WEDNESDAY 20 MARCH 2019

ATTACHMENT 1

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

Chittering - Compliance Audit Return 2018

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of section of relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2018.	N/A		Rhona Hawkins
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2018.	N/A		Rhona Hawkins
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2018.	N/A		Rhona Hawkins
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2018.	N/A		Rhona Hawkins
5	s3.59(5)	Did the Council, during 2018, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Rhona Hawkins



MINUTES OF THE CHITTERING AUDIT COMMITTEE MEETING WEDNESDAY 20 MARCH 2019

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
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Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	N/A	There are no delegations assigned to the committees	Natasha Mossman
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	N/A	There are no delegations assigned to the committees	Natasha Mossman
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	N/A	There are no delegations assigned to the committees	Natasha Mossman
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	N/A	There are no delegations assigned to the committees	Natasha Mossman
5	s5.18	Has Council reviewed delegations to its committees in the 2017/2018 financial year.	No		Natasha Mossman
6	s5.42(1), 5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Rhona Hawkins
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes		Rhona Hawkins
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Rhona Hawkins
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Rhona Hawkins
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes		Rhona Hawkins
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Rhona Hawkins
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2017/2018 financial year.	No		Natasha Mossman
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes		Rhona Hawkins

Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	Yes		Rhona Hawkins

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Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
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No	Reference	Question	Response	Comments	Respondent
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	Yes		Rhona Hawkins
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Rhona Hawkins
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	Yes		Rhona Hawkins
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	Yes		Rhona Hawkins
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2018.	Yes		Rhona Hawkins
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2018.	Yes		Rhona Hawkins
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		Rhona Hawkins
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Rhona Hawkins
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Rhona Hawkins
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		Rhona Hawkins
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Rhona Hawkins
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Rhona Hawkins



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Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
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No	Reference	Question	Response	Comments	Respondent
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	Yes		Rhona Hawkins
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	Yes		Rhona Hawkins
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Rhona Hawkins

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	Yes	Lot 121 Great Northern Highway public notice published in the Ellenbrook Advocate on 18 July 2018	Natasha Mossman
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	Yes	Lot 121 Great Northern Highway details provided as prescribed by s5.48 (4)	Natasha Mossman

Finance

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes		Rhona Hawkins
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	N/A	The Audit Committee do not have any powers of delegation	Natasha Mossman
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes		Rhona Hawkins
4	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes	Auditors were appointed by Council on 17 August 2016 by ABSOLUTE MAJORITY. Term expires 30 June 2019.	Natasha Mossman
5	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2018 received by the local government within 30 days of completion of the audit.	Yes		Rhona Hawkins

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MINUTES OF THE CHITTERING AUDIT COMMITTEE MEETING
WEDNESDAY 20 MARCH 2019

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
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No	Reference	Question	Response	Comments	Respondent
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2018 received by the local government by 31 December 2018.	Yes		Rhona Hawkins
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	N/A		Rhona Hawkins
8	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A		Rhona Hawkins
9	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A		Rhona Hawkins
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Rhona Hawkins
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		Rhona Hawkins
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		Rhona Hawkins
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes		Rhona Hawkins
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes		Rhona Hawkins
15	Audit Reg 17	Has the CEO reviewed the appropriateness and effectiveness of the local government's systems and procedures in accordance with regulation 17 of the Local Government (Audit) Regulations 1996.	No		Natasha Mossman
16	Audit Reg 17	If the CEO has not undertaken a review in accordance with regulation 17 of the Local Government (Audit) Regulations 1996, is a review proposed and when.	Yes	The review is next scheduled for December 2019.	Natasha Mossman

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MINUTES OF THE CHITTERING AUDIT COMMITTEE MEETING
WEDNESDAY 20 MARCH 2019

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



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Integrated Planning and Reporting					
No	Reference	Question	Response	Comments	Respondent
1	s5.56 Admin Reg 19DA (6)	Has the local government adopted a Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	Adopted on 17 October 2018	Natasha Mossman
2	s5.56 Admin Reg 19DA (6)	Has the local government adopted a modification to the most recent Corporate Business Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	N/A		Rhona Hawkins
3	s5.56 Admin Reg 19C (7)	Has the local government adopted a Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.	N/A	The Shire's Strategic Community Plan was adopted in June 2017.	Natasha Mossman
4	s5.56 Admin Reg 19C (7)	Has the local government adopted a modification to the most recent Strategic Community Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	N/A		Rhona Hawkins
5	S5.56	Has the local government adopted an Asset Management Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	N/A	The Shire's Asset Management Plan was adopted in October 2017.	Natasha Mossman
6	S5.56	Has the local government adopted a Long Term Financial Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes	The Shire's Long Term Financial Plan 2018/19 - 2027/28 was reviewed and adopted by Council on 12 December 2018.	Natasha Mossman
7	S5.56	Has the local government adopted a Workforce Plan. If Yes, in Comments please provide date of the most recent Plan plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	N/A	The Shire's Workforce Plan 2013-2023 was adopted May 2013, with the last review undertaken in June 2015.	Natasha Mossman



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WEDNESDAY 20 MARCH 2019**

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



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Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	Yes	Council resolved the recruitment of the CEO on 17 October 2018. The position was advertised on 16 November 2018.	Natasha Mossman
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A.	Yes	The position of the CEO was advertised on 16 November 2018.	Natasha Mossman
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	N/A	Council had not resolved the appointment of CEO by 31 December 2018	Natasha Mossman
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	N/A	Council had not resolved the appointment of the CEO by 31 December 2018	Natasha Mossman
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	N/A	There were no designated senior employees dismissed or employed during this period.	Natasha Mossman



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Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
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Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	Yes	The Executive Manager Corporate Services is the Shire's designated complaints officer defined under s5.37	Natasha Mossman
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	Yes		Rhona Hawkins
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes		Rhona Hawkins
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes		Rhona Hawkins
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.	Yes		Rhona Hawkins
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c).	Yes		Rhona Hawkins

Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	No	WALGA Equotes used	Natasha Mossman
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	Yes		Rhona Hawkins
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice.	No	WALGA Equotes used	Natasha Mossman
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	N/A		Natasha Mossman

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**MINUTES OF THE CHITTERING AUDIT COMMITTEE MEETING
WEDNESDAY 20 MARCH 2019**

Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



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No	Reference	Question	Response	Comments	Respondent
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	N/A		Rhona Hawkins
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16.	N/A		Natasha Mossman
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	N/A		Rhona Hawkins
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes	WALGA Equotes used	Natasha Mossman
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	N/A		Natasha Mossman
10	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes	WALGA Equotes used	Natasha Mossman
11	F&G Reg 21 & 22	Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	N/A		Natasha Mossman
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	N/A		Rhona Hawkins
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	Yes	WALGA Equotes used	Natasha Mossman
14	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	Yes	WALGA Equotes used	Natasha Mossman
15	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice.	No		Natasha Mossman
16	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE.	N/A		Rhona Hawkins



MINUTES OF THE CHITTERING AUDIT COMMITTEE MEETING
WEDNESDAY 20 MARCH 2019

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No	Reference	Question	Response	Comments	Respondent
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application.	N/A		Rhona Hawkins
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, notice of the variation.	N/A		Rhona Hawkins
19	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications.	N/A		Rhona Hawkins
20	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application(s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria.	N/A		Rhona Hawkins
21	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG.	N/A		Natasha Mossman
22	F&G Reg 24AI	Did the local government send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted.	N/A		Natasha Mossman
23	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	No	There were no regional suppliers to give regional price preference	Natasha Mossman
24	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy.	Yes		Rhona Hawkins
25	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less.	Yes	Finance Policy 2.12 Purchasing	Natasha Mossman

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MINUTES OF THE CHITTERING AUDIT COMMITTEE MEETING
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Department of Local Government, Sport and Cultural Industries - Compliance Audit Return



Department of
Local Government, Sport
and Cultural Industries

I certify this Compliance Audit return has been adopted by Council at its meeting on _____

Signed Mayor / President, Chittering

Signed CEO, Chittering



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