



Committee Attachments
ORDINARY MEETING OF COUNCIL
Wednesday 18 April 2018

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**MINUTES FOR THE
CHITTERING BUSHFIRE ADVISORY COMMITTEE
TUESDAY 13 MARCH 2018**

**Council Chambers
6177 Great Northern Highway
Bindoon**

**Commencement: 7:15PM
Closure: 8:30PM**



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.

MEMBERSHIP**Membership**

- (a) One (1) Shire of Chittering Councillor as member and one (1) Councillor as deputy
- (b) Chief Executive Officer as member
- (c) Community Emergency Services Manager/Chief Bush Fire Control Officer as member
- (d) Deputy Chief Bush Fire Control Officer Southern Region as member
- (e) Deputy Chief Bush Fire Control Officer Northern Region as member
- (f) Deputy Chief Bush Fire Control Officer Central Region as member
- (g) Muchea Brigade
 - i. one (1) Bush Fire Control Officer as member and
 - ii. one (1) Bush Fire Control Officer as deputy
- (h) Lower Chittering Brigade
 - i. one (1) Bush Fire Control Officer as member and
 - ii. one (1) Bush Fire Control Officer as deputy
- (i) Upper Chittering Brigade
 - i. one (1) Bush Fire Control Officer as member and
 - ii. one (1) Bush Fire Control Officer as deputy
- (j) Bindoon Brigade
 - i. one (1) Bush Fire Control Officer as member and
 - ii. one (1) Bush Fire Control Officer as deputy
- (k) Wannamal Brigade
 - i. one (1) Bush Fire Control Officer as member and
 - ii. one (1) Bush Fire Control Officer as deputy
- (l) Incident Support Brigade
 - i. one (1) Bush Fire Control Officer as member
 - ii. one (1) Bush Fire Control Officer as deputy

Tenure of Membership

Shall 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 Fire Services Manager Perth North Coastal
- (b) DEC 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 29 March 2018.



Alan Sheridan
Chief Executive Officer
Shire of Chittering

Confirmed Minutes

These minutes will be confirmed at a meeting to be held on Tuesday, 12 June 2018.

Signed

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

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1. DECLARATION OF OPENING OF MEETING / ANNOUNCEMENTS OF VISITORS

The Chief Bushfire Control Officer declared the meeting open at 7.15PM.

The Chief Bushfire Control Officer asked everyone present to observe a minute's silence to honour Laurie Don and Sandra Knight. Laurie and Sandra were two members of Upper Chittering Volunteer Bushfire Brigade and sadly passed away recently.

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

2.1 Attendance

The following members were in attendance:

Members:	Cr Peter Osborn	Councillor (Delegate)
	Cr Carmel Ross	Councillor (Deputy)
	Alan Sheridan	Chief Executive Officer
	Dave Carroll	Community Emergency Services Manager / Chief Bushfire Control Officer
	David Wilson	Deputy Chief Bushfire Control Officer (South)
	Max Brown	Lower Chittering Volunteer Bushfire Brigade
	Peter Hall	Muchea Volunteer Bushfire Brigade
	Peter Watterston	Bindoon Volunteer Bushfire Brigade
	Kim Haeusler	Wannamal Volunteer Bushfire Brigade
	Paul Groves	Incident Support Bushfire Brigade

Quorum – 6 members

Observers:	<u>External</u>	
	Craig Garrett	District Officer North East Metropolitan, DFES
	Emma Clingan	Department of Biodiversity, Conservation and Attractions
	<u>Internal</u>	
	Scott Ormsby	Bushfire Risk Planning Coordinator
	Natasha Mossman	Executive Support Officer (Minute Secretary)

2.2 Apologies

Jeff Reeves	Lower Chittering Volunteer Bushfire Brigade
Gordon Carter	Upper Chittering Volunteer Bushfire Brigade
Greg Cocking	Wannamal Volunteer Bushfire Brigade

2.3 Approved leave of absence

Nil



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3. ELECTION OF PRESIDING MEMBER

3.1 Election of Presiding Member for the Chittering Bushfire Advisory Committee

Report date	13 March 2018
Applicant	Shire of Chittering
File ref	09/02/4
Prepared by	Executive Support Officer
Supervised by	Chief Executive Officer
Disclosure of interest	Nil
Voting requirements	Absolute Majority
Attachments	Nil

Executive Summary

The Chittering Bushfire Advisory Committee is requested to elect a member to the position of Chairperson, and if the Committee wishes also elect a Deputy Chairperson.

Background

The former Chairperson of the Committee was Michelle Rossouw, who following the Local Government Elections held on 17 October 2017 was not re-elected to Council.

The Committee are therefore required to appoint a Chairperson, and a Deputy Chairperson if required, from membership of the Committee. As at 17 August 2017 the membership of the Committee is as follows:

- Cr Peter Osborn Council Member (Delegate)
- Cr Carmel Ross Council Member (Deputy)
- Alan Sheridan Chief Executive Officer, Shire of Chittering
- Dave Carroll Chief Bushfire Control Officer
- David Wilson Deputy Chief Bushfire Control Officer – Southern Region; Upper Chittering Volunteer Bushfire Brigade (Deputy)
- Gregory Cocking Deputy Chief Bushfire Control Officer – Northern Region
- Phillip Humphry Deputy Chief Bushfire Control Officer – Central Region
- Peter Hall Muchea Volunteer Bushfire Brigade (Member)
- Arthur Blewitt Muchea Volunteer Bushfire Brigade (Deputy)
- Jeff Reeves Lower Chittering Volunteer Bushfire Brigade (Member)
- Max Brown Lower Chittering Volunteer Bushfire Brigade (Deputy)
- Gordon Carter Upper Chittering Volunteer Bushfire Brigade (Member)
- Matthew Whelan Bindoon Volunteer Bushfire Brigade (Member)
- Peter Watterston Bindoon Volunteer Bushfire Brigade (Deputy)
- Kim Haeusler Wannamal Volunteer Bushfire Brigade (Member)
- Richard Rose Wannamal Volunteer Bushfire Brigade (Deputy)
- Paul Groves Incident Support Brigade (Member)
- Sam Murray-Whelan Incident Support Brigade (Deputy)



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Consultation/Communication Implications

Local

Chittering Bushfire Advisory Committee

State

Nil

Legislative Implications

State

- *Local Government Act 1995, s5.12 and s5.13*

Local

Nil

Policy Implications

State

Nil

Local

Nil

Financial Implications

Nil

Strategic Implications

Local

- Strategic Community Plan 2017-2027
Focus area: Our natural environment
Objective: S2.3 Protection of life and property
Strategy: S2.3.1 Improve bushfire preparedness and recovery

State

Nil

Site Inspection

Not applicable



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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 Shire's Chief Executive Officer and Chief Bushfire Control Officer/Community Emergency Services Manager will preside over the meeting until the election of the Chairperson. If there is more than one nomination for either position (i.e. Chairperson and Deputy Chairperson), Committee members will be required to vote on the matter by secret ballot as if they were electors voting at an election.

OFFICER RECOMMENDATION

The Chittering Bushfire Advisory Committee hereby elects:

1. _____ to the position of Chairperson; and
2. _____ to the position of Deputy Chairperson.

During the meeting nominations for the position of Chairperson and Deputy Chairperson were called from the floor. Cr Carmel Ross nominated Cr Peter Osborn for the position of Chairperson, which was seconded by Alan Sheridan. Cr Peter Osborn nominated Cr Carmel Ross for the position of Deputy Chairperson, which was seconded by Alan Sheridan. There were no further nominations.

COMMITTEE RECOMMENDATION

Moved Alan Sheridan / Seconded David Carroll

The Chittering Bushfire Advisory Committee hereby elects:

1. Cr Peter Osborn to the position of Chairperson; and
2. Cr Carmel Ross to the position of Deputy Chairperson.

CARRIED



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4. DISCLOSURE OF INTEREST

Nil

5. CONFIRMATION OF PREVIOUS MINUTES

5.1 Chittering Bushfire Advisory Committee meeting: Tuesday 10 October 2017

8.1 OFFICER / COMMITTEE RECOMMENDATION

Moved David Wilson / Seconded Dave Carroll

That the minutes of the Chittering Bushfire Advisory Committee meeting held on Tuesday 10 October 2017 be confirmed as a true and accurate record of proceedings.

CARRIED

6. ANNOUNCEMENTS WITHOUT DISCUSSION

6.1 Community Emergency Services Manager / Chief Bushfire Control Officer

Dave addressed the meeting and spoke to the following:

Current Situation

- Shire of Chittering is currently in the Prohibited Burning Time, transitioning to Restricted on 1 April, which will allow residents to burn a 1m² pile of dry garden refuse between 18:00 and 23:00 as per the SoC Firebreak Notice conditions, permits for larger or daytime burns will be assessed and issued as weather conditions permit and with appropriate conditional requirements.
- Summer season 2017/18 has been mild with no heat wave conditions or days reaching 40° occurring. Mid-summer rains have eased stress on bushland and increased grass fuel loads.
- Long-range weather forecast is for drier than average autumn over scattered areas of WA.
- Daytime and night-time temperatures are likely to be warmer than average.
- No ISG or Welfare Centre activations have occurred during this period.

Incidents and Membership: 30/06/2017 – 13/03/2018

Brigade	Incidents	Personnel
Muchea 6443	15	31
Lower Chittering 6387	15	41
Upper Chittering 6138	11	34
Bindoon 6055	12	34
Wannamal 6652	1	58
Chittering Incident Support 6975	2	24
TOTAL	56	222



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Operations

Chittering Fire Service assisted with the following fires

- 13 December 2017: Grass/bush fire at Tronox, Brand Highway Muchea, well responded to by local brigades, DFES air wing and City of Swan resources, handled well by Tronox onsite resources. Post-incident review conducted by Tronox identified mitigation activities to be carried out to understand, manage and reduce onsite risk.
- Third alarm out of Shire fires at Shire of Mundaring, Gorrie Road Sawyers Valley (14 January 2018) and City of Swan, Chittering Road (16 February 2018) and Rutland Road Bullsbrook (11 March 2018).
- 29 January 2018: incident 381828 Third Alarm, Zone 2a bushfire, Chittering Road, Lower Chittering. Ignited by tandem trailer faulty brakes and wheel coming off:
 - Response provided from Muchea, Lower, Upper, Bindoon Bushfire Brigades, Bullsbrook VFES and Chittering Incident Support brigade.
 - Support provided from Shires of Chittering, Toodyay and Gingin, Cities of Swan, Wanneroo, DFES FRS Stations Joondalup and Ellenbrook, Air Wing and Belmont Bush Fire Managers, local contactors Wayne Wright and Fire Management Services, Chittering Road House and Muchea General Store.
- 25 February 2018: localised storm/flood event Chittering Road, Lower Chittering, road cleared quickly.

Training

- Brigade training available across multiple training calendars, Brigade, CFS and DFES Metro.
- Training planned, 2018 brigade training calendar distributed:
 - Introduction to Firefighting
 - Bush Firefighting
 - Prescribed Burning
- Firebreak inspection procedures for Rangers to be developed to assist with enhanced Firebreak notice compliance.

Safety Issues

- Working at fires on Highways, crews advised to call WAPOL ASAP for traffic management.
- Slow initial turnout, under resourcing at fires, crews advised to request as much backup as required, including air support and resources from neighbouring Shires and Cities.

Mitigation

- Wisteria Way Reserve firebreak earthworks, culvert upgrade by Entire Fire Management.
- Shire of Chittering Bushfire Risk Management Coordinator, continuing to assess and enter assets at risk into the DFES BRMS system, has now moved into Gingin four days per week.
- Bush reserves 2018/19 mitigation program and funding to be reviewed.
- Reviewing mitigation methods with Chittering Landcare, including prescribed burning, slashing/spraying.
- BRMP Mitigation Activity Funding application successful \$26,900 provided for Muchea mitigation.

Community/Stakeholder/Brigade Engagement

- Muchea BFB/VFES Risk to Resource Road Crash Rescue request; forwarded DFES for decision.
- Firefighting SWS tanks approved by P&W, Wannamal and Upper Chittering, installation stage, POs forwarded, Upper Chittering 110,000 litre tank to be installed on 16 March 2018.
- Investigation of Firefighting water tank water level sensor viability.



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- AWARE Community Education Bushfire Videos x5 scripted, filmed and edited, approved by OEM, posted weekly on social media – Property preparation, Fire Danger Index, HVM Bans, Stay and defend or Leave early.
- Fire Danger Index graphic now on Shire of Chittering home page.
- 13 December 2017 – Shire officers (Annie, Lisa, Lynnette and Dave) attended Emergency Welfare Centre Management training in Kalamunda undertaken by Department of Communities Child Protection and Family Support, topics covered were setting up organising and running a welfare centre.
- Resident fuel measurement gauges finalised, printed.
- BRMP treatments finalise with SoC BRPC and DFES BRMO.
- DFES Fire Chat Program promoted across Shire social media platforms and at events.
- Local Risk identification community consultation meeting with Yvette Grigg, Gingin, Moora and Dandaragan. Chittering Local staff required to assist with project.

Investigations/Reviews

- Nil

6.2 DFES District Manager North East

Craig addressed the meeting and spoke to the following:

- Nominations are now open for this year's Fire and Emergency Services Awards, closing on 2 May- details via DFES Portal.
- New or updated DFES doctrine now out, i.e. Strike team/Task Force SOP 3.2.11- and Initial Release of an Advice Warning - please ensure Brigade members are aware of Circulars on Volunteer Portal.
- Mild fire season so far, with the number of high temperature days less than average. Thanks to Brigade members for their attendance, support and dedication over the season so far.
- Autumn may prove to be very dry as it was last year, so Brigades need to remain vigilant. The KBDI for soil dryness is still rising and approaching the five year average.
- The new Swan Region Emergency Service Directory (ESD's) have been printed and distributed to Brigades.
- The re-signing of the Chittering ICV MOU between DFES and LG is due by May.
- Currently the Machinery of Government structure changes and voluntary redundancies occurring in DFES. An announcement re future RFS structure after the fire season.
- Newly revised DFES Community Engagement framework has been released.
- The local government paging service remains operational; Brigades are to continue to use pagers where allocated, to ensure a turn-out redundancy is maintained.



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6.3 Chief Executive Officer

Alan addressed the meeting and spoke to the following:

- Scott Ormsby has tendered his resignation. Scott has worked extensively to finish the Shire's Bushfire Risk Management Plan and personally thanked him for all that he has done during his time at the Shire.
- Attended the Local Emergency Management Committee meeting on 28 February 2018 where two of the local schools attended and will be formally appointed by Council to the Committee on 21 March 2018. Unfortunately the local police were not able to attend the meeting, which shall be raised with the Sergeant about attendance to the Committee.
- Remote monitoring of the fire-fighting water tanks. The major cost is the phone line, which the Shire shall be looking at how the tanks can be remotely monitored. The Shire will be budgeting for two LED boards in the 2018/19 annual budget.

6.4 Chittering Fire Services Training Coordinator

Report date 13 March 2018
Applicant Chittering Fire Services Training Coordinator
File ref 09/03/1
Prepared by David Wilson
Disclosure of interest Nil
Attachments Nil

2017 Training Attendance (eAcademy)

eAcademy Shire of Chittering Course Attendances:

Brigade	Training Attendances
ISB	50
Bindoon	4
Upper Chittering	1
Lower Chittering	4
Muchea	3
Wannamal	0
Total: 62	

Brigade Training

1. Courses /Training undertaken since last report:
 - a) Huw Davies Day 2017
 - b) RUI – October 2017
 - c) IFF December 2017
2. Course Cancelled due to lack of numbers or lack of instructors:
 - a) Machine Supervision (low numbers)
 - b) Sector Commander (no instructors)



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2018 Training Calendars

The Shire of Chittering 2018 Training Calendar has been circulated to all Brigade members through Brigade Training Officers.

Training Calendars circulated to TOs:

- a) Shire of Chittering
- b) Metro NE Combined Calendar
- c) DFES Metropolitan

Training Officer Meeting

1. Training officer meeting was held on 21 February with representation from each Brigade.
2. Key points:
 - a) Appointment of 2 Deputy Coordinators with allocated roles to support individual Brigades / Role Descriptions attached.
 - b) Establishment of portal area to manage training documents / sharing training resources – now transferred to Office365 Portal.
 - c) My Pathway document distributed for planning of individual training needs – adopted by eAcademy.
 - d) Increase in number of people volunteering to deliver training which is very encouraging.

Office 365 Portal

1. Microsoft have kindly donated 250 User accounts to Office365 Portal and supporting applications – the portal will now be the primary site for the management of Training Resources / Materials
2. Portal will be expanded in coming weeks to provide email accounts for all Chittering Fire Services members
3. Exploration of the Aps facility with the portal to look at ways to automate forms such as course submissions/VPower checklists etc.

6.5 Department of Parks and Wildlife

Emma addressed the meeting and spoke to the following:

- Thanked all the volunteer members for their support over the last bushfire season.
- Swan Coast District – 103 fires.
- Autumn Burn Program will commence April/May 2018.
- There will be two prescribed burns with the Shire of Chittering:
 - SWC_038 – RAFF 2 – 833ha
 - SWC_070 – PINJAR 1 – 6,733ha
- If brigade members are interested in being involved in the two prescribed burns please contact your Chief Bushfire Control Officer.



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7. BRIGADE REPORTS

7.1 Bindoon Volunteer Bushfire Brigade

Report date	13 March 2018
Applicant	Bindoon Volunteer Bushfire Brigade
File ref	09/02/0001
Prepared by	Peter Watterston, Captain
Disclosure of interest	Nil
Attachments	Nil

New members

Two

Member resignation

One

Brigade incidents

There have been 12 incidents since July 2017.

Brigade training

There is an ongoing issue with our Members not participating in DFES approved courses; they apply but keep getting knocked back. The courses that are being offered through Chittering, our members are stuck on Level 2 as they are not being approved to undertake Level 3.

The station undertakes fortnightly training at the station (Friday).

Community engagement

The Brigade attends the monthly Bindoon Farmers Market.

The Brigade promoted "Red Balloon Day" (28 February 2018) around the town as a fundraising drive for the Brigade.

The Brigade will be attending the upcoming Mango Festival at the Bindoon Primary School (17 March 2018).

Critical information

Brigade is pushing for station swipe cards as require access to the Station to be restricted. Currently access is via PIN Code. Would like to have a linking system to see who has accessed the Station especially when items go missing.



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7.2 Lower Chittering Volunteer Bushfire Brigade

Report date	13 March 2018
Applicant	Lower Chittering Volunteer Bushfire Brigade
File ref	09/02/0002
Prepared by	Jeff Reeves, Captain/Fire Control Officer
Disclosure of interest	Nil
Attachments	Nil

New members

We have two new members who have completed IFF/BFF. We have three members who have completed IFF and will complete BFF in early April. We have one Member to complete IFF /BBF when we can find courses when his FIFO Shift allows. We have one DFES fulltime fireman who has joined as a volunteer and another who has transferred from another Bushfire Brigade giving us another two first responders. In total eight new members.

Although our numbers look good we are still actively chasing new members and believe that this would work better if we as a Chittering Fire Service come together and plan a Shire advertising push to get new members for all Stations .

Member resignation

Nil

Brigade incidents

We have attended seven incidents since the fire season started.

Brigade training

We currently have training nights twice a month on Wednesdays and training on Saturdays for those who miss Wednesday. Wednesdays is usually for Technical Training and Saturdays for practical exercise conducted in the Lower vicinity and catching up on Wednesdays programs.

We also have Mitigation and Training Programs monthly listed for the rest of 2018.

Community engagement

We again attended the Australia Day Breakfast held at Lower Chittering Oval. Members again volunteered to cook and prepare the breakfast.

Critical information

Nil



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7.3 Muchea Volunteer Bushfire Brigade

Report date	13 March 2018
Applicant	Muchea Volunteer Bushfire Brigade
File ref	09/02/0003
Prepared by	Peter Hall / Arthur Blewitt
Disclosure of interest	Nil
Attachments	Nil

New members

Two

Member resignation

One resignation and one member has taken leave from duties for 12months.

Brigade incidents

Refer to report provided by the Chief Bushfire Control Officer – item 6.1.

Brigade training

The Brigade conducts training every fortnight.

The Brigade attended the local aero club on Sunday 11 March 2018.

Community engagement

The Brigade held an open day where one person turned up; we undertake a fortnightly advertising campaign prior to the event (through the local IGA, social media); disappointed that only one resident attended.

Critical information

Electronic doors to the station (estimate cost \$5,000).



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Prior to Upper Chittering presenting their report Will Lee addressed the meeting:

Unfortunately over the past week or so two important members of Upper have passed away.

Laurie Don was an active member for many years as a volunteer fire fighter before becoming a 2nd lieutenant from 1988-1989, Laurie then went onto become Fire Control Officer from 1994-2001. Laurie also had the privilege of opening Upper Chittering Station in April 2001. Laurie also completed two terms as shire councillor.

Sandra Knight was an auxiliary member and one of the members of Uppers social committee. Sandra was responsible for many of our fundraising events raising thousands of dollars over the years we thank her for that. Over the last 18 years all of Sandra's family have been or still are active members of Upper.

We would like to send our condolences to both their families and thank them for the time and effort put in over the years. May they rest in peace.

7.4 Upper Chittering Volunteer Bushfire Brigade

Report date	13 March 2018
Applicant	Upper Chittering Volunteer Bushfire Brigade
File ref	09/02/0004
Prepared by	Dave Wilson
Disclosure of interest	Nil
Attachments	Nil

New members

Nil

Member resignations

Two

Incidents

Six

Training

Monthly training has resumed with the Christmas break over, emphasis has been on burn over drills, with the refurbished 2.4 back on station we will include more hose training with a focus on hand signals due to the noise level of the new pump.

Community engagement

Community Christmas tree party open to all residents was well attended and fun day for all, all three units also cover the Upper Chittering area for the "Santa Lollie Run".

Critical information

New tank to be installed at Upper Chittering Station on the 15 March 18, pump not yet budgeted for, we will be pursuing the Western Power Grant to cover cost of pump and stand pipe.



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7.5 Wannamal Volunteer Bushfire Brigade

Report date	13 March 2018
Applicant	Wannamal Volunteer Bushfire Brigade
File ref	09/02/0005
Prepared by	Kim Haeusler
Disclosure of interest	Nil
Attachments	Nil

New members

Nil

Member resignations

Nil

Incidents

Nil

Training

Nil

Community engagement

Nil

Critical information

Nil



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7.6 Chittering Fire Service Incident Support Brigade

Report date	13 March 2018
Applicant	Incident Support Brigade
File ref	09/02/5
Prepared by	Paul Groves, Captain
Disclosure of interest	Nil
Attachments	Nil

New members

Three new members and we have had one member take leave of absence.

Member resignation

One

Brigade incidents

Chittering Road

Brigade training

ISB induction and Introduction to firefighting – there is no pathway in the Academy for ISB Members.

Community engagement

The Brigade did not attend the 2017 Bindoon Show due to the location that they were allocated.

The Brigade attended the Vintage Car Day that was held in Lower Chittering, however did not gain any new members at this event.

Critical information

Critical matters raised were with regard to the ICV.



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8. CHITTERING BUSHFIRE ADVISORY COMMITTEE ACTION LIST AND COMMITTEE RECOMMENDATIONS

8.1 Outstanding actions and recommendations

Meeting Date	Brigade/Report title	Details of required action	Person responsible	Current status	Action completed
15/03/2016	12.1	CESM to follow-up with EMTS to have no camping signs placed at reserves used for camping, particularly Blackboy Ridge and corner Julimar and Chittering Road Reserves where unauthorised advertising lists the reserves as free camping spots.	CESM	<p>CESM has requested from Technical Services. Julimar has been completed. Blackboy Ridge has been completed. Wannamal has been requested.</p> <p>Wikicamps advertising this area as a camp site. Needs to chase up with the Shire's Economic Development/Communications Officer on how to monitor.</p> <p>UPDATE: CESM to have a look for signage and see what is there.</p>	COMPLETED
14/4/2017	Firebreak Inspections	<p>The Chief Bushfire Control Officer to ensure that future Shire of Chittering Firebreak Inspections be conducted as follows:</p> <ol style="list-style-type: none"> As at the 1 September the Shire of Chittering's Rangers and Compliance Officer ensure that inspections are completed and any work orders/advices have been issued. Shire of Chittering residents have six weeks to comply with work orders/advices issued. <p>As at 16 October the Shire of Chittering's Rangers and Compliance Officer to issue infringements.</p>	CBFCO	UPDATE: Rangers to look into as time gets closer.	COMPLETED



MINUTES FOR THE CHITTERING BUSHFIRE ADVISORY COMMITTEE
TUESDAY 13 MARCH 2018

Meeting Date	Brigade/Report title	Details of required action	Person responsible	Current status	Action completed
14/4/2017	Constitution Amendments	<p>That the following items be changed in the Constitution of the Chittering Fire Service:</p> <ol style="list-style-type: none"> 1. In section <u>1. GLOSSARY</u> the definition of 'Financial Year' be the period commencing the 1st June each year and ending on the 31st May in the following year. 2. In section <u>11.3.3 (e)</u> The presentation at the Annual General Meeting of a duly audited statement of receipts and disbursements for the year ending 31st May of that year and a balance sheet showing assets and liabilities of the Brigade as of the 31st May. <p>ADVICE NOTE In item 2. any reference to a conciliation statement be removed.</p>	CESM	UPDATE: This is more a Captains meeting discussion not a Committee matter.	COMPLETED
01/08/2017	Local Planning Strategy	Mr Stuart to provide to the Committee maps showing the road linkages	A/EMDS		
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		
01/08/2017	Constitution amendment	When the Community Emergency Services Manager commences at the Shire he is to review the Constitution and report back to the Committee.	CESM	UPDATE: This is more a Captains meeting discussion not a Committee matter.	COMPLETED



MINUTES FOR THE CHITTERING BUSHFIRE ADVISORY COMMITTEE
TUESDAY 13 MARCH 2018

Meeting Date	Brigade/Report title	Details of required action	Person responsible	Current status	Action completed
10/10/2017	Setting of meeting dates for 2018	<p>That:</p> <ol style="list-style-type: none"> The Chittering Bush Fire Advisory Committee meeting dates for 2018 are as follows: <ol style="list-style-type: none"> Tuesday, 13 March; Tuesday, 12 June; and Tuesday, 9 October. The Chittering Bush Fire Advisory Committee meetings will be held in the Council Chambers, 6177 Great Northern Highway, Bindoon commencing at 7pm. 	ESO	<p>Public notice was published in the Ellenbrook Advocate on 20 December 2017 advising of Committee meeting dates.</p> <p>Details are also listed on the following pages on the Shire's website:</p> <ul style="list-style-type: none"> http://www.chittering.wa.gov.au/council/committees-and-advisory-groups/bushfire-advisory-committee.aspx http://www.chittering.wa.gov.au/news/article/06022018-103/chittering-bushfire-advisory-committee-meeting-dates-for-2018.aspx 	6 February 2018



**AGENDA FOR THE CHITTERING BUSHFIRE ADVISORY COMMITTEE
TUESDAY 13 MARCH 2018**

9. GENERAL BUSINESS

- Fire Danger Rating Index sign that was located on Great Northern Highway (just south of the Brand Highway intersection) has not been replaced following the roadworks; needs to be there as the location is mentioned in the Shire's Firebreak Notice.

ACTION

Chief Bushfire Control Officer to check the verge and Shire depot for the sign and replace as soon as possible.

- Installation of tank sensors has been completed at the Lower Chittering station with the parks for Semimetal and Ghost Gum due shortly.
- The Chittering Fire Service will be supporting the 2018 ANZAC Day service with a guard of honour and a wreath from the CFS.
- Article that was printed in the West Australian about residents failing to clear their firebreaks. Alan advised the meeting that the Shire's procedures is that after first inspections have been undertaken is to issue work orders and then reinspect the properties. Last season the Shire issued less than a handful of fines to residents. The Shire's focus is on "*INFORM, EDUCATE AND ENCOURAGE*" residents to comply with the Firebreak Notice; not issue fines straight away.

10. NEXT MEETING

That the next meeting of the Chittering Bush Fire Advisory Committee is scheduled for **Tuesday, 12 June 2018 commencing at 7pm.**

11. CLOSURE

The Chairperson thanked everyone for their attendance and declared the meeting closed at 8.30PM.



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www.chittering.wa.gov.au

Office hours: Monday to Friday
8.30am - 4.30pm

MINUTES FOR THE AUDIT COMMITTEE

Wednesday, 21 March 2018

Wannamal Hall
Lot R9751 Bindoon-Moorra Road
WANNAMAL WA 6505

Commencement: 6.24pm

Closure: 6.40pm



OBJECTIVES

The primary objective of the 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.

Duties and Responsibilities

The duties and responsibilities of the SOCAC will be to—

- (a) Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits.
- (b) Develop and recommend to Council an appropriate process for the selection and appointment of a person as the local government's auditor.
- (c) Develop and recommend to Council—
 - i. a list of those matters to be audited,
 - ii. the scope to be undertaken.
- (d) Recommend to Council the person or persons to be appointed as auditor.
- (e) Develop and recommend to Council a written agreement for the appointment of the auditor. The agreement is to include—
 - i. the objectives of the audit,
 - ii. the scope of the audit,
 - iii. a plan of the audit,
 - iv. details of the remuneration and expenses to be paid to the auditor,
 - v. the method to be used by the local government to communicate with, and supply information to, the auditor.
- (f) Liaise with the Chief Executive Officer to ensure that the local government does everything in its power to—
 - i. assist the auditor to conduct the audit and carry out his or her other duties under the *Local Government Act 1995*,
 - ii. ensure that audits are conducted successfully and expeditiously.
- (g) Examine the reports of the auditor after receiving a report from the Chief Executive Officer on the matters and—
 - i. determine if any matters raised require action to be taken by the local government,
 - ii. ensure that appropriate action is taken in respect of those matters.
- (h) Review the report prepared by the Chief Executive Officer on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or six months after the last report prepared by the auditor is received, whichever is the latest in time.
- (i) Review the scope of the audit plan and program and its effectiveness.
- (j) Address issues brought to the attention of the Committee, including responding to requests from Council for advice that are within the parameters of the Committee's "Terms of Reference".
- (k) Seek information or obtain expert advice through the Chief Executive Officer on matters of concern within the scope of the Committee's "Terms of Reference" following authorisation from the Council.

Delegated Authority

Nil

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 minutes were approved for distribution on 29 March 2018.

A handwritten signature in black ink, appearing to be 'A. Sheridan', written over a horizontal dotted line.

Alan Sheridan
Chief Executive Officer
Shire of Chittering

Confirmed Minutes

These minutes will be confirmed at a meeting yet to be confirmed.

Signed

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

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* indicates separate attachments



1. DECLARATION OF OPENING OF MEETING / ANNOUNCEMENTS OF VISITORS

The Chairperson declared the meeting open at 6:24PM.

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	Deputy President
	Cr Aaron King	
	Cr Carmel Ross	
	Cr Mary Angus	
	Cr George Tilbury	

Quorum – 6 members

Observers:	Rhona Hawkins	Executive Manager Corporate Services
	Wen-Shein Chai	Moore Stephens <i>left the meeting at 6:38pm</i>
	Natasha Mossman	Executive Support Officer (Secretary)

2.2 Apologies

Alan Sheridan	Chief Executive Officer
---------------	-------------------------

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: Wednesday, 15 March 2017

5.1 OFFICER / COMMITTEE RECOMMENDATION

Moved Cr Osborn / Seconded Cr Tilbury

That the minutes of the Audit Committee meeting held on Wednesday, 15 March 2017 be confirmed as a true and correct record of proceedings.

THE RECOMMENDATION WAS PUT AND DECLARED 6/0
6:34PM

6. PURPOSE OF MEETING

6.1 Teleconference with Moore Stephens (Wen-Shein Chai)

Wen-Shein Chai from Moore Stephens addressed the meeting.

Discussion held during the meeting

By way of background at the Ordinary Council Meeting held on 15 November 2017 the Audit Committee were to meet in the new year to discuss the 2016-2017 Annual Report and Financial Statements with the Shire's Auditors; these documents are available as an attachment to Item 9.3.2 "2016-2017 Annual Report and Setting of Annual General Meeting of Electors".

Chai briefed Council that the Shire's audit was very smooth and very efficient and expressed a job well done to the Shire's Management Team. The Shire received a "clean" audit with there being no matters of compliance.

6.1 COMMITTEE RECOMMENDATION

That the Audit Committee accepts the 2016-2017 Management Audit Report and Independent Auditors Report that was presented by Moore Stephens.

THE RECOMMENDATION WAS PUT AND DECLARED CARRIED 6/0
6:38PM

Wen-Shein Chai left the meeting at 6:38PM



6.2 Local Government Compliance Audit Return for 2017*

Applicant	Shire of Chittering
File ref	04/02/0002
Prepared by	Executive Support Officer
Supervised by	Executive Manager Corporate Services
Voting requirements	Simple Majority
Attachments	1. Compliance Audit Return for 2017

Executive Summary

The Audit Committee is requested to review the Compliance Audit Return for 2017 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 attached (**Attachment 1**).

Consultation/Communication Implications

Local

Chief Executive Officer
Executive Manager Corporate Services
Executive Manager Technical Services

State

Nil

Legislative Implications

State

- *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 Implications**State

Nil

Local

Nil

Financial Implications

Nil

Strategic ImplicationsLocal

Nil

State

Nil

Site Inspection

Not applicable

Triple Bottom Line AssessmentEconomic 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 2017 calendar year has been completed by the Chief Executive Officer, Executive Manager Corporate Services, Executive Manager Technical Services and the Executive Support Officer.

The CAR for 2017 continues in the reduced format introduced in 2011, with the areas of compliance restricted to those considered high risk.

The areas of compliance for 2017 are as follows:

Commercial Enterprise by Local Governments

No noted areas of non-compliance.

Delegation of Power/Duty

No noted areas of non-compliance.

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 21 March 2018.

6.2 OFFICER / COMMITTEE RECOMMENDATION

Moved Cr Ross / Seconded Cr King

That the Audit Committee reviews the Local Government Compliance Audit Return for the period 1 January 2017 to 31 December 2017 and presents to Council for adoption.

THE RECOMMENDATION WAS PUT AND DECLARED CARRIED 6/0
6:40PM

7. CLOSURE

The Chairperson declared the meeting closed at 6:40PM.



Item 6.2

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 2017

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 2017.	N/A	No major tradings were undertaken during 2017	Natasha Mossman
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 2017.	N/A	No major tradings were undertaken during 2017	Natasha Mossman
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 2017.	N/A	No major tradings were undertaken during 2017	Natasha Mossman
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 2017.	N/A	No major tradings were undertaken during 2017	Natasha Mossman
5	s3.59(5)	Did the Council, during 2017, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A	No major tradings were undertaken during 2017	Natasha Mossman



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



Department of
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and Cultural Industries**

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 given to Committees	Natasha Mossman
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	N/A	There are no delegations given to 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 given to 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 given to Committees	Natasha Mossman
5	s5.18	Has Council reviewed delegations to its committees in the 2016/2017 financial year.	N/A	There are no delegations given to Committees	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		Natasha Mossman
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes		Natasha Mossman
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Natasha Mossman
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Natasha Mossman
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes		Natasha Mossman
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Natasha Mossman
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 2016/2017 financial year.	Yes	Tabled at the Ordinary Council Meeting held on 21 June 2017 (Resolution 090617)	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		Natasha Mossman

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		Natasha Mossman
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		Natasha Mossman

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**AUDIT COMMITTEE MINUTES
WEDNESDAY, 21 MARCH 2018**

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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
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		Natasha Mossman
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		Natasha Mossman
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		Natasha Mossman
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2017.	Yes		Natasha Mossman
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2017.	Yes		Natasha Mossman
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		Natasha Mossman
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		Natasha Mossman
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		Natasha Mossman
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		Natasha Mossman
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		Natasha Mossman
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		Natasha Mossman
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		Natasha Mossman

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**AUDIT COMMITTEE MINUTES
WEDNESDAY, 21 MARCH 2018**

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Attachment 1

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



Department of
**Local Government, Sport
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
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		Natasha Mossman
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Natasha Mossman

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)).	N/A	Fleet assets were disposed of via public auction	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.	N/A	As above	Natasha Mossman

Elections

No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates.	Yes		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	Audit Committee members appointed by Absolute Majority by Council on 25 October 2017 - Resolution 131017	Natasha Mossman
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 Delegated Authority	Natasha Mossman
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes	Moore Stephens	Natasha Mossman

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



Department of
Local Government, Sport
and Cultural Industries

No	Reference	Question	Response	Comments	Respondent
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	Moore Stephens were appointed the Shire's auditors by Absolute Majority on 17 August 2016 for a term of three years (expires 30 June 2019) - Resolution 140816	Natasha Mossman
5	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2017 received by the local government within 30 days of completion of the audit.	Yes		Natasha Mossman
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2017 received by the local government by 31 December 2017.	Yes		Natasha Mossman
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		Natasha Mossman
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		Natasha Mossman
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		Natasha Mossman
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Natasha Mossman
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		Natasha Mossman
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		Natasha Mossman
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		Natasha Mossman
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		Natasha Mossman

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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.	N/A	The Shire's Corporate Business Plan is active until 2019, and it was reviewed by Council in June 2015. Council is currently reviewing a Draft Corporate Business Plan 2017-2021. It is intended that the Plan be adopted by Council prior to finalising the 2018/19 Annual Budget.	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		Natasha Mossman
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.	Yes	The Council adopted by an Absolute Majority the Community Strategic Plan 2017-2027 on 21 June 2017 - Resolution 100617	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		Natasha Mossman
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 status of Council's Asset Management Plans is as follows: * Roads: updated October 2017 * Buildings: updated October 2017 * Parks: initial plan completed in February 2016. Council was briefed in full at a Concept Forum on 1 November 2017. Extracts from the three Asset Management Plans were included as Appendices to the Draft Corporate Business Plan (refer 1 above)	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.	N/A	An experienced consultant has been engaged to assist with the development of the Long Term Financial Plan. The Plan will be used as part of the 2018/19 Annual Budget process. Council will be briefed in full as part of that process.	Natasha Mossman

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No	Reference	Question	Response	Comments	Respondent
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		Natasha Mossman

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.	N/A	The Shire's CEO was appointed by Absolute Majority by Council on 16 March 2016 - Resolution 190316	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	Position of Executive Manager Development Services was advertised in The Weekend West on 18 November 2017, also on SEEK and LG Net	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).	Yes	The Shire's CEO was appointed by Absolute Majority by Council on 16 March 2016 - Resolution 190316	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).	Yes	The Shire's CEO was appointed by Absolute Majority by Council on 16 March 2016 - Resolution 190316	Natasha Mossman
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	Yes		Natasha Mossman



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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 Shire's Executive Manager Corporate Services is the Complaints Officer	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		Natasha Mossman
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		Natasha Mossman
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		Natasha Mossman
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		Natasha Mossman
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		Natasha Mossman

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)).	N/A	No goods or services exceed the tender threshold. WALGA preferred suppliers arrangements were used for all significant purchases, however none exceeded the tender threshold.	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.	N/A		Natasha Mossman
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice.	N/A		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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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		Natasha Mossman
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		Natasha Mossman
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.	N/A		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.	N/A		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		Natasha Mossman
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.	N/A		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.	N/A		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.	N/A		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		Natasha Mossman

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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		Natasha Mossman
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		Natasha Mossman
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		Natasha Mossman
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		Natasha Mossman
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).	N/A		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		Natasha Mossman
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		Natasha Mossman

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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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