



Ordinary Council Meeting Attachments Wednesday, 15 March 2017

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Shire of Chittering

Bushfire Risk Management Plan

2016 – 2021

Office of Bushfire Risk Management (OBRM) Bushfire Risk Management (BRM) Plan reviewed XX
Month 20XX

Local Government Council BRM Plan endorsement XX Month 20XX

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Document Control

Document Name	Bushfire Risk Management Plan	Current Version	1.0
Document Owner	Shire of Chittering CEO	Issue Date	DD/MM/YYYY
Document Location	Shire Office.	Next Review Date	DD/MM/YYYY

Document Endorsements

Shire of Chittering (SOC) Council endorses that the Bushfire Risk Management Plan (BRM Plan) has been reviewed and assessed by the Office of Bushfire Risk Management as compliant with the standard for bushfire risk management planning in Western Australia, the *Guidelines for Preparing a Bushfire Risk Management Plan*. SOC is the owner of this document and has responsibility, as far as is reasonable, to manage the implementation of the BRM Plan and facilitate the implementation of bushfire risk management treatments by risk owners. The endorsement of the BRM Plan by SOC Council satisfies their endorsement obligations under section 2.3.1 of the *State Hazard Plan for Fire (Westplan Fire)*.

Local Government	Representative	Signature	Date
Shire of Chittering	Alan Sheridan, CEO		

Amendment List

Version	Date	Author	Section
1.0	26/10/2016	S.Ormsby	Entire document
2.0			

Publication Information

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1. Introduction

1.1 Background

Under the *State Hazard Plan for Fire (Westplan Fire)* an integrated Bushfire Risk Management Plan (BRM Plan) is to be developed for local government areas with significant bushfire risk. This BRM Plan has been prepared for the SOC in accordance with the requirements of *Westplan Fire* and the *Guidelines for Preparing a Bushfire Risk Management Plan* (Guidelines). The risk management processes used to develop this BRM Plan are aligned to the key principles of *AS/NZS ISO 31000:2009 Risk management – Principles and guidelines* (AS/NZS ISO 31000:2009), as described in the Second Edition of the *National Emergency Risk Assessment Guidelines* (NERAG 2015). This approach is consistent with the policies of the State Emergency Management Committee, specifically the *State Emergency Management Policy 3.2 – Emergency Risk Management Planning*.

This BRM Plan is a strategic document that identifies assets at risk from bushfire and their priority for treatment. The Treatment Schedule sets out a broad program of coordinated multi-agency treatments to address risks identified in the BRM Plan. Government agencies and other land managers responsible for implementing treatments participate in developing the BRM Plan to ensure treatment strategies are collaborative and efficient, regardless of land tenure.

1.2 Aim and Objectives

The aim of the BRM Plan is to document a coordinated and efficient approach toward the identification, assessment and treatment of assets exposed to bushfire risk within the SOC

The objective of the BRM Plan is to effectively manage bushfire risk within the SOC in order to protect people, assets and other things of local value. Specifically, the objectives of this BRM Plan are to:

- Guide and coordinate a tenure blind, multi-agency bushfire risk management program over a five year period;
- Document the process used to identify, analyse and evaluate risk, determine priorities and develop a plan to systematically treat risk;
- Facilitate the effective use of the financial and physical resources available for bushfire risk management activities;
- Integrate bushfire risk management into the business processes of local government, land owners and other agencies;
- Ensure there is integration between land owners and bushfire risk management programs and activities;
- Monitor and review the implementation of treatments to ensure treatment plans are adaptable and risk is managed at an acceptable level.

1.3 Legislation, Policy and Standards

The following legislation, policy and standards were considered to be applicable in the development and implementation of the BRM Plan.

1.3.1 Legislation

- *Bush Fires Act 1954*
- *Emergency Management Act 2005*
- *Fire Brigades Act 1942*
- *Fire and Emergency Service Act 1998*
- *Conservation and Land Management Act 1984*
- *Environmental Protection Act 1986*
- *Environmental Protection and Biodiversity Conservation Act 1999*
- *Wildlife Conservation Act 1950*
- *Aboriginal Heritage Act 1972*
- *Metropolitan Water Supply, Sewerage and Drainage Act 1909*
- *Country Areas Water Supply Act 1947*
- *Building Act 2011*
- *Bush Fires Regulations 1954*
- *Emergency Management Regulations 2006*
- *Planning and Development (Local Planning Scheme) Regulations 2015*

1.3.2 Policies, Guidelines and Standards

- National Emergency Risk Assessment Guidelines (NERAG) (Second Edition 2015)
- State Emergency Management Policy 2.5 - Emergency Management in Local Government Districts
- State Emergency Management Policy 3.2. – Emergency Risk Management Planning
- State Emergency Management Prevention Procedure 1 – Emergency Risk Management Planning
- State Hazard Plan for Fire (Westplan Fire)
- State Planning Policy 3.7: Planning in Bushfire Prone Areas
- State Planning Policy 3.4: Natural Hazards and Disasters
- Guidelines for Planning in Bushfire Prone Areas (2015)
- Western Australian Emergency Risk Management Guidelines (Emergency Management WA 2005)
- A Guide to the Use of Pesticides in Western Australia (Dept. of Health 2010)
- Guidelines for Plantation Fire Protection (DFES 2011)
- Firebreak Location, Construction and Maintenance Guidelines (DFES)
- Bushfire Risk Management Planning – Guidelines for preparing a Bushfire Risk Management Plan (2015)
- AS/NZS ISO 31000:2009 - Risk management – Principles and guidelines
- AS 3959-2009 Construction of buildings in bushfire-prone areas
- Building Protection Zone Standards (DFES)
- SOC Firebreak Notice

1.3.3 Other Related Documents

- National Strategy for Disaster Resilience
- National Statement of Capability for Fire and Emergency Services (AFAC 2015)

- Public Service Circular No. 88 Use of Herbicides in Water Catchment Areas (Dept. of Health 2007)
- Code of Practice for Timber Plantations in Western Australia (Forest Products Commission 2006)
- Bushfire Risk Management Planning Handbook
- Bushfire Risk Management System (BRMS) User Guide
- SOC Strategic Community Plan 2012 – 2022
- SOC Corporate Business Plan
- SOC Local Planning Strategy
- SOC Local Biodiversity Strategy
- SOC Local Emergency Management Arrangements 2013
- SOC Fire Break Notice (Annual Notice)
- SOC Bush Reserve Risk Assessment
- SOC Risk Management Policy
- SOC Community Engagement Plan 2012
- SOC Community Engagement Policy

2. The Risk Management Process

The risk management processes used to identify and address risk in this BRM Plan are aligned with the international standard for risk management, AS/NZS ISO 31000:2009, as described in NERAG (2015). This process is outlined in Figure 1 below.

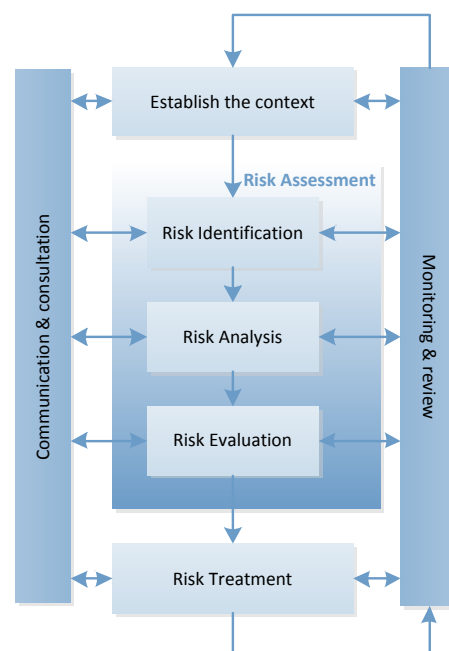


Figure 1 - An overview of the risk management process¹

¹ Source: AS/NZS ISO 31000:2009, Figure 3, reproduced under SAI Global copyright Licence 1411-c083. Shire of Chittering Bushfire Risk Management Plan 2016 – 2021

2.1 Roles and Responsibilities

Table 1 – Roles and Responsibilities

Stakeholder Name*	Roles and Responsibilities
Local Government	<ul style="list-style-type: none"> As custodian of the BRM Plan, coordination of the development and ongoing review of the integrated BRM Plan. Negotiation of commitment from land owners to treat risks identified in the BRM Plan. As treatment manager, implementation of treatment strategies. As part of the approval process, submission of the draft BRM Plan to the Office of Bushfire Risk Management (OBRM) to review it for consistency with the Guidelines. As part of the approval process, submission of the final BRM Plan to council for their endorsement and adoption.
Department of Fire and Emergency Services (DFES)	<ul style="list-style-type: none"> Participation in and contribution to the development and implementation of BRM Plans, as per their agency responsibilities as the Westplan Fire Hazard Management Agency. Support to local government through expert knowledge and advice in relation to the identification, prevention and treatment of bushfire risk. Facilitation of local government engagement with state and federal government agencies in the local planning process. Undertake treatment strategies, including prescribed burning on behalf of Department of Lands for Unmanaged Reserves and Unallocated Crown Land within gazetted town site boundaries. In accordance with Memorandums of Understanding and other agreements, implementation of treatment strategies for other landholders.
Office of Bushfire Risk Management (OBRM)	<ul style="list-style-type: none"> Under the OBRM Charter, to ensure bushfire risk is managed in accordance with AS/NZS ISO 31000 and reporting on the state of bushfire risk across Western Australia. Review BRM Plans for consistency with the Guidelines prior to final endorsement by council.
Department of Parks and Wildlife (P&W)	<ul style="list-style-type: none"> Participation in and contribution to the development and implementation of BRM Plans. Providing advice for the identification of environmental assets that are vulnerable to fire and planning appropriate treatment strategies for their protection. As treatment manager, implementation of treatment strategies on department managed land and for Unmanaged Reserves and Unallocated Crown Land outside gazetted town site boundaries. In accordance with Memorandums of Understanding and other agreements, implementation of treatment strategies for other landholders.
Other State and Federal Government Agencies	<ul style="list-style-type: none"> Assist the local government by providing information about their assets and current risk treatment programs. Participation in and contribution to the development and implementation of BRM Plans. As treatment manager, implementation of treatment strategies.
Public Utilities	<ul style="list-style-type: none"> Assist the local government by providing information about their assets

Stakeholder Name*	Roles and Responsibilities
	<p>and current risk treatment programs.</p> <ul style="list-style-type: none"> ▪ Participation in and contribution to the development and implementation of BRM Plans. ▪ As treatment manager, implementation of treatment strategies.
Corporations and Private Land Owners	<ul style="list-style-type: none"> ▪ As treatment manager, implementation of treatment strategies.

2.2 Communication & Consultation

As indicated in Figure 1 (page 7), communication and consultation throughout the risk management process is fundamental to the preparation of an effective BRM Plan. To ensure appropriate and effective communication occurred with relevant stakeholders in the development of the BRM Plan, a *Communication Strategy* was prepared. The strategy is provided at **Appendix A**.

3. Establishing the Context

3.1 Description of the Local Government and Community Context

3.1.1 Strategic and Corporate Framework

The Bushfire Risk Management Plan has been established to develop strategies, to effectively plan for, and mitigate the potential adverse effects of bushfire within the Shire. Responsibility for the BRMP process sits with the Shire of Chittering Chief Executive Officer (CEO), however; the management and implementation of the plan is the responsibility of the Executive Manager of Development Services. The effective implementation of this plan depends upon the engagement and involvement of multiple stakeholders, the Shire of Chittering's responsibility is to facilitate the management of bushfire risk to the community as supported by the provision of this plan.

The BRMP will play an integral part of the Shires Strategic Community Plan which was adopted in 2012 and represents the Shire's approach to planning, and sets out the vision and aspirations for the community for the next 10 years, by working to strengthening the Shires capacity to achieve its overall vision "**A Sustainable Future**" through 2 of its key priorities:

- Improving services to the community, through the enhancement of emergency services and the education of fire protection, and
- Promoting and supporting sustainable lifestyle choices, through the encouragement of better fire protection.

The outcomes identified within the BRMP, along with the objectives outlined within the Shire's Strategic Community Plan, Corporate Plan, Local Planning Strategy, and the Local Biodiversity Strategy, will help guide future planning within the Shire and prioritise mitigation works to ensure a safer community.

3.1.2 Location, Boundaries and Tenure

The SOC is a land locked shire situated on the Darling Scarp encompassing an area of 1,220 square kilometers, with the Shire centre of Bindoon being 80 kilometres from Perth; it is bounded on the west by the Shire of Gingin, on the north by the Shire of Victoria Plains, on the east by the Shire of Toodyay and on the south by the Shire of Swan. A small south westerly section of the Shire abuts the City of Wanneroo.

The Shire comprises of the areas of Bindoon, Lower Chittering, Mooliabeenee, Muchea, Upper Chittering, and Wannamal.

Table 2 – Overview of Land Tenure and Management within the BRM Plan Area

Land Manager/Agency*	% of Plan Area
Local Government	3.45%
Private	95.18%
Department of Parks and Wildlife	1.37%
Total	100%

Source: Local Government Records

3.1.3 Population and Demographics

The Shire has approximately 5,301 people residing in the area (as per ABS 2016). The majority of people live in Lower Chittering (1,558 people), followed by Bindoon (1,063) and then Muchea (680 people).

The Shire continues to experience high growth rates, experiencing a population growth of 56.8% (or 1,890 people) since 2004 (ABS 2015). The highest population projections by WA Tomorrow would see an average annual growth of 4.5% between 2011 and 2026, and result in 7,570 people in the Shire of Chittering by 2026. Given the Shire's current population, this would see an increase of 2,269 people in the next ten years, or approximately 227 people per year, at the highest projections.

3.1.4 Economic Activities and Industry

The Shire's economy is based on broad-acre farming, orchards, and small rural and offers many semi-rural lifestyle residential properties. There is limited industry, being Extractive Industry operations (gravel, clay and sand), the State Livestock yards (WAMIA), Mineral sands processing (Tronox), Buddha Mandala Monastery, nurseries, Chittering Tourist Attraction, viticulture and wineries and other small businesses. There are economic distinctions between each of the townships/districts.

Wannamal: Wannamal is situated approx. 32kms north of Bindoon and is predominantly an agricultural area producing grain crops, hay, sheep and cattle.

Lower Chittering: The region comprises predominately of agricultural, wineries and life style blocks.

Bindoon: Approximately 500 Bindoon residents work in agriculture, horticulture, the businesses within the township, the Shire of Chittering, Primary School, Agricultural College

or commute to other areas, or are retired and just enjoying the rural aspect of the environment.

Muchea: The employment breakdown for residents living in Muchea is approximately one third working for Tronox, one third working in employment south of Muchea in the wider Perth areas, and the remaining third either as local contractors, self-employed or retired.

Table 3 – Overview of Economic Activities and Industry in the Shire of Chittering

Agriculture, Forestry and fishing	166
Mining	3
Manufacturing	22
Electricity, gas, water, and waste services	3
Construction	117
Wholesale trade	12
Retail trade	21
Accommodation and food services	8
Transport, postal and warehousing	39
Financial and insurance services	18
Rental, hiring and real estate services	24
Professional scientific and technical services	46
Administrative and support services	12
Education and training	4
Health care and social assistance	--
Arts and recreations services	6
Other services	27
Not classified	12
Total	540

Source: Local Government Records

3.2 Description of the Environment and Bushfire Context

3.2.1 Topography and Landscape Features²

Lower Chittering has been historically renowned for its scenic beauty having steep slopes dropping to spectacular rivers. The Bindoon countryside is also undulating with rolling hills and a patch work of agricultural and native bush land areas. Further north the area in the vicinity of Wannamal also has undulating sections and open farmland.

The Ridge Hill Shelf laterite foothills of the Darling Scarp consist of gravelly and sandy soil which grade into the mostly level Pinjarra Coastal Plain. Rising up and away to the east of the

² Precinct 12 Middle Swan Ellen Brook to Bells Rapids

coastal plain is the steeply sloping Darling Escarpment which presents a horizontal line of hills with small depressions where the valleys have formed

The Shire of Chittering has diverse geographic areas including the Swan Coastal Plain, the Darling Scarp and undulating hills areas. These can be subdivided into four identified local geographical units.

The Northern Broad Agricultural Area, covering the area of the Shire north from Mooliabeenee and Bindoon Dewars Pool Roads is mainly used for horticulture as productive soils and moderate water supply are available in the area.

The Chittering Valley landform follows the Brockman River from Bindoon to the southern boundary of the shire and includes areas of steep gradients covered by remnant native vegetation with interspersed grazing and horticulture activities.

The Dandaragan Plateau landform is fragmented by rural living precincts and major highways. The arable land is generally of poor quality and mainly used for grazing and isolated pockets of horticulture. There are extensive areas of remnant native vegetation.

The Ellen Brook Pallus Plain is an environmentally sensitive area located west of the Gingin Fault. The Muchea town site is located in the south-west corner of the area.

3.2.2 Climate and Bushfire Season

Shire of Chittering experiences a Mediterranean climate with cool wet winters and warm dry summers. Rainfall largely occurs in the autumn through to spring. This rainfall supports substantial vegetation growth during the winter and spring months which dries in summer and continues into early autumn. The combination of prevailing winds during the warmer months, (predominantly easterly in the mornings with westerly/south westerly in the afternoons) and dry vegetation poses a fire risk and bushfire control is considered essential for the protection of life and property.

The bushfire season is generally from November through to March, but is subject to seasonal climate changes and weather conditions including periods where lack of winter rainfall may constitute drought conditions. Irregular summer storms emanating mostly from tropical cyclones in the north of the State may produce lightning and high winds in the outer metropolitan area, increasing the potential risk of wildfires and erratic fire behaviour in the area.

Table 4 – Average Summer Climate Data from Gingin Aero Club, Western Australia (Bureau of Meteorology 2015)

Month	Mean Maximum Temperature (1996 – 2015)	Maximum Temperature (1996 - 2015)	Mean 3pm Relative Humidity (1996 – 2010)	Mean Monthly Rainfall (mm) (1996-2015)	Mean 3pm Wind Speed (1996 – 2010)
December	30.6°C	37.7°C	35 %	9.7	25.9 km/h
January	33.2°C	39.9°C	33 %	14.3	25.5 km/h
February	33.3°C	39°C	33 %	9.9	24.3 km/h

March	30.7°C	36.9°C	35 %	15.9	22.4 km/h
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Figure 3 - Gingin Aero Club Rainfall Data (Bureau of Meteorology 2015).

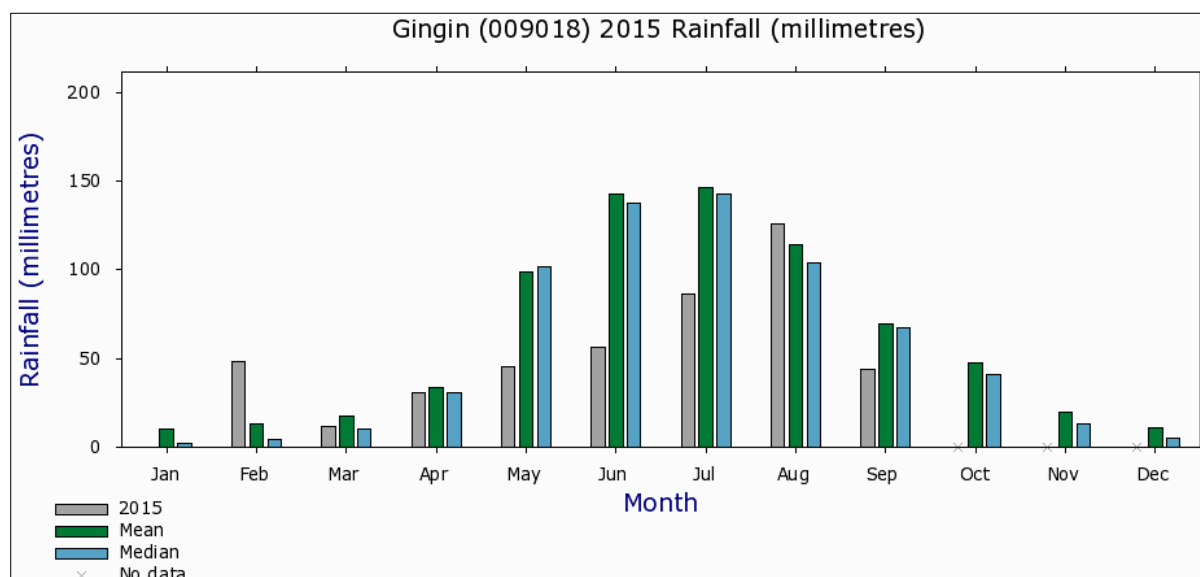
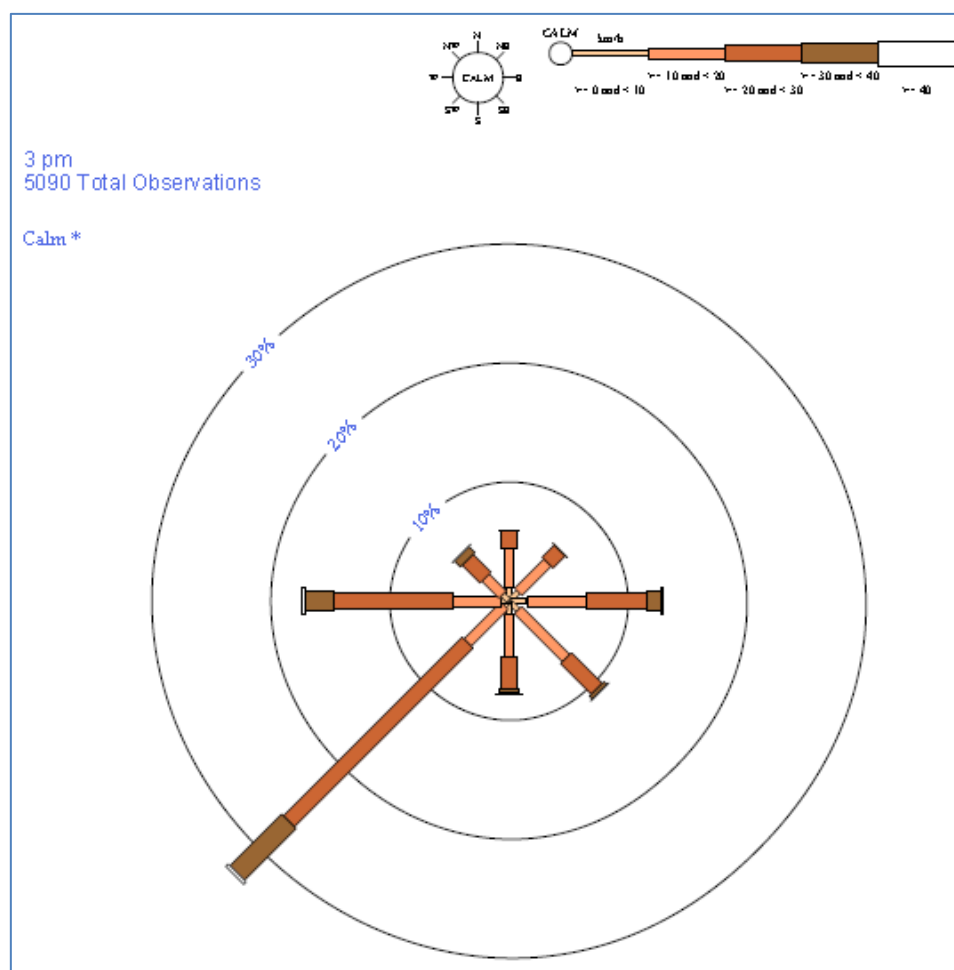


Figure 4 – Gingin Aero Club 3pm wind direction and speed (Bureau of Meteorology 2015).



3.2.3 Vegetation

The Shire of Chittering comprises areas of State Forest, National Parks, Regional Open Space and Water Catchment areas, with diverse geographic areas including vegetation of the Swan Coastal Plain, the Darling Scarp

The vegetation occurring on the steep slopes of the Darling Escarpment ranges from low open woodland to lichens according to the depth of the soil. Woodland constituents are predominantly Wandoo (*Eucalyptus wandoo*), Darling Range Ghost Gum (*Eucalyptus laeliae*) and Marri (*Eucalyptus calophylla*). Other plant species found at these sites are Rock Sheoak (*Allocasuarina huegeliana*), Pincushion (*Borya nitida*), Marble Hakea (*Hakea incrassata*), Narrow Fruit Hakea (*Hakea stenocarpa*), Fuchsia Grevillea (*Grevillea bipinnatifida*), Goodenia (*Goodenia fasciculata*) and Spindly Grevillea (***Grevillea endlicheriana***).

The Murray and Bindoon Complex are represented at the Upper Swan valley floors. The vegetation type ranges from open forest Jarrah (*Eucalyptus marginata*), and Marri (*Eucalyptus calophylla*) with some Swan River Blackbutt (*Eucalyptus patens*) to low open forest of flooded gum (*Eucalyptus rudis*) to swamp Paperbark (*Melaleuca raphilophylla*) on the valley floors. Other plants include hairy gland flower (*Adenanthos barbigerus*), Honey Bush (*Hakea lissocarpa*), Sword Sedge (*Lepidospermum angustatum*) and Common Pin Head (*Styphelia tenuiflora*)³.

3.2.4 Bushfire Frequency and Causes of Ignition

Over the past five years there have been 190 responses to call outs for bushfire events within the Shire of Chittering:

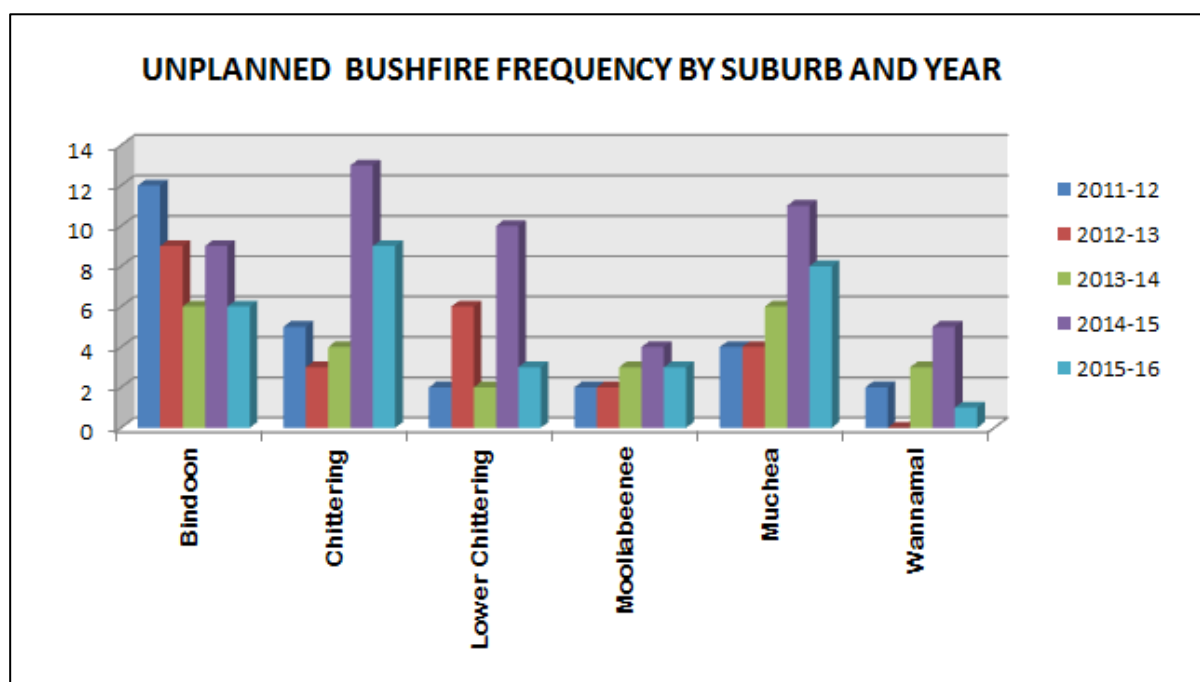
- Bindoon 51
- Lower Chittering 28
- Chittering 37
- Muchea 43
- Mooliabeenee 19
- Wannamal 12

Table 5 – Bushfire causes by ignition types (Department of Fire and Emergency Services)

Escaped Burn Offs	26	Suspicious/Deliberate	16
Cigarette	5	Undetermined	16
Electrical Distribution	2	Unreported	62
Power Lines	8	Vehicles Farming	6
Equipment Mechanical Electrical	4	Lightning	15
Re-ignition	10	Weather conditions	4

³ Conservation Science Western Australia Department of Parks and Wildlife Science Division Vegetation map of Western Australia Volume Nine Number One October 2013

Figure 4 – Bushfire Frequency by Suburb and Year (Department of Fire and Emergency Services)



4. Asset Identification and Risk Assessment

4.1 Planning Areas

The Shire of Chittering has been divided into 4 planning areas. Bindoon, Chittering, Muchea and Wannamal. Attached at Appendix B is a map showing the boundaries of the planning areas identified within the Shire of Chittering

4.1.1 Priorities for Asset Identification and Assessment

Assets were identified and assessed in each planning area, based on the results of the planning area assessment outlined in the following table.

Assets were identified and assessed across the local government, based on the following order of priority.

Table 6 – Priorities for Asset Identification and Assessment

Priority	Asset Category	Asset Subcategory	Planning Area
First Priority	Human Settlement	Special Risk and Critical Facilities	All
Second Priority	Human Settlement	All other subcategories	All
Third Priority	Economic	Critical Infrastructure	All
Fourth Priority	Economic	All other subcategories	All
Fifth Priority	Environmental	All subcategories	All
Sixth Priority	Cultural	All subcategories	All

4.2 Asset Identification

Asset identification and risk assessment has been conducted at the local level using the methodology described in the Guidelines. Identified assets have been mapped, recorded

and assessed in the Bushfire Risk Management System (BRMS). Identified assets are categorised into the following subcategories:

Table 7 – Asset Categories and Subcategories

Asset Category	Asset Subcategories
Human Settlement	<ul style="list-style-type: none"> • Residential areas Rural urban interface areas and rural properties. • Places of temporary occupation Commercial, mining and industrial areas located away from towns and population centres (that is, not adjoining residential areas). • Special risk and critical facilities Hospitals, nursing homes, schools and childcare facilities, tourist accommodation and facilities, prison and detention centres, government administration centres and depots, incident control centres, designated evacuation centres, police, fire and emergency services.
Economic	<ul style="list-style-type: none"> • Agricultural Pasture, grazing, livestock, crops, viticulture, horticulture and other farming infrastructure. • Commercial and industrial Major industry, waste treatment plants, mines, mills and processing and manufacturing facilities and cottage industry. • Critical infrastructure Power lines and substations, water and gas pipelines, telecommunications infrastructure, railways, bridges, port facilities and waste water treatments plants. • Tourist and recreational Tourist attractions and recreational sites that generate significant tourism and/or employment within the local area. • Commercial forests and plantations • Drinking water catchments
Environmental	<ul style="list-style-type: none"> • Protected Rare and threatened flora and fauna, ecological communities and wetlands. • Priority Fire sensitive species and ecological communities. • Locally important Nature conservation and research sites, habitats, species and communities, areas of visual amenity.
Cultural	<ul style="list-style-type: none"> • Aboriginal heritage Places of indigenous significance. • Recognised heritage Assets afforded legislative protection through identification by the National Trust, State Heritage List or Local Planning Scheme Heritage List. • Local heritage Assets identified in a Municipal Heritage Inventory or by the community. • Other Other assets of cultural value, for example community centres and recreation facilities.

4.3 Assessment of Bushfire Risk

Risk assessments have been undertaken for each asset or group of assets identified using the methodology described in the Guidelines.

The number of assets within the local government in each asset category at the time of BRM Plan endorsement is shown in the following table.

Table 8 – Asset Category Proportions

Asset category	Proportion of identified assets
Human Settlement	323
Economic	109
Environmental	20
Cultural	2

4.3.1 Likelihood Assessment

Likelihood is described as the chance of a bushfire igniting, spreading and reaching an asset. The approach used to determine the likelihood rating is **the same for each asset category**: Human Settlement, Economic, Environmental and Cultural.

There are four possible likelihood ratings: almost certain, likely, possible, and unlikely.

Table 9 – Likelihood Ratings

Likelihood Rating	Description
Almost Certain (Sure to Happen)	<ul style="list-style-type: none"> Is expected to occur in most circumstances; High level of recorded incidents and/or strong anecdotal evidence; and/or Strong likelihood the event will recur; and/or Great opportunity, reason or means to occur; May occur more than once in 5 years.
Likely (Probable)	<ul style="list-style-type: none"> Regular recorded incidents and strong anecdotal evidence; and /or Considerable opportunity, reason or means to occur; May occur at least once in 5 years.
Possible (feasible but < probable)	<ul style="list-style-type: none"> Should occur at some stage; and/or Few, infrequent, random recorded incidents or little anecdotal evidence; and/or Some opportunity, reason or means to occur.
Unlikely (Improbable, not likely)	<ul style="list-style-type: none"> Would only occur under exceptional circumstances.

4.3.2 Consequence Assessment

Consequence is described as the outcome or impact of a bushfire event. The approach used to determine the consequence rating is **different for each asset category**: Human Settlement, Economic, Environmental and Cultural.

There are four possible consequence ratings: minor, moderate, major and catastrophic.

Table 10 – Consequence Ratings

Consequence Rating	Descriptions
Minor	<ul style="list-style-type: none"> No fatalities. Near misses or minor injuries with first aid treatment possibly required. No persons are displaced. Little or no personal support (physical, mental, emotional) required. Inconsequential or no damage to an asset, with little or no specific recovery efforts required beyond the immediate clean-up. Inconsequential or no disruption to community. Inconsequential short-term failure of infrastructure or service delivery. (Repairs occur within 1 week, service outages last less than 24 hours.) Inconsequential or no financial loss. Government sector losses managed within standard financial provisions. Inconsequential business disruptions.
Moderate	<ul style="list-style-type: none"> Isolated cases of serious injuries, but no fatalities. Some hospitalisation required, managed within normal operating capacity of health services. Isolated cases of displaced persons who return within 24 hours. Personal support satisfied through local arrangements. Localised damage to assets that is rectified by routine arrangements. Community functioning as normal with some inconvenience. Isolated cases of short to mid-term failure of infrastructure and disruption to service delivery. (Repairs occur within 1 week to 2 months, service outages last less than 1 week.) Local economy impacted with additional financial support required to recover. Government sector losses require activation of reserves to cover loss. Disruptions to businesses lead to isolated cases of loss of employment or business failure. Isolated cases of damage to environmental or cultural assets, one-off recovery efforts required, but with no long term effects to asset.
Major	<ul style="list-style-type: none"> Isolated cases of fatalities. Multiple cases of serious injuries. Significant hospitalisation required, leading to health services being overstretched. Large number of persons displaced (more than 24 hours duration). Significant resources required for personal support. Significant damage to assets, with ongoing recovery efforts and external resources required. Community only partially functioning. Widespread inconvenience, with some services unavailable. Mid to long-term failure of significant infrastructure and service delivery affecting large parts of the community. Initial external support required. (Repairs occur within 2 to 6 months, service outages last less than a month.)

Consequence Rating	Descriptions
	<ul style="list-style-type: none"> Local or regional economy impacted for a significant period of time with significant financial assistance required. Significant disruptions across industry sectors leading to multiple business failures or loss of employment. Significant damage to environmental or cultural assets that require major rehabilitation or recovery efforts. Localised extinction of native species. This may range from loss of a single population to loss of all of the species within the BRM Plan area (for a species which occupies a greater range than just the BRM Plan area).
Catastrophic	<ul style="list-style-type: none"> Multiple cases of fatalities. Extensive number of severe injuries. Extended and large number requiring hospitalisation, leading to health services being unable to cope. Extensive displacement of persons for extended duration. Extensive resources required for personal support. Extensive damage to assets that will require significant ongoing recovery efforts and extensive external resources. Community unable to function without significant support. Long-term failure of significant infrastructure and service delivery affecting all parts of the community. Ongoing external support required. (Repairs will take longer than 6 months, service outages last more than 1 month.) Regional or State economy impacted for an extended period of time with significant financial assistance required. Significant disruptions across industry sectors leading to widespread business failures or loss of employment. Permanent damage to environmental or cultural assets. Extinction of a native species in nature. This category is most relevant to species that are restricted to the BRM Plan area, or also occur in adjoining areas and are likely to be impacted upon by the same fire event. 'In nature' means wild specimens and does not include flora or fauna bred or kept in captivity.

The methodology used to determine the consequence rating for each asset category is based on the following:

- **Consequence Rating - Human Settlement Assets**

The outcome or impact of a bushfire event on the asset, or a group of assets, measured by the threat posed by the hazard vegetation and the vulnerability of the asset.

- **Consequence Rating - Economic Assets**

The outcome or impact of a bushfire event on the asset, or a group of assets, measured by the level of economic impact and the recovery costs.

- **Consequence Rating - Environmental Assets**

The outcome or impact of a bushfire event on the asset, or a group of assets, measured by the vulnerability of the asset and the potential impact of a bushfire or fire regime.

- **Consequence Rating - Cultural Assets**

The outcome or impact of a bushfire event on the asset, or a group of assets, measured by the threat posed by the hazard vegetation and the vulnerability of the asset.

4.3.3 Assessment of Environmental Assets

Using available biological information and fire history data, environmental assets with a known minimum fire threshold were assessed to determine if they were at risk from bushfire, within the five year life of the BRM Plan. Environmental assets that would not be adversely impacted by bushfire within the five year period have not been included and assessed in the BRM Plan. The negative impact of a fire on these assets (within the period of this BRM Plan) was determined to be minimal, and may even be of benefit to the asset and surrounding habitat.

4.3.4 Local Government Asset Risk Summary

A risk profile for the local government is provided in the summary table below. This table shows the proportion of assets at risk from bushfire in each risk category at the time the BRM Plan was endorsed.

Table 11 – Local Government Asset Risk Summary

Risk Rating Asset Category	Low	Medium	High	Very High	Extreme
Human Settlement	9%	10%	18%	39%	24%
Economic	8%	14%	59%	16%	2%
Environmental	0%	13%	77%	10%	0%
Cultural	0%	0%	25%	75%	0%

5. Risk Evaluation

5.1 Evaluating Bushfire risk

The risk rating for each asset has been assessed against the likelihood and consequence descriptions to ensure:

- The rating for each asset reflects the relative seriousness of the bushfire risk to the asset;

- Likelihood and consequence ratings assigned to each asset are appropriate; and
- Local issues have been considered.

5.2 Treatment Priorities

The treatment priority for each asset has been automatically assigned by BRMS, based on the asset's risk rating. Table 10 shows how likelihood and consequence combine to give the risk rating and subsequent treatment priority for an asset.

Table 12 – Treatment Priorities

Consequence Likelihood	Minor	Moderate	Major	Catastrophic
Almost certain	3D (High)	2C (Very High)	1C (Extreme)	1A (Extreme)
Likely	4C (Medium)	3A (High)	2A (Very High)	1B (Extreme)
Possible	5A (Low)	4A (Medium)	3B (High)	2B (Very High)
Unlikely	5C (Low)	5B (Low)	4B (Medium)	3C (High)

5.3 Risk Acceptability

Risks below a certain level were not considered to require specific treatment during the life of this BRM Plan. They will be managed by routine local government wide controls and monitored for any significant change in risk.

In most circumstances risk acceptability and treatment will be determined by the land owner, in collaboration with local government and fire agencies. However, as a general rule, the following courses of action have been adopted for each risk rating.

Table 13 – Criteria for Acceptance of Risk and Course of Action

Risk Rating	Criteria for Acceptance of Risk	Course of Action
Extreme (Priorities 1A, 1B, 1C)	Only acceptable with excellent controls. Urgent treatment action is required.	Routine controls are not enough to adequately manage the risk. Immediate attention required as a priority. Specific action is required in first year of BRM Plan.
Very High (Priorities 2A, 2B, 2C)	Only acceptable with excellent controls. Treatment action is required.	Routine controls are not enough to adequately manage the risk. Specific action will be required during the period covered by the BRM Plan.
High (Priorities 3A, 3B, 3C, 3D)	Only acceptable with adequate controls. Treatment action may be required.	Specific action may be required. Risk may be managed with routine controls and monitored annually.

Medium (Priorities 4A, 4B, 4C)	Acceptable with adequate controls. Treatment action is not required but risk must be monitored regularly.	Specific action may not be required. Risk may be managed with routine controls and monitored periodically throughout the life of the BRM Plan.
Low (Priorities 5A, 5B, 5C)	Acceptable with adequate controls. Treatment action is not required but risk must be monitored.	Need for specific action is unlikely. Risk will be managed with routine controls and monitored as required.

6. Risk Treatment

The purpose of risk treatment is to reduce the likelihood of a bushfire occurring and/or the potential impact of a bushfire on the community, economy and environment. This is achieved by implementing treatments that modify the characteristics of the hazard, the community or the environment.

There are many strategies available to treat bushfire risk. The treatment strategy (or combination of treatment strategies) selected will depend on the level of risk and the type of asset being treated. Not all treatment strategies will be suitable in every circumstance.

6.1 Local Government-Wide Controls

Local government-wide controls are activities that reduce the overall bushfire risk within the Shire of Chittering. These types of treatments are not linked to specific assets, and are applied across all or part of the local government as part of normal business or due to legislative requirements. The following controls are currently in place across the Shire of Chittering:

- *Bush Fires Act 1954* Section 33 notices, including applicable fuel management requirements, firebreak standards and annual enforcement programs;
- Declaration and management of Prohibited Burn Times, Restricted Burn Times and Total Fire Bans for the local government;
- Public education campaigns and the use of P&W and DFES state-wide programs, tailored to suit local needs;
- State-wide arson prevention programs developed in conjunction with WA Police and DFES;
- State planning framework and local planning schemes, implementation of appropriate land subdivision and building standards in line with DFES, Department of Planning and Building Commission policies and standards; and
- Monitoring performance against the BRM Plan and reporting annually to the local government council and OBRM.
- Fuel load management through burning and other means;
- Identify, construct and maintain firebreaks and access routes necessary for fire management purposes.

A multi-agency work plan has been developed and is attached at **Appendix C**. The plan details work to be undertaken as a part of normal business, to improve current controls or to implement new controls to better manage bushfire risk across the local government.

6.2 Asset-Specific Treatment Strategies

Asset-specific treatments are implemented to protect an individual asset or group of assets, identified and assessed in the BRM Plan as being at risk from bushfire. There are six asset specific treatment strategies:

- **Fuel management** - Treatment reduces or modifies the bushfire fuel through manual, chemical and prescribed burning methods;
- **Ignition management** - Treatment aims to reduce potential human and infrastructure sources of ignition in the landscape;
- **Preparedness** - Treatments aim to improve access and water supply arrangements to assist firefighting operations;
- **Planning** - Treatments focus on developing plans to improve the ability of firefighters and the community to respond to bushfire; and
- **Community Engagement** - Treatments seek to build relationships, raise awareness and change the behaviour of people exposed to bushfire risk.
- **Other** - Local government-wide controls, such as community education campaigns and planning policies, will be used to manage the risk. Asset-specific treatment is not required or not possible in these circumstances.

6.3 Determining the Treatment Schedule

Efforts will be made to finalise the Treatment Schedule within six months of this BRM Plan being endorsed by council. The Treatment Schedule will be developed in broad consultation with land owners and other stakeholders.

Land owners are ultimately responsible for treatments implemented on their own land. This includes any costs associated with the treatment and obtaining the relevant approvals, permits or licences to undertake an activity. Where agreed, another agency may manage a treatment on behalf of a land owner. However, the onus is still on the land owner to ensure treatments detailed in this BRM Plan are completed.

7. Monitoring and Review

Monitoring and review processes are in place to ensure that the BRM Plan remains current and valid. These processes are detailed below to ensure outcomes are achieved in accordance with the *Communication Strategy* and *Treatment Schedule*.

7.1 Review

A comprehensive review of this BRM Plan will be undertaken at least once every five years, from the date of council endorsement. Significant circumstances that may warrant an earlier review of the BRM Plan include:

- Changes to the BRM Plan area, organisational responsibilities or legislation;
- Changes to the bushfire risk profile of the area; or

- Following a major fire event.

7.2 Monitoring

BRMS will be used to monitor the risk ratings for each asset identified in the BRM Plan and record the treatments implemented. Risk ratings are reviewed on a regular basis. New assets will be added to the *Asset Risk Register* when they are identified.

7.3 Reporting

The SOC will submit an annual report to OBRM each year summarising progress made towards implementation of the BRM Plan.

An annual pre fire season report will be submitted to Council each year summarising treatment strategies.

8. Glossary

Asset	A term used to describe anything of value that may be adversely impacted by bushfire. This may include residential houses, infrastructure, commercial, agriculture, industry, environmental, cultural and heritage sites.
Asset Category	There are four categories that classify the type of asset – Human Settlement, Economic, Environmental and Cultural.
Asset Owner	The owner, occupier or custodian of the asset itself. Note: this may differ from the owner of the land the asset is located on, for example a communication tower located on leased land or private property.
Asset Register	A component within the Bushfire Risk Management System used to record the details of assets identified in the Bushfire Risk Management Plan.
Asset Risk Register	A report produced within the Bushfire Risk Management System that details the consequence, likelihood, risk rating and treatment priority for each asset identified in the Bushfire Risk Management Plan.
Bushfire	Unplanned vegetation fire. A generic term which includes grass fires, forest fires and scrub fires both with and without a suppression objective. ⁴
Bushfire Management Plan	A document that sets out short, medium and long term bushfire risk management strategies for the life of a development. ⁵
Bushfire risk	A systematic process to coordinate, direct and control activities relating to

⁴ Australasian Fire and Emergency Service Authorities Council 2012, *AFAC Bushfire Glossary*, AFAC Limited, East Melbourne.

⁵ Western Australian Planning Commission 2015, *State Planning Policy 3.7: Planning in Bushfire Prone Areas*, WAPC, Perth.

management	bushfire risk with the aim of limiting the adverse effects of bushfire on the community.
Bushfire Threat	The threat posed by the hazard vegetation, based on the vegetation category, slope and separation distance.
Consequence	The outcome or impact of a bushfire event.
Draft Bushfire Risk Management Plan	The finalised draft Bushfire Risk Management Plan (BRM Plan) is submitted to the OBRM for review. Once the OBRM review is complete, the BRM Plan is called the 'Final BRM Plan' and can be progressed to local government council for endorsement.
Emergency Risk Management Plan	A document (<i>developed under State Emergency Management Policy 3.2.</i>) that describes how an organisation(s) intends to undertake the activities of emergency risk management based on minimising risk. These plans help inform the ongoing development of Local Emergency Management Arrangements (LEMA) and Westplans.
Geographic Information System (GIS)	A data base technology, linking any aspect of land-related information to its precise geographic location. ⁶
Geographic Information System (GIS) Map	The mapping component of the Bushfire Risk Management System. Assets, treatments and other associated information is spatially identified, displayed and recorded within the GIS Map.
Land Owner	The owner of the land, as listed on the Certificate of Title; or leaser under a registered lease agreement; or other entity that has a vested responsibility to manage the land.
Likelihood	The chance of something occurring. In this instance, the chance of a bushfire igniting, spreading and reaching the asset.
Locality	The officially recognised boundaries of suburbs (in cities and larger towns) and localities (outside cities and larger towns).
Planning Area	A geographic area determine by the local government which is used to provide a suitable scale for risk assessment and stakeholder engagement.
Priority	See Treatment Priority.

⁶ Landgate 2015, *Glossary of terms*, Landgate, Perth
Shire of Chittering Bushfire Risk Management Plan 2016 – 2021

Recovery Cost	The capacity of an asset to recover from the impacts of a bushfire.
Responsible Person	The person responsible for planning, coordinating, implementing, evaluating and reporting on a risk treatment.
Risk acceptance	The informed decision to accept a risk, based on the knowledge gained during the risk assessment process.
Risk analysis	The application of consequence and likelihood to an event in order to determine the level of risk.
Risk assessment	The systematic process of identifying, analysing and evaluating risk.
Risk evaluation	The process of comparing the outcomes of risk analysis to the risk criteria in order to determine whether a risk is acceptable or tolerable.
Risk identification	The process of recognising, identifying and describing risks.
Risk Manager	The organisation or individual responsible for managing a risk identified in the Bushfire Risk Management Plan; including review, monitoring and reporting.
Risk Register	A component within the Bushfire Risk Management System used to record, review and monitor risk assessments and treatments associated with assets recorded in the Bushfire Risk Management Plan.
Risk treatment	A process to select and implement appropriate measures undertaken to modify risk.
Rural	Any area where in residences and other developments are scattered and intermingled with forest, range, or farm land and native vegetation or cultivated crops. ⁷
Rural Urban Interface (RUI)	The line or area where structures and other human development adjoin or overlap with undeveloped bushland. ⁸
Slope	The angle of the ground's surface measured from the horizontal.
Tenure Blind	An approach where multiple land parcels are consider as a whole, regardless

⁷ Australasian Fire and Emergency Service Authorities Council 2012, *AFAC Bushfire Glossary*, AFAC Limited, East Melbourne

⁸ Australasian Fire and Emergency Service Authorities Council 2012, *AFAC Bushfire Glossary*, AFAC Limited, East Melbourne

of individual ownership or management arrangements.

Treatment	An activity undertaken to modify risk, for example a prescribed burn.
Treatment Objective	The specific aim to be achieved or action to be undertaken, in order to complete the treatment. Treatment objectives should be specific and measurable.
Treatment Manager	The organisation, or individual, responsible for all aspects of a treatment listed in the Treatment Schedule of the Bushfire Risk Management Plan, including coordinating or undertaking work, monitoring, reviewing and reporting.
Treatment Priority	The order, importance or urgency for allocation of funding, resources and opportunity to treatments associated with a particular asset. The treatment priority is based on an asset's risk rating.
Treatment Schedule	A report produced within the Bushfire Risk Management System that details the treatment priority of each asset identified in the Bushfire Risk Management Plan and the treatments scheduled.
Treatment Strategy	The broad approach that will be used to modify risk, for example fuel management.
Treatment Type	The specific treatment activity that will be implemented to modify risk, for example a prescribed burn.
Vulnerability	The susceptibility of an asset to the impacts of bushfire.

9. Common Abbreviations

APZ	Asset Protection Zone
BRMP	Bushfire Risk Management Planning
BRMS	Bushfire Risk Management System
CALD	Culturally and Linguistically Diverse
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
ERMP	Emergency Risk Management Plan
FFDI	Forest Fire Danger Index
FMP	Fire Management Plan
GFDI	Grassland Fire Danger Index
GIS	Geographic Information System
HSZ	Hazard Separation Zone
JAFFA	Juvenile and Family Fire Awareness
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LG	Local Government
LMZ	Land Management Zone
OBRM	Office of Bushfire Risk Management
P&W	Parks and Wildlife (Department of)
SEMC	State Emergency Management Committee
SLIP	Shared Land Information Platform
SOC	Shire of Chittering
WAPC	Western Australian Planning Commission

10. Appendices

A. Communication Strategy



Shire of Chittering

Bushfire Risk Management Planning Communication Strategy

Document Control

Document Name		Current Version	2.0
Document Owner	Shire of Chittering CEO	Issue Date	DD/MM/YYYY
Document Location	Add as required.	Next Review Date	DD/MM/YYYY

Related Documents

Title	Version	Date
Shire of Chittering Bushfire Risk Management Plan	1.0	

Amendment List

1	26/05/2016	D Carroll	BRMO
2	22/11/2016	S Ormsby	BRPC

1. Introduction

A Bushfire Risk Management Plan (BRM Plan) is a strategic document that outlines the approach to the identification, assessment and treatment of assets exposed to bushfire risk within the Shire of Chittering. This Communication Strategy accompanies the BRM Plan for the Shire of Chittering. It documents the communication objectives for the BRM Plan, roles and responsibilities for communication, key stakeholders, target audiences and key messages at each project stage, communication risks and strategies for their management, and communication monitoring and evaluation procedures.

2. Communication Overview

2.1 Communication Objectives

The communication objectives for the development, implementation and review of the BRM Plan for the Shire of Chittering are as follows:

1. Key stakeholders understand the purpose of the BRM Plan and their role in the bushfire risk management planning process.
2. Stakeholders who are essential to the bushfire risk management planning process, or can supply required information, are identified and engaged in a timely and effective manner.
3. Relevant stakeholders are involved in decisions regarding risk acceptability and treatment.
4. Key stakeholders engage in the review of the BRM Plan as per the schedule in place for the local government area.
5. The community and other stakeholders engage with the bushfire risk management planning process and as a result are better informed about bushfire risk and understand their responsibilities to address bushfire risk on their own land.

2.2 Communication Roles and Responsibilities

Shire of Chittering is responsible for the development, implementation and review of the Communication Strategy. Key stakeholders support local government by participating in the development and implementation of the Communications Strategy as appropriate. An overview of communication roles and responsibilities follows:

- CEO, Shire of Chittering, responsible for endorsement of the BRM Plan Communications Strategy.
- Executive Manager Development Services, Shire of Chittering, responsible for monitoring and reporting on the BRM Plan and Communication strategy.
- Economic Development and Communications Officer, Shire of Chittering, responsible for external communications with local government area.
- Bushfire Risk Management Planning Coordinator, Shire of Chittering, responsible for operational-level communication between the Shire and the Department of Fire and Emergency Services.

- Bushfire Risk Management Officer, Department of Fire and Emergency Services responsible for operational-level communication between Shire, Department of Fire and Emergency Services and the Office of Bushfire Risk Management.

2.3 Key Stakeholders for Communication

The following table identifies key stakeholders in bushfire risk management planning. These are stakeholders that are identified as having a significant role or interest in the planning process or are likely to be significantly impacted by the outcomes.

Stakeholder	Role or interest	Level of impact of outcomes	Level of engagement
Local Government	Facilitation of BRM Plan, Land Managers	High	Consult, Involve and Inform
Dept. of Fire and Emergency Services	Assist LG with development of BRM Plan, Technical advice and expertise	High	Consult, Collaborate, Involve and Inform
Parks and Wildlife	Asset identification, Land Managers	High	Consult, Involve and Inform
Service Providers	Asset identification, Land Managers	Medium	Consult and Inform
Private Land Owners	Asset / Land Manager	Medium	Consult, Inform and Empower
Business owners	Land Managers / Impact of bushfire on business	Low	Consult, Inform and Empower
Interest Groups	Awareness of BRM Plan, Consultation and expert advice Asset Identification	Low	Consult, Inform and Empower

Communications Plan

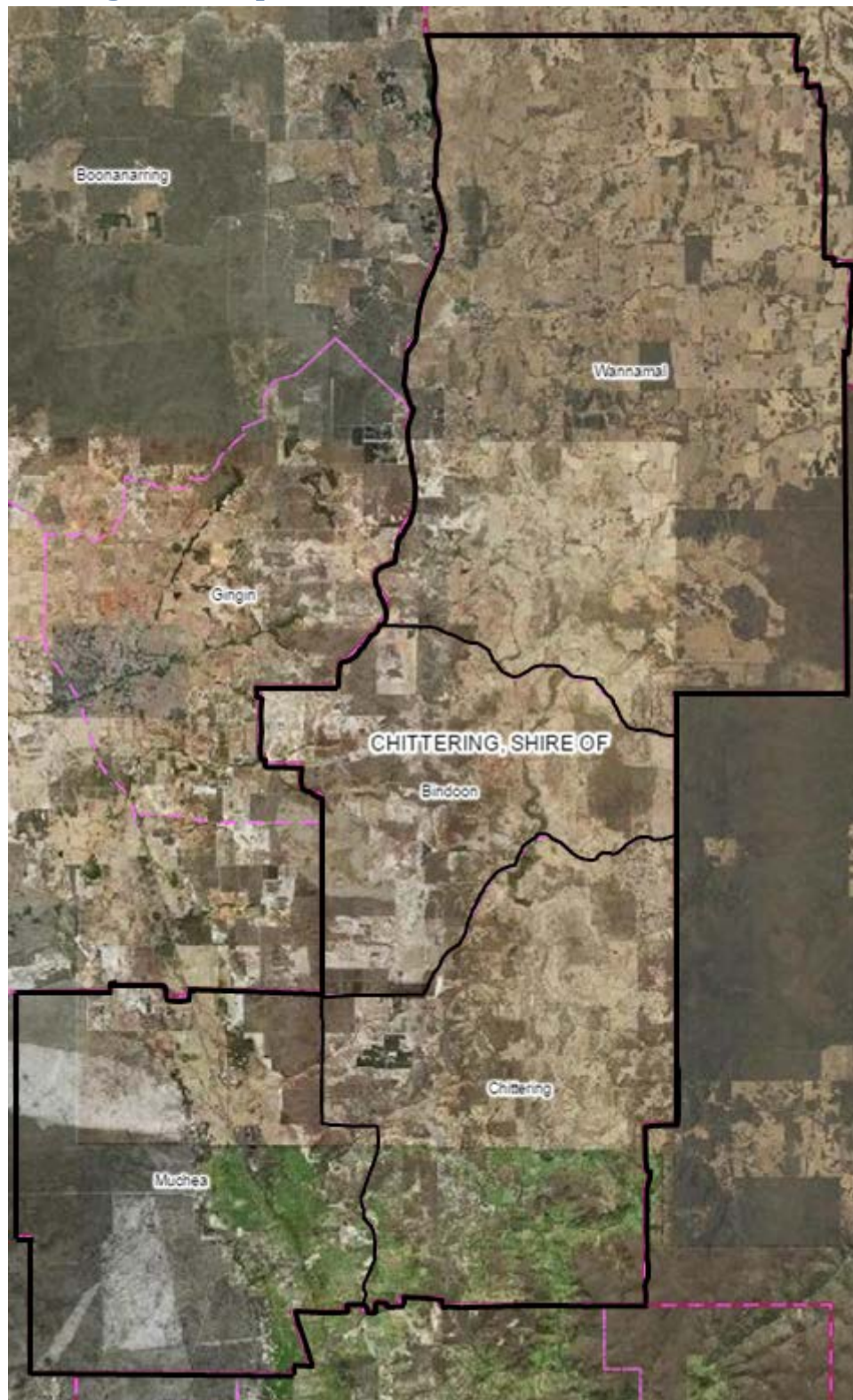
Timing of Communication	Stakeholder (s)	Communication Objective(s)	Communication Method	Key Message or Purpose	Responsibility	Identified Risks to Communication	Strategy to Manage Risks	Monitoring and Evaluation Method
<i>Development of the BRM Plan</i>								
Life of Plan	Shire of Chittering Councillors and Executive Team	All (1-5)	Emails Meetings	Informed, consulted, accountable or responsible. Review and input into Plan.	BRPC or Executive Manager Development Services	Time constraints unclear message	Planning and time management	Feedback, questions and level of support received
Life of plan	Bushfire Advisory Committee (BFAC) / LEMC	All (1-5)	Meetings (Quarterly) Face to Face	Engaged in process of BRMP Treatment Schedule and Risk Analysis	BRPC /CESM	Time constraints Unclear message	Prepare presentation for each BFAC Provide updates as required	Feedback, treatments negotiated and supported by committee.
Life of Plan	Land Managers	1 and 2	Social Media Shire Website Face to face meetings Community workshops and forums	Inform of the BRMP process Identify valued assets Identify existing controls	BRPC/BMRO	Limit Resources Stakeholder not identified Limit engagement from Stakeholder	Time management Widespread consultation	Engaged throughout process Feedback received Success of outcomes
01/4/2016-	Asset Owners	1 and 2	Shire Website	Inform of the	BRPC/BRMO	Media not	Newspaper and	Engaged

31/03/2017			Face to face meetings Community workshops and forums	BRMP process Identify valued assets Identify existing controls		reaching majority Workshops and forums could get abstracted by other agendas	website details Chair meetings with strict agenda and purpose	throughout process Feedback received Success of outcomes
01/04/2016-31/03/2017	Service Providers	1 and 2	Email, Phone Call, Face to face meetings	Inform of the BRMP process Identify valued assets Identify existing controls	BRPC/BRMO	Limit Resources Stakeholder not identified Limited engagement from Stakeholder	Time management Widespread consultation	level of support received Feedback received Success of outcomes
<i>Implementation of the BRM Plan</i>								
Life of Plan	Shire of Chittering Councillors and Executive Team	3, 4 and 5	Face to face meetings Email Reports	Risk Analysis and Prioritised strategic treatments.	BRPC/BRMO	Incorrect information Lack of understanding	Clear communication and regular updates Clear purpose	Feedback, questions and level of support received
Life of plan	Bushfire Advisory Committee (BFAC) / LEMC	3, 4 and 5	Face to face meetings Report	Risk Analysis and Prioritised strategic treatments.	BRPC/BRMO	Incorrect information	Clear communication and regular updates Clear purpose	Good feedback received on works
Life of Plan	Land Managers	3, 4 and 5	Social Media Shire Website	Treatment	BRPC/BRMO	Incorrect	Well planned and executed	Feedback and commitment

			Face to face meetings Community workshops and forums	Schedule and Risk Analysis Negotiation of treatments		information Lack of understanding Limited engagement from Stakeholder Limit Resources	sharing of information Negotiations conducted	received to implement agreed controls Highly engaged
Life of Plan	Asset Owners	3, 4 and 5	Face to face meetings	Empowerment through Provision of risk analysis information	BRPC/BRMO	Incorrect information Lack of understanding Limited engagement from Stakeholder Limit Resources	Well planned and executed sharing of information Negotiations conducted	Feedback and commitment received to implement agreed controls Highly engaged
Life of Plan	Service Providers	3, 4 and 5	Social Media Shire Website Face to face meetings Community workshops and forums	Provision of Risk Analysis and Prioritised strategic treatments.	BRPC/BRMO	Incorrect information Limited engagement from Stakeholder Limit Resources	Well planned and executed sharing of information Negotiations conducted	Feedback and commitment received to implement agreed controls

<i>Review of the BRM Plan</i>								
Annually	OBRM/BRMB	All (1-5)	Report Email Meeting	Review, Monitor and Reporting Endorse plan Compliance to plan and acceptance of risk	BRPC/BRMO	Poor reporting and recording of information Review not completed by BRMB and OBRM	BRPC & BRMO to record data and information appropriately Approved by BRMB and OBRM for LG	Feedback from Council received Work completed as a result of plan Good reporting
6 Monthly	Shire of Chittering Councillors and Executive Team	3 and 4	Report Meeting	Report on actions and key performance indicators for BRMP process	BRPC	Objectives not clearly set out Key actions not identified	Discuss with councillors and Executive team Clear objectives set	Good reporting and feedback from CEO and Director on work completed
5 Yearly	Shire of Chittering Councillors and Executive Team	3 and 4	Report Email Meeting	Full review of BRM Plan	BRPC/BRMO	Review not completed Limited resources to complete review	Approved by BRMB and OBRM for LG	Feedback from Council received Work completed as a result of plan Good reporting

B. Planning Area Map



C. LG Wide Controls

Multi-Agency Work Plan – Local Government Wide Controls

Control	ID	Action/Activity Description	Lead Agency	Partners	Application		Status	Implementation Notes
					Targeted	Period		
Risk Analysis		BRMP extreme risks priority for treatment	DFES	LG, DPaW, DFES Service Providers	Y	1	Complete	Treatments planned for all extreme risks and including in BRMP Treatment Schedule.
		Maintain and refine BRMP	DFES	LG	Y	All	Ongoing	As per Westplan Fire a collaborative approach between LG, P&W & DFES
		SoC Bush Reserves Risk Assessment	LG	Private Contractor	Y	Ongoing	Annual	Mitigation Contractor, prescribed burning, firebreaks install and upgrade
Bush Fire Act 1954 S.33		Annual Firebreak Notice published	LG	-	N	All	Ongoing	Published annually.
		Review of annual firebreak notice	LG	-	N	1	Completed	Review to improve adequacy of control. Due 2016.
		Annual firebreak notice inspections	LG	-	Y	2	Annual	Level of non-compliance to inform BRMP context and vulnerability assessments (human settlement assets).
		Review and update times as required for Prohibited Burn and Restricted Burn Times.	LG	-	N	Ongoing	Ongoing	Based on day to day weather
Planning		Planning in bushfire prone areas E.g. State Planning Policy 3.7	WAPC	LG, Land Owners	N	Ongoing	Ongoing	Foundation for the implementation of effective, risk-based land use planning and development. The Shire aligns its planning policies and standards to SPP 3.7
		Bushfire Management Plans	LG	Land Owners	-	Ongoing	Ongoing	Implementation of effective, risk-based land use planning and development.
Community Engagement		DFES Community Engagement Initiatives/programs, DFES Monthly themes	DFES	LG	N	Ongoing	Ongoing	Monthly themes promoted over social media

Control	ID	Action/Activity Description	Lead Agency	Partners	Application Targeted	Period	Status	Implementation Notes
		Community Bushfire Ready groups (preparedness, education and information)	LG	DFES	N	Ongoing	Ongoing	2 Bushfire Ready Facilitators are in the shire working together with LG and DFES Community Engagement, to educate the community on bushfire events
Reduction of Ignition Sources		Western Power Bushfire Management Plan	Western Power	-	Y	Ongoing	Ongoing	Annual vegetation management, asset inspections and maintenance are completed to ensure risk is managed
Fuel Management		Fuel reduction of UCL/UMR	DFES	LG	Y	Ongoing	Ongoing	Engage Bush Fire Brigades and contractors for fuel reduction
		Mitigation of rail corridors	Brookfield	N/A	Y	Ongoing	Ongoing	3 year programme to reduce fuel loads within Muchea town site
		Mitigation of Main Roads verges & lands	Main Roads	-	Y	Ongoing	Ongoing	MRWA work includes, slashing, spraying, mulching, pruning and other mechanical treatments
		Mitigation of ADF bushland	ADF	-	Y	Ongoing	Ongoing	<i>To be advised</i>
		Shire of Chittering annual works program	LG	-	N	Ongoing	Ongoing	Work includes, slashing, spraying, mulching, pruning and other mechanical treatments
		Shire of Chittering LG Reserves Plan, including Prescribed Burning	LG	-	Y	3	Ongoing	Contractors working through sites as budget permits
		Bushfire Brigade Prescribed Burning	LG	-	Y	Ongoing	Annual	Engaged to reduce fuels on private property as required
		Fuel Reduction, asset protection zones, hazard separation zone.	Private Land Owner	-	N	2	Ongoing	Fuel reduction undertaken by private land owner to comply with Firebreaks Notice



MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2016 TO 28 FEBRUARY 2017

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SHIRE OF CHITTERING

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 28 FEBRUARY 2017

	NOTE	February 2017 Actual \$	February 2017 YTD Budget \$	2016/17 Budget \$	Variances Actuals to YTD Budget \$	Variances Actual Budget to YTD %	
<u>Operating</u>							
Revenues/Sources	1,2						
Governance		22,378	17,116	33,959	5,262	30.74%	
General Purpose Funding		1,044,701	1,038,719	1,383,985	5,982	0.58%	
Law, Order, Public Safety		276,531	255,279	388,940	21,252	8.32%	
Health		28,848	31,504	47,275	(2,656)	(8.43%)	
Education and Welfare		6,093	20,696	22,550	(14,603)	(70.56%)	▼
Housing		99,865	107,176	161,617	(7,311)	(6.82%)	
Community Amenities		851,722	861,552	955,106	(9,830)	(1.14%)	
Recreation and Culture		81,163	162,822	167,698	(81,659)	(50.15%)	▼
Transport		511,012	1,936,026	2,571,730	(1,425,014)	(73.61%)	▼
Economic Services		63,141	75,992	108,528	(12,851)	(16.91%)	▼
Other Property and Services		332,651	340,715	371,312	(8,064)	(2.37%)	
		3,318,105	4,847,597	6,212,699	(1,529,492)	(31.55%)	
(Expenses)/(Applications)	1,2						
Governance		(631,952)	(744,881)	(1,095,485)	112,929	15.16%	▼
General Purpose Funding		(145,582)	(143,833)	(224,504)	(1,749)	(1.22%)	
Law, Order, Public Safety		(765,322)	(767,693)	(1,133,803)	2,371	0.31%	
Health		(245,786)	(241,190)	(352,171)	(4,596)	(1.91%)	
Education and Welfare		(38,130)	(56,288)	(93,686)	18,158	32.26%	▼
Housing		(193,139)	(202,779)	(313,053)	9,640	4.75%	
Community Amenities		(1,205,574)	(1,387,474)	(2,046,023)	181,900	13.11%	▼
Recreation & Culture		(732,773)	(840,862)	(1,240,551)	108,089	12.85%	▼
Transport		(3,037,954)	(2,982,620)	(4,468,241)	(55,334)	(1.86%)	
Economic Services		(330,134)	(412,933)	(616,195)	82,799	20.05%	▼
Other Property and Services		(77,660)	(30,589)	(46,104)	(47,071)	(153.88%)	▲
		(7,404,006)	(7,811,142)	(11,629,815)	407,136	(5.21%)	
<u>Adjustments for Non-Cash</u>							
<u>(Revenue) and Expenditure</u>							
(Profit)/Loss on Asset Disposals	4	6,140	(274,048)	(271,064)	280,188	102.24%	▲
Movement in Employee Benefit Provisions		36,335	0		36,335	0.00%	
Rounding Adjustment		0	0	5	0	0.00%	
Depreciation on Assets	2(a)	3,097,396	3,043,136	4,564,872	54,260	(1.78%)	
<u>Capital Revenue and (Expenditure)</u>							
Purchase Land and Buildings	3	(18,472)	(144,561)	(144,561)	126,089	87.22%	▼
Purchase Furniture and Equipment	3	0	(18,500)	(18,500)	18,500	100.00%	▼
Purchase Plant and Equipment	3	(35,200)	(38,000)	(38,000)	2,800	7.37%	
Purchase Infrastructure Assets - Roads	3	(2,518,908)	(3,009,725)	(4,478,111)	490,817	16.31%	▼
Purchase Infrastructure Assets - Bridges	3	(31,245)	0	(261,000)	(31,245)	0.00%	
Purchase Infrastructure Assets - Footpaths	3	0	(95,130)	(95,130)	95,130	100.00%	▼
Purchase Infrastructure Assets - Drainage	3	0	(81,669)	(81,669)	81,669	100.00%	▼
Purchase Infrastructure Assets - Parks & Ovals	3	0	(60,005)	0	60,005	100.00%	▼
Purchase Infrastructure Assets - Other	3	(54,635)	0	(60,006)	(54,635)	0.00%	
Proceeds from Disposal of Assets	4	39,555	338,000	337,999	(298,445)	(88.30%)	▼
Repayment of Debentures	5	(59,060)	(59,428)	(82,366)	368	0.62%	
Transfers to Restricted Assets (Reserves)	6	(425,769)	(844,868)	(866,204)	419,099	49.61%	▼
Transfers from Restricted Assets (Reserves)	6	0	61,049	98,099	(61,049)	(100.00%)	▼
ADD Net Current Assets July 1 B/Fwd	7	1,684,217	1,544,255	1,544,255	139,962	9.06%	
LESS Net Current Assets Year to Date	7	2,822,241	2,663,785	0	158,456	(5.95%)	
Amount Raised from Rates	8	<u>(5,187,788)</u>	<u>(5,266,824)</u>	<u>(5,268,496)</u>	<u>79,036</u>	<u>(1.50%)</u>	

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF CHITTERING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 28 FEBRUARY 2017

1. SIGNIFICANT ACCOUNTING POLICIES

The significant accounting policies which have been adopted in the preparation of this Statement of Financial Activity can be found in the Shire of Chittering Policy Register - **Policy 2.7 Significant Accounting Policies**.

2. STATEMENT OF OBJECTIVE

In order to discharge its responsibilities to the community, the Shire has developed a set of operational and financial objectives. These objectives have been established both on an overall basis and for each of its broad activities/programs.

Shire of Chittering Vision Statement

Chittering: Keeping the balance

Because we:

- *have a long term view of the area*
- *place emphasis on the shire's assets*
- *undertake detailed assessments on new major works*
- *manage and operate using effective and efficient approaches*
- *ensure the finances are adequately managed*
- *carry out regular performance assessments*

Shire of Chittering Mission Statement

"To work with and for our local community; to enhance our rural lifestyle; to protect our natural environment; to provide good governance and quality services; to operate with long term sustainability as an achievable goal; to encourage and approve suitable, non-intrusive, sustainable development; and to encourage employment within these frameworks."

Shire of Chittering Values

- | | |
|-------------------------|---------------------------------|
| • <i>Excellence</i> | • <i>Trust</i> |
| • <i>Integrity</i> | • <i>Respect</i> |
| • <i>Consistency</i> | • <i>Valuing our staff</i> |
| • <i>Communication</i> | • <i>Continuous improvement</i> |
| • <i>Customer focus</i> | |
| • <i>Co-operation</i> | |

SHIRE OF CHITTERING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 28 FEBRUARY 2017

2. STATEMENT OF OBJECTIVE (Contd)

Council operations as disclosed in this report encompasses the following service orientated activities/programs:

GOVERNANCE - SCHEDULE 4

Administration and operation of facilities and services to elected members of Council, policy determination, public ceremonies and presentations. Other costs relating to tasks of assisting elected members and ratepayers, which do not concern specific council services.

GENERAL PURPOSE FUNDING - SCHEDULE 3

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY - SCHEDULE 5

Supervision of local laws, fire prevention including the provision of six volunteer fire brigades, animal control and the support of local emergency and public safety organisations such as the Chittering Rural Watch.

HEALTH - SCHEDULE 7

Food quality control, immunisation, contributions to medical health and the operation of the Chittering Community Health Centre and the Chittering-Gingin St John Ambulance

EDUCATION AND WELFARE - SCHEDULE 8

Operation and control of Senior Services other than housing, vacation swimming classes and youth services. The provision and maintenance of school bus shelters.

HOUSING - SCHEDULE 9

Maintenance of staff and rental housing. Administration and maintenance of community and seniors housing units in a joint venture arrangement with Homeswest.

COMMUNITY AMENITIES - SCHEDULE 10

Operation and control of cemeteries, public conveniences and sanitation services including the Bindoon, Muchea and Wannamal refuse sites. Funding of Town Planning services, drainage schemes and Landcare projects

RECREATION AND CULTURE - SCHEDULE 11

Maintenance of halls, the library and various parks, reserves and other recreation activities and cultural pursuits.

TRANSPORT - SCHEDULE 12

Construction and maintenance of roads, bridges footpaths, drainage works, lighting and cleaning of streets and Department of Transport licensing administration.

ECONOMIC SERVICES - SCHEDULE 13

The regulation and provision of building and extractive industries control, tourism services, area promotion, noxious weed control, community bus operations, business enterprise centre contributions and other economic development initiatives.

OTHER PROPERTY & SERVICES - SCHEDULE 14

Private works carried out by Council, public works and plant operation costs allocation.

SHIRE OF CHITTERING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 28 FEBRUARY 2017

	2016/17 Budget \$	February 2017 Actual \$	
3. ACQUISITION OF ASSETS			
The following assets have been acquired during the period under review:			
<u>By Program</u>			
Community Amenities			
<u>Urban Stormwater Drainage</u>			
Drainage - Sussex Bend/Murray Grey Circle	81,669	0	
Recreation and Culture			
<u>Public Halls, Civic Centres</u>			
Muchea Hall Pavilion	80,000	0	(Job Level)
Muchea Hall CCTV	18,500	0	(Job Level)
<u>Other Recreation & Sport</u>			
Chinkabee Playground Equipment	8,006	0	(Job Level)
Bindoon Oval Practice Wicket	34,000	38,372	(Job Level)
John Glenn Park - Shaded Area & BBQ	18,000	16,263	(Job Level)
<u>Heritage</u>			
Brockman Centre Beautification	22,481	12,137	(Job Level)
Brockman Centre - Arts & Crafts Pergola	5,080	5,228	(Job Level)
Transport			
<u>Maintenance</u>			
Depot - Oil Separator	37,000	1,107	(Job Level)
<u>Construction Streets, Roads, Bridges, Depots</u>			
Works Program/Road Construction			
- RRG - Chittering Road Reconstruct	447,814	436,359	(Job Level)
- RRG - Chittering Road Reseal	71,710	0	(Job Level)
- RRG - Chittering Valley Rd Reseal	79,504	0	(Job Level)
- BS - Julimar Road	162,940	3,384	(Job Level)
- BS - Muchea East Rd	262,398	1,720	(Job Level)
- BS - Blue Plains/Maddern Roads	283,399	1,720	(Job Level)
- BS - Chittering Rd - State BS	68,487	13,392	(Job Level)
- BS - Chittering Road - National BS	124,700	13,392	(Job Level)
- BS - Chittering Road - National BS	109,280	13,392	(Job Level)
- Roads to Recovery - Binda Place	1,927,650	1,689,656	(Job Level)
- Council - Morley Road	112,767	123,977	(Job Level)
- Council - Spice Road	148,864	52,055	(Job Level)
- Council - Orchard Road	152,148	15,119	(Job Level)
- Council - Learners Way	155,915	83,561	(Job Level)
- Council - Owen Road	55,419	17,270	(Job Level)
- Council - Perry Road	59,809	43,097	(Job Level)
- Council - Carl Street	184,429	2,331	(Job Level)
- Council - Humphrey Street	10,874	0	(Job Level)
- Council - Hay Flat Road	60,000	8,483	(Job Level)
- Footpath - Ridgetop Ramble	95,130	0	(Job Level)
- Bridge - Blizzard	201,000	30,164	(Job Level)
- Bridge - Flat Rocks Road	60,000	1,081	(Job Level)
<u>Road Plant Purchases</u>			
Mower	38,000	35,200	
	<u>5,176,974</u>	<u>2,658,460</u>	

SHIRE OF CHITTERING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 28 FEBRUARY 2017

3. ACQUISITION OF ASSETS (Continued)	2016/17 Budget \$	February 2017 Actual \$
The following assets have been acquired during the period under review:		
<u>By Class</u>		
Land Held for Resale - Current	0	0
Land Held for Resale - Non Current	0	0
Land	0	0
Land and Buildings	144,561	18,472
Furniture and Equipment	18,500	0
Plant and Equipment	38,000	35,200
Motor Vehicles	0	0
Infrastructure Assets - Roads	4,478,108	2,518,908
Infrastructure Assets - Bridges & Culverts	261,000	31,245
Infrastructure Assets - Footpaths	95,130	0
Infrastructure Assets - Drainage	81,669	0
Infrastructure Assets - Parks & Ovals	0	0
Infrastructure Assets - Other	60,006	54,635
	<u>5,176,974</u>	<u>2,658,460</u>

SHIRE OF CHITTERING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 28 FEBRUARY 2017

4. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

<u>By Program</u>	Written Down Value		Sale Proceeds		Profit(Loss)	
	2016/17 Budget \$	February 2017 Actual \$	2016/17 Budget \$	February 2017 Actual \$	2016/17 Budget \$	February 2017 Actual \$
Health						
MVS723 - Holden Malibu	14,000		14,000		0	0
Recreation & Culture						
PLE189 - Clune Park - Reticulation Upgrade	0	2,200.00	0	0.00	0	(2,200)
PLE187 - Muchea Oval Bore and Pump	0	800.00	0	0.00	0	(800)
Transport						
PH1701 - Roller - 1996 Cat. Vibrating Roller	0	160.00	0	0.00	0	(160)
PLE808 - Traffic Counters x 2	0	480.00	0	0.00	0	(480)
Economic Services						
MVS510 - Holden Malibu	14,000		14,000		0	0
Other Property & Services						
PH1507 - Toro Mower	28,936	22,054.82	20,000	17,700.00	(8,936)	(4,355)
PH1701 - Roller	10,000	20,000.00	25,000	21,854.77	15,000	1,855
Unclassified						
Land - Portion Lot 62	0	0.00	265,000	0.00	265,000	0
	66,936	45,694.82	337,999	39,554.77	271,064	(6,140)

<u>By Class of Asset</u>	Written Down Value		Sale Proceeds		Profit(Loss)	
	2016/17 Budget \$	February 2017 Actual \$	2016/17 Budget \$	February 2017 Actual \$	2016/17 Budget \$	February 2017 Actual \$
Motor Vehicles	28,000	0.00	28,000	0.00	0	0
Plant & Equipment	38,936	45,694.82	45,000	39,554.77	6,064	(6,140)
Land	0	0.00	265,000	0.00	265,000	0
	66,936	45,694.82	337,999	39,554.77	271,064	(6,140)

Summary

Profit on Asset Disposals
Loss on Asset Disposals

2016/17 Budget \$	February 2017 Actual \$
280,000	1,855
(8,936)	(7,995)
271,064	(6,140)

SHIRE OF CHITTERING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 28 FEBRUARY 2017

5. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-16	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		2016/17 Budget \$	2016/17 Actual \$	2016/17 Budget \$	2016/17 Actual \$	2016/17 Budget \$	2016/17 Actual \$	2016/17 Budget \$	2016/17 Actual \$
Health									
Loan 79 - Multi Purpose Health Centre	613,534			24,886	36,491	588,648	577,043	26,786	21,996
Housing									
Loan 72 Staff Housing Development	147,878			26,072	12,832	121,806	135,046	8,183	4,271
Loan 73 Seniors & Community Housing	48,580			7,560	3,717	41,020	44,863	3,035	1,571
Transport									
Loan 79 New Grader	286,076			11,604	0	274,472	286,076	12,490	1,192
Recreation & Culture									
Loan 74 Land Acquisition Gray Road	87,418			12,244	6,020	75,174	81,398	5,512	2,841
	1,183,486	0	0	82,366	59,060	1,101,120	1,124,426	56,006	31,871

All loan repayments are financed by general purpose income.

SHIRE OF CHITTERING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 28 FEBRUARY 2017

5. INFORMATION ON BORROWINGS (Continued)

(b) New Debentures - 2016/17

Nil

SHIRE OF CHITTERING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 28 FEBRUARY 2017

	2016/17 Budget \$	February 2017 Actual \$
6. RESERVES		
Cash Backed Reserves		
(a) Employee Entitlements Reserve		
Opening Balance	137,320	137,320
Amount Set Aside / Transfer to Reserve	37,104	36,335
Amount Used / Transfer from Reserve	(61,049)	0
	<u>113,375</u>	<u>173,655</u>
(b) Plant Replacement Reserve		
Opening Balance	120,710	120,710
Amount Set Aside / Transfer to Reserve	201,849	202,470
Amount Used / Transfer from Reserve	0	0
	<u>322,559</u>	<u>323,180</u>
(c) Public Amenities and Buildings Reserve		
Opening Balance	61,982	61,982
Amount Set Aside / Transfer to Reserve	16,449	16,088
Amount Used / Transfer from Reserve	0	0
	<u>78,431</u>	<u>78,070</u>
(d) Gravel Acquisition Reserve		
Opening Balance	66,119	66,119
Amount Set Aside / Transfer to Reserve	1,013	509
Amount Used / Transfer from Reserve	0	0
	<u>67,132</u>	<u>66,628</u>
(e) Community Housing Reserve		
Opening Balance	74,429	74,429
Amount Set Aside / Transfer to Reserve	5,940	5,410
Amount Used / Transfer from Reserve	0	0
	<u>80,369</u>	<u>79,839</u>
(f) Seniors Housing Reserve		
Opening Balance	12,807	12,807
Amount Set Aside / Transfer to Reserve	4,196	4,129
Amount Used / Transfer from Reserve	0	0
	<u>17,003</u>	<u>16,936</u>
(g) Public Open Space Reserve		
Opening Balance	260,836	260,836
Amount Set Aside / Transfer to Reserve	23,996	2,009
Amount Used / Transfer from Reserve	0	0
	<u>284,832</u>	<u>262,845</u>
(h) Bindoon Community Bus Reserve		
Opening Balance	43,247	43,247
Amount Set Aside / Transfer to Reserve	662	333
Amount Used / Transfer from Reserve	0	0
	<u>43,909</u>	<u>43,580</u>

SHIRE OF CHITTERING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 28 FEBRUARY 2017

	2016/17 Budget \$	February 2017 Actual \$
6. RESERVES (Continued)		
Cash Backed Reserves (Continued)		
(i) Bindoon Cemetery Development Reserve		
Opening Balance	32,700	32,700
Amount Set Aside / Transfer to Reserve	5,022	252
Amount Used / Transfer from Reserve	0	0
	<u>37,722</u>	<u>32,952</u>
(j) Recreation Development Reserve		
Opening Balance	224,810	224,810
Amount Set Aside / Transfer to Reserve	412,348	1,731
Amount Used / Transfer from Reserve	(37,050)	0
	<u>600,108</u>	<u>226,541</u>
(k) Ambulance Replacement Reserve		
Opening Balance	1,181	1,181
Amount Set Aside / Transfer to Reserve	3,018	3,032
Amount Used / Transfer from Reserve	0	0
	<u>4,199</u>	<u>4,213</u>
(l) Waste Management Reserve		
Opening Balance	85,292	85,292
Amount Set Aside / Transfer to Reserve	101,307	101,427
Amount Used / Transfer from Reserve	0	0
	<u>186,599</u>	<u>186,719</u>
(m) Landcare Vehicles Reserve		
Opening Balance	69,735	69,735
Amount Set Aside / Transfer to Reserve	1,068	537
Amount Used / Transfer from Reserve	0	0
	<u>70,803</u>	<u>70,272</u>
(n) Binda Place Reserve		
Opening Balance	109,735	109,735
Amount Set Aside / Transfer to Reserve	1,681	845
Amount Used / Transfer from Reserve	0	0
	<u>111,416</u>	<u>110,580</u>
(o) Contributions to Roadworks Reserve		
Opening Balance	35,974	35,974
Amount Set Aside / Transfer to Reserve	551	277
Amount Used / Transfer from Reserve	0	0
	<u>36,525</u>	<u>36,251</u>
(p) Septic Tank Disposal System (STED) Reserve		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	50,000	50,385
Amount Used / Transfer from Reserve	0	0
	<u>50,000</u>	<u>50,385</u>
Total Cash Backed Reserves	<u><u>2,104,982</u></u>	<u><u>1,762,646</u></u>

All of the above reserve accounts are to be supported by money held in financial institutions.

SHIRE OF CHITTERING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2016 TO 28 FEBRUARY 2017

	2016/17 Budget \$	February 2017 Actual \$
6. RESERVES (Continued)		
Cash Backed Reserves (Continued)		
Summary of Transfers To Cash Backed Reserves		
Transfers to Reserves		
Employee Entitlement Reserve	37,104	36,335
Plant Replacement Reserve	201,849	202,470
Public Amenities and Buildings Reserve	16,449	16,088
Gravel Acquisition Reserve	1,013	509
Community Housing Reserve	5,940	5,410
Seniors Housing Reserve	4,196	4,129
Public Open Space Reserve	23,996	2,009
Bindoon Community Bus Reserve	662	333
Cemetery Development Reserve	5,022	252
Recreation Development Reserve	412,348	1,731
Ambulance Replacement Reserve	3,018	3,032
Waste Management Reserve	101,307	101,427
Landcare Vehicles Reserve	1,068	537
Binda Place Reserve	1,681	845
Contributions to Roadworks Reserve	551	277
Septic Tank Disposal System (STED) Reserve	50,000	50,385
	866,204	425,769
Transfers from Reserves		
Employee Entitlement Reserve	(61,049)	0
Plant Replacement Reserve	0	0
Public Amenities and Buildings Reserve	0	0
Gravel Acquisition Reserve	0	0
Community Housing Reserve	0	0
Seniors Housing Reserve	0	0
Public Open Space Reserve	0	0
Bindoon Community Bus Reserve	0	0
Cemetery Development Reserve	0	0
Recreation Development Reserve	(37,050)	0
Ambulance Replacement Reserve	0	0
Waste Management Reserve	0	0
Landcare Vehicles Reserve	0	0
Binda Place Reserve	0	0
Contributions to Roadworks Reserve	0	0
Septic Tank Effluent Disposal (STED) Reserve	0	0
	(98,099)	0
Total Transfer to/(from) Reserves	768,105	425,769

SHIRE OF CHITTERING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 28 FEBRUARY 2017

6. RESERVES (Continued)

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Employee Entitlements Reserve

- to be used to fund employee accumulated annual, sick, long service leave and employee gratuities

Plant Replacement Reserve

- to be used to fund plant purchases, trades or major overhauls

Public Amenities and Buildings Reserve

- to be used to fund future public amenities and building maintenance requirements of Council

Gravel Acquisition Reserve

- to be used to fund the purchase of gravel or land containing gravel

Community Housing Reserve

- to be used to fund repairs, improvements, extensions or construction of community units

Seniors Housing Reserve

- to be used to fund repairs, improvements, extensions or construction of seniors units

Public Open Space Reserve

- to be used to fund public open space developments in accordance with developer precincts

Bindoon Community Bus Reserve

- to be used to fund the shortfall on operations of the bus and to allow for its eventual replacement

Bindoon Cemetery Development Reserve

- to be used to fund the development or acquisition of cemetery land or facilities

Recreation Development Reserve

- to be used to fund the development or acquisition of recreation land or facilities

Ambulance Replacement Reserve

- to be used to contribute towards the cost of purchasing or replacing an Ambulance

Waste Management Reserve

- to be used to fund the replacement of landfill sites and rehabilitation of existing landfill sites the planned replacement Copier purchase.

Landcare Vehicles Reserve

- to be used for the financing of Landcare vehicles

Binda Place Reserve

- to be used for the upgrade of Binda Place with additional car parking

Contributions to Roadworks Reserve

- to be used for the maintenance of Mooliabeenee Road

Septic Tank Effluent Disposal (STED) Reserve

- to be used to fund connections to the STED system in the Bindoon Townsite

All reserves are not expected to be used within a set period as further transfers to the reserve accounts are expected as funds are utilised.

SHIRE OF CHITTERING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 28 FEBRUARY 2017

	2015/16 B/Fwd Per 2016/17 Budget \$	2015/16 B/Fwd Per Financial Report \$	February 2017 Actual \$
7. NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	1,566,148	346,952	2,180,725
Cash - Restricted Unspent Grants	279,512	785,722	124,187
Cash - Restricted Unspent Loans	0	682,000	0
Cash - Restricted Reserves	1,040,834	1,336,877	1,762,646
Rates - Current	131,500	162,012	828,093
Sundry Debtors	134,162	191,327	109,399
Provision For Doubtful Debts	(3,685)	(3,685)	(3,685)
Inventories	(2,409)	3,540	(1,033)
	<u>3,146,062</u>	<u>3,504,745</u>	<u>5,000,332</u>
LESS: CURRENT LIABILITIES			
Sundry Creditors	(123,724)	(79,279)	(79,908)
Income Received in Advance	0	0	(31,038)
Accrued Interest	0	(16,136)	0
Accrued Salaries & Wages	0	(12,244)	0
GST Payable	0	(40,379)	(5,811)
Leave Provisions	(470,707)	(472,933)	(472,933)
	<u>(594,431)</u>	<u>(620,971)</u>	<u>(589,690)</u>
NET CURRENT ASSET POSITION	2,551,631	2,883,774	4,410,642
Less: Cash - Reserves - Restricted	(1,040,834)	(1,336,877)	(1,762,646)
Less: Cash - Unspent Grants - Restricted	0	0	0
Add Back : Liabilities Supported by Reserves	155,702	137,320	173,655
Adjustment for Trust Transactions Within Muni	0	0	590
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u><u>1,666,499</u></u>	<u><u>1,684,217</u></u>	<u><u>2,822,241</u></u>

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 28 FEBRUARY 2017

8. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2016/17 Rate Revenue \$	2016/17 Interim Rates \$	2016/17 Back Rates \$	2016/17 Total Revenue \$	2016/17 Budget \$
General Rate								
GRV - General Rate	0.093728	2,037	29,043,675	2,770,563	14,297	0	2,784,860	2,774,563
UV - General Rate	0.006010	786	313,469,000	1,914,983	(3,674)	0	1,911,309	1,915,983
Sub-Totals		2,823	342,512,675	4,685,546	10,623	0	4,696,169	4,690,546
Minimum Rates								
	Minimum \$							
GRV - General Rate	1000	501	3,252,152	501,000	0	0	501,000	501,000
UV - General Rate	950	81	6,138,568	76,950	0	0	76,950	76,950
Sub-Totals		582	9,390,720	577,950	0	0	577,950	577,950
Specified Area Rates							0	0
							5,274,119	5,268,496
Ex-Gratia Rates							2,432	0
Movement in Excess Rates							(88,762)	0
Totals							5,187,789	5,268,496

All land except exempt land in the Shire of Chittering is rated according to its Gross Rental Value (GRV) in townsites and Rural Residential areas or Unimproved Value (UV) in the remainder of the Shire.

The general rates detailed above for the 2016/17 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 28 FEBRUARY 2017

9. TRUST FUNDS

Funds held at balance date over which the Municipality has no control and which are not included in this statement are as follows:

Detail	Balance 01-Jul-16 \$	Amounts Received \$	Amounts Paid (\$)	Balance \$
BCITF Levy	456	17,970	(12,674)	5,752
BRB Levy	560	19,931	(15,785)	4,706
Bonds - Key & Hall Hire	9,827	2,350	(5,940)	6,237
Bonds - Animal Control	100	50	(100)	50
Bonds - Extractive Industries	28,888	0	0	28,888
Bonds - Developer	148,651	0	(34,558)	114,093
Bonds - Community Bus Hire	1,100	300	(300)	1,100
Bonds - Crossovers	16,514	0	0	16,514
Extractive Industry Licences	3,880	0	0	3,880
Revegetation of Block Trust	0	0	0	0
Bonds - Pit Rehabilitation	31,287	0	0	31,287
Bonds - Road Upgrade	0	0	0	0
Bonds - Seal Coat	0	0	0	0
Bonds - Sand Extraction	251	0	0	251
Bonds - Defect Roadworks	60,406	0	0	60,406
Bonds - Transportable Buildings	0	10,000	0	10,000
Bonds - Seniors Housing	0	590	(590)	0
Bonds - Community Housing	2	688	(688)	2
Bonds - Staff Housing	961	0	(960)	1
Unclaimed Monies Trust	407	1,414	0	1,821
Bonds - Gravel Pit	12,583	0	0	12,583
Nominations - Elected Members	0	240	(240)	0
	315,873	53,533	(71,835)	297,571

SHIRE OF CHITTERING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 28 FEBRUARY 2017

10. OPERATING STATEMENT

	February 2017 Actual \$	2016/17 Budget \$	2015/16 Actual \$
OPERATING REVENUES			
Governance	22,378	33,959	35,627
General Purpose Funding	6,232,490	6,652,481	5,782,229
Law, Order, Public Safety	276,531	388,940	601,313
Health	28,848	47,275	86,263
Education and Welfare	6,093	22,550	19,228
Housing	99,865	161,617	152,666
Community Amenities	851,722	955,106	971,227
Recreation and Culture	81,163	167,698	110,687
Transport	511,012	2,571,730	1,599,154
Economic Services	63,141	108,528	114,786
Other Property and Services	332,651	371,312	123,899
TOTAL OPERATING REVENUE	8,505,894	11,481,195	9,597,081
OPERATING EXPENSES			
Governance	631,952	1,095,485	975,496
General Purpose Funding	145,582	224,504	250,188
Law, Order, Public Safety	765,322	1,133,803	1,099,441
Health	245,786	352,171	376,161
Education and Welfare	38,130	93,686	99,849
Housing	193,139	313,053	243,543
Community Amenities	1,205,574	2,046,023	1,844,175
Recreation & Culture	732,773	1,240,551	1,168,731
Transport	3,037,954	4,468,241	4,700,195
Economic Services	330,134	616,195	572,181
Other Property and Services	77,660	46,105	154,657
TOTAL OPERATING EXPENSE	7,404,006	11,629,816	11,484,618
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	<u>1,101,888</u>	<u>(148,620)</u>	<u>(1,887,537)</u>

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 28 FEBRUARY 2017

11. BALANCE SHEET

	February 2017 Actual \$	2015/16 Actual \$
CURRENT ASSETS		
Cash and Cash Equivalents	4,067,558	3,151,551
Trade and Other Receivables	933,807	410,142
Inventories	(1,033)	3,540
Trust Assets	298,160	315,873
Other Financial Assets	42,500	42,500
TOTAL CURRENT ASSETS	5,340,992	3,923,606
NON-CURRENT ASSETS		
Other Receivables	34,957	34,957
Inventories	0	0
Property, Plant and Equipment	29,223,434	30,008,665
Infrastructure	103,407,719	103,107,116
TOTAL NON-CURRENT ASSETS	132,666,110	133,150,738
TOTAL ASSETS	138,007,102	137,074,344
CURRENT LIABILITIES		
Trade and Other Payables	116,756	208,527
Trust Liabilities	297,570	315,873
Long Term Borrowings	26,833	85,892
Provisions	472,933	472,933
TOTAL CURRENT LIABILITIES	914,092	1,083,225
NON-CURRENT LIABILITIES		
Trade and Other Payables	0	0
Long Term Borrowings	1,097,595	1,097,595
Provisions	147,099	147,099
TOTAL NON-CURRENT LIABILITIES	1,244,694	1,244,694
TOTAL LIABILITIES	2,158,786	2,327,919
NET ASSETS	135,848,316	134,746,425
EQUITY		
Retained Surplus	56,668,636	55,992,516
Reserves - Cash Backed	1,762,646	1,336,877
Reserves - Asset Revaluation	77,417,032	77,417,032
TOTAL EQUITY	135,848,314	134,746,425

SHIRE OF CHITTERING

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2016 TO 28 FEBRUARY 2017

12. FINANCIAL RATIOS

	2016	2015	2014	2013
Current Ratio	4.665	2.411	1.697	2.790

$$\frac{\text{current assets minus restricted current assets}}{\text{current liabilities minus current liabilities associated with restricted assets}}$$

This ratio is a measure of short term (unrestricted) liquidity. That is, the ability of Council to meet its liabilities (obligations) as and when they fall due.

A ratio of greater than one (100%) indicates Council has more current assets than current liabilities.

If less than one (100%), current liabilities are greater than current assets and Council has a short term funding issue.

SHIRE OF CHITTERING
FOR THE PERIOD 1 JULY 2016 TO 28 FEBRUARY 2017
Report on Significant variances Greater than 10% and \$10,000

REPORTABLE OPERATING REVENUE VARIATIONS

Education & Welfare - \$14,603

Aged & Disabled - Aged is more than budget for no major reason	(397)
Aged & Disabled - Other is less than budget due to timing of grant income	1,000
Other Welfare is less due to timing of grant income	14,000

Recreation & Culture - \$81,659

Halls is less than YTD budget due to grant revenue funding and contributions timing	65,089
Rec & Sport is less than YTD budget due to grant revenue funding timing	15,033
Library is more than YTD budget for no major reason	(52)
Heritage is less than YTD budget due to contribution timing	1,822
Other Culture is more than YTD budget for no major reason	(233)

Transport - \$1,425,014

Transport is less than budget due to road grant funding timing	1,425,014
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Economic Services - \$12,851

Tourism is more than budget due to less reimbursements	(1,940)
Building is less than budget due to less building permit fees collected	14,670
Other Econ is less than budget for no major reason	121

REPORTABLE OPERATING EXPENSE VARIATIONS

Governance - \$112,929

Members is less than YTD budget due to timing of payments	27,110
Other Gov is less than YTD budget due to timing of payments for projects	104,964
Admin is more than YTD budget due to timing of payments	(19,145)

Education & Welfare - \$18,158

Education is less than budget due to no maintenance on bus shelters	3,442
Aged is less than budget as less building maintenance	1,809
Aged other is less than budget due to less expenses for seniors events	1,562
Other is less than budget due to less expenses for Youth Services	11,345

Community Amenities - \$181,900

Sanitation is less than YTD budget due to waste collection less than year to date budget	16,090
San Other is less than YTD budget due to timing of payments	4,831
Sewerage is less than YTD budget for no major reason	48
Stormwater is less than YTD budget due to drainage works not commenced to date	21,926
PoFE is less than YTD budget due to timing of Landcare Contributions	33,331
TP is less than YTD budget due to timing of payments	72,494
Other is less than YTD budget due to timing of payments	33,180

SHIRE OF CHITTERING
FOR THE PERIOD 1 JULY 2016 TO 28 FEBRUARY 2017
Report on Significant variances Greater than 10% and \$10,000

Recreation & Culture - \$108,089

Public Halls is more than YTD budget due to timing of works program	(7,364)
Other Rec & Sport is less than YTD budget due to timing of works program	87,659
Libraries is less than YTD budget due to timing of payments	15,639
Heritage is less than YTD budget due to timing of Brockman Center works	7,576
Other Culture is less than YTD budget due to timing of payments	4,579

Economic Services - \$82,799

Rural services is less than YTD budget due to timing of spraying program	33,328
Tourism is less than YTD budget due to timing of maintenance costs and signage	11,339
Building is less than YTD budget due to timing of payments	13,028
Econ Dev is less than YTD budget due to timing of payments for projects	18,428
Other is less than YTD budget due to timing of Community Bus payments	6,676

Other Property & Services - \$47,071

Private Works is less than YTD budget due to limited private works to date	8,145
PWOH under allocated	(15,965)
POC under allocated	(40,561)
S&W is less due to less workers comp claims	1,354
Unclassified is more than YTD budget for no major reason	(44)

REPORTABLE CAPITAL EXPENSE VARIATIONS

(Profit)/Loss on Asset Disposals - \$280,188

Waiting for new land valuations to account sale of portion Lot 62. Written off items less than threshold amount. Trade in actuals different to budget.

Purchase Land and Buildings - \$126,089

Works are continuing on projects

Purchase Furniture & Equipment - \$18,500

Projects completed.

Purchase Infrastructure - Roads - \$490,817

Works are continuing on projects

Purchase Infrastructure - Footpaths - \$95,130

Works have not yet commenced

Purchase Infrastructure - Drainage - \$81,669

Works have not yet commenced

Purchase Infrastructure - Parks & Ovals - \$60,005

Bindoon Oval Cricket Practice Wicket over budget amount offset by Bindoon Bushrangers payment for \$12,792 GL 36023

Works have not yet commenced

SHIRE OF CHITTERING
FOR THE PERIOD 1 JULY 2016 TO 28 FEBRUARY 2017
Report on Significant variances Greater than 10% and \$10,000

Proceeds from Disposal of Assets - \$298,445

Not all assets disposed of to date

Transfer to Restricted Assets - \$419,099

Timing of transfers to reserve different to budget

Transfer from Restricted Assets \$61,049

Not all transfers from Reserves has not been undertaken to date. Transfer from Rec Dev Reserve will be undertaken in 16/17. LSL transfer was not called upon on 15/16.

For individual projects please refer to Note 3 in the financial statements

SHIRE OF CHITTERING
BANK RECONCILIATION
AS AT 28 FEBRUARY 2017

GENERAL LEDGER	MUNI ACC	TRUST ACC	R/A RESERVE
OPENING BALANCE 1 JULY 2016	1,813,424.01	315,872.69	1,336,877.07
PLUS RECEIPTS			
TOTAL RECEIPTS (Beginning of the Month)	7,694,212.93	49,070.68	425,769.25
RECEIPTS THIS MONTH	567,392.62	4,461.73	0.00
TOTAL YEAR TO DATE RECEIPTS	8,261,605.55	53,532.41	425,769.25
LESS PAYMENTS			
TOTAL PAYMENTS (Beginning of Month)	(7,058,275.86)	(42,151.45)	0.00
PAYMENTS THIS MONTH	(713,181.46)	(29,093.26)	0.00
TOTAL YEAR TO DATE PAYMENTS	(7,771,457.32)	(71,244.71)	0.00
BALANCE	2,303,572.24	298,160.39	1,762,646.32
BANK STATEMENT			
BALANCE AS PER BENDIGO BANK	671,876.42	297,330.85	264,268.04
BALANCE AS PER CBA	647,791.44	0.00	0.00
11AM ACCOUNT	1,100,000.00	0.00	0.00
RESERVE TERM DEPOSIT - BENDIGO BANK - 2093245	0.00	0.00	600,000.00
RESERVE TERM DEPOSIT - BENDIGO BANK - 2144496	0.00	0.00	898,467.88
MUNICIPAL TERM DEPOSIT	0.00	0.00	0.00
WA TREASURY CORPORATION	0.00	0.00	0.00
LESS LANDFILL TO BE RECEIPTED	(190.00)	0.00	0.00
PLUS OUTSTANDING DEPOSITS	4,676.42	168.50	0.00
LESS UNPRESENTED CHEQUES	(109,927.84)	(630.00)	0.00
MUNI TO TRUST TRANSFER - unclaimed sale livestock monies	(1,414.34)	1,414.34	0.00
TRUST TO MUNI TRANSFER - from 7 Feb 2017	123.30	(123.30)	0.00
RESERVE INTEREST	0.00	0.00	(89.60)
EFTPOS OVERPAYMENT REIMBURSEMENT	(157.64)	0.00	0.00
SETTLE WISE REIMBURSEMENT - OVERPAYMENT	(9,000.00)	0.00	0.00
LENIHAN SUPER FROM 30 NOV 2016	(205.52)	0.00	0.00
BALANCE	2,303,572.24	298,160.39	1,762,646.32
GENERAL LEDGER BALANCE TO:			
	1910000	1990000	1951000

FUND - INSTITUTION	AMOUNT	MATURITY	INTEREST
Reserve Term Deposit Bendigo Bank - 2093245	\$600,000.00	1-Mar-17	2.40%
Reserve Term Deposit Bendigo Bank - 2144496	\$898,467.88	23-Mar-17	2.40%
11AM Account - Bendigo Bank	\$1,100,000.00	On Call	1.50%
Municipal - Bendigo Bank	\$0.00		
	\$2,598,467.88		

Prepared By:

Veronica Robinson
Rates Officer

Date: 1 March 2017

Checked By:

Rhona Hawkins
Corporate Services

Date:

SHIRE OF CHITTERING

ACCOUNTS PAID
AS AT THE 28 February 2017 PRESENTED TO THE
COUNCIL MEETING ON THE 15 MARCH 2017

This Schedule of Accounts paid under delegated authority as detailed below, which is to be submitted to each member of Council on the 15 March, has been checked and is fully supported by vouchers and invoices which have been duly certified as to the receipt of goods, the rendition of services and as to prices, computations and costings.

Voucher No's		Value	Pages		Fund No.	Fund Name
From	To		From	To		
PR 3879	PR 3879	\$ 90,033.60	1	1	1	Municipal Fund
PR 3884	PR 3884	\$ 89,065.52	1	1	1	Municipal Fund
EFT 13645	EFT 13755	\$ 381,367.75	1	4	1	Municipal Fund
14207	14220	\$ 118,614.22	4	4	1	Municipal Fund
Direct	Debt	\$ 2,847.86	4	4	1	Municipal Fund
Bank	Transfer	\$ 31,252.51	4	5	1	Municipal Fund
Trust	Trust	\$ 29,093.26	5	5	2	Trust Fund
	Total	\$ 742,274.72				

Officer: Sam Friend

Signature: 
 Authorised by: ^{pp} Rhona Hawkins
Signature: 

Date of Report: 03 March 2017

Disclosure of Interest by Officer: Nil

LIST OF ACCOUNTS PAID IN JANUARY 2017 - SUBMITTED TO COUNCIL 15 MARCH 2017				
Chq/EFT	Date	Name	Description	Amount
Payroll Payments				
3879	8/02/2017	BENDIGO BANK	PAYROLL ENDING - 08 FEBRUARY 2017	90033.60
3884	22/02/2017	BENDIGO BANK	PAYROLL ENDING - 22 FEBRUARY 2017	89065.52
Total Payroll Payments				179099.12
EFT Payments				
EFT13645	01/02/2017	ACE ELECTRICAL & COMMUNICATIONS	REPLACE FAULTY ALARM SYSTEM AT WANNAMAL FIRE STATION	1115.40
EFT13646	01/02/2017	ANNETTE ELISABETH HUDSON	REIMBURSEMENT FOR WORKING WITH CHILDREN CERTIFICATE	102.34
EFT13647	01/02/2017	BINDOON BAKEHAUS & CAFE	AUSTRALIA DAY AWARDS CATERING	752.25
EFT13648	01/02/2017	BINDOON IGA	REFRESHMENTS FOR AUSTRALIA DAY AWARDS FUNCTION	239.51
EFT13649	01/02/2017	BINDOON MENS SHED	2016-2017 CLEANING OF PUBLIC TOILETS	1650.00
EFT13650	01/02/2017	BINDOON MOWERS & MACHINERY	WELDING REPAIRS AND MODIFICATIONS	840.00
EFT13651	01/02/2017	BULLBROOK GLASS AND ALUMINIUM	CHINKABEE COMPLEX MAINTENANCE	200.00
EFT13652	01/02/2017	CHITTERING TOURIST ASSOC (INC)	CONTRIBUTION TOWARDS TOURISM PROMOTIONS - JAN TO MAR 17	5500.00
EFT13653	01/02/2017	CMS LEGAL	PAYROLL DEDUCTIONS	100.00
EFT13654	01/02/2017	DAVID & DEBBIE WILSON	REIMBURSEMENT CALEDARWIZ REIMBURSEMENT	409.21
EFT13655	01/02/2017	ECOWATER SERVICES PTY LTD	REPLACE TORN CHAMBER SET & AIR VALVES	409.00
EFT13656	01/02/2017	ELLENBROOK UNITED FOOTBALL CLUB	KIDSPORT MEMBERSHIP	200.00
EFT13657	01/02/2017	EXPERIENCE PERTH	2016/17 GOLD MEMBERSHIP RENEWAL WITH EXPERIENCE PERTH	360.00
EFT13658	01/02/2017	FIND WISE LOCATION SERVICES	LOCATE AND MARK SERVICES ON SPICE ROAD FOR PROPOSED EXCAVATIONS	1480.60
EFT13659	01/02/2017	FRONTLINE FIRE & RESCUE EQUIPMENT	1 PELLET OF FIREFIGHTING FOAM	3740.00
EFT13660	01/02/2017	GOLDY HOLDEN & SUZUKI	000CH - REPLACE THE CHASSIS WIRING HARNESS	1600.01
EFT13661	01/02/2017	GRANDSTAND AGENCY	AUSTRALIA DAY AWARDS ENTERTAINMENT	825.00
EFT13662	01/02/2017	HERTZ AUSTRALIA PTY LTD	HIRE OF TOYOTA PRADO 26/08/2016 TO 30/06/2017	1831.50
EFT13663	01/02/2017	MONSTERBALL AMUSEMENTS & HIRE	18/03/2016 YOUTH EVENT AMUSEMENT	2690.01
EFT13664	01/02/2017	MUCHEA PLUMBING & GAS	BINDOON TOILETS ATU SERVICE BROKEN RETIC LINES REPAIR	796.40
EFT13665	01/02/2017	MCLEODS BARRISTERS & SOLICITORS	LEGAL EXPENSES	1576.65
EFT13666	01/02/2017	ON PRESS DIGITAL PRINT SOLUTIONS	PRINTING	196.90
EFT13668	01/02/2017	SHIRE OF CHITTERING	PAYROLL DEDUCTIONS	760.00
EFT13669	01/02/2017	STEWART & HEATON CLOTHING CO P/L	PPC - CHITTERING FIRE SERVICE	275.12
EFT13670	01/02/2017	SWAN DISTRICTS GYMNASTICS	KIDSPORT MEMBERSHIP	242.00
EFT13671	01/02/2017	SWAN TOWING SERVICE PTY LTD	2X ABANDONED COMMODORE - JULIMAR & BINDA PLACE	550.00
EFT13672	10/02/2017	ABCO PRODUCTS	CLEANING SUPPLIES	884.52
EFT13673	10/02/2017	ACE ELECTRICAL & COMMUNICATIONS	REPAIRS TO ELECTRONIC FLOAT IN WATER TANK	729.86
EFT13674	10/02/2017	AUSSIE GOLD	YOUTH KREW SHIRTS	406.34
EFT13675	10/02/2017	AUSTRALASIAN PERFORMING RIGHT ASSOC. LTD	EVENT EQUIPMENT HIRE	13.67

LIST OF ACCOUNTS PAID IN JANUARY 2017 - SUBMITTED TO COUNCIL 15 MARCH 2017					
			POSTAGE		
EFT13676	10/02/2017	AUSTRALIA POST	WASTE COLLECTION SERVICES - 30/12/16 - 06/01/17 TO 13/01/17 - 20/01/17		738.80
EFT13677	10/02/2017	AVON WASTE	RETIC & GENERAL SUPPLIES		50337.87
EFT13678	10/02/2017	BINDOON HARDWARE & RURAL SUPPLIES	STOCK FOR CHAMBERS & ADMINISTRATION		2248.79
EFT13679	10/02/2017	BINDOON IGA	2016 - 2017 COMMUNITY SPONSORSHIP - CHRISTMAS PARTY		118.10
EFT13680	10/02/2017	BINDOON PLAYGROUP	HAZARD REDUCTION BURN REIMBURSEMENT		1050.00
EFT13681	10/02/2017	BINDOON VOLUNTEER BUSH FIRE BRIGADE	CHITTERING HEALTH CENTRE ATU SERVICE QUARTERLY MAINTENANCE SERVICE		900.00
EFT13682	10/02/2017	BIOMAX	EVENT PROMOTION		150.00
EFT13683	10/02/2017	BRAND CONNECT AUSTRALIA	ROADSIDE VERGE SPRAYING		852.50
EFT13684	10/02/2017	CHITTERING PEST & WEED	PUMP OUT OF SEWAGE TANKS AT DEPOT		2772.00
EFT13685	10/02/2017	CHITTERING SEPTIC SERVICE	PAYROLL DEDUCTIONS		600.00
EFT13686	10/02/2017	CMS LEGAL	STAFF & COMMUNITY HOUSING PAINTING		100.00
EFT13687	10/02/2017	COLOURWEST PAINTING	FREIGHT		5038.00
EFT13688	10/02/2017	COOEE COURIERS & TRANSPORT	CHITTERING ROAD - TWO COAT SEAL		223.63
EFT13689	10/02/2017	DOWNER EDI WORKS PTY LTD	LEGAL EXPENSES - RATES RECOVERY		89387.18
EFT13690	10/02/2017	DUN & BRADSTREET (Australia) PTY LTD	HOSE REEL CLEAN AND REPLACE		15499.20
EFT13691	10/02/2017	FRONTLINE FIRE & RESCUE EQUIPMENT	MFB - REPAIR & REPLACE OF FLOOD LIGHTS		214.89
EFT13692	10/02/2017	GENSPARK	BULK DIESEL DELIVERY X2		891.28
EFT13693	10/02/2017	GREAT SOUTHERN FUEL SUPPLIES	MEMBERSHIP - CEO - 1/1/17 TO 31/12/17		15132.56
EFT13694	10/02/2017	INSTITUTE OF PUBLIC WORKS ENGINEERING AUST (WA DIV)	EMAILED PAYSLEIPS SETUP		297.00
EFT13695	10/02/2017	IT VISION	REIMBURSEMENT FOR MEDICAL COSTS		1419.36
EFT13696	10/02/2017	JANICE CLARE BILLEN	FIRE STATION MONTHLY CLEANING		305.00
EFT13697	10/02/2017	JCT'S CREATIVE SOLUTIONS	CLEANING OF ROBERT HINDMARSH REST AREA 1/1/17 - 31/1/17		264.00
EFT13698	10/02/2017	JEFF LOUDON	REIMBURSEMENT		852.50
EFT13699	10/02/2017	KAREN DORE	MONTHLY MAINTENANCE CONTRACT 1/1/17 TO 30/1/17		102.08
EFT13700	10/02/2017	KOMATSU AUSTRALIA PTY LTD	VALUATION EXPENSES - GRV, UV & MINING TENEMENTS		184.64
EFT13701	10/02/2017	LANDGATE CUSTOMER ACCOUNT	THE WEST AUSTRALIAN - LOCAL GOVERNMENT PUBLIC NOTICES (25/01/17)		1323.20
EFT13702	10/02/2017	MARKETFORCE PRODUCTIONS	ROADS TO RECOVERY - ANNUAL RETURN ENDING 30/06/16		1434.79
EFT13703	10/02/2017	MOORE STEPHENS (WA) PTY LTD	RETICULATION SUPPLIES & WORKS		2145.00
EFT13704	10/02/2017	MUCHEA IRRIGATION & RURAL SUPPLIES	HAZARD REDUCTION BURN REIMBURSEMENT		2722.78
EFT13705	10/02/2017	MUCHEA VOLUNTEER BUSH FIRE BRIGADE	LOAD RESTRAINT COURSE 20/01/2017		1000.00
EFT13706	10/02/2017	NATIONWIDE TRAINING	SUPPLIED AND OPERATED FRONT END LOADER		1500.00
EFT13707	10/02/2017	PK READ CONTRACTING	FUEL CARD CHARGES		1056.00
EFT13708	10/02/2017	PUMA ENERGY	CH602 - INSTALLATION OF SHOO ROO AND LED LIGHTBAR		5333.26
EFT13709	10/02/2017	ROB'S AUTO ELECTRICS	HIRE OF 1 SET OF TRAFFIC LIGHTS FOR A TOTAL OF 12 WEEKS		247.95
EFT13710	10/02/2017	RSEA PTY LTD	MOUNTABLE KERBING		353.57
EFT13711	10/02/2017	RYLAN PTY LTD	2016-2017 ADMIN CCTV MONITORING		11599.50
EFT13713	10/02/2017	SPYKER TECHNOLOGIES PTY LTD			1972.83

LIST OF ACCOUNTS PAID IN JANUARY 2017 - SUBMITTED TO COUNCIL 15 MARCH 2017					
				STATIONERY	
EFT13714	10/02/2017	STAPLES AUSTRALIA	EDUCATION SCHOLARSHIP - HARRISON ANDERSON		173.48
EFT13715	10/02/2017	SWAN CHRISTIAN COLLEGE	FLEET MANAGEMENT SERVICES - COUNCIL RESOLUTION 110616		1000.00
EFT13716	10/02/2017	UNIQC INTERNATIONAL PTY LTD	TELEPHONE CHARGES		2200.00
EFT13717	10/02/2017	VODAFONE MESSAGING	SLASHING AT SUSSEX BEND RESERVE		642.33
EFT13718	10/02/2017	WANDENA CONTRACTING PTY LTD	2017 AUSTRALIA DAY EVENT FUNDING		6600.00
EFT13719	10/02/2017	WANNAMAL COMMUNITY CENTRE INC	STAFF UNIFORM		500.00
EFT13720	10/02/2017	WORKWEAR GROUP - LGCC	BENDIGO BANK CARD CHARGES		570.00
EFT13721	15/02/2017	BENDIGO BANK	REPLACE IGNITORS TO OVAL FLOOD LIGHTS		7324.07
EFT13722	17/02/2017	ACE ELECTRICAL & COMMUNICATIONS	CATERING FOR ORDINARY COUNCIL MEETING - 15/02/17		1598.78
EFT13723	17/02/2017	BINDOON CAFE AND RESTAURANT	STAFF CONFERENCE ATTENDANCE		429.00
EFT13724	17/02/2017	CEMETERIES AND CREMATORIA ASSOCIATION OF WA	DONATION TO CHITTERING COC - WANNAMAL SUNDOWNER		300.00
EFT13725	17/02/2017	CHITTERING CHAMBER OF COMMERCE	FREIGHT		75.00
EFT13726	17/02/2017	COURIER AUSTRALIA	PPC		10.30
EFT13727	17/02/2017	FRONTLINE FIRE & RESCUE EQUIPMENT	OFFICE FURNITURE		1209.18
EFT13728	17/02/2017	J & K HOPKINS	FINANCIAL WORKSHOP ATTENDANCE		199.00
EFT13729	17/02/2017	MOORE STEPHENS (WA) PTY LTD	LEGAL EXPENSES		893.20
EFT13730	17/02/2017	McLEODS BARRISTERS & SOLICITORS	PLUMBING WORKS		326.28
EFT13731	17/02/2017	N & M RUSSELL PLUMBING & GAS	CHATTER @ CHITTERING MONTHLY ARTICLES		2772.00
EFT13732	17/02/2017	NORTHERN VALLEYS NEWS	CH6084 - REPAIR 1 X PUNCTURE TO TRAILER TYRE		839.00
EFT13733	17/02/2017	SLIMS TYRE SERVICE	AROUND THE TOWNS AREA PROMOTION MONTHLY RADIO INTERVIEWS		35.00
EFT13734	17/02/2017	SOUTHERN CROSS AUSTEREO PTY LTD	PPC - CHITTERING FIRE SERVICE		88.00
EFT13735	17/02/2017	STEWART & HEATON CLOTHING CO P/L	STAFF UNIFORM		98.07
EFT13736	17/02/2017	TOTALLY WORKWEAR - MIDLAND	A10846 RATES REFUND		277.15
EFT13737	21/02/2017	SETTLE WISE CONVEYANCING	EXHAUST FAN REPLACEMENT - 6169 GREAT NORTHERN HWY		9000.00
EFT13738	23/02/2017	ACE ELECTRICAL & COMMUNICATIONS	PROVIDE UPDATE TO ALARM ACCESS USER REGISTER JANUARY 2017		489.41
EFT13739	23/02/2017	AUSTECH SURVEILLANCE PTY LTD	WASTE COLLECTION SERVICES		45.00
EFT13740	23/02/2017	AVON WASTE	COUNCIL CHAMBERS REFRESHMENTS		25398.35
EFT13741	23/02/2017	BINDOON ESTATE	STATIONERY		170.00
EFT13742	23/02/2017	BINDOON IGA	KIDSPORT FUND		191.24
EFT13743	23/02/2017	CHITTERING JUNIOR FOOTBALL CLUB INC	CH1611 - SERVICE & REPAIRS		700.00
EFT13744	23/02/2017	CHITTERING MECHANICAL & TYRES	PEST CONTROL - BEES 2/6194 GREAT NORTHERN HWY BINDOON		900.70
EFT13745	23/02/2017	CHITTERING PEST & WEED	DCP REPORT PROGRESS		99.00
EFT13746	23/02/2017	GAME PLANNING AUSTRALIA PTY LTD	NEWSPAPER ADVERTISEMENT - CHANGES TO COUNCIL MEETINGS		2887.50
EFT13747	23/02/2017	MARKETFORCE PRODUCTIONS	DEPOT - INSTALL SUMPS & OIL SEPARATOR		496.38
EFT13748	23/02/2017	N & M RUSSELL PLUMBING & GAS	EVENT SIGNAGE		17290.00
EFT13749	23/02/2017	NATIONWIDE SIGNS	METERPLAN CHARGES		356.40
EFT13750	23/02/2017	RBC RURAL			1416.21

LIST OF ACCOUNTS PAID IN JANUARY 2017 - SUBMITTED TO COUNCIL 15 MARCH 2017				
EFT13751	23/02/2017	SAFETY BARRIERS	CHITTERING ROAD SAFETY BARRIERS	30154.31
EFT13752	23/02/2017	SLIMS TYRE SERVICE	SUPPLY OF TYRES & PUNCTURE REPAIR	11551.10
EFT13753	23/02/2017	T-QUIP	CH1271 - SERVICE TO TORRO	464.70
EFT13754	23/02/2017	WALGA	BUSHFIRE PLANNING SESSION	132.00
EFT13755	23/02/2017	WATERTORQUE	RETIC WORKS	621.06
Total EFT Payments				381367.75
Cheque Payments				
14207	01/02/2017	BINDOON GENERAL STORE	MONTHLY NEWSPAPER ACCOUNT	40.80
14208	01/02/2017	LGRCEU	PAYROLL DEDUCTIONS	82.00
14209	01/02/2017	TELSTRA	BINDA PLACE REDEVELOPMENT NETWORK CONNECTION - 12/01/17	60986.95
14210	01/02/2017	THOMAS EDWIN FERN	COURTESY BUS STAND IN 24/01/2017	50.00
14211	10/02/2017	SHIRE OF CHITTERING	PAYROLL DEDUCTIONS	760.00
14212	10/02/2017	JESSICA SEERY	YOUTH SPONSORSHIP	200.00
14213	10/02/2017	LGRCEU	PAYROLL DEDUCTIONS	82.00
14214	10/02/2017	SERLING CONSULTING (WA) PTY LTD	BLIZZARD ROAD - ENGINEERING & STRUCTURAL CERTIFICATION OF CULVERT	31991.85
14215	10/02/2017	SHIRE OF CHITTERING	PETTY CASH	451.95
14216	10/02/2017	SWAN VALLEY ANGLICAN COMMUNITY SCHOOL	EDUCATION SCHOLARSHIP - HOPE KAVANAGH	1000.00
14217	17/02/2017	DEPARTMENT OF COMMERCE CONSUMER PROTECTION	U1/11 EDMONDS PLACE BOND PAYMENT	590.00
14218	17/02/2017	SHIRE OF NORTHAM	AROC MEMBERSHIP 2016/17	5000.00
14219	17/02/2017	SYNERGY	POWER SUPPLY CHARGE	13794.55
14220	17/02/2017	TELSTRA	TELEPHONE USAGE	3584.12
Cheque Payments				118614.22
Direct Debits - December 2016				
DD06	15/02/2017	ISUZU AUSTRALIA	SERVICE AGREEMENT	185.90
		BENDIGO / COMMONWEALTH BANK	BANK FEES	1998.52
		CLUE DESIGN	WEBSITE MANAGEMENT	588.50
		WESTNET	WESTNET / INTERNET	74.94
Total Direct Debits				2847.86
Bank Transfers				
DD5610.1	08/02/2017	WA SUPER	PAYROLL DEDUCTIONS	12252.47
DD5610.2	08/02/2017	LGIA SUPER	SUPERANNUATION CONTRIBUTIONS	1269.32
DD5610.3	08/02/2017	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	673.11
DD5610.4	08/02/2017	FUTURE SUPER FUND	SUPERANNUATION CONTRIBUTIONS	107.57

LIST OF ACCOUNTS PAID IN JANUARY 2017 - SUBMITTED TO COUNCIL 15 MARCH 2017						
DD5610.5	08/02/2017	RAMSAY SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	163.98		
DD5610.6	08/02/2017	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	348.69		
DD5610.7	08/02/2017	AMP FLEXIBLE LIFETIME INSURANCE	SUPERANNUATION CONTRIBUTIONS	631.36		
DD5633.1	22/02/2017	WA SUPER	PAYROLL DEDUCTIONS	12716.19		
DD5633.2	22/02/2017	LGIA SUPER	SUPERANNUATION CONTRIBUTIONS	1269.32		
DD5633.3	22/02/2017	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	723.54		
DD5633.4	22/02/2017	FUTURE SUPER FUND	SUPERANNUATION CONTRIBUTIONS	110.29		
DD5633.5	22/02/2017	RAMSAY SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	66.37		
DD5633.6	22/02/2017	REST SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	288.35		
DD5633.7	22/02/2017	AMP FLEXIBLE LIFETIME INSURANCE	SUPERANNUATION CONTRIBUTIONS	631.95		
Total Transfers				31252.51		
Total Municipal Payments				713181.46		
REFUND OF DEVELOPER BOND - ROAD WORKS				29043.26		
HALL HIRE KEY BOND REFUND				50.00		
Total Trust Payments				29093.26		

Bindoon Deviation *'for Heavy Haulage Vehicles'* Strategy 2017



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Document Tracking

Version	Distributed To	Date
1.1	Bindoon Heavy Haulage Route Ref. Group (Discussion Draft)	04/12/15
1.2	Bindoon Heavy Haulage Route Ref. Group (updated Discussion Draft)	05/02/16
1.3	Bindoon Heavy Haulage Route Ref. Group (updated Discussion Draft)	11/05/16
1.4.1	Bindoon Heavy Haulage Route Ref. Group (Draft for finalisation)	26/10/16
1.4.2	Endorsed by Council for Public Comment	14/12/16
	Released for Public Comment	17/01/17
1.4.3	THIS DOCUMENT: for Endorsement by Council	15/03/17

A bypass is a road or highway that avoids or "bypasses" a built-up area, town, or village, to let through traffic flow without interference from local traffic, to reduce congestion in the built-up area, and to improve road safety. A bypass specifically designated for trucks may be called a truck route. Wikipedia

*A **deviation** could be described as "turning aside from the direct road" – therefore to work with the words DEVIATION for HEAVY HAULAGE VEHICLES rather than BYPASS would keep the focus on our townsite as somewhere for visitors to travel to, rather than go around.*

1. Background

The Community Strategic Plan 2012-2022 identified the requirement for an Economic Development Strategy. The Chittering Economic Development Strategy 2015-2025 (CEDS) was endorsed by Council at the Ordinary Council meeting held on 23 February 2015.

CEDS refers to the "construction of a Great Northern Highway heavy traffic bypass road" under Strategy Four – Key Economic Precincts, of which Bindoon is one. The short term actions (0 to 5 years) listed on page 23 are as follows;

- Facilitate the formation of a network of affected local businesses
- Collate research undertaken in other locations to assist with the development of a Plan
- Contemplate actions should the Bypass not be constructed

The proposed 'bypass' is appearing to become more of a reality. With the timeline becoming shorter it was decided, with the future of the Bindoon townsite in mind, to prepare a Strategy in order to be in a positive position. The progression of the Muchea Employment Node, the completion of the Northlink project along with other southern Shire focusses also fuelled the need a plan to keep Bindoon 'top of mind' for visitors and travellers.

The actions undertaken to date are;

1. Form a Reference Group. Council, Shire Administration, Local Business Owners / Operators, Chittering Chamber of Commerce, Chittering Tourist Association, Main Roads WA and any other interested parties (July / August 2015).
2. Survey of customers at businesses that will be affected to ascertain current customer numbers / origin in order to establish a benchmark (September 2015).
3. Preparation of a 'bypass' strategy (this document).
4. Release of this document for public comment, in line with the existing Shire of Chittering Community Engagement Plan and Communication Plan.

Following the endorsement of this document the Group will;

5. Undertake a restructure in order to ensure that the community members in attendance are those with the interest and skills to enact the Strategy.
6. Continue to meet in order to facilitate the enactment the Strategy, including the preparation of a post-monitoring procedure (see item 6) and provide feedback to Council.
7. Provide cost estimates for the proposed actions to be undertaken.
8. Investigate grant and other funding opportunities, including but not limited to;
 - AusIndustry – for individual business support
 - Awards & Scholarships for individual businesses
 - Foundation for Rural & Regional Renewal
 - Regional Development Australia Fund
 - Tourism and heritage based grants
 - Wheatbelt Development Commission

In January 2017 the State Government announced that *Western Bypass Corridor Option A* would be there preferred route for the 'bypass'.

2. Executive Summary

It is important that Council and the Chittering community are informed of, and prepared for, the highway deviation (if and when it occurs).

The development of a Strategy is an important step in addressing any negative impacts associated with the highway deviation and positioning Chittering, in particular Bindoon, so that it can maximise the positive benefits associated with the works.

Chittering needs to focus on strategies that will ensure that Bindoon continues to be a place to stop on their way to more northern destinations, as well as growing as a peri-urban day and overnight destination for visitors.

If a bypass were not to be forthcoming, this Strategy could also be utilised for the purposes of boosting Bindoon as a traveller and visitor destination. Most actions within it can be undertaken with or without the major road changes foreshadowed by Main Roads WA.

Once the Deviation is complete Main Roads WA intends to transfer management of the 'current' Great Northern Highway, which travels through the Bindoon townsite, to the Shire of Chittering. The Group will advocate, on behalf of Chittering ratepayers, for this not to be the case.

However, whoever is responsible for maintenance, this 'old' portion of Great Northern Highway will need to be renamed. It is suggested that the community be called upon to play a large part in this. For simple marketing purposes it would be wise to include the name "Bindoon" in this new name.

3. Objectives

The objectives of this Strategy are to;

- document opportunities, based on local knowledge and through research undertaken (referencing case studies of other bypassed rural towns);
- identify actions to take advantage of the opportunities; and
- recommend priorities.

4. Stakeholders

Listed alphabetically

- Affected Landowners
- Chittering Chamber of Commerce
- Chittering Tourist Association
- Local Businesses
- Main Roads WA / Jacobs (consultant)
- Residents / Ratepayers
- Shire of Chittering, Council and Administration
- Visitors

Consultation to date;

- Call for Expressions of Interest, with reference to an informational 'Conversation Starter' document, from members of the community to form a "Bindoon Bypass Reference Group" (14 May 2015 to 15 June 2015), with ten responses received.
- Bindoon Bakehaus Customer Survey, 238 responses collected during July and August 2015.
- Bindoon Local Business Customer Survey, 173 responses collected from 8 of the 15 targeted businesses during September 2015.
- Draft 'Bindoon Deviation Strategy' open for public comment, 17 January 2017 to 15 February 2017 with four responses received.

5. Proposed Actions

5.1 Entry Statements

Priority:	Medium – 2 to 4 years, dependent upon when the 'bypass' is opened.
Details:	Call for public feedback for design ideas. Consider stoneworks by a local stonemason. To complement the branding of the existing signage suite.
Responsible:	Shire of Chittering.

5.2 Event Information Signage

Priority:	Medium – 2 to 4 years.
Details:	Call for public feedback for design ideas. Consider types, including LED addition to existing and outdoor TV screens.
Responsible:	Shire of Chittering.

5.3 Information Bays / Lay-bys

Priority:	Medium – 2 to 4 years.
Details:	Visitor Centre area to become Information Bay. Laybys to be installed in a way that doesn't discourage stopping again in town.
Responsible:	Shire of Chittering in liaison with Main Roads WA.

5.4 Marketing Strategy 'internal' (residents)

Priority:	High – 1 to 2 years.
Details:	To create an emphasis on local trade. Work towards improving service and opening hours.
Responsible:	Shire of Chittering / Chittering Tourist Association / active residents.

5.5 Marketing Strategy 'external' (visitors)

Priority:	High – 1 to 2 years.
Details:	<i>Chittering: a place to visit</i> Share Bindoon as a key stopover 'just one hour from Perth', a place to walk and lunch in the park. Promotion of monthly key events that highlight key comparative advantages, our point of difference. Links to Chittering Visitor Centre Strategy and Community Strategic Plan.
Responsible:	Shire of Chittering / Chittering Tourist Association / Chittering Chamber of Commerce.

5.6 Prospectus

Priority:	<i>Refer to Chittering Economic Development Strategy</i>
Details:	<i>Identify prospective businesses (ie Boutique Tavern, Wedding Planner, Bus Tours), developers and home owners.</i>

5.7 Signage – Regulatory

Priority:	Medium – 2 to 4 years, dependent upon when the 'bypass' is opened.
Details:	Clever signposting leading into Bindoon, with clear statements as to what is in Bindoon – ie that the Deviation is a truck route whereas through Bindoon is the shorter, more scenic route. Inclusion of photos on major signage.
Responsible:	Shire of Chittering in liaison with Main Roads WA.

5.8 Signage – Tourist and Advertising

Priority:	High – 1 to 2 years, underway and ongoing.
Details:	Complementary to the branding of the Entry Statements, in line with the (proposed) Chittering Signage Plan, to list and link attractions.
Responsible:	Shire of Chittering / Chittering Tourist Association / Chittering Chamber of Commerce.

5.9 Extension of / Addition to Tourist Routes / Drives

Priority:	High – 1 to 2 years, underway and ongoing.
Details:	To encourage people to continue through to Bindoon it is proposed that the existing Chittering Valley Tourist Route be extended and there be the creation of a connecting Bindoon – New Norcia Tourist Drive.
Responsible:	Shire of Chittering in liaison with Main Roads WA / Tourism WA.

5.10. Attractions and Tourism Development

Suggestions, for major projects to encourage light vehicle and tourist patronage, are as follows;

- Grade separated interchanges (ie underpasses / overpasses to create a smooth traffic flow) are being discussed with Main Roads WA.
- Town Centre Improvements: Bindra Place Improvement (complete, February 2017)
- Rural Transaction Centre: incorporating a weekend Visitor Information service, post, phone, printing, secretarial, Medicare, Centrelink, Eftpos, facilities for visiting professionals and a Community Hub.
- Lake Needoonga Walk (liaise DPAW) / Wetlands Sanctuary.
- Motorcycle (and other, ie RV, Caravan, Vintage Car) Friendly town / region (underway through Avon Tourism).
- Local Events, monthly markets plus major annual events;
 - March – Retro “Screen on the Green”;
 - April – Swagman’s Festival;
 - May – Wear Ya Wellies;
 - August – Taste of Chittering;
 - September – Spring Flower Festival;
 - October – Bindoon Ag Show;
 - November – Veteran Car Show.
- Camping facilities, with a point of difference.
- Trails (as identified in the Chittering Trails Network Master Plan).
- Nature play areas.

6. Post-Deviation Monitoring Program

1. Ascertain current vehicle figures through Bindoon
 - Figures to be collected each quarter to monitor fluctuations
2. Currently fourteen shopfront businesses in Bindoon
 - Recheck figure annually to monitor fluctuations
3. Ascertain customer numbers for each shopfront in Bindoon
 - Figures to be collected quarterly to monitor fluctuations
4. Ascertain current staffing numbers for each shopfront in Bindoon
 - Figures to be collected annually to monitor fluctuations
5. Capture ‘community feel’ through survey (Community Scorecard 2016)
 - Re-survey annually to ascertain change
6. Capture ‘businesses opinion’ about the ‘state’ of their business
 - Re-survey annually to ascertain change
7. Capture ‘visitor sentiment’ about our Shire
 - Put in place an ongoing check system, this will also assist with calculating visitor numbers

7. Links to Local and Regional Plans

- Avon Region Tourism Plan (proposed by AROC)
- Avon Tourism Strategic Plan 2016-2019
- Binda Place Improvement Plan 2015
- Chittering Age Friendly Plan 2016-2019
- Chittering Community Strategic Plan 2012-2022
- Chittering Economic Development Strategy 2015-2025
- Chittering Sport & Recreation Plan 2012-2022
- Chittering Tourism Action Plan (proposed)
- Chittering Trails Network Master Plan 2013-2023
- Chittering Visitor Centre Strategic Plan (underway by Shire of Chittering)
- Chittering Youth Strategy 2015-2018
- Northern Growth Alliance Tourism Amenity Plan (proposed by NGA)
- Wheatbelt Blueprint (RDA Wheatbelt)

8. Reference Documents

8.1 Summary of 'Local' Bypass Feedback

Feedback was sought from Cranbrook, Dalwallinu, Gingin, (Bridgetown-) Greenbushes, Harvey and Northam.

8.1.1 After A Bypass in a WA Country Town – Shire of Harvey

Unfortunately I don't have hard data, but in brief, when Forrest Highway was first built there was a significant decline in vehicle traffic and visitations through our inland towns of Yarloop, Harvey and Brunswick Junction.

The number of people accessing the Harvey Visitor Centre declined by about 40% and this resulted in reduced sales and revenue generated through the Centre.

Again we don't have hard data, but there was a noticeable decline in the number of visitors coming into the three towns which in turn had a negative economic effect on the local economies. After an initial period of a few years there has gradually been an increase in vehicle traffic on South Western Highway which has led to some increase in visitors coming into the towns and spending a bit of money.

Good luck with your reference group and hope you come up with some good strategies.

Patrick Quinlivan, Manager Community & Economic Development

8.1.2 After A Bypass in a WA Country Town – Shire of Northam

I am not aware of any detailed report or study that has been done on the effects of the bypass.

It does appear from my own observations that the by-pass did have an effect on a number of businesses in town, including 4 service stations (fuel) that have closed down in the years following the bypass being constructed. I am not sure of what effect the loss of passing trade has had on any of the other local businesses (such as food shops etc).

On a more positive note we have noticed that there are now a couple of al-fresco dining areas on the main street - something that was rare before the by-pass, and it is generally more pleasant environment to walk around and shop.

The Town of Northam also spent significant money on a major streetscape proposal following on from the actual by-pass being constructed, this included widening the footpath, installation of roundabouts and signage. These works, in conjunction with the actual removal of the larger trucks from the centre of town, have certainly made it a more pedestrian friendly environment.

If you would like to discuss further please feel free to give me a call.

Chadd Hunt, Executive Manager Development Services

8.2 Economic Evaluation of Town Bypasses

November 2011, prepared by Bruno Parolin, Faculty of Built Environment, University of New South Wales, for NSW Roads and Maritime Services. Key findings of this document are;

1. Adverse economic impacts that occur tend to be minimal and of a short-term duration.
2. In the longer term highway bypasses do not have adverse economic impacts on highway generated trade and employment.
3. In most cases highway bypasses have resulted in economic benefit.
4. Small towns (less than 2,500 population) are at more risk of adverse economic impacts.
5. Towns with a higher degree of dependence on highway generated trade may experience greater difficulty in managing post bypass recovery.
6. Closeness to a larger centre could be detrimental as motorists could use the bypass to quickly access the larger centre.
7. Longer term traffic level in medium to larger bypassed towns may approach those of pre-bypass levels (due to increased economic activity).
8. The national / regional economy, industry restructure and rural population decline may have more of an impact on the town economy than the introduction of a highway bypass.
9. A highway bypass generally brings about positive land use and land value changes for the bypassed community (according to US studies).
10. Social impacts are generally positive with a perception that quality of life and environmental amenity is improved.
11. Active leadership and proactive planning on the part of the local community, government and road authorities are important aspects of a managing change in a post-bypass environment.

8.3 The Karuah Highway Bypass, Economic and Social Impacts, the 5 year report

2009, prepared by Urban and Regional Planning Program, University of Sydney. Key findings of this document are;

1. End of 12 months; 4 businesses closed, 7 trade decreased, 48 jobs lost (21%). End of 60 months; 4 businesses closed, 6 trade decreased, 35 jobs lost (petrol station and restaurant employment suffering the most).
2. A large number of businesses took no action due to insufficient financial resources and the perception that Council is responsible for the economic recovery of the town. Quote from the report "the attitude of blaming local authorities for problems sits firmly within the Australian psyche".
3. Those businesses that made effective adjustments stabilised themselves better than their competition, adjustments included;
 - a. increased advertising;
 - b. adjusting products / services;
 - c. adjusting employment levels; and
 - d. pursuing opportunity for expansion.
4. Majority of respondents to the business survey (74%) felt that the bypass had had a negative effect on the town's economy.
5. Majority of population (73%) felt that Karuah had become a better place to live due to the reduced traffic noise and local use of main street.
6. Many business owners optimistic about the future due to new housing developments that would increase Karuah's population.
7. Local Government Involvement
 - a. Proactive, working with community and RTA.

- b. Major partner in the development of the Karuah Community and Economic Redevelopment Plan – and its subsequent implementation and updates.
 - c. Responsible for establishing Karuah Working Together Inc (KTW), for engaging the Town Centre Coordinator and facilitating the Karuah Council In-House Working Group.
 - d. Partnering with KTW and local Chamber of Commerce to work towards a number of events.
 - e. Construction of a children's playground near the river which has become a popular stop for travellers.
 - f. Contribution to the conversion of the closed BP station to a community / visitor centre
8. NOTE: despite these efforts a significant number of five-year survey respondents indicated that they were not satisfied with the steps taken in response to the bypass, they advised that their major issues were;
- a. lack of signage and promotions;
 - b. lack of foreshore facilities; and
 - c. the design / cost of the median strip on Tarean Road.
9. Most Important Findings
- a. Less than 10% of residents consider the long-term effects of the bypass negative.
 - b. More than half of residents consider the bypass to provide some safety and amenity benefits – reduction in noise and traffic pollution.
 - c. Karuah must work to develop economically to better support and keep residents.
 - d. Substantial economic opportunity in transforming the town into a tourist destination (rural setting, river, fishing) (see <http://www.karuah.net/> for where they are at).
 - e. Council may need a better communication strategy to keep residents up-to-date about the efforts of Port Stephens Council and other government authorities.

Schedule of Submissions

Bindoon 'Deviation for Heavy Haulage Vehicles' Strategy 2017



Submitter	Summary of Submission Details	Officer's Comment
Piet and Anita Berkers Ref: 01779737	Is your Bindoon Deviation Strategy not too soon if it all depends on the State Election? <i>Premise being that should WA Labor be elected they are going to 'kill off' North Link.</i>	Please see Page 4, Section 2 "Executive Summary", Paragraph 4 <i>"If a bypass were not to be forthcoming, this Strategy could also be utilised for the purposes of boosting Bindoon as a traveller and visitor destination. Most actions within it can be undertaken with or without the major road changes foreshadowed by Main Roads WA".</i>
Cam Dumesny Ref: 01780541	Parallel drawn between the bypass of Bindoon and the Hume Highway bypass of Benalla. Contact made with the Mayor of Benalla.	Attempted to make contact with the Benalla Rural Council, however this has not been forthcoming.
Nick Humphrey Ref: 01780540	Suggestion that there be the inclusion of a Bindoon – New Norcia Scenic Drive.	Rather than just referring to the extension of the Chittering Valley Tourist Drive, this part of the Strategy has been expanded to include the addition of a Bindoon – New Norcia Tourist Drive. Please see Page 6, Section 5 "Actions", sub-section 5.9
Peter Stuart (Staff) Ref: 11780542	Feedback from Local Government Place Managers; <ul style="list-style-type: none"> Strategy is impressive so far; Online business directory is a brilliant idea; Recommendation to not expand the town; Recommendation to initiate an extensive tree canopy. 	Feedback noted.



Shire of Chittering Economic Development Strategy 2015-2025 Key Strategic Direction Update 2017

Endorsed by Council: ***



Chitterling Economic Development Strategy 2015-2025
Key Strategic Direction Update – February 2017

One – Enabling Infrastructure

Actions		Responsible	Timeline	Outcome	Update 2017
Future Lifestyle Choices					
*Develop water infrastructure investment plans. <i>Reference CCSRES/CMSRES</i>		Chief Executive Officer	Short term	Establish a sustainable water supply.	Discussions continue with both WDC & Water Corporation regarding water infrastructure.
Develop the Community Infrastructure Plan (CIP). *Implement the Community Infrastructure Plan. <i>Reference SCP</i>		Executive Manager Development Services	Short term	Identify community needs. Provide local and central activity areas supporting those needs.	The draft CIP was prepared in 2014 and is being utilised to develop a draft Development Contribution Plan (DCP) for community infrastructure within the Shire.
*Construct a multi-purpose health facility in Bindoon. <i>Reference SCP</i>		Chief Executive Officer	Underway	Increase health services and levels. Increase attractiveness as a place to invest and live.	Complete, November 2015.
Local Transport and Access Solutions					
Facilitate sustainable transport solutions. <i>Reference SCP</i>		Executive Manager Technical Services	Ongoing	Provide suitable transport network to support the local economy.	Advocacy continues. Courtesy bus introduced in November 2016 – utilised by an average of 8.8 passengers per week.
*Undertake an impact assessment of Northlink on Muchea and Lower Chitterling. <i>Reference CCSRES/CMSRES</i>		Chief Executive Officer	Short term	Ensure appropriate forward planning is undertaken to accommodate the identified impacts.	If Council would like to proceed with an impact assessment funding would need to be allocated for a study to be undertaken.



Chitterling Economic Development Strategy 2015-2025
Key Strategic Direction Update – February 2017

Main Street Revitalisation – Hub Creation				
<div><div></div><div>*Implement the Binda Place Improvement Plan. <i>Reference SCP</i></div></div>	Executive Manager Technical Services	Underway	Encourage new development and investment. Increase attractiveness as a place to invest and live.	Essentially complete, with a few final items being addressed.
Telecommunications				
Continue to advocate for improved broadband and telecommunication services. <i>Reference SCP</i>	Chief Executive Officer	Ongoing	Maximise the utilisation of NBN infrastructure. Provide business operators with a competitive advantage.	Three NBN towers are to be installed in the Shire of Chittering.
Business Incubator				
<div><div></div><div>*Undertake a Feasibility Study, to consider a collocated business and community resource centre. <i>Reference FRED, facilitate a supportive economic environment</i></div></div>	Chief Executive Officer	Medium term	Central area for office support, meeting space and general, business development services, along with information and networking.	EOI's were called for the use of the 'old' medical building, which identified that there was a requirement for a collocated centre. As the 'old' medical building won't be available for this purpose further investigation needs to be undertaken in order to identify another location.
Regional Community Sports and Recreational Facility				
<div><div></div><div>*Undertake a Feasibility Study, to consider the most appropriate location and the facilities required. <i>Reference CCSRES/GMSRES</i></div></div>	Chief Executive Officer	Medium term	Provide appropriate facilities to retain and attract new residents to support local businesses.	Complete.

* this action will be dependent on the allocation of Council monies and / or a successful submission for external funding.



Chittering Economic Development Strategy 2015-2025
Key Strategic Direction Update – February 2017

Two – Business Support and Growth

Actions		Responsible	Timeline	Outcome	
Facilitate promotional activities to support local businesses <i>as per SCP</i>					
Local Business Listing – create and maintain, including the identification of local home businesses.		Economic Development Officer	Short term	Enable the measurement of the number of local businesses and ease of contact with them.	Launched in 2016. Currently looking into upgrading to a more efficient system which will be more cost efficient and will allow for businesses to be promoted both locally and throughout the Wheatbelt region.
	Shop Local –expand and formalise the existing ad hoc promotional campaign.	Economic Development Officer	Short term	Collective promotion of Chittering businesses.	Continues to be undertaken as ad hoc promotions, including the Shop Local Christmas Campaign. Plans to work with the Chittering Chamber of Commerce to expand the project.
Signage – undertake an audit and create a plan for the removal / replacement / updating of signage throughout the Shire.		Economic Development Officer	Short term	Clear, concise, up-to-date signage to raise the visual profile of Chittering.	Awaiting the finalisation of new signage policies through Development Services.
*Signage – implement the Chittering Signage Plan.					To be undertaken following the completion of the Audit and creation of the Plan.
Support local business networks <i>as per FRED</i>					
Business Networking – continue membership/s with relevant business related organisations.		Economic Development Officer	Ongoing	Continue to offer opportunities and information to local businesses.	Membership and interaction continue with Heartlands, Wheatbelt Business Network and the Chittering Chamber of Commerce.
Highlight the benefits of living in the Shire through area promotion <i>as per FRED</i>					
Joint Promotion – encourage existing local businesses to utilise established mediums, including linking with each other, to promote Chittering as a whole.		Economic Development Officer	Ongoing	Ensure that we share the opportunities and benefits that exist within the Shire for employment, infrastructure, community, lifestyle, business development, social services and tourism.	Ongoing.
Shire Promotion – continue to promote the Shire of Chittering through established mediums. Investigate new mediums and act accordingly.		All staff & Councillors	Ongoing		Continuing, previous successes are being built upon and well received.



Promote Chittering as a sound place to invest for economic growth <i>as per SCP</i>				
<p>Investment Prospectus – research the content required for a document that promotes the advantages of living, working and producing locally within the Shire of Chittering.</p> <p>* Create a Chittering Investment Prospectus should it be found feasible.</p>	Economic Development Officer	Medium term	A document that can be disseminated amongst potential investors and used as a networking tool.	No action to date. Awaiting availability of commercial land, further movement on the Muchea Employment Node, an attractive Bindoon CBD and the updated TPS.

* this action will be dependent on the allocation of Council monies and / or a successful submission for external funding.



Chittering Economic Development Strategy 2015-2025
Key Strategic Direction Update – February 2017

Three – Visitor Attraction

Actions		Responsible	Timeline	Outcome
Create and support festivals / encourage new markets / support local stalls and produce / Visitor Centre promotion <i>as per SCP</i> and Hosting and supporting significant events <i>as per FRED</i>				
*Annual Festival – continued coordination and support, of Taste of Chittering.		Economic Development Officer	Ongoing	Annual event which offers local businesses the opportunity to showcase their produce and / or share their branding.
Area Promotion – promotion of the local events / markets /stalls / produce through Shire communication channels.		Economic and Community Development Officer	Ongoing	Chittering: a place to visit.
*Visitor Centre Support – financial support of the Chittering Visitor Centre through the annual grant process.		Economic and Community Development Support Officer	Ongoing	Chittering: a place to visit.
Development of a local Tourism and Events Plan <i>as per CCSRES/CMSRES</i>				
Tourism Action Plan – utilise the research undertaken by Murdoch University students (November 2014), to develop a Shire of Chittering Shire Tourism Action Plan.		Economic Development Officer	Short term	Document and a plan of action for the continued growth of tourism within Chittering.
Promote our local environment with places to visit, whilst protecting the environment <i>as per CSP</i>				
*Chittering Trails Network Plan – continue to enact the identified projects in this Plan, along with ongoing reviews as applicable.		Economic Development Officer	Ongoing	Creation and maintenance of trails to be utilised as visitor attractions.
				Projects from the Plan continue to be actioned, currently the preparation of a Mountain Bike Trail Plan is underway (report to Council in March).

* this action will be dependent on the allocation of Council monies and / or a successful submission for external funding.



Chittering Economic Development Strategy 2015-2025
Key Strategic Direction Update – February 2017

Four – Key Economic Precincts

Actions	Responsible	Timeline	Outcome
Bindoon			
Construction of a Great Northern Highway heavy traffic bypass road as per CCSRES/CMSRES			
Facilitate the formation of a network of affected local businesses.	Economic Development Officer	Short term	Chittering needs to be on the 'front foot' and have a plan in place to offset any negative social / economic impact.
Collate research undertaken in other locations to assist with the development of a future Plan. Contemplate actions should the Bypass not be constructed.	Economic Development Officer	Short term	Complete. The Bindoon 'Bypass' (Deviation for Heavy Haulage Vehicles) Reference Group has been formed and meets bi-monthly. Final Strategy to be presented to Council, March 2017.
Development of light industrial lots in Bindoon as per CCSRES/CMSRES			
Identify suitable land; accessible, with environmental consideration.	Executive Manager Dev Services	Short term	Availability of land for interested, potential investors.
Identify and liaise with stakeholders.	Economic Development Officer	Short term	Create a network to encourage investment. To be undertaken once the land is available.
Lower Chittering			
Lower Chittering Commercial Area as identified during the consultation process			
Identify and liaise with potential stakeholders.	Economic Development Officer	06/18	A network for consultation during planning. To be undertaken once concept planning commences.
*Develop a concept plan, with a proposed budget including funding.	Executive Manager Dev Services	06/19	2019 project, noting that the location of the area is being address through the Local Planning Strategy Review.



Chittering Economic Development Strategy 2015-2025
Key Strategic Direction Update – February 2017

Muehea				
Continued support of the Muehea Employment Node <i>identified comparative advantage</i>				
Continue to liaise with and lobby the relevant government departments.	Chief Executive Officer	Ongoing	Ensure that the project continues to move forward.	Currently seeking funding for the appointment of a Muehea Employment Node Project Officer, as this will be a key focus area for new business over coming years.
	Economic Development Officer	Ongoing	Ensure that the community and local businesses are informed, including consultation.	Information is shared as, and when, directed by Chief Executive Officer.
	Executive Manager Development Services	Short term	Ensure the DCP remains fair and equitable.	The MEN DCP is currently on hold pending the outcome of the funding application (as previously mentioned).
Northlink <i>identified comparative advantage</i>				
Continue to liaise with the relevant government departments.	Chief Executive Officer	Ongoing	Ensure that the community and local businesses are informed, including consultation.	The Shire President and Chief Executive Officer sit on the project steering committee.
Investigate the opportunities and issues relating to the Northlink project with regard to Muehea and Lower Chittering.	Chief Executive Officer	Short term	Ensure that Council / community are informed, with a strategy for lessening perceived negative impacts created if required.	Information is shared as, and when, directed by Chief Executive Officer.
Chittering New Town <i>identified comparative advantage</i>				
Continue to liaise with and lobby the relevant government departments.	Chief Executive Officer	Ongoing	Ensure that the project continues to move forward.	There will be a 'New Town' in the Local Planning Strategy, with the location based on an attempt to consolidate and support intensification of services and development around existing established areas of development – it will be identified as a priority development area.
	Economic Development Officer	Ongoing	Ensure that the community / local businesses are informed, consult where appropriate.	Information is shared through our normal channels, as and when advised by Chief Executive Officer.

* this action will be dependent on the allocation of Council monies and / or a successful submission for external funding.



Chittering Economic Development Strategy 2015-2025
Key Strategic Direction Update – February 2017

Five – Regional Collaboration

Actions	Responsible	Timeline	Outcome	
Regional Alliance – strengthen and grow the newly formed Regional Alliance (Gingin, Dandaragan and Chittering).	Chief Executive Officer	Ongoing	Regional development of industry, health and aged care services.	The Northern Growth Alliance have sought funding from the State Government to undertake growth planning.
Regional Cooperatives – encourage and support the formation, and growth, of regional cooperatives.	Economic Development Officer	Ongoing	A focused organisation, owned/run jointly by members, which will value add to existing products / businesses.	Assisting where opportunity arises, for example, Northern Valleys Agribusiness.
Regional Groups – encourage and support the formation, and growth, of industry focused local and regional business groups. Continue membership of local and regional groups including Chittering Tourism Association, Chittering Chamber of Commerce, Avon Tourism, Heartlands WA and Wheatbelt Business Network.	Economic Development Officer	Ongoing	A focused point of reference for Council. An industry based network for skill-sharing and advocacy.	Continue to support and interact with all organisations listed.
Regional Networking – continue membership/s with relevant regional groups, including, including Avon Tourism, Heartlands WA and Wheatbelt Business Network.	Economic Development Officer	Ongoing	Continue to promote Chittering through regional channels.	Continue to interact with all organisations listed, along with neighbouring Shires.
Regional Organisations of Council – continue involvement with Avon Regional Organisation of Councils.	Chief Executive Officer	Ongoing	Regional development of required services.	Ongoing.

* this action will be dependent on the allocation of Council monies and / or a successful submission for external funding.



6177 Great Northern Highway
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T: 08 9576 4600 F: 08 9576 1250
E: chatter@chittering.wa.gov.au
www.chittering.wa.gov.au

Office hours: Monday to Friday
8.30am - 4.30pm



Mucnea Senior Cricket Club (Incorporated)

ABN: 44 602 462 767

Treasurer: Shane Angel

PH: 0408 674 643

Email: shane.angel@bigpond.com

Address: [REDACTED]

20/02/2017

To whom it may concern,

Evidence of Contribution for Building Better Regions Fund application BBRF – Pavilion & Change room e

This letter confirms Mucnea Senior Cricket Club (Inc.)'s support for Shire of Chittering's application under the Building Better Regions Fund.

I am authorised to commit Mucnea Senior Cricket Club (Inc.) as described below.

Mucnea Senior Cricket Club (Inc.) will contribute cash to the project in the following instalments:

- 2016-17: \$1,000.00
- 2017-18: \$1,000.00
- 2018-19: \$1,000.00

There are no conditions attached to these contributions.

Yours sincerely,

[REDACTED]

Shane Angel

Treasurer

Mucnea Senior Cricket Club (Inc.)



Chittering Junior Football Club

P O Box 514

BULLSBROOK WA 6084

To whom it may concern

Evidence of Contribution for Building Better Regions Fund application for Muchea Arena Pavilion and Change Room Extensions

This letter confirms Chittering Junior Football Club's support for Shire of Chittering's application under the Building Better Regions Fund.

I am authorized to commit Chittering Junior Football Club as described below:

Chittering Junior Football Club will contribute \$3,000 cash to the project in the 2017/2018 financial year.

Chittering Junior Football Club will contribute \$1,600 in-kind in the form of volunteer labour.

The value of this in-kind contribution has been calculated allowing for approximately 5 hours/week for 3 months.

There are no conditions attached to these contributions.

I confirm that the Chittering Junior Football Club is a project partner in this joint application.

Yours sincerely

Kevin Smith

President

Chittering Junior Football Club

22nd February 2017



Chittering Junior Football Club
P O Box 514
BULLSBROOK WA 6084

20th February 2017

To whom it may concern
Building Better Regions Fund

FUNDING TO IMPROVE AND EXTEND THE PAVILION AND CHANGE ROOMS AT THE MUCHEA ARENA

On behalf of the Chittering Junior Football Club (CJFC), the Committee would like to extend our support to the Shire's proposal for funding from the Building Better Regions Fund to undertake the above works at the Muchea Arena, which is home to the Club.

The Department of Sport and Recreation mentions on its website, "Sport and recreation is not about winning, it's about helping build stronger, healthier, happier, and safer communities."

From the point of view of the Footy Club, our coaches are focusing on improving the kid's fitness levels and skills so that they can be more competitive with their city peers. This will have a positive impact on stronger club participation levels and community involvement. The CJFC Committee is working towards providing healthier options in the canteen. Our kid's attitude to sport is about having a good time and enjoying a good game of footy with friends, this is evidenced by the camaraderie even after they have lost a game. But there is still work to be done on the "safer" component of the above slogan.

The main reasons for the Club's support of the proposal to improve the outdoor areas at the Arena are:

- to address the safety issues that are inherent to the existing facilities (the entrances to the Club room, Canteen, Change rooms and Public facilities are a major slip hazard in wet weather as there is no external cover over the entrances);
- to improve and extend the change rooms as they are currently small, extremely basic, unappealing and tired looking;
- to create an outdoor area that will provide all weather access to the buildings and connect all the utility areas;
- to improve and extend the existing limited undercover viewing area for community and visiting spectators by providing shade and protection from the elements. This will improve community participation and encourage more families with younger kids to attend sporting and community events (currently if the weather is too hot or too wet attendance at community events is at a minimum due to the lack of undercover areas);

- to improve the aesthetics for the community members, volunteers and visitors; and
- that the upgraded facilities can then be used more extensively. It can be a venue for the Muchea Youth Festival, Family Fun Days, Australia Day celebrations, it could also potentially be used to host the football finals 😊

There are so many people in the community volunteering their time, donating food & money for fundraising to enable the growth of the community clubs. Quite often you hear visitors to the Arena for the games look at the oval and remark on how great it looks. It's a matter of pride for us but in the back of our minds there is always the thought, "I don't think you are going to keep that opinion after you see the facilities".

These visitors at the games are our tourists and potential future members of our community, if given the opportunity to appreciate what the locality has to offer. The recent improvements to the car parking facilities around the Arena look great and provide safer, more streamlined access to the facility.

Muchea Arena can be so much more.

We would appreciate your consideration for funding of the Shire of Chittering's proposal to improve the facilities in our community.

Kind Regards

Kevin Smith
President
Chittering Junior Football Club



6.1 Australia Day Awards

Policy Owner:	Governance
Person Responsible:	Executive Support Officer
Date of Approval:	November 2005
Amended:	17 June 2015; 15 February 2017

Objective The purpose of this policy is to provide for the recognition of individuals and organisations who have made significant contributions to the Shire of Chittering's (Shire) community, through annual awards presented on Australia Day.

Policy Each year three local citizens and one local community group or event in the Chittering Shire will be eligible for the Australia Day WA Citizen of the Year Awards in the following four categories:

- Citizen of the Year
- Citizen of the Year – Senior (over 65 years of age)
- Citizen of the Year – Youth (under 25 years of age)
- Active Citizenship Award (to recognise a community group or event)

The recipients will be selected from people and groups who have made a noteworthy contribution since the closure of the previous nomination period, or given outstanding service to the local community over a number of years through active involvement.

The Australia Day Council of WA (ADCWA) provides these awards each year for presentation to the Shire of Chittering on Australia Day.

Nominations are open throughout the year. Anyone in the community can submit a nomination and these are made in writing using the official nomination form. Nomination forms can be obtained from the Shire's website (www.chittering.wa.gov.au) and Facebook, Shire administration and Bindoon Library, and by contacting the Executive Support Officer at the Shire.

In addition students of schools within the Shire who are awarded the School Citizenship Award in the 12 months preceding the Australia Day Awards, will be automatically considered for the *Citizen of the Year – Youth (under 25 years of age)*.

Nominations will be advertised from 1 July each calendar year in Chatter, eChatter, Shire of Chittering website and Facebook, with nominations closing end of November.



SHIRE OF CHITTERING Register of Policies

Advertising from 1 July each year will allow integration into existing promotional activities targeted at people/groups active within the community.

These prestigious awards are only available to one recipient in each category in each year.

The Shire of Chittering will hold the award ceremony on Australia Day (26 January) in Bindoon. Details of the event will be published in the Northern Valleys News and The Advocate.

Prize

Nominees will receive a certificate of recognition with the winners receiving a certificate and a glass award.

Scope

In choosing the recipients of the Australia Day WA Citizen of the Year Awards, regard is given to the nominee's achievements in the year immediately prior to receiving the award, as well as their past achievements and ongoing contribution to the community. A nominee need only be nominated once to be considered. The number of nominations received per nominee bears no weight in their selection.

Recipients will have been judged to have shown:

- A positive contribution to the Chittering Community
- Demonstrated leadership on a community issue resulting in the enhancement of community life
- A significant initiative which has brought about positive change and added value to community life
- Inspiring qualities as a role model for the community

Nominees should reside or work principally within the Chittering Shire.

Awards may be granted posthumously in recognition of recent achievements.

Groups of people or couples will not normally be eligible except when meeting the criteria for a community group.

A person may receive an award on more than one occasion in recognition of their particularly outstanding community contribution or involvement in an alternative initiative.

Unsuccessful nominees may be nominated in future years.

Nominations must be apolitical in their nature and should not in any way bring the awards program or local government area into disrepute.



Sitting members of State, Federal and Local Government are not eligible.

Selection

The selection panel will choose the recommended award recipients from nominations received from the community. A report will be submitted to Council recommending that these people receive the awards.

Community Service Awards

The Shire's Community Service Awards are determined by Council and are awarded in the following two categories:

1. Individual/Couple
2. Group (club/organisation/business)

The winners will receive a certificate and a glass award.

School Citizenship Awards

The Shire's School Citizenship Awards are determined by the three local schools, with nomination forms sent to the school principal seeking nomination details.

The winners receive a certificate and a glass award.

Award Ceremony

Details of the Australia Day Award and Community Service Award recipients are published in the first available edition of "Chatter" following the Award ceremony.

An invitation is also sent to the Freeman of the Shire.

The winners will receive a framed certificate and a glass award and are requested to participate in post-event publicity and promotion. Copies of photographs taken as a result of publicity are provided to Award recipients

Legislation/Local Law Requirements

Not applicable

Other relevant policies/ Key documents

Not applicable

6.1 Australia Day Awards

Policy Owner:	Governance
Person Responsible:	Executive Support Officer
Date of Approval:	November 2005
Amended:	17 June 2015

Objective The purpose of this policy is to provide for the recognition of individuals and organisations who have made significant contributions to the Shire of Chittering's (Shire) community, through annual awards presented near Australia Day.

Policy Each Year two local citizens and one local community group or organisation in the Chittering Shire will be eligible for the Premier's Australia Day Active Citizenship Awards in the following three categories:

- Premier's Australia Day Active Citizenship Award for a person of 25 years or older
- Premier's Australia Day Active Citizenship Award for a person under 25 years
- Premier's Australia Day Active Citizenship Award/or a community group/ or event

The recipients will be selected from people and groups who have made a noteworthy contribution since the closure of the previous nomination period, or given outstanding service to the local community over a number of years through active involvement.

The Australia Day Council of WA (ADCWA) provides three awards each year for presentation in the Shire of Chittering on Australia Day.

Nominations are open throughout the year. Anyone in the community can submit a nomination and these are made in writing using the official nomination form. Nomination forms can be obtained from the Shire's website (www.chittering.wa.gov.au) and Facebook, Shire administration and Bindoon Library, and by contacting the Executive Support Officer at the Shire.

In addition students of schools within the Shire who are awarded the School Citizenship Award in the 12 months preceding the Australia Day Awards, will be automatically considered for the *Premier's Australia Day Active Citizenship Award for a person under 25yrs.*

Nominations will be advertised from 1 July each calendar year in Chatter, eChatter, Shire of Chittering website and Facebook, with nominations closing end of November.

Advertising from 1 July each year will allow integration into existing promotional activities targeted at people/groups active within the community.

These prestigious awards are only available to one recipient in each category in each year.

The Shire of Chittering will hold the award ceremony on a week night prior to 26 January in Bindoon. Details of the event will be published in the Northern Valleys News and The Advocate.

Nominees will receive a certificate of recognition with the winners receiving a certificate and a glass award.

Scope

The winners will have been judged to have shown active citizenship and:

- A positive contribution to the Chittering Community
- Demonstrated leadership on a community issue resulting in the enhancement of community life
- A significant initiative which has brought about positive change and added value to community life
- Inspiring qualities as a role model for the community
- An active member of the community.

Nominees should reside principally within the Chittering Shire.

Awards will not be granted posthumously.

Groups of People or couples will not normally be eligible except when meeting the criteria/ or a community group.

A person cannot receive the same award twice, but can be considered for another award. Unsuccessful nominees may be nominated in future year.

Local Government Councillors and Federal politicians are not eligible to receive an award.

Shire staff acting in their role or performing duties required by their employment with the Shire, are not eligible to receive an Award.

All category winners of the Premier's Australia Day Active Citizenship Awards will be selected from nominations received from the community with a Confidential report being prepared for Council consideration in December every year.

Nominations open during the month of October with the deadline being the last Friday in November.

Community Service Awards

The Shire's Community Service Awards are determined by Council and are awarded in the following two categories:

1. Individual/Couple
2. Group (club/organisation/business)

The winners will receive a certificate and a glass award.

School Citizenship Awards

The Shire's School Citizenship Awards are determined by the three local schools, with nomination forms sent to the school principal seeking nomination details.

The winners receive a certificate and a glass award.

Award Ceremony

Details of the Australia Day Award and Community Service Award recipients are published in the first available edition of "Chatter" following the Award ceremony.

An invitation to attend the next Australia Day Award ceremony is extended to the following:

- The recipient (and partner) of the Premier's Australia Day Active Citizenship Award
- The recipient (and guardian or partner) of the Premier's Australia Day Active Citizenship Award for a person under 25yrs
- The recipient (President/Chairperson and partner) of the Premier's Australia Day Active Citizenship Award for a Community Group/Event

An invitation is also sent to the Freeman of the Shire.

The winners will receive a framed certificate and a glass award and are requested to participate in post-event publicity and promotion. Copies of photographs taken as a result of publicity are provided to Award recipients



1.2 Use of the Council Chambers

Policy Owner:	Chief Executive Officer
Person Responsible:	Executive Support Officer
Date of Approval:	15 April 2009
Amended:	<Date amended by Council Resolution>

Objective This policy is to promote the Shire within the community by regulating the use of the Council Chambers to ensure that the usage reflects the best interests of the Council and the community.

Policy Scope This policy applies to:

- Community groups and other organisations wishing to use the Council Chambers as a meeting venue; and
- Council staff responsible for managing the use of Council facilities.

Policy Statement The Shire of Chittering Council Chambers is a venue suitable for use by a range of groups for meetings. The Council has an interest in ensuring that the space is made available to these groups.

However, the Council has interests that it needs to ensure are protected as part of this use. These include:

- Security of the Council Administration Office as a whole;
- Workplace Health and Safety issues relating to the Council Administration Office's status as a workplace; and
- The perception of others of Council endorsement of the views of other groups using the Chambers.

It is important that these competing aims are assessed when allowing the use of the Council Chambers by groups other than the Council.

Purpose This policy aims to ensure the use of the Council Chambers by organisations other than the Chittering Shire Council.

Definitions The "Council Chambers" is defined as the room in the Council Administration Office building where the Council meetings are held, the kitchen and associated toilet.



SHIRE OF CHITTERING Register of Policies

The “**Council Chambers**” does not include other rooms and spaces in the Council Administration Office building, i.e. Bindoon Library.

Policy Implementation Use by the Council

The primary use of the Council Chambers is for meetings of the Council, its committees and advisory groups, and this use takes precedence over all others.

Other internal uses should be made by booking through the Council’s usual booking procedures.

The Council Chambers may also be used for other Civic and Presidential receptions convened by the Council or other meetings deemed by the Chief Executive Officer, the President or the Council as a whole to be directly associated with the Council’s activities.

Use by community groups and other government agencies

Meetings for community purposes or by other government agencies will be permitted in the Council Chambers with the authorisation of the Chief Executive Officer, or the Council by resolution.

The group wishing to hold the meeting will appoint a designated person to be responsible for the security of the Council’s building and property during and following the meeting.

The designated person will also be responsible for the safety of the persons attending the meeting and ensure that all attendees follow the Council’s workplace health and safety policies and procedures.

No fee shall be payable for the use of the Council Chambers by community organisations and/or groups from Chittering. All other agencies will be charged a fee as per the adopted Fees and Charges.

Unless specifically requested, groups using the Council Chambers will not be required to provide evidence of public liability insurance coverings.

Prohibited use

Meetings supporting political parties or candidates shall not be held in the Council Chambers.

Private functions shall not be held in the Council Chambers.

**Bookings**

To ensure that double-bookings are avoided, all use of the Council Chambers by external and internal organisations is to be booked through the Council's formal booking procedure via the Council's Executive Support Officer. On booking, the user body will be provided with a copy of this policy.

External organisations using the Council Chambers will be provided with light refreshments, i.e. tea, coffee, milk, biscuits etc. Any larger refreshments the external organisation is to arrange themselves, or if they wish to the Council to organise this will be charged at cost.

Requests to use any equipment shall be directed to the Council's Executive Support Officer.

The Chief Executive Officer has the right to refuse any booking and the decision of the Chief Executive Officer is final.



SHIRE OF CHITTERING Register of Policies

1.2 Use of Civic Centre - Council Chambers

Policy Owner: Governance
Person Responsible: Executive Support Officer
Date of Approval: 15 April 2009
Amended:

Objective To promote the Shire within the community by regulating the use of the Council Chambers to ensure that usage reflects the best interests of the Council and the community.

Policy The Council Chambers may be made available for public meetings subject to availability. Booking requests are to be made through the Executive Support Officer to ensure that the Council Chambers is available.

The Council Chambers cannot be used for:

- private functions
- political purposes
- electoral purposes.

Shire staff members that require the use of Council Chambers and/or the projector will send a request through to the Shire's Executive Support Officer.

Standard facilities include china cups, urn, tea, coffee, sugar and milk. Tea and coffee is on a self-serve basis.

The Chief Executive Officer has the right to refuse any booking. The decision of the Chief Executive Officer is final.

Chittering Tourist Association

13 September 2016

Brief History

- Brief History
 - Established by local tourism operators in the mid 1980's
 - Acquired Local Post Office Licence in 1993
 - PT Local Tourism Officer in 2001
 - Part of the "Experience Perth" RTO
 - Became an Accredited Visitor Centre in 2015
 - Transit Park Approval in 2015
- Objects / Purpose:
 - Support and grow tourism in the SoC through connection and promotion of the industry and attractions across the region
 - Values: partnerships, accountability, involvement (engagement), creativity, continuous improvement
- Facilities:
 - Original Building constructed - 1986
 - Minor extension / Post Office Licence – 1993
 - Extension (Federal Grant Funded) - 2008
 - New toilet block constructed – 2010
 - Old toilet become LPO sorting office
 - Quote of \$196K – delivered for \$95K (self managed, volunteers, local tradies)

Activities

- 2016 Wildflower Festival (last 22 years)
 - CTA pretty much runs this event (incl promotion and marketing)
 - Speakers Lounge in Town Hall as a new initiative
 - Has grown to include other community groups
- Support for other Council Sponsored Events
 - eg. Taste of Chittering
 - Information trailer – regional promotion and marketing
- Chittering Community Planning Advisory Group (CCPAG)
 - Clean up day on Crest Hill Rd on 21 August (other planned)
 - Longer term goal to participate in Tidy Towns Competition
- Visitor Information Centre
 - Visitor numbers doubled from 2014/15 to 2015/16 (approx 2700)
 - 6 regular volunteers – approx 30 hrs per week
 - Strategic Plan finalised – implementation commencing
- Provision of Local Post Office Service
 - 3 paid PT staff plus contractor (mail sorting)
- Collaboration
 - Neighbouring Visitor Centres / Groups
 - Local Tourist Operators

Tourism Promotion Funding Quarterly Report			
September – December – March – June			
For Quarter / Year:	April – June 2016		
Report Submission Date:	14 July 2016		
Visitor numbers (Visitor Centre):	Not available		
Number of Members:	30		
Visitor numbers (from Members):	N/A		
TASK / KPI	YOUR RESPONSE		
Accreditation – attach certificate <i>(June only)</i>	N/A		
Brochures on display – verified as current	Checked and current		
Community bus for next financial year's Famile tours <i>(book in January, attach form)</i>			
Copy / submissions / information shared	edo@chittering.wa.gov.au . Tourism WA , Gingin CRC, Avon Valley Tourism. Cc' into emails		
CTA website – verified as current	Information being updated – continuing		
Email contact list – verified as maintained	Checked ok		
Famile tour <i>(details if held this quarter)</i>	Nil		
Gingin Car Day – summary <i>(June only)</i>	Attended as reported		
Promotional trailer <i>(details if used this quarter)</i>	Gingin British Car Day		
Promotional trailer <i>(details if used this quarter)</i>	Gingin British Car Day		
Sponsorship request for next financial year <i>(submit with January report)</i>			
Taste of Chittering – summary <i>(Sept. only)</i>			
Visitor Centre liaison – which Centres were visited this quarter?	Nil		
Budget			
Item	Budget	Spent This Quarter	Balance Available
Tourism promotion tasks as listed above	\$17,000	N/A	N/A
Chittering Valley Brochure <i>(please attach invoice & copy)</i>	\$1,000	\$1,000	Nil
Experience Perth Winter Guide <i>(please attach invoice & copy)</i>	\$500	nil	\$500
Experience Perth Spring Guide <i>(please attach invoice & copy)</i>	\$500	nil	\$300
Wildflower Festival Brochure <i>(please attach invoice & copy)</i>	\$1,000	nil	\$1,000



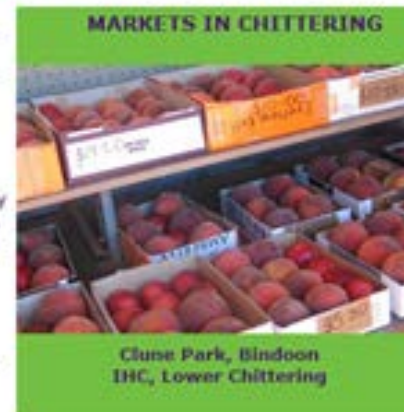
*Visit the beautiful Chittering Valley
So near Perth, yet so Country!*

Home Wildflower Festival Accommodation Eateries Wineries Markets & Attractions Camping & Leisure Useful Information

Just one hour's drive from Perth, the Chittering Valley is nestled in the northern hills of the Darling Range within the beautiful Avon Valley region. With its untouched bushland and wetlands, vineyards, orchards, spectacular wildflowers and views, the area is a perfect day trip or short-break destination - stay overnight at a bed and breakfast, chalet or farmstay. The Valley forms a picturesque gateway into Western Australia's wheatbelt region where you can immerse yourself in the rural lifestyle of the "Golden Horizons".

The Shire of Chittering consists of Bindoon, Muchea and the historical Wannamal with easy access to the neighbouring towns and rural properties of Gingin, Toodyay, York, Northam, Beverley, Goomalling, Victoria Plains and Australia's only monastic town, New Norcia. The region offers a huge range of attractions and plenty of accommodation options against a backdrop of history and natural beauty, all within an easy drive from Perth.

Take one of the many drive and walk trails that meander through the Valley with sculptures, wineries, orchards, markets and roadside stalls selling seasonal fresh produce along your way. At the Brockman Centre in Bindoon you will find locally made arts and crafts and the local Heritage Museum.



Clune Park, Bindoon
IHC, Lower Chittering



Wildflower
Festival
16 - 18
September
2016

Promotional
Video

Upcoming
Events



In Spring the Valley comes alive with wildflowers and in September the town of Bindoon hosts its annual Wildflower Festival. The Taste of Chittering food market is held in August. Weekend markets are held regularly. Details are available [here](#).

TASTE of
Chittering
28 August
2016

Enjoy a tour of the working orchards and take home freshly picked fruit during the citrus or fruit season. The annual Bindoon Agricultural Show is held on the third Saturday in October.



**Tourism
Chittering**

Visit the beautiful Chittering Valley
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[Home](#)
[Wildflower Festival](#)
[Accommodation](#)
[Eateries](#)
[Wineries](#)
[Markets & Attractions](#)
[Camping & Leisure](#)
[Useful Information](#)



Celebrate Nature!

**ANNUAL CHITTERING
WILDFLOWER FESTIVAL**

16 - 18 September 2016

***A Three Day Celebration of our beautiful West Australian
Springtime of Colour***

Each year in Spring the Chittering Valley comes alive with wildflowers. The town of Bindoon celebrates the season with its annual Wildflower Festival

The town of Bindoon also has its gardens out in colour and the Bindoon Tale Trail for those wishing to take a stroll through the history of Bindoon and Chittering.

Most Festival activities are within walking distance of the Hall, apart from the Quilts in Spring and Bindoon Museum which are both located in the historical Brockman Centre, 6 kilometres South of the town.

Plenty of food options are available and we recommended that you look at the map within the programme to note parking areas before you arrive.

SEE BELOW THE FULL PROGRAMME including the performance of Red Flowering Gums at Enderslie Farm for more info go to www.endersteafarm.com.
Visit the Bindoon Town Hall Exhibition of the original artwork of Ida Richardson and Helen Ogden.

EVENTS

- Wildflower Festival
- Market Stalls
- Art & Photography Exhibition & Sales
- Guided Wildflower tours
- Bindoon Chitterbug Consignee Exhibition
- Quilts in Spring & Bindoon Arts & Crafts



COMPETITIONS

- Wildflower Photographic Competition





**Tourism
Chittering**

*Visit the beautiful Chittering Valley
So near Perth, yet so Country!*

Home	Wildflower Festival	Accommodation	Eateries	Wineries	Markets & Attractions	Camping & Leisure	Useful Information
 <p style="text-align: center;">Burnsie Well</p>			<p>PLEASE NOTE the following symbols:</p> <div style="display: flex; justify-content: space-around;">   </div> <p style="text-align: center;">Child Friendly Pet Friendly</p>		 <p style="text-align: center;">Bindoon Windmill Farm</p>		
 <p style="text-align: center;">Jessie's Cottage</p>			<p>Bindoon's Windmill Farm Lot 101 Kay Rd, Bindoon, WA 6502 Friendly farmstay getaway. Comfortable en-suite detached accommodation. Towels and linen supplied. Continental breakfast. Conference/Seminar facilities available. Email us Website Tel/Fax: + 61 8 9576 1136 </p>		 <p style="text-align: center;">Enderslie House</p>		
			<p>Burroloo Well Farmstay "Rufftuff", Great Northern Highway, Upper Chittering, WA 6084. Spectacular views on a family friendly farm high above Lake Chittering. Bush walking, wildlife and farm animals. Self-contained modern accommodation. Email us Website Tel: +61 8 9576 1010 </p>		 <p style="text-align: center;">Orchard Glory</p>		
			<p>Enderslie House Bed & Breakfast 15 Peters Road, Muchea, WA 6501 Enjoy six beautifully decorated ensuite bedrooms. Sleeps up to 16 people. Main area decorated with local and family memorabilia. 5.5 acres with avocado orchard - feed pet alpacas, sheep, emu. Email us Website Tel/Fax: +61 8 9571 0595  Mob: 0412 407 648</p>				
<p>Jessie's Cottage, Gingin 23 Lefroy Street, Gingin WA 6503 Affordable and quaint self-contained holiday accommodation with continental breakfast. Suitable for families or groups up to 8. Email us Tel: +61 8 9575 1701</p>							



*Visit the beautiful Chittering Valley
So near Perth, yet so Country!*

Home	Wildflower Festival	Accommodation	Eateries	Wineries	Markets & Attractions	Camping & Leisure	Useful Information
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Alicia Estate

Alicia Estate Winery & Restaurant
 Lot 525 Nerramine Drive, Julimar WA 6567
 The restaurant has an extensive menu to complement the style of wines produced on the estate. Traditional European cuisine with indoor & alfresco dining rooms overlooking Julimar forest. Wine and honey mead for sale and tasting.
[Email us](#) [Website](#)
 Tel: +61 8 95745458



Bindoon Bakery

Bindoon Bakery
 Binda Place, Bindoon, WA 6502.
 Famous for our chunky meat pies, continental bread, pastries and cakes, all baked on the premises.
 Open 7am to 5pm 7 days a week.
[Email us](#)
 Tel: +61 8 9576 0069



Hotel Scottalian

Hotel Scottalian
 6626 Great Northern Highway, Bindoon, WA 6502
 Great country pub food at great prices. Open for lunch and dinner Tuesday to Sunday.
[Email us](#)
 Tel: +61 8 95761400 Fax: +61 8 95761400



Bindoon Roadhouse

Bindoon Roadhouse
 Binda Place, Bindoon, WA 6502
 Friendly personal service. Dine in or takeaway food and drink. Eftpos available. Open 7am to 8pm 7 days a week.
 Tel/Fax: +61 8 9576 1168

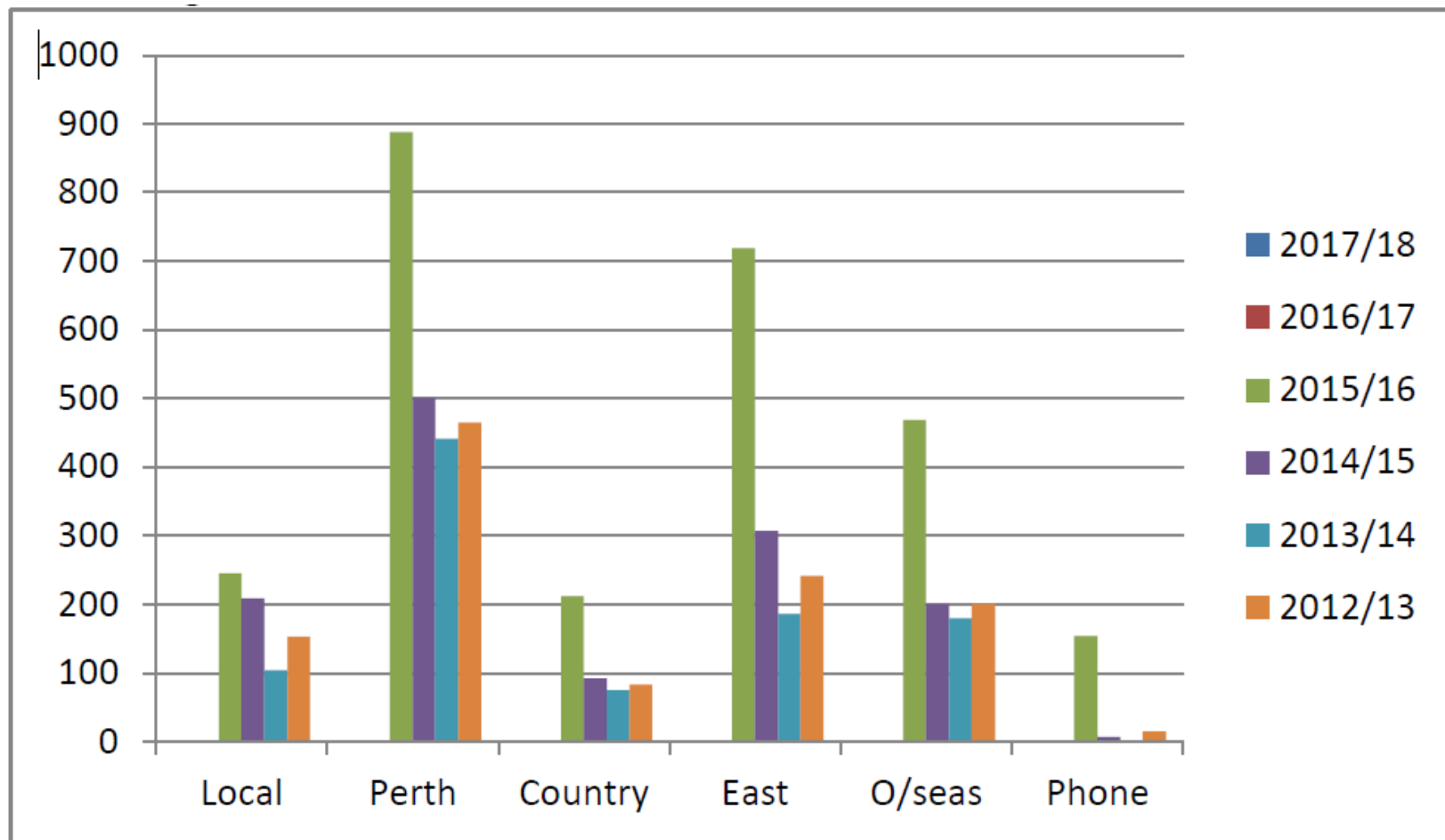


Stringybark

Stringybark Winery, Restaurant and Function Centre
 2060 Chittering Road, Chittering WA 6084
 Cellar Door sales and fully licensed restaurant. Open for tastings and meals Thursday & Friday for dinner, Saturday for lunch and dinner; Sundays for full English breakfast, lunch and dinner.
[Email us](#) [Website](#)
 Tel: +61 8 9571 8069 Fax: +61 8 9561 6547

Contact us	Home	Wildflower Festival	Accommodation	Eateries	Wineries	Attractions	Camping & Leisure	Useful Information
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Visitor Numbers



Total for 15/16 – 2,670 (approx)

Overnight Caravan Stays

- Normal Overnight Stays (Transit Park)
 - Total number of overnight stays – av. 16-20 / week
 - Total – 900 (funds retained by CTA)
- Caravan Clubs (Oval)
 - 6 clubs per year on oval (2-3 nights / 20-30 vans)
 - Total – 300 (funds go to BTG / BEAT)
- Accounting for Funds
 - Prior to current FY – part of retail income
 - From FY 16/17 – separate line item
- Income to date in FY 16/17
 - Transit Park – 128 Overnight stays @\$20 - \$2,560
 - Oval – one club / 24 overnight stays - \$480
- Economic Benefit to community
 - Estimated at \$120,000 / yr (based on \$100 / night)

Council Support

- Funding support arrangements
 - Pre 2012 - Invoice/expense based (ad-hoc)
 - Post 2012 - Grant based for specific purposes

- CTA Building:

– Maintenance (Bldg & Gardens)	- \$20,000	
– Building Insurance	- \$1,260	
– Council Grant	- \$20,000	
• Tourism Promotions Officer - \$17,000		
• Chittering Valley Brochure - \$1,000		
• Experience Perth Advertising - \$1,000		
• Wildflower Festival - \$1,000		

- Public Toilet (part use by Transit Park – say 20%)

– Maintenance (Bldg)	- \$18,000	
– Cleaning	- \$12,000	

\$41,000

\$6,000

Revenue

from 15/16 Profit & Loss Statement

• Australia Post Commissions	- \$80,000
• Stamps & Stationery	- \$45,000
• Other Australia Post Income	- \$23,000
• Council Grant	- \$20,000
• Camping	- \$18,000
• Wildflower Show	- \$12,000
• Fresh Produce/Drinks	- \$5,000
• Memberships	- \$5,000
Total Income	- \$208,000

Expenses

from 15/16 Profit & Loss Statement

• Salaries (3 x PT staff in LPO & Tourism Promotion Officer)	- \$97,000
• Cost of Goods Sold	- \$57,000
• Contractor Payments (mail sorting)	- \$11,000
• Advertising	- \$7,000
• Electricity	- \$5,000
• Aust Post Commissions	- \$4,000
• Phones / IT	- \$3,000
• Tourism Promotion	- \$3,000
• Insurances	- \$2,000
• Other	- \$1,500
Total Expenditure	- \$190,000

Summary

- Costs to Council
 - Direct Costs - \$47,000
Building costs, share of amenities, Council grant
 - Chittering Tourist Association
 - Revenue
 - Australia Post - \$148,000
 - Council Grant - \$20,000
 - Camping - \$18,000
 - Wildflower Festival - \$12,000
 - Other - \$10,000
 - Expenditure
 - Staff / Contractor Costs - \$108,000
 - Cost of Goods - \$57,000
 - Advertising & Promotion - \$10,000
 - Electricity, IT, Insurances - \$10,000
 - Other - \$5,000
- \$208,000**
- \$190,000**

From ATO web site:

A not-for-profit (NFP) organisation does not operate for the profit or gain of its individual members, whether these gains would have been direct or indirect. This applies both while the organisation is operating and when it winds up.

An NFP organisation is not an organisation that hasn't made a profit. An NFP organisation can still make a profit, but this profit must be used to carry out its purposes and must not be distributed to owners, members or other private people.

We accept an organisation as NFP where its constituent or governing documents prevent it from distributing profits or assets for the benefit of particular people – both while it is operating and when it winds up. These documents should contain clauses that are acceptable to us as showing the organisation's NFP character.

From Australian Government web site (Charities and Not-for-profits Commission):

An organisation does not fail to be a not-for-profit if it simply provides a benefit to a member while genuinely carrying out its purpose. For example, organisations such as self-help groups can be not-for-profits if the benefits provided to members are consistent with the purposes of the organisation.

The benefits provided by a not-for-profit can be direct (such as distributing money or gifts) or indirect (such as a member receiving assistance from the organisation that is not consistent with its purpose). **Staff or responsible persons (such as board or committee members or trustees) can of course be paid for their work, but not an unreasonable amount.**

Not-for-profits can make profit, but any profit made must be applied for the organisation's purpose(s). Organisations can retain profits (instead of applying it towards their purpose), as long as there is for a genuine reason for this related to its purpose. For example, a good reason to retain money may be to save up for starting a new project, building new infrastructure or to accumulate a reserve to ensure an organisation remains sustainable.

Auditing

(Not for Profit Incorporated Associations)

Reference – WA Associations Incorporation Act 2015

Tier 1 (revenue of less than \$250,000) – no review or audit required unless required by majority of members at a general meeting. Financial statements must give a true and fair view of the financial position and performance of the association (cash or accruals accounting permitted).

CTA submits their accounts to Council for review on an annual basis so they are actually exceeding the legislative requirements. Last review conducted by EMCS in August 2016 – no issues identified.

Tier 2 (revenue \$250,000-\$1,000,000) – must be reviewed by a member of a professional accounting body (to be prescribed by Regulations), a registered company auditor or a person the Commissioner considers appropriate.

Tier 3 (revenue exceeding \$1,000,000) – must be audited by a member of a professional accounting body, a registered company auditor or a person the Commissioner considers appropriate.

Overall Summary

- Accountability:
 - Operates in accordance with not-for-profit rules
 - Have moved to a more structured, grant based funding model
 - Is reporting on KPI's (which continue to be reviewed)
 - Activities of the PT Tourism Officer are reported in CIB
 - Books of account are provided to Council annually for review
- Affordability
 - Cost to Council - \$67K (compared to Toodyay at \$160K)
- Issues / Areas for Improvement:
 - Accounting for Camping separately from other retail sales (now in place)
 - Difficulty in recruiting new volunteers (a common problem)
 - Need for consistent and collaborative planning (is improving)
 - Closer relationship with Chamber of Commerce (underway)
 - Implementation of all recommendations in the Strategic Plan may prove a challenge for a largely volunteer organisation (implementation has commenced)
- Generally
 - Continues to provide a valuable and cost effective service to the community