



Committee Attachments
Wednesday, 17 August 2016

REPORT NUMBER	REPORT TITLE AND ATTACHMENT DESCRIPTION	PAGE NUMBER(S)
10.1	Chittering Bushfire Advisory Committee – 12 July 2016 1. “Unconfirmed” draft minutes of the Chittering Bush Fire Advisory Committee meeting held on Tuesday, 12 July 2016 2. The Constitution of the Chittering Fire Service	1 – 47
10.2	Audit Committee – 9 August 2016 1. “Unconfirmed” minutes of the Audit Committee meeting held on 4 February 2015 2. Proposal from Moore Stephens	48 – 80

**MINUTES OF THE
CHITTERING BUSH FIRE ADVISORY COMMITTEE**

TUESDAY, 12 JULY 2016

**Council Chambers
6177 Great Northern Highway
Bindoon**

**Commencement: 7.05pm
Closure: 8.05pm**



These minutes will be confirmed at the Chittering Bushfire Advisory Committee to be held on 11 October 2016.

SIGNED BY

Person presiding at the meeting at which minutes were confirmed

DATE

Disclaimer

The purpose of this Council meeting is to discuss and, where possible, make resolutions about items appearing on the agenda.

Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by a member or officer, or on the content of any discussion occurring, during the course of the meeting.

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* indicates separate attachments



1. DECLARATION OF OPENING OF MEETING / ANNOUNCEMENTS OF VISITORS

A moment of silence was observed as a mark of respect to our former Shire President Cr Steve Vallance.

The Presiding Member declared the meeting open at 7:05pm and welcomed Cr George Tilbury and Alan Sheridan, Chief Executive Officer to their first Chittering Bushfire Advisory Committee Meeting.

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

2.1 Attendance

The following members were in attendance:

Ian Hollick	Presiding Member
Phillip Humphrey	Deputy Chief Bushfire Officer Central
Janice Billen	Incident Support Brigade
Steve Brown	Lower Chittering VBFB
Gordon Carter	Upper Chittering VBFB
Kim Haeusler	Wannamal VBFB
Peter Hall	Muchea VBFB
Matthew Whelan	Bindoon VBFB
David Wilson	Training Coordinator
Cr George Tilbury	Shire of Chittering (Deputy)
Alan Sheridan	Shire of Chittering
Jamie O'Neill	Shire of Chittering

The following observers were in attendance:

Craig Garrett	Department Fire and Emergency Services
Karen Parker	Shire of Chittering (Minute Taker / Deputy)
Barnie Norton	

2.2 Apologies

Cr Michelle Rossouw	Shire of Chittering (Delegate)
Greg Cocking	Deputy Chief Bushfire Control Officer North
Michael Pasottie	Department Parks and Wildlife

2.3 Approved leave of absence

Cr Michelle Rossouw was granted approved leave of absence for the period inclusive of Saturday, 2 July 2016 to Sunday, 17 July 2016 at the Ordinary Council Meeting held on 15 June 2016 (Resolution 010616)



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3. CONFIRMATION OF PREVIOUS MINUTES

3.1 Chittering Bushfire Advisory Committee meeting – Tuesday, 15 March 2016

3.1 COMMITTEE RESOLUTION

Moved Steve Browne / Seconded Jamie O'Neil

That the minutes of the Chittering Bushfire Advisory Committee meeting held on Tuesday, 15 March 2016 be confirmed as a true and accurate record of proceedings.

THE MOTION WAS PUT AND DECLARED CARRIED 12 / 0

4. NOMINATIONS FOR POSITIONS

Applicant	Shire of Chittering
File ref	09/02/4
Prepared by	Natasha Mossman, Executive Support Officer
Supervised by	Alan Sheridan, Chief Executive Officer
Voting requirements	Simple Majority
Documents tabled	Nil
Attachments	Nil

Background

The bush fire brigades are to hold their Annual General Meetings during the month of May each year. At the Annual General Meeting brigade member(s) are to be nominated to the Bush Fire Advisory Committee to serve as bush fire control officers for the brigade area until the next brigade Annual General Meeting.

Each brigade Secretary should have forwarded a copy of the minutes of their Annual General Meeting to the Chief Bush Fire Control Officer within one month after the meeting. The Chief Bush Fire Control Officer should then table the minutes at the next meeting of the Chittering Bush Fire Advisory Committee. The Chittering Bush Fire Advisory Committee is then required to recommend to the local government the person(s) nominated from each bush fire brigade.

Table 1: Brigade nominations for Fire Control Officer

Brigade	Name	Period
Lower Chittering Volunteer Bush Fire Brigade	Steve Browne	July 2016 – June 2018
Upper Chittering Volunteer Bush Fire Brigade	Gordon Carter	July 2016 – June 2018
Bindoon Volunteer Bush Fire Brigade	Matthew Whelan	July 2016 – June 2018
Muchea Volunteer Bush Fire Brigade	Peter Hall	July 2016 – June 2018
Wannamal Volunteer Bush Fire Brigade	Kim Haeusler	July 2016 – June 2018



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Along with nominations of Fire Control Officers, the position of the Deputy Chief Bush Fire Control Officer is also due for renewal.

Table 2: Deputy Chief Bush Fire Control Officer

Area	Name
South Deputy Bush Fire Control Officer	Ian Hollick
North Deputy Bush Fire Control Officer	Greg Cocking
Central Deputy Bush Fire Control Officer	Phillip Humphry

Consultation

Community Emergency Services Manager/Community Emergency Services Manager
 Manager Human Resources

Statutory Environment

Local: *Bush Fire Brigades Local Law 2012*
 State: *Bush Fires Act 1954*

Policy Implications

Not applicable

Financial Implications

Not applicable

Strategic Implications

Not applicable

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.

Comment

The Committee is to consider the nominations presented from each brigade's Annual General Meeting for the position of Fire Control Officer. The position of Chief Bush Fire Control Officer will be filled by the Shire's Community Emergency Management Officer.

All Fire Control Officer position's from each brigade will become vacant annually in May. It will be the responsibility of each brigade to provide their nominations (this can be in the form of the brigades Annual General Meeting minutes) to the Chittering Bush Fire Advisory Committee after their Annual General Meeting.



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4.1 COMMITTEE RECOMMENDATION

Moved Gordon Carter / Seconded Peter Hall

That the Chittering Bushfire Advisory Committee recommends to Council to appoint:

1. the following as Bushfire Control Officers:
 - a. Steve Browne and Max Brown representing Lower Chittering VBFB;
 - b. Peter Hall and Arthur Blewitt representing Muchea VBFB;
 - c. Matthew Whelan representing Bindoon VBFB;
 - d. Kim Haeusler and Greg Cocking representing Wannamal VBFB; and
 - e. Gordon Carter and David Wilson representing Upper Chittering VBFB.
2. The following as Deputy Chief Bush Fire Control Officers:
 - a. Ian Hollick, South Deputy Bush Fire Control Officer;
 - b. Greg Cocking, North Deputy Bush Fire Control Officer; and
 - c. Phillip Humphry, Central Deputy Bush Fire Control Officer

THE MOTION WAS PUT AND DECLARED CARRIED 12 / 0

5. MEMBERSHIP

The Chittering Bush Fire Advisory Committee Membership is required to be updated. Brigades have provided the CESM with their nominations for consideration by Council.

There are no changes to Council's representation on the committee.

5.1 COMMITTEE RECOMMENDATION

Moved Gordon Carter / Seconded Peter Hall

That the Chittering Bushfire Advisory Committee (CBFAC) recommends to Council that the CBFAC membership be updated as follows, effective from 1 July 2016:

Members	Deputies
Cr Michelle Rossouw	Cr George Tilbury
Chief Executive Officer	Nil
Community Emergency Services Manager / Chief Bush Fire Control Officer	Manager Human Resources
Deputy Chief Bush Fire Control Officer Southern Region Ian Hollick	Nil
Deputy Chief Bush Fire Control Officer Northern Region Greg Cocking	Nil
Deputy Chief Bush Fire Control Officer Central Region Phillip Humphry	Nil
Muchea Brigade Peter Hall	Arthur Blewitt



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Lower Chittering Brigade: Steven Brown	Max Brown
Upper Chittering Brigade Gordon Carter	David Wilson
Bindoon Brigade Matthew Whelan (Captain)	Nil
Wannamal Brigade: Kim Haeusler	Nil
Incident Support Brigade: Janice Billen	Nil
THE MOTION WAS PUT AND DECLARED CARRIED 12 / 0	

6. ANNOUNCEMENTS WITHOUT DISCUSSION

6.1 Chief Bushfire Control Officer/Community Emergency Services Manager

Report	Chittering Bush Fire Advisory Committee - CESM Report
Date	12 July 2016

Finance

(Budget issues – unbudgeted items/overtime).

- Local Government Grant Scheme (ESL) operating budget for 2016/17 is submitted, received a final budget of 205K

Operating Expenditure

EsI - Plant & Equipment < \$1,200	2,247
EsI - Maintenance Of Plant & equipment	16
EsI - Maintenance Of Vehicles/Trailers	80,155
EsI - Maintenance Of Land & Buildings	17,829
EsI - Clothing (Ppe)	33,400
EsI - Utilities, Rates & Taxes	22,168
EsI - Other Goods & Services	38,199
EsI - Insurance	15,188
EsI - Administration Allocations	9,802
	219,000



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Prevention

- Bush Fire Risk planning Coordinator has completed 90% of stage one measuring risk, and input a number of treatment options
- Continuing use Shire of Chittering Bush Fire Ready Facebook page to post DFES community engagement themes, Incident information and post various community messages.
- Shire Fire Beak Notice reviewed, recommendation to lower block size requiring fire breaks to 5000m2 and extending restricted season to October 1 has been endorsed by council.
- Feedback provided on the following developments;
 - Lot 124 & 126 Turtledove Drive, Lower Chittering
 - Lot 50 Chittering Road, Lower Chittering

Preparedness

- CESM and Brigades currently conducting training courses as per annual training calendar
 - April
 - Introduction to fire fighting & Bush Fire Fighting
 - May
 - WAERN/AIIMS
 - Structural Fire Drill Linfox
 - June
 - Structural fire fighting course June 11 -12 (14 Participants)
 - First Aid course (15 participants)
 - July
 - Structural Fire Fighting July 2 – 3 (12 participants)
 - AIIMS Awareness July 4 (3 participants)
- Brigade Captains Meeting scheduled for July 14
- Local Emergency management meeting held February & May

Response

Incidents 01/07/2015 – 30/06/2016

Brigade	Incidents	Personnel
Muchea 6443	34	38
Lower Chittering 6387	35	42
Upper Chittering 6138	31	53
Bindoon 6055	31	27
Wannamal 6652	07	54
Chittering Incident Support 6975	04	26

Recovery

- Nil

**6.2 DFES District Manager North East**

Craig Garrett spoke on the following:

- New Regional Superintendent for North East Metro starting this Monday- Mr Jon Broomhall
- The DFES eAcademy now online, please see circulars regarding sign-on and training applications now online; the cut off for paper version of training application forms is 31 July. Please encourage members to enrol online. Information regarding process will be sent out by CESM.
- The Ferguson Special Inquiry report (Waroona/ Yarloop fires) was completed and has now been released to public.
- New A3 printer fitted into Chittering ICV and obtaining quote to repair BGANs.
- Congratulations to Ian Hollick on his nomination, and now listed as a finalist for Fire Fighter of the Year Awards.
- The Volunteer Employer Recognition Awards (VERA) are open for nominations until 17 August.
- Registrations are open for the WA 2016 Fire and Emergency Services Conference until 22 August.
- On behalf of DFES, please pass on our condolences to the family and friends of the late Shire President, Steve Vallance.
- Congratulations to the new Brigade officers and office bearers as nominated through Brigade AGM's, and thankyou to the outgoing office bearers and officers for their dedication and support.
- New safety and operational Circulars on the Volunteer Portal- please make sure all members are aware.
- Please view Circular regarding tyre pressures on light tankers. Letter sent to the Shire.
- Inspections of works required on UCL/UMR to commence shortly.
- Liaised with Main Roads WA contractor regarding future Great Northern Highway bypass alternatives and emergency service access.

6.3 Chief Executive Officer

As this is Alan Sheridan's first Bush Fire Advisory Meeting, he advised that he had nothing to discuss, but was here to learn more about the Committee.



6.4 Chittering Fire Services Training Coordinator

David Wilson (Acting Manager, Learnline Development and Training) submitted the following report:

Discussion items

1. Training nominations down on last year. Could brigades remind Training Officers to ensure members are aware of courses and support them in lodging applications. Note with the introduction of eAcademy pre-requisites are being strictly adhered to.
2. We continue to have strong support from existing trainers. If Brigades have experienced individuals who are keen to be involved in the delivery of Shire/Regional Courses please advise Shire Training Coordinator.
3. All applications for Training Courses after July 31st must now be submitted via eAcademy. Need to ensure brigade members are registered on appropriate pathways and training conducted to ensure they know how to register for courses. 1st Lieutenants and Captains need to know how to approve courses.
4. Shire Training Coordinator has requested a meeting with those administering eAcademy to gain more insight into the process and provide additional support to Brigades during implementation.
5. Metropolitan Training Advisory Committee will no longer function. There will be regional Training Committees for North and South (Regional Training Advisory Committee - RTAC) moving forward. Desire is to promote and coordinate a more regional approach to training. Chittering Training Coordinator will chair Northern Committee in year 1.
6. Could all Brigades confirm and provide contact details for their elected Training Officers

Scheduled training events

- (1) August 20th Huw Davies Day – Upper Chittering / Bindoon
- (2) August 27th/28th and September 3rd IFFBFF – Upper Chittering
- (3) September 18th Ground Controller – Lower Chittering
- (4) October 9th RUI – TBA
- (5) October 30th Pump Operations – Bindoon
- (6) November 5th Officer/FCO Forum – Upper Chittering
- (7) November 6th Map Reading – Bindoon

6.5 Department of Parks and Wildlife

Nil



7. BRIGADE REPORTS

7.1 Bindoon Brigade

Brigade	Bindoon
Date	4 July 2016

New members

Two new members and enquiries submitted by a further three

Member resignation

Three

Brigade incidents

Four Incidents as Primary Responder; one of which was a false alarm

Two Incidents as Secondary Responder; one of which was out of our district

Several Direct Call Alarms for illegal burning during the restricted period

Brigade training

Completed fortnightly on a Friday; cancellations for Good Friday, and inclement weather

Community engagement

Aided in the Guard of Honour for ANZAC day

Handed out Easter Eggs at the markets on Easter Sunday

Provided mud at the Shires "Wear Ya Wellies" event

Critical information

All active responders are now operating the BART system on their Smart Devices, and are being encouraged to keep their availability up to date in order to develop the habit prior to the commencement of the next fire season.

Eighty percent (80%) of the active membership is now registered to eAcademy, and are nominating for courses that were, before now, commonly out of reach. We intend to coach the remainder through the process of eAcademy prior to the commencement of our next training session.

Initiated a Brigade Social Committee, and held our first event, a Curry night, on Friday 1 June.

It is our intention to hold some sort of function or gathering each month, in order to boost brigade moral, and aid in both the recruitment of new members, and the retention of old.



7.2 Lower Chittering Brigade

Brigade	Lower Chittering
Date	12 July 2016

New members

Two new members

Member resignation

Nil

Brigade incidents

Two callouts, one structure fire and one shed fire

Brigade training

Exercise undertaken for driver training at Blackboy Ridge
Another exercise held in conjunction with the Muchea VBFB

Community engagement

Targa West
Taste of Chittering

Critical information

Lower Chittering's 3.4 is out of action



7.3 Muchea Brigade

Brigade	Muchea
Date	5 July 2016

New members

Two new members

Member resignation

None

Brigade incidents

Shed fire on Chittering Street, Muchea - property owner was burnt and taken to hospital. The fire was extinguished prior to fire appliance attending.

Bus roll over on Great Northern Highway - several passengers injured, three fire appliances attended.

Car-rollover on the corner of Brand Highway and Muchea South Road - three appliances attended, the injured driver was taken to hospital.

Brigade training

Training has been every 2nd Friday from 1 June 1. All sessions have been well attended by 12 or more members.

Controlled burn carried out in Muchea townsite. Three vehicles and 12 members attended. More controlled burns are planned for July, August and September.

Burn-over drills are now a priority for all members prior to 1 November. Each member must do a burn-over drill on each unit prior to this date. IF NOT DONE then these members are not allowed to turn out until they have completed this very necessary training.

Community engagement

Fundraising at Muchea IGA.

Trailer load of fire wood is going to be raffled off in July.

Muchea members attended the City of Perth 'Tin Rattle' organised by the Gosnells brigade. Five members attended.

Critical information

Vehicles are checked fortnightly to make sure all equipment is working properly.

Base requirement and or training for all Muchea members is:

- Attend 50 % of all meetings
- Attend a minimum of five training sessions prior to 1 November
- Attend a minimum of five turn-outs over the fire season
- Complete three burn-over drills – minimum of one on each vehicle (3) prior to 1 November



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7.4 Upper Chittering Brigade

Brigade	Upper Chittering
Date	12 July 2016

New members

Nil; two new recruits completed IFF/BFF training

Member resignations

Nil

Incidents

House fire, Chittering Rise

Training

Monthly training with good attendance, average 10 members, training has been vehicle recovery using our new Max Trax that the brigade purchased for each vehicle, as well as map orienteering.

Critical information

BART System implemented with member who have smart phones. The brigade has been lacking social events of late and are organising a spit bbq roast night in August for our members to boost morale and comradely. A few people were spoken to for illegal burning during the restricted period, mostly minor and on Sundays, with the exception of an abusive, serial offender in Chittering Springs, FCOs and other members will now call 000 to report his illegal burns.

Community engagement

Attended the Anzac Day parade and participated in the honour guard as well as a special mention and thanks to one of our new recruits, Arron Godsmark, who performed a Haka as a salute to the veterans marching. The brigade is still in the process of organising a hazard reduction workshop.

Attendance at the tin rattle in the City.

General discussion items

General discussion by BFAC Members took place on how to deal with the aggressive offender:

- Brigades can request the police be in attendance;
- When telephoning 000, notify that police attendance is required;
- FCOs have authorisation to enter private properties;
- Incident has been follow-up by the Shire and the offender has apologised for their behavior.



7.5 Wannamal Brigade

Kim Haeusler advised that there has been no brigade activity in the last couple of months.

7.6 Incident Support Brigade

Brigade	Incident Support
Date	6 July 2016

New members

Nil

Member resignation

Nil

Brigade incidents

Nil

Brigade training

We have made an effort to get the new members (5) since January trained and all training that had not been completed for existing members done.

April: IFF (4 new members)

May: AIIMS (3 new members)
WAERN (4; two new and two existing members)
ICV Operations (5 existing members)

June: First Aid (2; one new and one existing member)
WAERN (4; one new and two existing members)

July: WAERN (6 existing members)

July 12th AIIMS is to be run for approximately six members

Upcoming training joint activity with Swan SES, Swan Comms and Wanneroo scheduled for 16 July. Includes ICVs and Search and Rescue incidents

August 27th any members requiring IFF will be encouraged to attend

Community engagement

Attended the Anzac Day parade and the tin rattle in the City.

Critical information

Two members going away for possibly six months



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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
18/06/2013	DFES Letter – option to transfer local bushfire brigades impact assessment	Request that Council take no further action on this matter until a response has been received from DFES addressing Council's list of concerns	CESM	Motion presented at July Council Report – endorsed by Council. No reply to date. Legislation drafted	Completed
03/03/2015	13.1 Stacking of large timbers for burning	Community Emergency Services Manager to discuss possible solutions with the Shire's Executive Manager Development Services.	CESM	Discussed with planning, investigating options to make possible changes in policy or subdivision approvals. 9/6/2015 Planners and Health are looking at options.	
09/06/2015	15.4 Electronic Bushfire Notice Boards	That the Bush Fire Advisory Committee requests Council budget to replace all existing LED fire danger indicator boards with electronic (solar) bush fire danger / community notice boards with a minimum of one sign per annum.	COUNCIL	Council moved the following motion 17/06/2015: <i>"That Council considers in the 2015-2016 budget funds to replace the five fire danger indicator boards with electronic (solar) bush fire danger/community notice boards with a minimum of one sign per annum."</i> 09/11/2015 footings in the ground new LED sign should be installed in next week. CESM to investigate the best location for the old sign,	



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Meeting Date	Brigade/Report title	Details of required action	Person responsible	Current status	Action completed
				suggestion Cr Ioppolo & Morley Road or Muchea Townsite. Committee resolved to continue to place requests through budget reviews and future budget considerations. Believe the current Board very good value and works well. Peter Hall will contact Tronox to see if they are willing to also contribute towards the cost of a board.	
3/11/2016	13.6 Illegal Burns	Fire Control Officers to advise the Shire if they issue a warning pertaining to illegal burning to ensure that people who ignore warnings are dealt with appropriately.	FCO		Completed
3/11/2015	13.7 Blackboy Ridge	The CESM to liaise with Technical Services to have 'no lighting of fire' signs installed on Reserves where people might camp / picnic to reduce the risk of fires. 15/03/2016: Noted that Blackboy Ridge and Cnr Julimar and Chittering Rd Reserves appear in Free Camping spots in a number of publications and Aps.	CESM	CESM to speak to EMTS re signage Blackboy Ridge completed. CESM to organise signage for no lighting of fires / camping at the Cnr Julimar and Chittering Roads.	
15/03/16	13.1 Fire Break Notice	1. The CESM update the draft Fire Break Notice with the changes identified by BFAC and present the Notice to Council for endorsement at the April 2016 Council Meeting. 2 Request the Council support and endorse the changes to the Fire Break Notice for 2016/2017 in particular:	CESM		Completed



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Meeting Date	Brigade/Report title	Details of required action	Person responsible	Current status	Action completed
		a) to the Restricted Burning Period to commence 1 October annually; and b) Reduce the minimum size of the properties within the Shire requiring firebreaks to be installed annually from 2 hectares to 5,000m ² .			
15/03/16	13.4 Setting of 2016 meeting dates	That the Chittering Bush Fire Advisory Committee meets on 14 June 2016 and 11 October 2016 at 7:00pm in the Shire of Chittering Council Chambers.	CESM		Completed
15/03/16	13.5 Firebreaks in general	Karen Parker to include the additional resources required to undertake initial and follow-up firebreak and hazard reduction inspections.	MHR	This will be assessed following the Strategic Community Plan review. Development Services are to monitor follow-ups for the next season.	

8.1.1 ACTION

Peter Hall to approach Tronox for a contribution towards the cost of a new Electronic Notice Board to be included in a request to Council for consideration in the next Budget Review or the 2017/2018 Budget deliberations.

8.1.2 ACTION

CESM to organise signage for no lighting of fires / camping at the corner Julimar and Chittering Roads.

**9. GENERAL BUSINESS****9.1 General issues for Muchea Brigade**

Peter Hall provided the following update for MVBFB:

- Fourteen names added to the BART System.
- BGIs being set up.
- Vehicle weight training: only a one off, no further requests received.
- Report on the Rural Fleet Capability available.
- New Captain, Shelley Pennell and three new lieutenants.
- Three permanent restricted burning signs need to be removed, maybe replace with 'bushfire prone area' signs.

Peter Hall also offered to be responsible for handing out PPE.

9.2 Issuing of permits in restricted burning period

The issue of the need to have a restricted burning period when the grass was long and green was discussed including:

- Bringing forward the restricted commencement date;
- Risk factor greater in the southern region of the Shire;
- Electronic permits and permit books;
- Synergy software module for Shire;
- Alternative processes for the future;
- DFES developing a universal permit for all groups.

No changes were recommended at this time.

9.3 Constitution

Jamie informed members that the final draft should have been included as a General Business item in the Agenda, with the Final Draft attached and he tabled the final draft for Members consideration.

Changes made to the final document were discussed and it was determined that all changes required by Members and Brigades have been included.

Once the Constitution has been endorsed by Council the Council can then repeal the Shire's Bushfire Brigades Local Law



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Craig Garrett confirmed that, as the outcomes to the investigations relating to the provisions for local governments to sign over the management of Brigades was a way off yet, the constitution was important to have in place.

9.3 COMMITTEE RECOMMENDATION

Moved Gordon Carter / Seconded Steve Browne

That the Chittering Bushfire Advisory Committee (CBFAC) recommends to Council that the Council endorses the Chittering Volunteer Bushfire Brigade Constitution.

THE MOTION WAS PUT AND DECLARED CARRIED 11 / 1

9.4 Volunteer Association

- The Volunteer Association Meeting held 30 March 2016 was well attended with only two Chief's from the whole of Metro not attending.
- Representatives from Brigades for membership have been requested.
- 18 July 2016 first meeting and brigades are encouraged to support the Association by having representatives attend and looking at and providing responses / feedback to all correspondence (can be done via the website or through Jamie).
- Members are also encouraged to attend the AGM at the WA 2016 Fire and Emergency Services Conference.
- The Association cannot be affective without the support of the Volunteers.

9.5 DOAC

DOAC have spent at least five years pushing for ESDs reprint, credit to the two Superintendents who have followed up to try and progress. If there is no outcome by 29 July both DOACs will write to the Minister and Commissioner.

10. NEXT MEETING

The next meeting of the Chittering Bush Fire Advisory Committee is scheduled for **Tuesday, 11 October 2016**.

11. CLOSURE

The Presiding Member declared the meeting closed at 8:05pm.



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www.chittering.wa.gov.au

Office hours: Monday to Friday
8.30am - 4.30pm



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**CONSTITUTION
OF THE
CHITTERING FIRE SERVICE
CONSTITUTED ON 12 JULY 2016**

1. GLOSSARY

In this Constitution –

“Active” any member who has completed the measures defined by the BGIs that qualify them to be involved in operational duties

“BFAC” means the Chittering Shire Bush Fire Advisory Committee

“BGI” Brigade General Instructions

“DFES” Department of Fire & Emergency Services

“DPaW” Department of Parks and Wildlife

“Financial year” means the period commencing on the 1 July in each year and ending on the 30 June in the following year

“Inactive” any member who has not completed the measures defined by the BGIs that qualify them for operational duties

“Local Laws” means the Chittering Shire Council’s Local Laws (Section 41, *Bush Fires Act 1954*) adopted 12 July 2016.

“Non-operational” Any activity not involved with emergency incidents

“Operational” Any activity directly involved with emergency incidents

“The Act” means the *Bush Fires Act 1954* and its amendments

“The Brigade” means a Chittering Volunteer Bush Fire Brigade or Incident Support Brigade

“The Council” means the Chittering Shire Council

2. NAME

The name of the body governed by this Constitution shall be **“Chittering Fire Service.”**

3. BRIGADE AREA

The Brigades are responsible for all areas within the Shire of Chittering not gazetted as being the responsibility of DFES or DPAW.

4. CHITTERING FIRE SERVICE HEADQUARTERS

Shire of Chittering Administration Building
6177 Great Northern Highway
Bindoon WA 6502

5. POWERS

The Brigade has the power to do all such things as are necessary within the provisions of the Act, the Local Laws and the relevant Shire Policies, incidental or conducive to the attainment of the objectives of the Brigade.

6. AIMS AND OBJECTIVES

Within the provisions of the Act, the Shire of Chittering local laws and the Policy, to undertake Bush Fire Brigade operations as directed by the Shire of Chittering and as follows:

- a) To prevent, control and suppress fires in the Shire of Chittering Municipality/Region, and in particular to respond to emergency incidents within the Brigade's operational area.
- b) To protect life and property in other emergencies occurring in the Shire of Chittering that is within the Brigade's capabilities and expertise.
- c) To provide a timely, efficient and appropriate response to emergency incidents.
- d) To encourage and foster public awareness of the dangers of bush fires.
- e) To provide a means by which members of the community may participate in fire fighting activities in accordance with the Act, the Local Laws and the Policy.
- f) To ensure that Brigade members are properly trained for Brigade operations.
- g) Ensure the safety of all Brigade members at emergency incidents and authorised brigade activities.
- h) To work effectively with other agencies, organisations, bodies and individuals, in accordance with mutual aid agreements, to mitigate the threat of fire and any emergency incident in the community.
- i) To advise on matters referred to the Brigade by the Council through the appropriate committee.
- j) To advise any relevant person or organisation that is referred to the Brigade for advice, on matters, in respect to fire protection and fire control.
- k) To perform any other function assigned to the Brigade in accordance with the Act, the Local Laws or the Policy.
- l) To promote the role of the Brigade within the community.

7. BRIGADE CONSTITUTION

7.1 General

- 7.1.1 This Constitution outlines the rules governing the conduct of the Chittering Fire Service, except where overruled by the Act, the Local Laws, or the Policy.
- 7.1.2 All Brigade members shall abide by the rules as outlined in this Constitution.

7.2 Amendments to the Constitution

- 7.2.1 Proposed amendments to this Constitution shall be voted on by Brigade representatives at a Bush Fire Advisory Committee Meeting
- 7.2.2 Notification of proposed amendments shall be distributed in writing to all Brigades at least fourteen (14) days prior to the vote taking place.
- 7.2.3 Voting on amendments shall occur as outlined in section 12.7 of this Constitution, "Conduct of Meetings".
- 7.2.4 Amendments to this Constitution shall be made by the BFAC Secretary within twenty eight (28) days of that amendment being passed, and all Brigades notified that the amendment has been made. The Brigade Secretaries shall provide the Captain and Bushfire Control Officer's with a copy of the amended Constitution within twenty eight (28) days of any amendments being made.
- 7.2.5 The Brigade Secretary shall keep an updated copy of this Constitution in a prominent position at the Brigade Headquarters and shall provide a copy of such to any member who requires it.

7.3 Interpretation of this Constitution

- 7.3.1 The Chief Bushfire Control Officer shall have the power to interpret this Constitution in relation to dispute or difference which may arise between the members as to the interpretation of any provision of the Constitution. The decision of the Chief Bushfire Control Officer on any question of interpretation shall be final.

8. BRIGADE GENERAL INSTRUCTIONS

8.1 General

- 8.1.1 The Chief Bush Fire Control Officer may cause instructions to be written, called the "Brigade General Instructions". The Brigade General Instructions will outline the rules governing operational activities undertaken by the Brigade.
- 8.1.2 Rules and procedures in the Brigade General Instructions shall be consistent with:
- a) The Act;
 - b) The Local Laws;
 - c) Shire Policy; and
 - d) This Constitution;
- to assist the Brigade to manage its affairs effectively and efficiently.
- 8.1.3 The Brigade General Instructions shall be strictly adhered to by all members of the Brigade.
- 8.1.4 Failure to adhere to the Brigade General Instructions by a member of the Brigade may incur disciplinary action in accordance with section 14 of this Constitution and as prescribed by the Brigade General Instructions.
- 8.1.5 The Brigade Management Meeting may make amendments to these instructions so long as they are considered in accordance with section 12.7 of this Constitution "Conduct of Meetings".
- 8.1.6 The Chief Bush Fire Control Officer will be authorised to issue, amend and revoke Brigade General Instructions following consultation with the Brigade Management Meeting.
- 8.1.7 Any amendment to the Brigade General Instructions is to be made by the Brigade Secretary within twenty eight (28) days of that amendment being passed, and all members notified that the amendment has been made. The Brigade Secretary shall provide the Captain and Chief Bushfire Control Officer with a copy of the amended Brigade General instructions within twenty eight (28) days of any amendments being made.
- 8.1.8 The Brigade Secretary shall keep an updated copy of these General Instructions in a prominent position at the Brigade Headquarters and shall provide a copy of such to any member who requires it.
- 8.1.9 It is the duty of each member of the Brigade to maintain a current knowledge of the General Instructions, as ignorance of the General Instructions will not be accepted as a defence.

9. NON PROFIT

The income and property of the Brigade shall be applied solely towards the promotion of the objectives of the Brigade. No portion of the income or property shall be paid, transferred or distributed directly or indirectly to the members of the Brigade, provided that nothing shall prevent the payment to any officer, member or employees of the Brigade or to any persons, in return for predetermined services rendered to the Brigade.

10. MEMBERSHIP OF THE BRIGADE

10.1 General

- 10.1.1 All Brigade members shall be registered with the Shire of Chittering.
- 10.1.2 The Brigade shall keep a nominal roll of all current members
- 10.1.3 All currently active registered members shall have full voting rights. Inactive registered members shall forfeit all voting rights. Voting rights will be reinstated once an inactive registered member returns to the active duty list for a period of at least six (6) months and fulfils all their obligations outlined in the Constitution and Brigade Operating Instructions.
- 10.1.4 Membership of the Brigade is separated into four categories:
 - a) Probationary/Cadet Firefighter: a member of the Brigade who has attained the minimum age of 14 years of age and not completed their probationary period, as defined by the BGIs, and/or attained seventeen (17) years of age.
 - b) Firefighter: a member of the Brigade who has completed their probationary period, as defined by the BGIs, and is a minimum of seventeen (17) years of age.
 - c) Auxiliary Member: a member of the Brigade who engages in duties which support direct or indirect fire fighting operations, but who does not engage in active frontline fire fighting.
 - d) Life Member: Life membership may be granted to a member of the Brigade After fifteen years of meritorious and continuous active service with the Brigade. Life members who wish to continue as active members of the Brigade must comply with all rules and regulations as defined by the BGIs.

10.2 Applications for Membership

- 10.2.1 Individuals who apply to join the Brigade shall attend a General Brigade Monthly Meeting and be presented to the members. The Brigade may, at that meeting, accept the application, defer consideration of the application, or reject the application.
- 10.2.2 A prospective member must be accepted by the Brigade membership at a monthly meeting before they are able to be involved in any Brigade operations.
- 10.2.3 Any member or applicant for membership of a Brigade shall not be a primary member of any other volunteer emergency organisation. Members whose normal employment is with an emergency organisation are excluded from this provision.
- 10.2.4 No application for membership can be refused on the grounds of gender, age, race and religion or employment status.

10.3 Completion of Membership

- 10.3.1 Any registered member may resign membership of a Brigade by providing the Secretary with a written resignation.
- 10.3.2 A member's resignation will not be accepted whilst that member is under investigation for any breach of the Brigade Constitution, the Brigade General Instructions, the Act, and its regulations, the Bylaws or the Policy.
- 10.3.3 Any member not being active, as defined by the Brigade General Instructions, may have their membership cancelled

11. BRIGADE MANAGEMENT

11.1 General

- 11.1.1 Operational and administrative management of the Brigade will be carried out by a Captain supported by a team of Officers and Crew Leaders. These positions will be filled from amongst the Brigade membership in accordance with section 13 of the constitution
- 11.1.2 Authority will be delegated from the Captain to Officers and Crew Leaders, through the chain of command.
- 11.1.3 There are two types of management positions within the Brigade, operational and non-operational. Both types of management positions have equal voting rights at Management Meetings.

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11.1.4 The positions of Captain, Deputy Captain (1st lieutenant), Lieutenant and Crew Leader are Operational management positions. These positions have operational authority during emergency incidents.

11.1.5 The positions of President, Secretary, Treasurer, Logistical Support Officer, Hazard Reduction Officer, Senior Training officer and Equipment Officer are non-operational management positions. These positions provide administrative support and have no operational authority during emergency incidents. The Hazard Reduction Officer has limited authority to take command at Hazard Reduction operations carried out by the Brigade.

11.1.6 Management Structure

Operational Positions

Non-Operational Positions

Captain
↓
Deputy Captain
↓
Lieutenants
↓
Crew Leaders
↓
Firefighters
↓
Probationary/Cadet Firefighters

President
Secretary
Treasurer
Logistical Support Officer
Hazard Reduction Officer
Senior Training Officer
Equipment Officer

11.2 Operational Positions

The duties are contained within this section so far as they relate to any officer or member is in addition to and not in derogation of any provision of section 44 of the Bush Fires Act.

11.2.1 **Captain** is responsible for:

- a) Overall operational and non-operational management of Brigade activities on behalf of Chief Bush Fire Control officer
- b) Ensuring that the functions of all other management positions are carried out appropriately.
- c) Ensuring (so far as practicable and within his or her capabilities), the health and safety of all members of the Brigade during Brigade operations.
- d) Ensuring that the Brigade prepares and maintains an incident response plan.
- e) Taking command at a fire or other emergency subject to the Act, the Bylaws, the Policy, and the direction of an appropriate senior officer.
- f) Assisting in Bush Fire prevention planning within the area of the Brigade.

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- g) Ensuring that members of the Brigade are properly trained and competent to carry out their functions.
- h) Being responsible to the Chief Bush Fire Control Officer for the implementation within the Brigade of the Act, the Local Laws, the Policy, the Chittering Fire Service Constitution and the Brigade General Instructions.
- i) Representing the Brigade to other agencies, organizations, bodies and individuals.
- j) Is responsible for ensuring the maintenance of the Shire's fire fighting appliances is carried out in conjunction with the Equipment Officer.

11.2.2 **Deputy Captain/ 1st Lieutenant** under the direction of the Captain, is responsible for:

- a) Assisting the Captain in managing Brigade operations, administration, safety and welfare.
- b) Assuming the duties and responsibilities of the Captain in the Captain's absence.
- c) Overall coordination of training and development for Probationary Firefighters
- d) Taking command at a fire or other emergency subject to the Act, the Local Laws, the Policy, and the direction of an appropriate senior officer.
- e) Other duties as directed by the Captain.

11.2.3 **Lieutenants** under the direction of the Captain and Deputy Captain, are responsible for:

- a) Providing operational and non-operational leadership and management of Brigade membership.
- b) Undertaking operational and non-operational tasks as directed by the Captain.
- c) Day to day management of Brigade personnel.
- d) Managing Probationary Firefighters under their control to complete probation.
- e) Ensuring (as far as practical and within his/her capability) the health and safety of all members under their control while engaged on Brigade operations.
- f) Taking command at a fire or other emergency subject to the Act, the Bylaws, the Policy, and the direction of an appropriate senior officer.

11.2.4 **Crew Leaders** under the direction of the Captain, Deputy Captain and Lieutenants are responsible for:

- a) Providing operational and non-operational leadership for Brigade membership.
- b) Assisting their Lieutenant in the management of Brigade personnel.
- c) Ensuring (as far as practical and within his/her capability) the health and safety of all members under their control while engaged on Brigade operations.
- d) Any other duties as directed by the Captain.

11.3 Non Operational Positions

11.3.1 **President**

- (1) The President presides over all Brigade meetings. The position is not required to perform active operational duties and may be inclusive to an additional position held within the Brigade.
- (2) The position reports to the Captain on administrative matters pertinent to the Brigade. In the absence of the President, the Captain or next most senior Officer may preside over a meeting.
- (3) The President shall perform the following functions -
 - (a) preside over Brigade meetings;
 - (b) ensure meeting procedure and protocol is maintained;
 - (c) promote the aims and objectives of the Brigade where possible;
 - (d) advise the Brigade on administrative matters;
 - (e) report Brigade matters to the Captain;
 - (f) promote open fair discussion during debate in relation to brigade matters; and
 - (g) ensure minutes of meetings are signed and dated by the President.
- (4) Qualifications must include –
 - (a) Understanding of meeting procedures; and
 - (b) Demonstrated ability to conduct and manage meetings.

11.3.2 **Secretary** under the direction of the Captain, is responsible for:

- a) Keeping a record of all Brigade General Meetings, Special Meetings, Annual General Meetings, and Management Meetings.
- b) Keeping such records as the Brigade or Captain or the Council of the Shire of Chittering shall instruct them to keep.
- c) Organising Brigade correspondence and taking charge of all documents and papers belonging to the Brigade.
- d) Ensuring that Brigade members are made aware of the contents of the minutes of all meetings of the Bush Fires Advisory Committee, where they affect the Brigade.
- e) Organising any meeting of the Brigade.

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- f) Giving notice of meetings of the Brigade in accordance with this Constitution.
- g) Keeping an up to date copy of, and the maintenance of the Brigade Constitution and Brigade General Instructions
- h) Any other tasks as directed by the Captain.

11.3.3 **Treasurer** under the direction of the Captain, is responsible for:

- a) Receiving all monies due to the Brigade and the payment of these into the banking account as required and to issue receipts.
- b) The payment of all accounts payable by the Brigade.
- c) The keeping of a proper record of the Brigade's financial transactions in such books of account as adopted by the Council of the Shire of Chittering and the Chittering Volunteer Bush Fire Brigades.
- d) The presentation of a statement at each General Monthly Meeting of the Brigade's finances and a record of all money received and disbursed since the previous General Monthly Meeting and to produce the Brigade's bank statements and cheque books.
- e) The presentation at each Annual General Meeting of a duly audited statement of receipts and disbursements for the year ending 31 May of that year and a balance sheet showing assets and liabilities of the Brigade as of the 31 May and a conciliation statement for the period to the Annual General Meeting.
- f) The maintenance of a petty cash float should a Brigade require it and book of account detailing the expenditure of these funds as required by the Council of the Shire of Chittering, amount of any float will be detailed within Brigade General Instructions (BGIs).
- g) Any other tasks as directed by the Captain.

11.3.4 **Training Officer** under the direction of the Captain, is responsible for:

- a) The training of Brigade members, in accordance with current best practice, and as approved by the Council of the Shire of Chittering.
- b) Organising regular maintenance and special training sessions within the Brigade.
- c) Organising members to undertake training conducted by DFES and other training providers.
- d) Ensuring that members of the Brigade receive training that is consistent with the Brigade's activities, the Act and the Policy
- e) Encouraging members of the Brigade to become volunteer instructors.
- f) Organising and coordinating training in the Brigade.
- g) Representing the Brigade to other agencies, organizations, bodies and individuals on training matters.
- h) Any other tasks as directed by the Captain.

- 11.3.5 **Equipment Officer** under the direction of the Captain, is responsible for:
- a) The management and maintenance of all Brigade equipment and property in accordance with Australian Standards and the General Instructions.
 - b) Keeping an up to date record of all Brigade property.
 - c) Liaising with all officers within the Brigade to ensure the effective deployment and operation of Brigade equipment.
 - d) The regular inspection and the safe operation of Brigade equipment and property.
 - e) Ensuring that all Brigade members are issued with appropriate Personal Protective Equipment for use during emergency operations.
 - f) Representing the Brigade to other agencies, organizations, bodies and individuals on equipment matters.
 - g) Any other tasks as directed by the Captain.
- 11.3.6 **Hazard Reduction Officer** under the direction of the Captain, is responsible for:
- a) The organization and management of the Brigade's hazard reduction program.
 - b) Ensuring that the primary use of the Brigade's hazard reduction program is for the training of members and reduction of fire hazards for the community of the Shire of Chittering.
 - c) Liaising with the Senior Training Officer to ensure appropriate training occurs at hazard reduction burns.
 - d) Ensuring that the Brigade's hazard reduction program complies with all relevant legislation governing the use of fire to reduce fire hazard.
 - e) Representing the Brigade to other agencies, organizations, bodies and individuals on hazard reduction matters.
 - f) Any other tasks as directed by the Captain.

12. MEETINGS

12.1 General

- 12.1.1 The Brigade will hold a number of different meetings at which any business that affects the Brigade may be discussed and debated. The Brigade membership may make decisions at these meetings dependent on the rules of meeting conduct set out in this Constitution.
- 12.1.2 All Brigade meetings will be run according to the rules of conduct set out in *section 12.7* of this Constitution.
- 12.1.3 Any Brigade member may attend any Brigade meeting as an observer, with the exception of the Brigade Disciplinary Committee (section 14)

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- 12.1.4 Non-attendance at monthly meetings by Brigade members without an apology is not desirable and failure to attend on more than three consecutive occasions without an apology lodged with either the Captain or Secretary prior to the meeting may incur disciplinary action as detailed in the Brigade General Instructions.

12.2 General Monthly Meeting

- 12.2.1 The Brigade will hold a General Monthly Meeting in each month of the calendar year.
- 12.2.2 This meeting will be used as a forum for Brigade members to discuss general Brigade business.
- 12.2.3 Matters of finance with a value of over five hundred dollars (\$500) must be discussed and voted on at a Brigade Monthly Meeting.
- 12.3.4 All registered members of the Brigade are entitled to attend and only active members have voting rights at this meeting.

12.3 Management Committee

- 12.3.1 A meeting of the Captain appointed and elected Brigade Officers and invited persons shall be held at the discretion of the Captain as and when required
- 12.3.2 This meeting will be used by elected Brigade Officers to discuss and formulate Brigade operational and non-operational policy and procedure.
- 12.3.3 The Management Meeting can vote on changes to the Brigade General instructions which must be ratified by the Chief Bushfire Control Officer.
- 12.3.4 All members of the Brigade are entitled to attend the Management Meeting, but only elected operational and non operational Brigade Officers have voting rights.

12.4 Annual General Meeting

- 12.4.1 The Brigades will hold an Annual General Meeting on a day in June as determined by the Brigade each year.
- 12.4.2 Elections for vacant officer positions will usually be held at this meeting.
- 12.4.3 Amendments to the Brigade Constitution will normally be voted on at this meeting.
- 12.4.4 The Captain and the Treasurer will provide an annual report.

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12.4.5 All registered members of the Brigade are entitled to attend and all active members have voting rights at this meeting.

12.4.6 No decision of the members of the Brigade in an Annual General Meeting shall be invalid only by reason that a member did not receive notice of that meeting, provided that the Secretary acted in good faith in giving notice of the meeting to members in accordance with the requirements made in the Constitution.

12.5 Special General Meeting

12.5.1 Special General Meetings of the Brigade can be called by either the Chief Bushfire Control Officer, the Brigade Captain, or on petition in writing to the Chief Bushfire Control Officer by sixteen (16) registered members of the Brigade.

12.5.2 This meeting will be used by the Brigade to discuss urgent business, to elect new officers when required, or to make amendments to the Brigade Constitution.

12.5.3 This meeting can run concurrently with a General Monthly Meeting.

12.5.4 All registered members of the Brigade are entitled to attend and only active members have voting rights at this meeting.

12.6 Brigade Committees

12.6.1 The Captain can cause a special committee to be formed to discuss special items of policy or procedure.

12.6.2 All decisions made by Brigade Committees must be referred to the Management Meeting and/or the General Monthly Meeting for ratification.

12.6.3 Members making up Brigade Committees will be decided by the Captain and each of these members shall have voting rights.

12.7 Conduct of Meetings

12.7.1 The Brigade President, Captain or their delegate will be the Chair of all General Monthly Meetings, Management Meetings, Annual General Meetings and Special Meetings. The Chair Person of Special Brigade Committees will be appointed by the President.

12.7.2 In the absence of the Brigade President Captain or their delegate, the Chair of the meeting will be elected by the active Brigade members present.

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- 12.7.3 A legal quorum for General Monthly Meetings, Annual General Meetings and Special Meetings will be 33% plus one of the registered active Brigade membership. A legal quorum for Management meetings and Special Committees will be 33% plus one of the registered active members with voting rights for those meetings.
- 12.7.4 At all Brigade meetings each member with voting rights shall have one vote. For a motion to be passed it must receive 50% plus one of the votes of the active members present.
- 12.7.5 In the case of a tied vote, the motion shall be determined in the negative. The Chair may not exercise a casting vote.
- 12.7.6 Voting by proxy will be accepted only if in writing.
- 12.7.7 Votes will normally be conducted using a show of hands. However any vote shall be conducted as a secret ballot upon the request of any Brigade member.
- 12.7.8 Decisions to be voted on at meetings must be moved and seconded by Brigade members. The Chair must then allow appropriate debate of the motion before a vote can be carried out.
- 12.7.9 Any motion that has the potential to impact the Brigade, in the opinion of the Chair, will be deferred to the following monthly meeting, with all members advised of the nature of the motion through the minutes of that meeting.
- 12.7.10 The Brigade Secretary shall maintain an accurate record of all meetings of Brigades. Each member will be provided with a copy of the minutes within fourteen (14) days of that meeting being held.
- 12.7.11 The Brigade Captain, Treasurer, Equipment Officer, Training Officer and Hazard Reduction Officer are required to submit a report at each monthly and annual meeting. In the event that the officer is unable to attend the meeting, a written report must be presented to the meeting.
- 12.7.12 No decision made at any Brigade meeting will be considered invalid due to the non-attendance of members at that meeting, provided that decision was made in accordance with the rules as defined by this Constitution.

13. APPOINTMENT OF BRIGADE MANAGEMENT POSITIONS

13.1 General

- 13.1.1 The term of office for all management positions within the Brigade will be for a maximum period of two (2) financial years.
- 13.1.2 With the exception of the Captain's position, no Officer shall hold office in the same position for more than two (2) consecutive terms of office. The maximum period in any one position will be four (4) consecutive years. The position of Captain has no time duration.
- 13.1.3 At the completion of a four year term an individual must wait two years before becoming eligible to nominate for that position again. However, an individual may nominate for a different position immediately.
- 13.1.4 In the event that the vacation of one or more positions is likely to have an adverse effect on the Brigade's structure, the Captain has discretionary powers to extend the tenure of positions beyond four years. In these situations the Captain may extend the term of the Officer(s) by twelve (12) months with the approval of the Brigade membership.
- 13.1.5 The positions of Captain, Lieutenants, Secretary, Treasurer, Senior Training Officer, Equipment Officer and Hazard Reduction Officer are elected by the Brigade membership.
- 13.1.6 The position of Deputy Captain is filled by one of the elected Lieutenants based on a selection criterion as defined by the Brigade General Instructions.
- 13.1.7 Brigade Crew Leaders are selected from suitably qualified members using a selection process as defined by the Brigade General Instructions.

13.2 Elections at Annual General Meetings

- 13.2.1 Management positions will normally be voted upon at the Brigade Annual General Meeting. In the event that a special election is required, a Special Meeting may be called.
- 13.2.2 Vacant positions to be voted on at the Annual General Meeting must be advertised to all active membership and nominations called for at the April Brigade Monthly Meeting, two (2) months prior to the Annual General Meeting.

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13.2.3 Nominations for vacant positions must be presented to the Brigade Secretary by the May Brigade Monthly Meeting. Nominees must endorse written nominations and meet criteria for nominated positions as defined by the Brigade General Instructions.

13.2.3 In the event that no nominations are received for these positions, the Chief Bush Fire Control Officer may nominate members for these positions.

13.2.4 Nominations for positions are to be announced at the May Brigade Monthly Meeting and circulated to all Brigade members with the May minutes.

13.3 Elections at Special General Meetings

13.3.1 Where a position becomes vacant prior to the completion of a two year term the Captain may either:

- a) Appoint a suitably qualified member to that position for a period not exceeding six (6) months, or
- b) Call an election at a Special Brigade Meeting.

13.3.2 Vacant positions to be voted on at a Special General Meeting must be advertised at least twenty-eight (28) days prior to that meeting.

13.3.3 Nominations for vacant positions are to be submitted to the Brigade Secretary and distributed to the members not less than fourteen (14) days prior to the Special General Meeting. Nominees must fulfil criteria for nominated positions as defined by the Brigade General Instructions.

13.4 Election Process

13.4.1 All elected positions will be decided using a secret ballot.

13.4.2 Ballots for election to all positions shall be conducted by a Returning Officer. The Returning Officer will usually be the Chief Bushfire Control Officer or one of his Deputies. In the event they are not available the members present shall appoint a person present at the meeting as Returning Officer who must not be a voting participant in the ballots.

13.4.3 To be elected a nominee must receive 50% plus one (1) of the votes of the members at that meeting.

13.4.4 In the event of a tied vote the Returning Officer shall conduct a further ballot.

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- 13.4.5 In the event that a position is not filled at a Brigade election the Captain may appoint a suitably qualified member to perform the duties of that position for a period not exceeding six (6) months.
- 13.4.6 The Brigade Captain will present the names of the successful nominees to the Chief Bush Fire Control Officer or their Deputies. The list of appointments will be forwarded to the Council for ratification. In the event that the Shire of Chittering rejects a nomination a further ballot is to be held at a Brigade Special Meeting.

13.5 Non-completion of a term of office

- 13.5.1 Where an elected or appointed officer finds that for personal reasons, they are unable to continue to fill their elected or appointed position, that officer is to advise the Captain in writing of their inability to fulfil their duties. The Captain shall then fill the vacant position in accordance with *section 13.3* of this Constitution.
- 13.5.2 An Officer or Crew Leader may take a leave of absence of no more than six months without forfeiting their position. In this instance, the Captain, in consultation with the Officer or Crew Leader, shall appoint a temporary replacement who is suitably qualified for the duration of the leave of absence.
- 13.5.3 An elected or appointed Officer or Crew Leader may be divested of their appointment:
- a) As a disciplinary action under section 14 of the Constitution.
 - b) As the result of a motion of no confidence passed by the Brigade at Special Brigade Meeting where all members were given at least fourteen (14) days notice of the motion.
- 13.5.4 An Officer or Crew Leader divested of their appointment is not permitted to nominate for any management position within the Brigade for a period of twenty-four (24) months from the date when they were stood down.

14. DISCIPLINE OF MEMBERS

14.1 General

- 14.1.1 Any Brigade member who breaches the rules as outlined in the Constitution, the Act, the Brigade General Instructions, the Local Laws, or the Policy is subject to disciplinary proceedings.

14.2 Redress of Grievance

- 14.2.1 All members of the Chittering Fire Service have the right of redress of grievance to both fellow members and appointed or elected officers through the chain of command within the Brigade.
- 14.2.2 An officer, elected or appointed, once informed by a member or officer of a grievance, will act upon that information without delay, fear or favour.
- 14.2.3 A redress of grievance may not be contrary to the Chittering Fire Service Constitution, Brigade General Instructions, Shire Policy, the Act, or the Local Laws-
- 14.2.4 A grievance lodged by any member of the Brigade shall remain confidential and details may only be released to the general membership at the discretion of the Brigade Captain and the Chief Bush Fire Control Officer.
- 14.2.5 Any grievance that cannot be dealt with informally through the chain of command should be placed in writing and dealt with through the Brigade Disciplinary process.

14.3 Offences and Penalties

- 14.3.1 Brigade members can face disciplinary proceedings for the following offences:
- a) Failure to comply with the aims and objectives of the Brigade.
 - b) Failure to comply with the statutory requirements whilst engaged on Brigade business.
 - c) Gross negligence in the performance of their duty.
 - d) Conduct prejudicial to the good order and management of the Brigade.
 - e) Failure to adhere to the requirements of the Act, the Local Laws, the Policy, the Chittering Fire Service Constitution, and the Brigade General Instructions.
 - f) Failure to carry out the directions of the Brigade Captain or a duly elected or appointed Officer of the Brigade, provided that those directions are lawful, reasonable, with in the Act, the Local Laws, the Policy, the Chittering Fire Service Constitution, the Brigade General Instructions and do not place the safety of life or property at risk.

Chittering Fire Service Constitution

- 14.3.2 No offence can be subject to disciplinary action unless it has first been fully investigated by the Captain, or other officers in accordance with the chain of command.
- 14.3.3 Minor offences, such as any breach of policy unlikely to cause a significant risk to any person or property may be dealt with by the Captain as outlined in the Brigade General Instructions.
- 14.3.4 Major offences, such as any likely to cause significant risk to any person or property, or significant damage to the good standing of the Brigade may be dealt with as outlined in the Brigade General Instructions, or referred to the Brigade Disciplinary Committee.
- 14.3.5 The Brigade Captain, in consultation with the Chief Bushfire Control Officer, may immediately suspend the membership of any individual who has carried out a serious offence, where that individual refuses to comply with the instructions of the Captain following that offence, or where the continued actions of that member comprise a threat to the safety of other Brigade members, the public, or the good standing of the Brigade. The suspension can only be for a maximum of twenty-eight (28) consecutive days without that suspension being reviewed or the member being brought before the Disciplinary Committee.
- 14.4 Disciplinary Committee
- 14.4.1 The Chief Bush Fire Control Officer, on receiving a written complaint from the Brigade Captain, Deputy Captain, Brigade Management Meeting, or by sixteen (16) registered active members of the Brigade, detailing a major breach of the rules and procedures, will cause a committee to be formed titled "the "Brigade" Disciplinary Committee".
- 14.4.2 The Disciplinary Committee shall be chaired by the Deputy Chief Bushfire Control Officer and shall consist of that person and three other suitably experienced Brigade members. No member who is called to provide evidence as a witness shall be included in the Committee.
- 14.4.3 The task of this Committee will be to investigate any reported major breach of the Chittering Fire Service Constitution, or the Act, or the Brigade General Instructions, or the Local Laws, or the Policy by a registered member of the Chittering Fire Service.

Chittering Fire Service Constitution

- 14.4.4 A member so charged with a breach of the Act, Local Laws, Shire Policies, Constitution or Brigade General Instruction, will be considered innocent of that charge until proven, beyond reasonable doubt, to be guilty of that breach of the rules and procedures contained within the Act, Local Laws, Shire Policies, Constitution or Brigade General Instructions.
- 14.4.5 The accused member has the right of reply to the evidence submitted to the Disciplinary Committee, and will be required to present relevant evidence personally. He/she may consult with a "friend" who, while present cannot speak on behalf of the accused.
- 14.4.6 The Committee will investigate the nature of any alleged offence, impartially assess the evidence as to the nature of that offence, decide on an appropriate course of action, and convey their recommendations to the Chief Bush Fire Control Officer for action.
- 14.4.7 The Chief Bush Fire Control Officer shall, at the recommendation of the Brigade Disciplinary Committee, demote to the rank of Firefighter, or suspend the membership for six (6) months, or cancel the membership of, any member found guilty of a major breach of the Act, Local Laws, Shire Policies, Constitution or Brigade General Instruction.
- 14.4.8 The meeting of the Disciplinary Committee will be conducted as prescribed in the Brigade General Instructions.

15. BRIGADE PROPERTY

- 15.1.1 Brigade property is any property purchased by the Brigade from Brigade funds or items loaned or donated by individuals or organisations on a permanent or semi-permanent basis and held by the Brigade.
- 15.1.2 All Brigade property is the property, and remains the property, of the Council of the Shire of Chittering, except in special circumstances.
- 15.1.3 The Brigade Captain will cause a register of Brigade property to be formed and maintained listing all items of Brigade property.
- 15.1.4 A stock take of all Brigade property will be made every financial year and all discrepancies reported to the Brigade Captain and the Chief Bush Fire Control Officer.

- 15.1.5 Brigade property may be disposed of, as part payment on property the Brigade proposed to buy, because the item is unserviceable, because the item is surplus to requirements or, on dissolution of the Brigade, but only with the Approval of a General Meeting and the approval of the Council of the Shire of Chittering.
- 15.1.6 Brigade letters i.e. B.V.B.F.B. and the item property register number will identify brigade property.

16. FINANCE

16.1 General

- 16.1.1 The Brigade Treasurer will look after Brigade monies and accounts in accordance with "best practice" accounting procedures.
- 16.1.2 The Brigade Treasurer will submit an income and expenditure report of all brigade accounts at each General Brigade Monthly Meeting.
- 16.1.3 The brigade accounts are to be kept at the bank branch as moved at a General Meeting.
- 16.1.4 The brigade signatories of the account shall be the Brigade Captain, Deputy Captain, Treasurer and Brigade Secretary.
- 16.1.5 Withdrawals from this account will only be made with a minimum of two (2) signatories.
- 16.1.6 A person suitably qualified and external to the Brigade, will be appointed the Brigade Auditor and will be responsible for auditing the books of accounts of the Brigade on an annual basis and provide a certificate of audit, signed by the Chief Bush Fire Control Officer, Auditing person, and Treasurer to this effect and present the certificate to the Annual General Meeting.

16.2 Expenditure

- 16.2.1 The Treasurer may cause a petty cash float to a value of five hundred dollars (\$500) to be kept for general expenditure. This petty cash can only be used on the authorisation of the Captain, or the Management Meeting. Re-imbursement shall be made only upon presentation of receipts.
- 16.2.2 All expenditure over one thousand dollars (\$1000) must be considered by the membership at a Brigade General Meeting, and voted on in accordance with voting procedures for that meeting.

- 16.2.3 The two (2) signatories must not be made up of members that are related in any way e.g. marriage, de-facto, family etc.

17. DISSOLUTION OF THE BRIGADE

- 17.1.1 If, at any Monthly General Meeting, a resolution for the dissolution of the Brigade is presented, the following actions are to take place:
- a) The Act stipulates that dissolution of the Brigade is the sole prerogative of Council of the Chittering Shire.
 - b) The resolution must be passed by a majority of the Brigade members present at the meeting.
 - c) A special meeting is to be held not less than six (6) weeks after the meeting at which the resolution was passed. This six- (6) week delay is to allow a cool down period and to permit all members to be appraised of the situation.
 - d) Not less than four (4) weeks written notice of this special meeting is to be given to Brigade members.
 - e) At the special meeting a quorum must be present as detailed in section 12.
 - f) The resolution is to be confirmed by a majority of two-thirds of the members of the Brigade voting thereon.
 - g) Such a resolution agreed to by the Council of the Chittering Shire.
- 17.1.2 After the resolution has been confirmed by the Council of the Shire of Chittering, the Chief Bush Fire Control Officer will form a committee to process the property and assets of the Brigade after discharging all liabilities.
- 17.1.3 The assets thus realised are to be paid into an account approved by the Shire of Chittering. This may be an account for the re-establishment of a future Brigade(s).
- 17.1.4 On completion of the above, the Brigade is dissolved.

18. BOOKS OF ACCOUNT

- 18.1 Books of Accounts are:
- a) Brigade Account Cheque Book.
 - b) Petty Cash Account Book.
 - c) Brigade Account Statements.
 - d) Brigade Property Register.
 - e) Brigade Radio Log Book.
 - f) Brigade Fire Log Book.
 - g) Brigade Minutes.
 - h) Brigade Attendance Book.
- 18.2 The books of account listed in *section 18.1* are the property of the Council of the Shire of Chittering. It is the responsibility of this Brigade to keep them as a true and accurate record.

Chittering Fire Service Constitution

18.3 The Brigade Captain is charged with ensuring the reasonable safekeeping and security of the books of accounts listed in section 18.1.

The above Constitution of the Chittering Fire Service accepted by the members of the Chittering Fire Service this

The _____ Day of _____ 2016.

Signed on behalf of the members of the Chittering Fire Service

Jamie O'Neill
CHIEF BUSH FIRE CONTROL OFFICER, SHIRE OF CHITTERING

And accepted on behalf of the Shire of Chittering

Alan Sheridan
CHIEF EXECUTIVE, SHIRE OF CHITTERING

MINUTES OF THE AUDIT COMMITTEE

Tuesday, 9 August 2016

Council Chambers
6177 Great Northern Highway
Bindoon

Commencement: 5.03pm

Closure: 5.05pm



These minutes will be confirmed at the next available meeting of the Audit Committee

SIGNED

Presiding Person at meeting when minutes were confirmed

Disclaimer

The purpose of this Council meeting is to discuss and, where possible, make resolutions about items appearing on the agenda.

Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by a member or officer, or on the content of any discussion occurring, during the course of the meeting.

Persons should be aware that the provisions of the *Local Government Act 1995* (section 5.25 (e)) establish procedures for revocation or rescission of a Council decision. No person should rely on the decisions made by Council until formal advice of the Council decision is received by that person.

The Shire of Chittering expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any resolution of Council, or any advice or information provided by a member or officer, or the content of any discussion occurring, during the course of the Council meeting.

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* indicates separate attachments

1. DECLARATION OF OPENING OF MEETING / ANNOUNCEMENTS OF VISITORS

The Presiding Member declared the meeting open at 5.03pm

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

2.1 Attendance

The following members were in attendance:

Cr Gordon Houston	President (Presiding Member)
Cr Peter Osborn	Deputy President
Cr Don Gibson	
Cr Aaron King	
Cr Michelle Rossouw	
Cr George Tilbury	

The following staff were in attendance:

Mr Alan Sheridan	Chief Executive Officer
Ms Jean Sutherland	Executive Manager Corporate Services (Minute Secretary)
Mr Jim Garrett	Executive Manager Technical Services
Mrs Karen Parker	Manager Human Resources

There were no members of the general public in attendance.

2.2 Apologies

Ms Bronwyn Southee	Executive Manager Development Services
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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, 17 February 2016

5.1 OFFICER / COMMITTEE RECOMMENDATION

Moved Cr Gibson / Seconded Cr Rossouw

That the minutes of the Audit Committee meeting held on Wednesday, 17 February 2016 be confirmed as a true and correct record of proceedings.

THE MOTION WAS PUT AND DECLARED CARRIED 6 / 0

6. PURPOSE OF MEETING

6.1 Appointment of Auditors*

Report date	9 August 2016
Applicant	Shire of Chittering
File ref	12/01/2
Prepared by	Jean Sutherland, Executive Manager Corporate Services
Supervised by	Alan Sheridan, Chief Executive Officer
Voting requirements	Absolute majority
Documents tabled	Nil
Attachments	1. Proposal from Moore Stephens

Executive Summary

The Audit Committee is requested to appoint Councils' existing auditors, Moore Stephens, for a further three (3) year term from 1 July 2016 to 30 June 2019.

Background

At the Ordinary Meeting of Council held 15 May 2013, Council appointed Mr D J Tomasi and Mr G Godwin of UHY Haines Norton Chartered Accountants (now known as Moore Stephens due to company merger), as the auditors for the Shire of Chittering for the three (3) year term 1 July 2013 to 30 June 2016.

The *Local Government Act 1995* currently allows Council to appoint auditors for a period of three (3) or five (5) years. Council have previously appointed auditors for three (3) year terms.

In April 2016 a Ministerial Circular (03-2016) was issued advising that it was the Minister's intention to amend the *Local Government Act 1995* to allow for the Auditor General and the Office of the Auditor General (OAG) to take responsibility for local government financial audits from 1 July 2017.

Under the proposed changes, the Auditor General may contract out some of the financial audits, but all financial audits will be done under the supervision of the Auditor General and the OAG.

The transition is proposed to take place over a two year period.

As the Shire of Chittering is now out of contract with Moore Stephens this report is to recommend that they be appointed for a further three year period which will ensure we have audit services until the OAG has finalised the audit arrangements.

Consultation

Chief Executive Officer

Statutory Environment

State: *Local Government Act 1995 Part 7*

Policy Implications

Nil

Financial Implications

The costs associated with the appointment of auditors will be allocated in the relevant budgets.

Strategic Implications

Nil

Site Inspection

Not applicable

Triple Bottom Line Assessment*Economic implications*

There are no known 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.

Comment

Moore Stephens have been the Shire's auditors since 2005. The experience of Moore Stephens and the working relationship has been positive and their audit has been professional and thorough. Moore Stephens is the largest auditor of local governments in the state and for the year ended 30 June 2015 were the auditors for forty five (45) local governments and regional councils.

There is no requirement to go to tender for the audit contract as the value does not exceed \$150,000 and Moore Stephens are on the WALGA Preferred Supplier list. If a supplier is on the WALGA Preferred Suppliers List then only a quote is required to be obtained.

It is recommended that Council appoint Mr DJ Tomasi (registered auditor number 15724), Mr G Godwin (registered auditor number 310219) and Mr Wen-Shian Chai (registered auditor number 229761) of Moore Stephens as they have the proven capacity to undertake the task, the experience and knowledge that the company has with WA local governments and the other benefits such as training that this company uniquely offers local governments.

6.1 OFFICER / COMMITTEE RECOMMENDATION

Moved Cr Rossouw / Seconded Cr Gibson

That the Audit Committee recommends to Council the appointment of Mr DJ Tomasi (registered auditor number 15724), Mr G Godwin (registered auditor number 310219) and Mr Wen-Shian Chai (registered auditor number 229761) of Moore Stephens, as auditors for the Shire of Chittering for a period of three (3) years expiring 30 June 2019 at the quoted fees as listed:

Year Ended	Fee	Travel	GST	Total (inc GST)
30 June 2017	\$21,000	\$ 400	\$2,140	\$23,540
30 June 2018	\$21,500	\$ 450	\$2,195	\$24,145
30 June 2019	\$22,000	\$ 500	\$2,250	\$24,750

THE MOTION WAS PUT AND DECLARED CARRIED 6 / 0
BY AN ABSOLUTE MAJORITY

7. CLOSURE

The Presiding Member declared the meeting closed at 5.05pm.



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PO Box 70 Bindoon WA 6502
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E: chatter@chittering.wa.gov.au
www.chittering.wa.gov.au

Office hours: Monday to Friday
8.30am - 4.30pm

Shire of Chittering

PROVISION OF
AUDIT SERVICES

April 2016



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Executive Summary

Direct Benefits of Choosing Us

When you select [Moore Stephens](#) as your auditor, you will have access to a team with the most collective years of local government experience in Western Australia.

This is very important in keeping your level of audit risk to a minimum (refer [Costs vs Benefits](#) section for further details).

We also have a detailed compliance component which we believe is far superior to any of our competitors (refer [Detailed Compliance Component](#) section for further details).

In addition, you will have access to our [proprietary ratio analysis statistics](#) which are provided to all audit clients as a means of comparing their statutory ratios to those of their peers.

This was greatly enhanced in 2015 and included detailed comparison/analysis of all reported local government statutory ratios for the 2013 and 2014 years (that is, since the implementation of the new ratios).

It is included as part of our core audit service.

Moore Stephens, has WALGA preferred supplier status and is able to offer a complete audit team with considerable depth of experience, expertise and knowledge of the local government industry in Western Australia. This means we are able to provide an efficient and effective audit process. All staff who would be involved in the audit will be sourced from our dedicated local government service team and all have had experience over a significant number of years and engagements.

Cost vs Benefit (Is it Worth the Risk?)

- Not all audits are the same – “you get what you pay for”.
- Whilst the temptation may exist to save a few dollars, expenditure on audit services is not a major expense.
- Opting for the cheapest service may increase the risks exponentially.
- These questions should be asked:
 - “Does a cheaper fee compromise a comprehensive approach?”
 - “Are all auditors performing the same task and looking to assist Council reduce the risks?”
 - “Do all audit firms have the broad understanding and knowledge of the industry with the industry’s best outcomes at heart?”
- **Our understanding, knowledge and commitment to the industry is supported by the findings of the Public Accounts Committee (PAC) report entitled “Improving Local Government Accountability” as tabled in Parliament (November 2015). Three examples of better practice by audit firms were highlighted in the report and all are able to be credited to us.**

It is clear from the findings and recommendations of the PAC there were inconsistencies in the quality of reporting amongst audit firms and we take great comfort in the fact our reporting approach was highlighted as better practice.

At Moore Stephens We:

- Take our responsibility as local government auditors very seriously;
- Consider ourselves the leader in the field;
- Endeavour to ensure we understand the implication of all legislative/regulatory changes as they occur and incorporate them into our audit process to help ensure an effective, complete service and inform audit clients and the industry generally of the impacts;
- Are aware our processes are much more comprehensive than competitors and demonstrate a far greater understanding of the local government operating environment; and
- Believe we have demonstrated this consistently over the past three decades.

Executive Summary (Continued)

Detailed Compliance Component

Local Government (Audit) Regulation 3(b) requires the auditor to include in the audit report, any matters indicating non-compliance with Part 6 of the Act, the Local Government (Financial Management) Regulations 1996 or applicable financial controls in any other written law.

- Our audit procedures are designed to ensure a comprehensive assessment of this mandatory compliance aspect.
- This requirement should not be overlooked and all auditors should understand their statutory obligation in this regard.
- This requirement should be considered when comparing audit proposals.
- **Please note, we are able to provide details of our checklists if you require. Due to specific Intellectual Property rights we have withheld them at this juncture.**

Shire of Chittering – Specific Experience

We are very familiar with your Shire having been the appointed auditor for a number of years as well as being the current incumbent. This provides us with a detailed understanding of your operating environment. Staff members from your Shire have also attended our annual workshop series. Consequently, we are confident you have had first-hand experience of the high level of service, expertise and commitment we are able to deliver.

Experienced Team

Should we be successful with our tender, **David Tomasi** is the lead relationship partner proposed as part of our audit offering and he will be ably supported by our dedicated local government specialist team which includes **Wen-Shien Chai (Chai)** and **Greg Godwin**.

The combined knowledge, coupled with the experience gathered by our team, ensures you will receive a quality service which delivers all of the statutory requirements plus additional service value at a reasonable cost.

Our knowledge of the local government industry gathered over three decades at all levels of our firm, helps ensure a low risk, high quality, value for money service.

Value Added Services Specific to the Local Government Industry

Audit Liaison and Guidance

Liaison on audit and accounting issues is not only provided free of charge to audit clients during the year, it is encouraged. We believe by obtaining an answer when it is required, the Council will be more able to provide for an efficient audit process.

We also regularly provide the industry (all local governments) with newsletters containing comment and direction on topical issues.

Executive Summary (Continued)

Value Added Services Specific to the Local Government Industry (Continued)

Model Financial Report, Model Budget and Annual Workshop

A main ingredient of our local government support is our model financial report and model budget which is updated annually.

This has, over the past nineteen years, established a consistent guideline for local governments to follow in respect of statutory reporting obligations. An indication of its worth to the industry is in the number of authorities (clients and non clients) that have adopted the reporting formats it provides and the number who attend the course each year.

This model also forms the basis of our annual workshop series. This addresses topical accounting issues, reporting amendments and provides a forum for local government accounting practitioners to obtain guidance on various accounting related matters.

In response to industry requests to better align with budget timetables, 2015 saw us split the budget module from our May workshop and now present this in February.

We also conduct an annual 'Nuts and Bolts' workshop (November/December) which deals with fundamental local government accounting concepts and is aimed at entry level finance officers.

Specific Local Government Knowledge

Over the course of the past several years, due to our industry knowledge and practical involvement, we were best placed to advise our clients with respect to the many financial changes. These included the changes emanating from Financial Management Regulations 16 (Reserves vested in Council requiring recognition), 17A (mandating of Fair Value) and 50 (Ratios).

We believe this was very evident during the years ended 30 June 2013 and 2014, particularly with respect to Fair Value.

This trend continued for the year ended 30 June 2015 and beyond, as clients continue to deal with these changes as well as requirements associated with Audit Regulation 17.

GST, FBT and Salary packaging Advice

As the contracted provider of the WALGA tax service, our local government services division in conjunction with our tax consulting division is also able to provide detailed advice and assistance in the complex areas of GST, FBT and salary packaging. Such advice would be provided at applicable rates.

Relevant Experience

Relevant Local Government and Regional Experience

The firm is the largest auditor of local government in the State and for the year ended 30 June 2015 we were the incumbent auditors of the following forty five (45) local governments and regional councils:

City of Albany	Shire of Katanning
Shire of Ashburton	Shire of Kellerberrin
Shire of Augusta-Margaret River	City of Kwinana
Shire of Brookton	Shire of Lake Grace
Shire of Broome	Shire of Mt Marshall
Shire of Carnarvon	Shire of Mukinbudin
Shire of Chapman Valley	Shire of Mundaring
Shire of Chittering	Shire of Narembeen
Shire of Christmas Island	Shire of Northam
Town of Claremont	Shire of Northampton
Shire of Cocos (Keeling) Islands	Shire of Plantagenet
Shire of Coolgardie	Shire of Quairading
Shire of Coorow	Shire of Serpentine-Jarrahdale
Town of Cottesloe	Shire of Shark Bay
Shire of Derby-West Kimberley	City of Subiaco
Shire of Dumbleyung	Shire of Three Springs
Shire of East Pilbara	Shire of Toodyay
City of Fremantle	Shire of Trayning
Shire of Gingin	Shire of Westonia
Shire of Gnowangerup	Shire of Wongan-Ballidu
Shire of Halls Creek	Shire of Wyndham-East Kimberley
Shire of Irwin	Shire of Yilgarn
City of Kalgoorlie-Boulder	

In the course of the past years we have also provided detailed Financial Management Review services to the majority of our audit clients and other local governments.

Over the past twenty years, we have also conducted an annual workshop which in 2015, was attended by over one hundred (100) local governments from all over Western Australia. These workshops have addressed the Annual Financial Report, Budget, accounting standards, the mandating of fair value, infrastructure assets, cashflow statements, ratio analysis, sustainability and various other topical accounting issues.

We have developed a model financial report and model budget which address all relevant disclosure requirements and attempt to establish a consistent guideline for local governments to follow. These reports are updated annually as disclosure requirements are amended. Each year, the model is purchased by in excess of one hundred and twenty (120) authorities statewide.

In 1999, we developed a strategy to assist local government with the implementation of GST and the firm has a dedicated tax task force to assist Councils in the complex areas of GST and FBT.

We are also the long serving contract provider for WALGA's tax service.

Relevant Experience (Continued)

Relevant Local Government and Regional Experience (Continued)

Since November 1999, we have provided a remote accounting service to many regional remote local governments. This service includes the provision of a full general ledger, monthly and quarterly accounts, principal activity plan, budget, annuals and general accounting assistance. The service has also developed its own suite of software and this is currently used by a number of other municipalities. This software contains a unique rating package we have developed on our own initiative and are presently in development of a new online general ledger to complement our current offering.

In addition to audit and accounting services, we have also provided extensive assistance to local government in the following areas during the past ten years.

- Financial Management Reviews
- Financial Report preparation
- Audit Regulation 17 Reviews
- Statutory Compliance Audits
- Infrastructure Assets advice
- Fair Value implementation
- Budget Conversion and Assistance
- Ratio Interpretation Assistance
- GST & FBT Advice
- Long Term Financial Plans
- Strategic Plans
- Corporate Business Plans
- Workforce Plans
- Asset Management Plans

As an added service, we also produce and distribute newsletters and accounting updates which address topical issues.

We are a subscriber member of Local Government Managers Australia (LGMA) and an active participant in Institute events. In 2014, we became a Foundation Partner of LGMA having previously been a Principal Partner since the beginning of 2008 and a major sponsor of the annual conference since 2000 as well as other regional conferences and sporting events.

Other Audit Experience

In add addition to our local government audits we have a number of audit engagements in the following categories:

- Listed Entities
- Other Public Entities
- Large Private Companies
- Foreign Amount Companies
- Indigenous Organisations
- Significant Not-For-Profit Organisations

Our base of audit clients and our experience in commercial enterprises gives us exposure to contemporary approaches in:

- Management;
- Data collection;
- Receivables and collection systems;
- Infrastructure asset recording and management; and
- Labour force management.

We offer the benefit of this exposure in our audit of systems and policies and deliver these benefits as part of our core service.



David brings the necessary local government experience, expertise and knowledge to help ensure an efficient, effective and value for money service

Qualifications

- Bachelor of Commerce (UWA)
- Chartered Accountant (Fellow)
- Registered Company Auditor
- Registered Tax Agent
- Registered Co-operative Company Auditor
- Registered Self-Managed Superannuation Fund Auditor

KEY PERSONNEL

David Tomasi

Lead Relationship Partner

Role:

- Partner in charge of the **Audit** and **Local Government** Divisions
- Quality Control Leader
- Engagement Partner (including Local Government Audit and Consulting engagements)

Relevant Experience

- Commenced his career as an Auditor in 1986
- Broad range of experience across all industry sectors including five years with a “big 4” accounting firm and twelve months in the UK
- Extensive local government experience since 1990, including development of the firm’s local government methodology and approach and being engagement partner on a significant number of our local governments spanning three decades
- Facilitated Strategic Plans at two local government authorities
- Involved in numerous special investigations and consulting engagements
- Presented all of the firm’s workshops (since inception in 1995)
- Previously a member of the DLGRD’s Financial Reporting Working Party, which, amongst other things, was charged with the review of the Financial Management Regulations to ensure consistency with recent changes to Australian Accounting Standards (AIFRSs) and providing guidance on other financial reporting matters
- Has a genuine affinity and empathy with regional Western Australia

Industry Papers Presented

David has presented many Papers covering industry specific matters, including:

Asset Management, Cash Flow Statements, Local Government Audit and Accounting, IFRS, Fair Value, Reporting, ROMAN II and Cloud Computing.



Chai's specific local government knowledge and experience helps provide added quality to the audit process

Qualifications

- Bachelor of Accounting and Finance
- Chartered Accountant
- Registered Company Auditor

Wen-Shien Chai

Audit Engagement Partner

Role:

- Audit and Assurance Partner

Relevant Experience

- Commenced his career as an Auditor in 1996
- Migrated to Australia from Malaysia at the end of 2002 after 8 years in various audit roles
- Admitted as an Australian Chartered Accountant in 2008
- Has worked across a wide range of clients and industry groups
- Joined Moore Stephens in May 2007, managing a varied client base and has engagement partner responsibility for a significant number of Local Governments



Greg's wide local government audit experience adds further skills and experience to our audit team

Qualifications

- Bachelor of Commerce and Accounting
- Chartered Accountant
- Registered Company Auditor
- Registered Self-Managed Superannuation Fund Auditor

Greg Godwin

Audit Partner

Role:

- Audit and Assurance Partner

Relevant Experience

- Broad range of experience across all industry sectors
- Commenced his own practice, Godwin & Co Chartered Accountants, in 1997 building it to a successful ten person practice before migrating to Australia in 2005
- Has over 11 years of extensive exposure to the local government industry in Western Australia
- Currently the engagement Partner for approximately half of the firm's local government audit clients and has a number of corporate clients that add to his experience and skills

Industry Papers Presented

Greg has presented a number of Papers covering industry specific matters



Paul's experience and "hands-on" knowledge is widely recognised in the Industry

Qualifications

- Bachelor of Business
- Certified Practicing Accountant (CPA Australia)
- Diploma in Local Government (C)

KEY PERSONNEL

Paul Breman

Local Government Services Partner

Role:

- Local Government Partner
- Responsibility for our Remote Accounting Services, IT Solutions and all consulting engagements

Relevant Experience

- Involved in the Local Government industry for nearly 30 years
- Previously held positions at a variety of local governments in WA ranging from large metropolitan Councils such as the City of Melville to small rural local governments such as the Shire of West Arthur
- Joined Moore Stephens in 2007 from the position of Executive Manager of Corporate Services, Shire of Esperance
- A Certified Practising Accountant with an in-depth knowledge of local government accounting and governance practices
- An active member of the Department's Financial Management Working Party
- An LGMA Finance Managers Group committee member
- Recipient of numerous financial management awards including the WA Public Sector CPA of the Year 2001

Key Skills

- Brings to the firm a rare strength of local government experience which demonstrates the firm's long term commitment to the Industry
- Detailed knowledge of the industry adds depth and understanding to all of our local government audit engagements



Russell has a wide ranging local government experience built on a significant number of years both as an auditor and now a consultant.

Qualifications

- Bachelor of Commerce
- Graduate Diploma in Computer Studies

KEY PERSONNEL

Russell Barnes**Local Government Services Partner****Role:**

- Local Government Partner
- Engagement Partner on all consulting engagements

Relevant Experience

- Involved with the Local Government industry for nearly 10 years.
- Has been with Moore Stephens since 2007.
- A detailed working knowledge of local government governance, administrative and financial aspects from his time as both an auditor and consultant.

Key Skills

- Russell adds to the firms experience which reinforces our long term commitment to the Industry

Approach/Methodology

Audit Plan

As previously discussed it is envisaged our audit will be conducted in two visits.

An interim visit in the March to May period of the year and a final visit once you are ready for our year end procedures. The ultimate goal is to ensure all procedures are completed by your required deadline in any given year.

Our audit procedures will also involve a planning phase which will be undertaken prior to or at the commencement of our interim procedures.

During our interim visit we will perform the bulk of our systems and compliance testing with a view to helping you correct any areas of non-compliance prior to year end.

Our year end procedures are mainly focused at substantively verifying year end balances and ensuring that disclosure requirements are met and the annual financial report is correctly stated. They will also include an update/follow up of systems and compliance issues investigated/raised during our interim visit.

Further information with respect to our audit methodology can be found at Appendix 1 of this proposal.

Scope/Approach

Our audit will be carried out in accordance with Australian Auditing Standards, Auditing Guidance Statements, the Local Government Act 1995 ("the Act") and accompanying Regulations.

Procedures are designed to ensure your specifications and the Minimum Standard Audit Specification as per the Department of Local Government and Regional Development's Operational Guideline Number 9 are met. These include the critical audit areas as follows:

- Revenue
- Expenditure
- Current Assets
- Investments
- Non Current Assets
- Liabilities
- Reserve Funds
- Contingent Assets/Liabilities
- Capital Commitments
- Governance and Control
- Financial Statements
- Statement of Cash Flows
- Statutory Obligations
- Accounting Policies and Notes to the Financial Statements
- Budget compliance with respect to timing, format and the previous year's final audited position
- Financial ratios required by the Financial Management Regulations
- GST /FBT Compliance

As part of these procedures we will undertake testing to:

1. Assist us in forming an opinion as to whether:
 - (a) the accounting records are reliable and adequate as a basis for the preparation of the financial statements;
 - (b) the accounts are properly kept;
 - (c) the annual financial report;
 - (i) is prepared in accordance with the financial records; and
 - (ii) represents fairly the results of the operations of the local government and the financial position of the local government at 30 June in accordance with:
 - *Australian Accounting Standards*;
 - the *Local Government Act 1995* (as amended);
 - the *Local Government (Financial Management) Regulations 1996* (as amended); and
 - other mandatory professional reporting requirements.

Approach/Methodology (Continued)

Scope/Approach (Continued)

- (d) there are any material matters indicating a significant adverse trend in the financial position or the financial management practices of the Shire;
- (e) there are any matters indicating non-compliance with Part 6 of the Local Government Act 1995 (as amended), the Local Government (Financial Management) Regulations 1996 (as amended) or applicable financial controls of any other written laws;
- (f) details of whether information and explanations were obtained by the auditor;
- (g) a report on the conduct of the audit; and
- (h) the opinion of the auditor as to whether or not the specific financial ratios reported are supported by verifiable information and reasonable assumptions

Our audit procedures are designed to ensure a comprehensive assessment of this mandatory compliance aspect in relation to points 1(d) and (e) above (as required by Local Government (Audit) Regulation 3(b)).

From experience we are aware our processes are much more comprehensive than our competitors and demonstrate a far greater understanding of the local government operating environment.

This requirement should not be overlooked and all auditors should understand their statutory obligation in this regard.

We take our responsibility as local government auditors very seriously, consider ourselves the leader in the field and believe we have demonstrated this consistently over the past three decades.

Please note, we are able to provide details of our checklists if you require. Due to specific Intellectual Property rights we have withheld them at this juncture.

1. All bank and cash balances will be subject to third party confirmation and tests will be undertaken to ensure investments are made in accordance with legislation.
2. Examine the Shire's receipting function and perform detailed testing as considered necessary;
3. Examine money owing to the Shire including testing recoverability, follow up procedures and compliance with relevant legislation;
4. Review payment vouchers (including credit card transactions) and ensure appropriate procedures exist in respect to authorisation and payment of accounts as well as detailed testing as considered necessary;
5. Perform a review of controls surrounding payroll and staff leave records and perform detailed testing as deemed necessary;
6. Review of rating records including rate imposition, valuations, compliance with legislation and detailed testing as required;
7. Review all borrowing transactions to ensure they have been conducted in accordance with the Act;
8. Review reserve transactions to ensure compliance with the legislation;
9. Review asset register and perform testing on ownership, additions and depreciation calculations to determine accuracy and if in accordance with Shire policies;
10. Review all transactions involving land and other property to ensure legislative requirements are complied with and the Shire has right of occupancy;

Approach/Methodology (Continued)

Scope/Approach (Continued)

11. Review agreements where the Shire has leased land to third parties and help ensure compliance with relevant legislation in respect of them;
12. Review of the budget and related processes to ensure compliance with the Act and accompanying regulations;
13. Review of all minutes of Council meetings (and Committees if applicable) to help determine items of audit interest and compliance with the Act and accompanying regulations; and
14. Examine tenders to ensure compliance with the Act and accompanying regulations.

As part of our audit procedures, we will also review the Asset Management Plans and Long Term Financial Plans to ensure they have been completed in accordance with statutory requirements, and review the net current assets brought forward from the previous year reported in the annual budget.

It should be appreciated the areas detailed above are not exhaustive. Our audit procedures will examine other areas as deemed appropriate in order we can form an opinion on the financial statements of the Shire and make comments in regard to the accounting systems and procedures in place.

Our final visit is scheduled to:

- be mutually convenient;
- be within 30 days of being advised the accounts and annual financial report are available for audit; and
- enable you to meet your deadline (subject to your audit readiness).

An exit interview will be performed at the conclusion of our audit field work.

We will also liaise with staff to ensure meetings with the CEO, Council and/or the Audit Committee occur as required. In accordance with the Act and Regulations, this may be by electronic means.

Our audit fee is based on the current above-mentioned scope requirements. In the event of a significant change in the required scope the audit fee may be re-negotiated.

We require the Shire to maintain adequate accounting records and prepare the annual financial report in accordance with applicable accounting standards.

We will send an audit requirements letter summarising our information requirements for the audit prior to our final visit.

Providing all necessary information is made available to us as required, we undertake to issue our audit report and management report by the required deadline (as determined each year) and further undertake to provide such reports to the Council and Minister as required.

Pricing

In detailing our fee structure, we wish to draw your attention to our Executive Summary section and the specific parts of this proposal we have highlighted in bold red text.

We pride ourselves on providing what we consider is the highest level of review amongst local government audit service providers to ensure we meet our statutory obligations as auditor of your Shire as well as the value add you need to assist the most efficient and effective allocation of Shire resources. We take our responsibility in this regard very seriously and consider ourselves the leader in the field.

Our fee quotes for the provision of audit services are as follows:

SHIRE OF CHITTERING

<u>YEAR</u>	<u>YEAR ENDED</u>	<u>FEE QUOTE</u>	<u>TRAVEL COSTS</u>	<u>APPLICABLE GST</u>	<u>TOTAL (GST INCLUSIVE)</u>
		\$	\$	\$	\$
1	30 June 2017	21,000	400	2,140	23,540
2	30 June 2018	21,500	450	2,195	24,145
3	30 June 2019	22,000	500	2,250	24,750
4	30 June 2020	22,500	550	2,305	25,355
5	30 June 2021	23,000	600	2,360	25,960

The fees and time quoted are inclusive of travel related expenses as detailed above.

Reasonable accommodation and incidental expenses (based on our internal "Travel Expenses Policy") will be charged in addition to the fees quoted above and will be invoiced at cost to the Shire.

The above fees are also based on the nature of each engagement being "clean" and on the assumption all information requirements are met (prior to our year end visit an information requirements letter is sent). They also assume no major accounting or system weaknesses are encountered which would require any abnormal additional investigation and testing.

Should engagement conditions vary or the level of operations of the Shire vary significantly from those upon which we have based our quotation, we reserve the right to renegotiate the fee for any given year (subject to mutual agreement).

Please note, the above fees quoted do not include any fee associated with the **engagement partner meeting with the audit committee** as this is dependent on the particular forum adopted each year. This fee will be subject to separate negotiation once the manner of the meeting is determined each year. As a minimum, a fee of \$500 will apply for preparation and attendance on a telephone conference. **If the meeting was timed to coincide with a scheduled audit visit, no additional charge would be made.**

If satisfactory to Council, we would propose the fee be billed in two equal instalments, after our interim visit and following completion (sign off) of each year's audit.

Any additional work in the form of accounting assistance or other services outside the scope of the audit function will be subject to a separate fee to be agreed upon with you prior to the work being undertaken.

Price Variation Mechanism

Our price increases are not based on any indexation. They are firm fixed prices in relation to each year as detailed above.

Pricing (Continued)

Certifications/ Acquittals (Including Roads to Recovery and Pensioner Deferred Rates)

Other certifications/acquittals are considered to be outside the scope of our normal audit function as both the number and the scope of work varies significantly from acquittal and from year to year.

If all details are prepared for us and we are able to complete with a minimum of fuss, our charges typically fall in the \$500 to \$1,500 (GST exclusive) range per certification/acquittal (at current indicative rates) and we are very willing to quote a fixed amount prior to commencing each certification.

As a general guide, for a general quote, the fee for the majority of the acquittals we certify are in the \$800-\$1,000 (GST exclusive) range.

It should be noted, our firm has a dedicated acquittals section which has oversight by **David Tomasi** and is managed by **Andries Bekker**. The sole focus of the section is the audit certification of funding acquittals.

David and **Andries** have developed a strong working relationship with key funding bodies. In particular, we have direct contact with Alan Chisholm at the (Federal) Department of Infrastructure and Regional Development (Roads to Recovery) and officers within the (State) Department of Regional Development (CLGF/Royalties for Regions)

This dedicated section and line of communication now makes for a much more efficient acquittals process with faster turnaround times.

The completion of acquittal certifications does not depend on staff being available from other engagements.

Indicative Costs for Additional Services

The hourly rate for additional services depend upon the level of advice required. It is difficult to commit a firm per hour price until the exact extent of the level of advice and work required is known.

As at 1 January 2016, indicative rates for this type of work are as follows:

	PER HOUR (GST EXCLUSIVE)	
	\$	
Partner	450 - 600	
Associate Director	350 - 400	
Manager	250 - 300	
Senior	180 - 200	
Intermediate	140 - 180	(bulk of acquittal work at this level)
Graduate	120	

We further undertake to provide an estimate of hours and staff level required based on the scope of each task prior to commencement in each instance.

Hours and Staffing

Financial Statement Audit

Estimated hours are as follows:

INTERIM VISIT		
Partner	4	
Manager/Supervisor/Senior/Intermediate/Graduate	40	(predominately on site)
Planning/Secretarial	2	
	<hr/>	
	46	
FINAL VISIT		
Partner	6	
Manager/Supervisor/Senior/Intermediate/Graduate	50	(predominately on site)
Planning/Secretarial	2	
	<hr/>	
	58	
TOTAL HOURS		104

It should be appreciated our audit team has a wealth of Local Government experience.

This is due largely to the wealth of local government experience provided by our service team and the fact the Engagement Partner is actively involved in the industry and fieldwork.

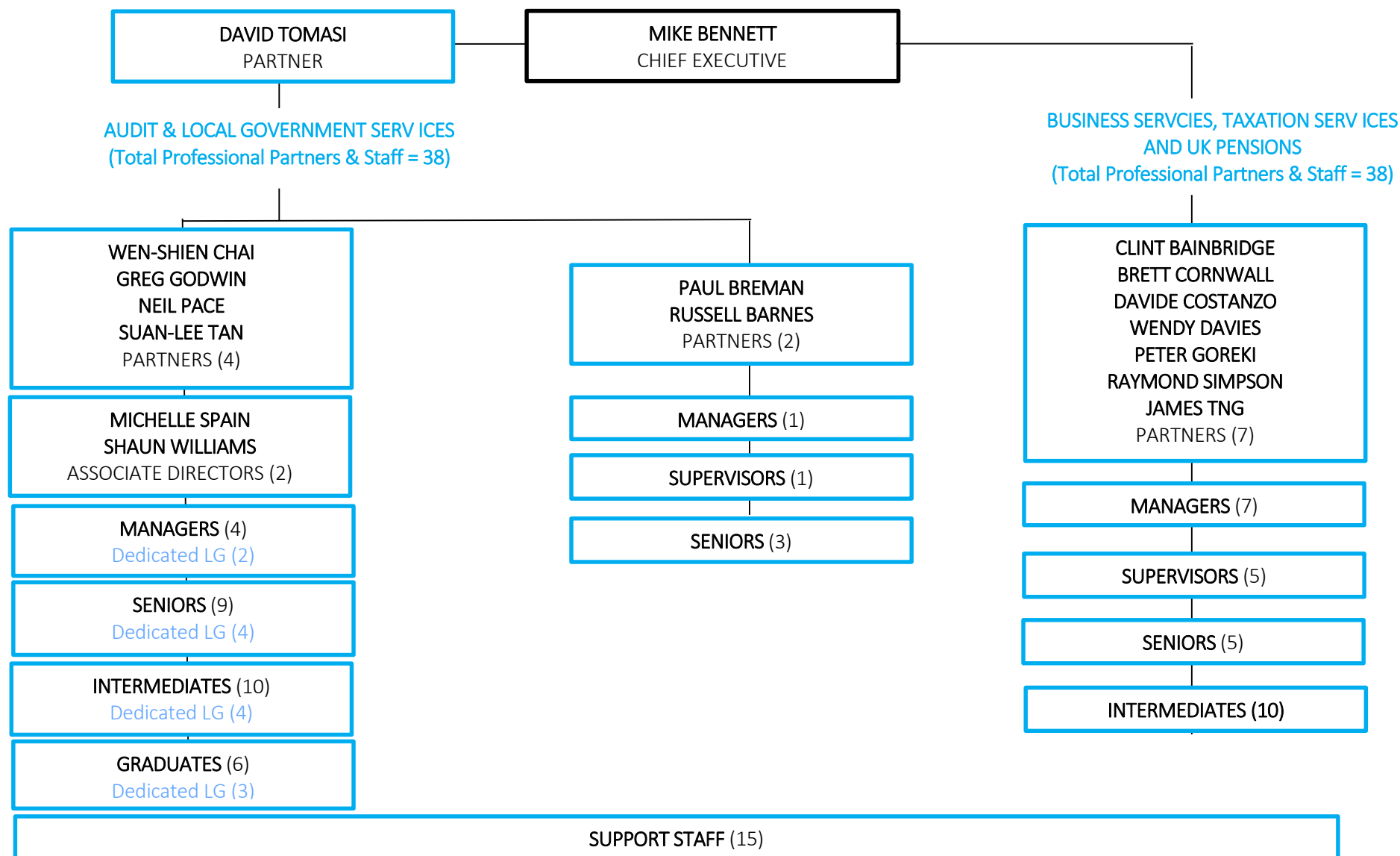
In addition to the hours above, our Partner and Manager spend additional time to ensure the audit is appropriately supervised.

Our experience and approach when coupled with our service level, provides a very efficient and effective audit process.

Please note: the above hours also ignore travel time to and from the Shire premises. This travel time is in addition to the hours as detailed above.

Organisational Structure

As detailed in this document, Moore Stephens and the firm's key personnel have developed a wealth of experience in local the government. The size of the firm (in numbers and experience) also allows flexibility and will ensure we are able to complete the engagement in your required timeframe.



Quality Assurance

The firm takes a three-tiered approach to quality assurance:

- Project Specification
- Staff Selection
- Quality Reviews

All review projects are designed and documented before commencement to ensure the objectives of our client are specifically addressed and our methodology is understood. The document is approved prior to commencement of fieldwork.

The Partners and senior staff have had extensive experience in auditing, gained by employment in and exposure to large international auditing firms, both in Australia and overseas, and are conversant with modern audit techniques and methodology. Partners and senior staff of the firm have significant experience in the conduct of internal and external audits in commercial and public authorities.

Partners and staff attend ongoing in-house staff training, national and international conferences and commercially run seminars.

Field operatives and supervising personnel are selected on the basis of their experience in the project subject matter and their ability to add value to the final project outcome.

The work is conducted and documented in accordance with the standards of the Institute of Chartered Accountants. All work completed is progressively reviewed by staff at different levels to ensure the end product meets our high standards. The engagement partner reviews the completed files before final clearance is given. Draft reports of findings and recommendations are discussed with senior management of our clients before final submission to ensure that findings and reporting context are accurate.

Being a firm of Registered Company Auditors operating on public interest entities, we are subject to robust oversight by the Australian Securities and Investment Commission (ASIC) as well as the Public Company Accounting Oversight Board (PCAOB) the US equivalent regulator.

We have undergone a review by both of these regulators in the recent past and both reviews returned satisfactory findings.

These reviews are conducted in three to five year intervals.

The quality review process is further enhanced by a peer review conducted by Chartered Accountants Australia and New Zealand (CAANZ) practice reviews program. Our last practice review under the program found our audit files complied with the Institute's quality requirements.

Other

DISCLAIMER

Moore Stephens, Perth carries on business separately and independently from other Moore Stephens member firms around Australia and worldwide.

Services provided under this engagement are provided by More Stephens Perth and not by any other independent Moore Stephens member firm. No other independent Moore Stephens member has any liability for services provided by other members.

TERMS AND CONDITIONS

Unless otherwise agreed in writing, Moore Stephens' standard terms concerning billings and fees will apply.

CONFIDENTIALITY

The information contained in this proposal is confidential and cannot be conveyed to any party other than the party to which it is directed.


CONFLICTS OF INTEREST

The firm is not aware of any existing or potential relationship, transaction or holding that would compromise its objectivity in the conduct of the services envisaged in this contract. Should the possibility of a perceived or actual conflict arise the matter would be raised with the Chief Executive Officer immediately and activities suspended until the issue was resolved to your satisfaction.

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APPENDIX 1: Audit Methodology

AUDIT SERVICES

Our audit will be carried out in accordance with Australian Auditing Standards with an objective of expressing an opinion on the financial statements of the entity.

1. OBJECTIVES OF THE AUDIT

The audit would be designed to achieve the following objectives:

- To enable us to express an opinion on whether the financial statements show a true and fair view of the results for the year and the financial affairs at year end.
- Whether we can be satisfied with implicit management assertions in respect of the financial statements in regard to the following:
 - Occurrence;
 - Completeness;
 - Validity;
 - Measurement;
 - Compliance;
 - Ownership; and
 - Presentation and disclosure
- To review the systems of internal controls (including a review of work undertaken by the internal auditor, if applicable) to determine whether they appear adequate to:
 - Safeguard the assets and funds of the entity;
 - Provide reasonable assurance of effective and efficient operations;
 - Provide reasonable assurance of compliance with laws and regulations, and
 - Provide reasonable assurance as to reliability of financial data and reports.

2. AUDIT PLAN

The firm's audit will be planned in accordance with Australian Auditing Standard ASA300 "Planning an Audit of a Financial Report" and ASA320 "Materiality in Planning and Performing an Audit" to enable us to conduct an effective audit in an efficient and timely manner. Our plan will be based on our knowledge of the client's activities and our evaluation of the risk base activities of the entity in accordance with ASA315 "Identifying and Assessing the Risks of Material Misstatement through Understanding the Entity and Its Environment". This will be developed and revised as considered necessary during the course of the audit. The emphasis of our audit will focus on the significant risk areas while also ensuring that the entity complies with all legislative and funding requirements.

Our audit planning stage covers the following procedures:

- Obtaining knowledge of the client's current activities, accounting system, policies and internal control procedures, including the internal audit and audit committee functions (if applicable);
- Determining materiality levels in accordance with Australian Auditing Standards ASA320 "Materiality in Planning and Performing an Audit";
- Assessing inherent risk and relating this assessment to material account balances and classes of transactions at the assertion level;

AUDIT SERVICES (CONTINUED)

2. AUDIT PLAN (CONTINUED)

- Obtaining an understanding of the internal control structure. Evaluating the operation of the internal control structure and making a preliminary assessment of control risk. This assessment of control risk will determine the nature, timing and extent of other audit procedures;
- Evaluation of the effectiveness and efficiency of controls and systems;
- Determining and programming the nature, timing and extent of the audit procedures to be performed, and
- Consideration of opening balances in accordance with ASA510 “Initial Audit Engagements – Opening Balances”.

3. RISK ASSESSMENTS AND INTERNAL CONTROLS

A review will be made of all significant areas of the client’s operations to determine the risk.

Audit risk has three components:

- Inherent risk – (the risk that material errors will occur);
- Control risk – (the risk that the system of internal control will not prevent or detect misstatement);
- Detection risk – (the risk that the substantive audit procedures will not detect misstatement in account balances and or class of transactions.)

Our audit is planned to achieve an appropriate acceptable level of audit risk. From the preliminary assessment of control risk (in conjunction with the assessment of inherent risk) the appropriate detection risk to accept for financial report assertions will be determined.

This stage will also consider ASA240 “The Auditor’s Responsibilities Relating to Fraud in an Audit of a Financial Report” and the audit plan will be amended if necessary.

4. SCOPE

- 4.1 The scope of the audit is determined in accordance with our assessment of the audit risk, Australian Auditing Standards and relevant legislative requirements as applicable.
- 4.2 The audit will be planned to adequately cover all material aspects of the client that are relevant to us forming an opinion on the truth and fairness of the financial report presented by the governing body.

5. APPROACH TO KEY AUDITABLE AREAS AND ACTIVITIES

- 5.1 Key auditable areas and activities determined in planning stage from:
 - knowledge of client’s business;
 - materiality; and
 - risk assessment.
- 5.2 Audit procedures and tests would be developed to form an opinion on the assertions by management either explicitly or implicitly of each key auditable area and activity.

AUDIT SERVICES (CONTINUED)

5. APPROACH TO KEY AUDITABLE AREAS AND ACTIVITIES

5.3 These assertions can be categorised as follows:

- Existence or Occurrence – audit procedures would determine whether reported assets and liabilities actually existed at balance date, and transactions reported in the income statement actually occurred during the period covered.
- Completeness – audit procedures would determine whether all transactions and accounts that should be included in the financial report is included, and there are no undisclosed assets, liabilities or transactions.
- Rights and Obligations – audit procedures would determine whether the entity owns and has a clear title to the assets, the liabilities are obligations of the entity, and the entity was actually a party to reported transactions.
- Valuation or Allocation – audit procedures would determine whether the assets and liabilities are valued properly, and the revenues and expenses are measured properly.
- Presentation and Disclosures – the financial report will be reviewed in detail to ensure the assets, liabilities, revenues and expenses are properly described and disclosed on the financial report.

5.4 As part of these procedures the following will be completed:

- Third party confirmations will be obtained to verify all major assets and liabilities.
- The financial report will be analytically reviewed and all individual assets, liabilities and profit and loss items within a material variance will be investigated and satisfactory explanation obtained.
- Financial report will be reviewed to ensure compliance with all legislative requirements and Australian Accounting Standards.
- Review of post balance date events, contingent liabilities and capital commitments.
- Consideration will be given to the future viability of the entity including the ability to pay its debts as and when they become due and payable, and whether the basis of preparing the financial report on the going concern concept is relevant.

6. REPORTING

• Management Reports

- (i) Any significant and/or unusual developments arising during the course of our examinations would be firstly communicated immediately to the Chief Financial Officer or equivalent.
- (ii) Our management report would detail all issues of major significance observed during the course of the audit. These reports would set out particulars of:
 - i. material errors or breaches of the client's policies and procedures;
 - ii. instances where the group fails to comply with appropriate legislation;
 - iii. acts of lack of proprietary or probity;
 - iv. failure to maintain proper accounts and records;
 - v. failure to operate key controls over its activities; and

AUDIT SERVICES (CONTINUED)

6. REPORTING (CONTINUED)

- **Management Reports (continued)**

- vi. matters related to the efficient and effective operations of the organisation noted during the course of the audit.

All reports would be discussed in detail with appropriate officers before being released.

- (iii) All management reports would be addressed to the President (as required by the Act) and a copy sent to the Chief Executive Officer.

- **Independent Audit Reports on Financial Statements**

Audit opinions on the financial statements would be provided after completion of the audits i.e. after the receipts of all confirmations, letter of representations and the signing of the financial statements by nominated staff members.

The audit opinions would be in the form required by Australian Auditing Standards and statutory requirements.