



Committee Attachments

Wednesday, 20 March 2013

REPORT NUMBER	REPORT TITLE AND ATTACHMENT DESCRIPTION	PAGE NUMBER(S)
10.1	<p>Minutes of the Chittering Bush Fire Advisory Committee meeting held on Tuesday, 12 February 2013*</p> <p>"Unconfirmed" minutes of the Chittering Bush Fire Advisory Committee meeting held on 12 February 2013</p>	
10.2	<p>Minutes of the Australia Day Advisory Committee meeting held on Wednesday, 13 February 2013*</p> <p>"Unconfirmed" minutes of the Australia Day Advisory Committee meeting held on 13 February 2013</p>	19
10.3	<p>Minutes of the Chittering Health Advisory Committee meeting held on Wednesday, 13 February 2013*</p> <p>"Unconfirmed" minutes of the Chittering Health Advisory Committee meeting held on 13 February 2013</p>	31
10.4	<p>Minutes of the Australia Day Advisory Committee meeting held on 12 December 2012*</p> <p>"Unconfirmed" minutes of the Australia Day Advisory Committee meeting held on 12 December 2012</p>	41
10.5	<p>Minutes of the Chittering Community Planning Advisory Committee – Thursday 8 November 2012*</p> <p>"Confirmed" minutes of the Chittering Community Planning Advisory Committee meeting held on the 8 November 2012.</p>	54
10.6	<p>Minutes of the Audit Committee – 13 March 2013*</p> <p>"Unconfirmed" minutes of the Audit Committee meeting held on the 13 March 2013</p>	59

**MINUTES OF THE CHITTERING BUSHFIRE
ADVISORY COMMITTEE**

Tuesday, 12 February 2013

Council Chambers
6177 Great Northern Highway
Bindoon

COMMENCEMENT: 7.30pm
CLOSURE: 9:40pm



These minutes will be confirmed at the next meeting of the Chittering Bushfire Advisory Committee to be held on **9 April 2013**

SIGNED BY _____
Person presiding at the meeting at which minutes were confirmed

DATE _____

Disclaimer

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

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

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

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

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1. DECLARATION OF OPENING OF MEETING / ANNOUNCEMENTS OF VISITORS

The Presiding Member to declare the meeting opened at 7:30pm.

2. RECORD OF ATTENDANCE / APOLOGIES

2.1 Attendance

The following members were in attendance:

Ian Hollick	Presiding Member
Dennis Badcock	Chief Bushfire Control Officer
Greg Cocking	Deputy Chief Bushfire Control Officer
Kim Haeusler	Wannamal Volunteer Bush Fire Brigade
Frank Schubert	Bindoon Volunteer Bush Fire Brigade
Max Brown	Lower Chittering Bush Fire Brigade
Dennis Harvey	Muchea Volunteer Bush Fire Brigade
Cr Doreen Mackie	Councillor, Shire of Chittering
Gary Tuffin	Chief Executive Officer, Shire of Chittering
Jamie O'Neill	Community Emergency Services Manager, Shire of Chittering

The following non-voting members were in attendance:

John Mangini	AVBFB North Metro & Perth North DOAC Rep VVEAC
Cr Barni Norton	Councillor, Shire of Chittering
Craig Garret	DFES
Steve Browne	Lower Chittering Volunteer Bush Fire Brigade
Paul Groves	Bindoon Volunteer Bush Fire Brigade
Paul Martin	Muchea Volunteer Bush Fire Brigade
Peter Hall	Muchea Volunteer Bush Fire Brigade
Karen Parker	Manager of Human Services, Shire of Chittering (Minute Secretary)

2.2 Apologies

Paul Musarra	DEC
Phillip Humphrey	Upper Chittering Volunteer Bush Fire Brigade
David Wilson	Training Coordinator
Rose Coci	Incident Support Brigade

3. DISCLOSURE OF INTEREST

Nil

**4. CONFIRMATION OF PREVIOUS MINUTES****4.1 Chittering Bushfire Advisory Committee meeting - Tuesday, 11 December 2012****OFFICER RECOMMENDATION / COMMITTEE DECISION**

Moved Max Brown / Seconded Cr Gary Tuffin

That the minutes of the Chittering Bushfire Advisory Committee meeting held on Tuesday, 12 December 2012 be confirmed as a true and correct record of proceedings.

THE MOTION WAS PUT AND DECLARED CARRIED 10/0

5. ANNOUNCEMENTS BY THE CHIEF BUSHFIRE CONTROL OFFICER WITHOUT DISCUSSION

Dennis Badcock, Chief Bushfire Control Officer spoke on the following:

- *VEAC Meeting to be held on 23 March 2013, requested issues to be provided to the Chief Bushfire Control Officer by 13 March 2013.*
- *Couple of minor fire incidents with assistance also provided to two incidents outside the Shire.*
- *Continuing to have issues with COMS Centre callouts.*
- *Attending the Local Training Committee Meeting with the Community Emergency Services Manager 13 February 2013.*
- *Encouraging to see a Bushfire Ready Group meeting convened for 17 March 2013 at Chittering Rise.*
- *Bindoon Brigade had a near miss incident at the Gingin fire. Incident report being generated and will be circulated once completed. The Chief reminded brigade members, FCOs and Captains to report any incidents immediately but if this is not possible as soon they get back to the Station.*
- *Brigades need to keep an eye on their equipment and ensure foam is flushed out regularly. Drafting pipe lowest point of plumbing and residual foam needs flushing.*



5.1 Presentation by John Mangini

John Mangini addressed the meeting as a Vehicle and Equipment Advisory Committee member and a representative on the committee of the Association of Volunteers. John briefed committee members on these two committees.

- *VEAC process:*
 - *member / brigade lodges message/request through the Chief Bushfire Control Officer (these are things that affect the wider fleet, not easily resolved issues and remedy options need to be included if possible);*
 - *if the Chief approves he will then submit for approval by all Chiefs;*
 - *once approved John takes to DOAC;*
 - *the matter is referred to DFES (response from DFES can take a considerable length of time);*
 - *important process as a record then exists.*
- *Association of Volunteers:*
 - *If no satisfaction from VEAC process the Association can then step in.*
 - *Working hard to increase the services the Association provides and profile.*
 - *Working on issues like the Emergency Management Act.*
 - *Can also assist with issues where concerns / complaints raised have not been addressed by the Shire / DFES / Chief etc.*
 - *Merchandise available (eg teddy bear fireman; caps; t/shirts.*
 - *Trying to have Presumptive Cancer extended to volunteer fire fighters.*
 - *Proper registration on official bodies to do with legislative changes.*
- *Clutch issue on Wannamal Isuzu discussed.*

6. ANNOUNCEMENTS BY THE DFES DISTRICT MANAGER NORTH EAST WITHOUT DISCUSSION

Craig Garrett, DFES District Manager, North East spoke on the following:

- *Expressed appreciation for the assistance by brigades at fires outside the Shire. Requested thanks be passed on to the Brigade members.*
- *RTAC meeting to be held 12 March 2013.*
- *Training calendars out and Jamie O'Neill will distribute.*



**MINUTES OF THE CHITTERING BUSHFIRE ADVISORY COMMITTEE
TUESDAY, 12 FEBRUARY 2013**

- *Base radios should be installed in all stations. Fitting of switches should occur soon.*
- *Following up on COMS Centre issues, waiting for appointment, has a list of issues to discuss.*

7. ANNOUNCEMENTS BY THE CHIEF EXECUTIVE OFFICER WITHOUT DISCUSSION

Gary Tuffin, Shire of Chittering CEO spoke on the following:

- *Spoke to Jenny Hall, President Muehea Polocrosse Club, regarding parking issues at the Muehea Fire Station:-*
 - *Very receptive;*
 - *Mrs Hall will inform members to request cars parked / blocking the station be moved;*
 - *Shire will update / improve signage;*
 - *Polocrosse Club will put an A frame 'no parking signs' out during events.*
- *D Harvey advised that tape will also be placed along the front to identify the shed as a Fire Station.*

8. ANNOUNCEMENTS BY THE CHITTERING FIRE SERVICES TRAINING COORDINATOR WITHOUT DISCUSSION

Jamie O'Neill, CESM, advised that David Wilson, Upper Chittering Brigade, is the new Training Coordinator and his email address is david.wilson@mettasolutions.com.au. David is unwell so not able to attend this meeting, but hopes to be well enough to attend the Training Meeting to be held 13 March 2013.

9. ANNOUNCEMENTS BY THE COMMUNITY EMERGENCY SERVICES MANAGER

Jamie O'Neill, CESM, spoke on the following:

- *ISB Shed has been completed. Vehicle arrival date unknown*
- *Wannamal Fire Station telephone lines installed. Looking at internet options as ADSL not available.*
- *Upper Chittering aerial installed and now received clear mobile reception up to 100m outside the station.*
- *Objective to have all stations' communications upgraded so they can be used as a command centre if required.*
- *Static water tank installed at Chittering Rise.*



- *Local Government Grant Scheme (formally ESL) offer received \$133,980. Will counter offer and enter into negotiations.*
- *LEMC meeting planned for Thursday 14 February 2013. Arrangements will be presented.*
- *1,030 property inspections have been undertaken, 254 work orders issued and approximately 20 fines issued. Inspections now being undertaken in Muchea.*

10. ANNOUNCEMENTS BY DEC

Nil

11. BRIGADE REPORTS**11.1 Bindoon Volunteer Bush Fire Brigade**

Frank Schubert, spoke on the following:

- *Brigade Christmas function, incorporated some training.*
- *Attended the Australia Day function, went well.*
- *2.4's clutch now repaired.*

11.2 Lower Chittering Volunteer Bush Fire Brigade

Max Brown spoke on the following:

- *Four call-outs, only one (1) in their area. One volunteer sustained an injury.*
- *UWA survey form received.*
- *Hartley Read took a call wanting to light a fire, permission denied.*
- *Three members have moved on but have signed up four new members.*

11.3 Muchea Volunteer Bush Fire Brigade

Dennis Harvey spoke on the following:

- *Attended a couple of fires.*
- *New mobile telephone received. Call-out system up and going.*
- *Advised COMS Centre when call-out received that Muchea were attending at a fire and requested Bullsbrook Brigade be activated, did not happen. Craig Garrett advised that Bullsbrook Brigade were at another fire that day, but he will follow up on the issue.*
- *Muchea has a couple of new members.*
- *Bus excursion with Upper Chittering Brigade.*



**MINUTES OF THE CHITTERING BUSHFIRE ADVISORY COMMITTEE
TUESDAY, 12 FEBRUARY 2013**

11.4 Upper Chittering Volunteer Bush Fire Brigade

Nil

11.5 Wannamal Volunteer Bush Fire Brigade

Kim Haeusler spoke on the following:

- *No incidents to report.*
- *Fire Station now well enough equipped to handle incidents.*
- *Alarm fixed recently, only powered by battery as power source it was connected to kick out. Jamie O'Neill advised that this has been rectified.*
- *The 2.4 has had an intermittent starting issue over the last couple of years, now being repaired so out of service.*
- *Fuel loadings in pasture paddocks grazed, but stubble paddocks too high and could cause a fire.*

11.6 Incident Support Brigade

Nil

12. CHITTERING BUSHFIRE ADVISORY COMMITTEE ACTION LIST AND COMMITTEE RECOMMENDATIONS

12.1 Outstanding Actions and Recommendations

Meeting Date	Brigade / Report title	Details of required action	Person responsible	Current status	Action completed
8/02/2011	Bushfire Management	CEO to advise Hartley Read who will be completing the mapping part of the Bushfire Management document	CESM	CESM will manage process Ongoing	
14/06/2011	Fire Break Notice	The following motion to be submitted to Council: That Council reviews Local Planning Policy 21, in particular Section 5.3 Individual Fire Breaks, to ensure compliance with the Bush Fires Act, to reduce confusion and to ensure consistency with the Shire's Annual Fire Break Notice.	CEO	Endorsed by Council. Review to be undertaken by Development Services CEO will follow up with EMDS for response. Policy has been removed from the Shires Website.	





MINUTES OF THE CHITTERING BUSHFIRE ADVISORY COMMITTEE
TUESDAY, 12 FEBRUARY 2013

Meeting Date	Brigade / Report title	Details of required action	Person responsible	Current status	Action completed
				<p>Review currently being undertaken. EMDS has been liaising with DFES to ensure accuracy.</p> <p>Sent for review 16 May 2012 –</p> <p>Local Planning Policy out for comment.</p> <p>The Policy is now being presented to the February Council meeting for final consideration</p>	
9/10/2012	General issues	DFES Prepare, Act, Survive documentation and DVDs to be included in the Shire's Welcome Packs.	CESM	Rates Officer undertakes, now completed	Completed
9/10/2012	General issues	CEO to review the lease agreement for Sandown Park to see if land can be excised for the Fire Station.	CEO	<ul style="list-style-type: none"> • Land forms part of a management order. • CEO met with Jenny Hall (Polocrosse President) to discuss BFB access to shed on 24 January 2013. • New BFB sign to be ordered for the shed front. • No parking to be stencilled on roller doors and forecourt. 	Completed
12/12/2012	Announcements by the CESM	<p>EMDS to provide FMP flow chart to CESM to email to BFAC members</p> <p>If members still have questions they need to advise the CESM by 31 January 2013 so that the EMDS can be requested to attend the 12 February 2013 BFAC Meeting.</p>	CESM	To be discussed during this meeting	Completed



MINUTES OF THE CHITTERING BUSHFIRE ADVISORY COMMITTEE
TUESDAY, 12 FEBRUARY 2013

Meeting Date	Brigade / Report title	Details of required action	Person responsible	Current status	Action completed
12/12/2012	Announcements by the CESM	CESM to have the Channel 2 repeater checked. CESM to follow-up on the requirements to report a public repeater if not working and report to the relevant body if not repaired.	CESM	Site inspected by CESM. Further information to be provided at the February 2013 meeting. Members will remove in the cooler months and relocate.	
12/12/2012	Outstanding Actions and Recommendations	Members to give thought to how staged development fencing issues can be addressed and submit at the February 2013 BFAC so that a motion can be submitted to Council.	CBAC		Completed
12/12/2012	Animals injured / burnt on fire ground	CESM to investigate the protocols for dealing with animals injured or burnt on a fire ground and advise members at February 2013 meeting.	CESM	RSPCA are the responsible agency. Further information to be provided at the February 2013 meeting.	Completed

- *Channel 2 repeater: Jamie O'Neill and Craig Garrett inspected. Condition of the structure a concern and it needs to be replaced. Members discussed issue at length and determined that the as no longer used the repeater should be removed and given to the Wannamal Brigade. Need to wait until the cooler months to remove.*
- *Fencing issues: another dot point to be included in the Fire Management Plan 'that all fire hazards are to be maintained to Shire Fire Break Notice requirements and include the 8t loading per hectare and 50mm slash'. Jamie O'Neill to follow-up.*

Action:

Jamie O'Neill to investigate whether another dot point to include information about the Shire Fire Break Notice requirements to be included in the Fire Management Plan template.

- *Further discussion on what radios the Shire will use when mid-band is no longer available. Jamie O'Neill advised that discussions are being held regarding this matter.*

**13. GENERAL BUSINESS****13.1 Total Harvest, Movement and Hot Works Bans**

Jamie O'Neill spoke on the following:

Due to some queries and confusion over the Christmas Break both from the public and Brigade members the following information is presented to BFAC for discussion.

The current fire notice states:

"Harvesting operations (including stubble processing) on Sunday and Public holidays, excepting Christmas, Boxing Day and New Year's Day, will be permitted on the following conditions, in addition to the conditions above."

Proposed wording:

"Hot works, Harvest and Movements of Machinery Bans will be in place of on 25 December, 26 December and 1 January."

- Members discussed at length.
- Issues with Western Power to be followed up by Craig Garrett.
- Jamie O'Neill to check wording and make the necessary change.
- Vehicle movement bans for districts discussed as a way of reducing the risk associated with motorbikes etc driving recklessly on private property during dangerous weather conditions. Advised that these types of conditions can be included in the Firebreak Notice, but policing and compliance may be difficult.

Jamie O'Neill also said that Fire Control Officer's liaising with the CBFCO about specific circumstances and conditions in areas of their responsibility, and the possibility of placing bans on a specific gazetted fire district if required.

13.2 Chittering Fire Service protocols when responding to incidents

Jamie O'Neill spoke on the need to coordinate responses through the CBFCO or his DCBFCO's:

- Don't self-mobilise.
- Mobilise as per protocols.
- Need to communicate so can respond in a coordinated way. If the Chief or his deputies are not aware a brigade has self-activated may result in confusion and even leaving the community vulnerable in the case of an emergency.
- The Chief Bushfire Control Officer or Deputies will advise COMS Centre who to call.
- General discussion was also held regards Bush Fire Brigade units following general departure protocols when leaving an event.



13.3 Fire Management Plan

The following Fire Management Process was provided for Members' information by the Executive Manager Development Services, Azhar Awang:

Fire Management Plans (FMP) can be required at multiple stages or for various developments:

- FMP for a subdivision
- FMP for a Development Plan for subdivision
- FMP for a development i.e. large scale industry/commercial operation

Development Plans

A Development Plan is required by the Shire for most subdivisions (excluding rural). A Development Plan provides guidance for development within the proposed subdivision and is required for a rezoning application i.e. rural to rural residential. As part of the Development Plan stage, the proponent is required to assess the bush fire hazard and in most cases provide a draft Fire Management Plan. This allows Council to assess the proposed Development Plan and make an informed decision prior to determining. This is particularly relevant in areas of conservation value vegetation which cannot be disturbed (conservation covenant) and therefore may pose a high fire risk to the proposed lots. It is also relevant in areas of moderate to extreme bush fire hazard. If this is the case, as required by the Planning for Bush Fire Guidelines, the proponent must prove to Council and the WAPC that the bush fire hazard level can be minimised to moderate or below with effective fire management.

- Council will receive a Scheme Amendment application to rezone a property i.e. rural land to rural residential.
- This Scheme Amendment application will include a Development Plan as well as other information including a land capability assessment, bush fire hazard assessment, flora and fauna study etc.
- The bush fire hazard assessment is required as part of the *Planning for Bush Fire Guidelines*. Generally a site that has extreme fire hazard will not be supported up front.
- Should the scheme amendment for the rezoning be supported and completed, the Development Plan requires a Fire Management Plan to be prepared and approved prior to a subdivision application being lodged to the WAPC.
- When Council assess the Development Plan, a Fire Management Plan is often prepared and provided as supplementary information. The FMP will address any requirements for the use of land for fire access routes/emergency access ways, areas of low/moderate/extreme bush fire threat and hazard and bring it in line with the Development Plan.
- The FMP will not be approved but be supported in principle with the approved Development Plan.



Subdivisions

Fire Management Plans (FMP) are commonly required with most subdivision approvals. The Shire will often advise the WAPC at the stage of subdivision referral that a FMP be required.

- Further to the above process for Development Plans, most subdivisions of land within the Shire require a Fire Management Plan. This is determined by Council (or sometimes WAPC) either by requirement of LPP21 or the *Planning for Bush Fire Guidelines*.
- When a landowner obtains subdivision approval, they are required to meet all the conditions of approval and obtain clearance from the necessary agencies (i.e. local government, Western Power, Water Corporation etc.) prior to requesting the issue of Titles for the proposed lots.
- Should a condition of approval require an FMP, the owner will be required to obtain clearance of this condition from the local government, as stipulated on the condition of subdivision approval.
- When Council is in receipt of a FMP, the Shire's Planning Department will assess and forward the document to the Shire's CESM for assessment.
- The Shire's CESM will forward the FMP to the CBFCO for comments. Any comments and advice is sent to the Planning Department whom forward onto the owner for amendments.
- Once the amendments are made, if required, the FMP is checked again by the Planning Department, CESM and CBFCO.
- Once the FMP is to Council's satisfaction, it is signed for approval.
- Lastly, as a condition of subdivision, Council requires a section 70A Notice to be placed on each new title created to advise the new owners of their obligation under the Fire Management Plan.

Developments

A Fire Management Plan may be required by Council for developments that are considered to contain a fire risk or require a FMP as per the Shire's TPS or LPP i.e. Extractive Industries

- Similar to the subdivision process, an FMP may be required as a condition of planning approval for a development application.
- The process for this is treated as required for a subdivision.

Process

In detail, once the Shire receives a FMP as part of any of the above, the following generally occurs:

- The FMP is provided to the Shire's Planning Department for approval.

The Planning Department will review the FMP to ensure it meets the requirements of LPP21 and provides sufficient information. If there are obvious flaws or issues with the FMP it is often not progressed until it meets the general requirements.

- The Planning Department will forward the FMP to the Shire's CESM for assessment.

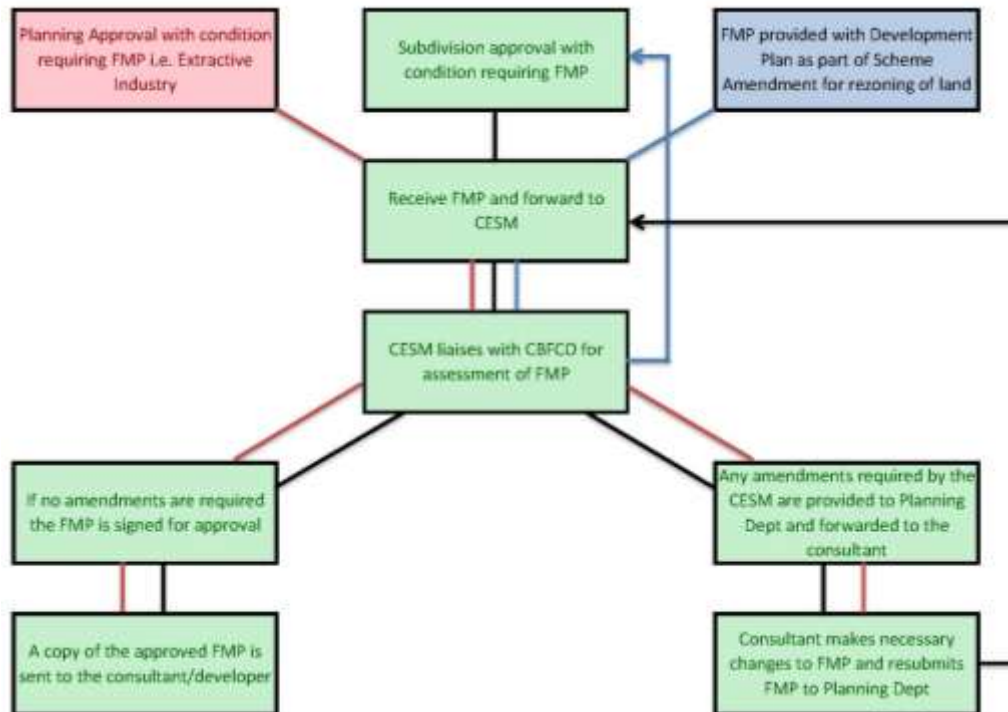
The CESM will forward the FMP to the CBFCO for comments. Assessment of this process may take from a few weeks to several months. This depends on whether the FMP is satisfactory or whether



amendments need to be made. An FMP will be assessed against LPP21 and the *Planning for Bush Fire Guidelines*.

- Once the FMP is finalised, signatures of the CESM, CBFCO and Shire Planner will be required for the FMP to be approved.

Image – Fire Management Plans



13.4 Other Business Raised

- Dept Agriculture Weather Stations; one weather station located on Max Smith's property in New Norcia, new one now located in Bindoon on Mr J Ward's property Chittering Road. Information on Dept Agriculture website. There is also a link on the BOMB website to this page:
<http://agspsrv34.agric.wa.gov.au/climate/livedata/sumpages.htm>
- Next DOAC meeting 21 March 2013, please provide input to the Chief Bushfire Control Officer prior to this date.
- The Chief Bushfire Control Officer congratulated those who received Australia Day Awards.
- Strategic fire break gates in Wandena still open. Jamie O'Neill to attend to.
- Brigade Captains will receive their WAERN radios when technician next comes to the region.
- Chittering Rise Tank standard discussed:
- Happy to give tank a trial



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TUESDAY, 12 FEBRUARY 2013

- Consensus of Members will be the standard used, but can set standards with optional solutions if standards cause an issue – more flexible.
- Cost of maintaining on Shire once the Developer has handed over.
- Inspections / maintenance need to be done annually. Most tanks have been bought up to standard.

14. CLOSURE

The Presiding Member declared the meeting closed at 9.40pm.

The next meeting of the Chittering Bush Fire Advisory Committee is **Tuesday, 9 April 2013**.

Items to be included on the agenda are due on **Tuesday, 2 April 2013**.

The agenda will be distributed on Friday, 5 April 2013.

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Office hours: Monday to Friday
8:30am - 4:30pm

AUSTRALIA DAY ADVISORY COMMITTEE MINUTES

Wednesday, 13 February 2013

**Council Chambers
6177 Great Northern Highway
Bindoon**

**Commencement: 1.09pm
Closure: 1.53pm**



These minutes will be confirmed at the next meeting of the Australia Day Advisory Committee to held on **Wednesday, 14 August 2013**

SIGNED BY

 Person presiding at meeting at which minutes were confirmed

DATE

Disclaimer

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

The Presiding Member declared the meeting open at 1.09pm.

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

The following members were in attendance:

Cr Alex Douglas	Presiding Member
Michelle Rossouw	Chittering Valley Progress Association representative
Ruth Loudon	Wannamal Community Centre Inc representative
Karen Parker	Manager of Human Resources, Shire of Chittering
Sharon Blake	Upper Chittering community representative
Jane Righton	Bindoon Community Progress Association representative

Cr Barni Norton Deputy

The following staff member was in attendance:

Natasha Mossman Executive Support Officer (Minute Secretary)

There were no members of the general public in attendance.

2.2 Apologies

Arlene Carter Club and Community Development Officer

3. DISCLOSURE OF INTEREST

Nil

4. PUBLIC QUESTION TIME**4.1 Public question time**

Nil



5. CONFIRMATION OF MINUTES – WEDNESDAY, 12 DECEMBER 2012

OFFICER RECOMMENDATION / COMMITTEE DECISION

Moved Michelle Rossouw / Seconded Ruth Loudon

That the minutes of the Australia Day Advisory Committee meeting held on Wednesday, 12 December 2012 be confirmed as a true and correct record of proceedings.

CARRIED UNANIMOUSLY

6. PURPOSE OF MEETING

6.1 Shire of Chittering Australia Day 2013 Award Ceremony

The Committee is to discuss the event and make suggestions for the future.

Arlene Carter has made the following suggestions for the committee to discuss:

1. Please recommend that they no longer give medallions that they give the glass plaques like you got this year, as cheap and nicer
2. Need to advertise for nominations earlier

The allocated 2012/13 budget for the event is \$6,000.

Table 1: 2013 Ceremony expenses

Description	Amount
Sheridans for Badges - Community Service Awards x 12	\$896.50
Event Funding (\$750 each):	
1. Wannamal Community Centre Inc	
2. Bindoon Community Progress Association	\$2,250.00
3. Chittering Valley Progress & Sporting Association	
Bindoon Bakehaus – catering	\$827.20
Bindoon Bakehaus – commemorative cake	\$100.00
Wannamal Community Centre Inc – decorations for Shire event	\$0.00
Metropolitan Trophies – awards	\$804.45
Bindoon Theatre Group – hall hire charge	\$100.00
Australia Day WA Council – merchandise	\$48.50
Certificate frames	\$80.00
Bindoon IGA – refreshments	\$98.73
Chittering IT – PA equipment	\$320.00
TOTAL BUDGET	\$5,525.38

**ACTION**

That glass plaques should be purchased and given as Community Service Awards for future years.

Wanneroo Trophies to be contacted for future trophy orders.

7. GENERAL BUSINESS

7.1 Regional events

The community representatives are to provide details of their event to the committee so that it can be shown where the Shire's \$750 was spent.

7.1.2 Wannamal Community Centre Inc*

Ruth Loudon provided the following information:

THEME – The outback under the stars. Our hall was decorated with a central feature of a stock camp including the camp fire and the above this area twinkling lights made our starry night. There was also a fair representation of Australian flags. As you can see by the attached photos our guests came dressed to celebrate our theme.

Our event was a luncheon followed by presentations, commencing at 11.30am. The lunch menu was cold meat (chicken, ham and salami), salads (bring a salad to share) and savoury damper followed by sweets of fresh fruit, pavlova and lamingtons. BYO drinks. Musical entertainment was provided by Barni Norton, Lyn Hoffman and: Lyn's husband. John Taylor a bush poet also recited his poetry. A happy crowd of 50 plus people attended which included locals, people from Bindoon and Councillors.

The presentations commenced with the National Anthem (and it is our challenge to all learn the words of the second verse before 2014) then the announcement of Shire of Chittering Australia Day Awards and Community Service Awards (the booklet of nominations were provided for attendees). The highlight of the presentations was the announcement of the name change of the Wannamal Rest Area to Robert Hindmarsh Rest Area. To celebrate this change a mosaic bench seat was installed at the rest area, to be known as Robert's seat and the Shire provided new signage which includes a short brief as to why the name change. The efforts of the Shire staff and councillors are greatly appreciated to make the name change and then to have the new signage installed by the 26th January.

We thank the Shire for their sponsorship of this event and were much appreciative of the \$750 granted.

As an added note we make a comment on the Shire's Presentation evening. This event was run with the pomp and ceremony it deserved. The hall was well set out and very suitably decorated, with sufficient programs, information booklets and seating. The supper was excellent. The sound system afforded all those attending the opportunity to hear the



proceedings well, thanks to Alex Douglas and Daryl du Plessis. The Councillors are to be commended for their participation and the Shire staff should feel well satisfied. They acted on the negative comments received last year and the evening reflected a job well done. The Wannamal ladies enjoyed helping with the set up and offer their services in future.

Table 1: Costings

Decorations and handouts	Dynamic Discounts –	36.00	96.96
	Red Dot - decorations	16.46	
	Bunnings - hessian	44.50	
Awards	Office works – photo frame	3.11	66.01
	Tile Shed – mosaic tiles	14.00	
	J & RM Loudon – bench seat materials	48.90	
Catering	Bindoon Bakehaus – lamingtons	42.00	342.38
	Bindoon Butcher – chickens	71.95	
	Bindoon IGA – cold meat, fruit	79.65	
	Pavolvas, catering ingredients	148.78	
Entertainment	Gingin Jammers	240.00	240.00
TOTAL			745.35

Photographs were also provided of the event (attachment 1).

7.1.2 Bindoon Community Progress Association*

A letter was received from the Bindoon Community Progress Association (12 February 2013) however there were no details of a cost breakdown were included (attachment 2).

7.1.3 Chittering Valley Progress Association

ACTION
Michelle Rossouw to provide the Shire with details of their event prior to the next Committee meeting.

7.2 2013/14 budget requests

The Shire of Chittering is currently seeking budget requests from the community for inclusion in the 2013/14 Annual Budget. Community representatives are to discuss and make recommendation to Council for funding for the 2014 Australia Day community events.

ACTION
Executive Support Services to advise Council that the budget allocation be increased to \$6,500.



7.3 Bindoon Community Progress Association

Michelle Rossouw raised the issue of content included in the letter: *"It is imperative that the decisions by the Shire as to who will undertake Australia Day events, and where they are held, are made in a more timely and appropriate manner."*

ACTION

Community groups be sent a letter advising them that September is the deadline for submissions for Shire funding for the 2014 event.

7.4 Advertising

Cr Norton raised the issue that advertising of the events was minimal on websites and in the paper.

ACTION

That community groups inform the Shire of their event details sooner to provide more time for advertising in the Northern Valleys News.

Advise that \$500 is available towards community events in the following localities:

- Wannamal
- Lower Chittering
- Upper Chittering
- Bindoon
- Muchea

Note: If a community group(s) does not undertake an event then their allocation of \$500 is be split between the groups who are.

7.5 Future events

Michelle Rossouw raised the point of incorporating the local school children in the event.

ACTION

The Shire to invite the winners of the Education Scholarship Award to the event and present them with a glass plaque.

The Shire to contact the local schools to see if they would be willing to provide entertainment at future events.

The event for 2014 to be held on Thursday, 23 January.



8. NEXT MEETING

The next meeting of the Australia Day Advisory Committee to be held on **Wednesday, 14 August 2013**.

9. CLOSURE

The Presiding Member declared the meeting closed at 1.53pm.



Attachment 1 – Wannamal Community Centre Inc photographs





Attachment 2 – Bindoon Community Progress Association Inc

Bindoon Community Progress Association Inc.

PO Box 48, Bindoon, WA 6502

ABN No. 28 399 210 741

Mr Gary Tuffin,
Chief Executive Officer,
Shire of Chittering,
PO Box 70,
Bindoon, WA 6502

12 February 2013

Dear Garry,

Australia Day Event – Bindoon

On behalf of the Chittering residents and visitors who attended the Australia Day Breakfast at Clune Park on Australia Day, the BCPA would like to express its appreciation of the \$750 provided by the Shire as a partial offset to the costs incurred in presenting the event. Actual costs were in the order of \$2,000. Additionally, we were fortunate in receiving approximately \$300 of donated items toward the breakfast. Comments from those attending the event indicate its objectives were met with;

- Celebrating Australia Day.
- Acknowledging community volunteers.
- Focusing on families and children.

At our monthly meeting last night, we undertook a debriefing of the event and reviewed;

- The BCPA's effectiveness.
- Potential BCPA repeat.
- Constructive suggestions (if any) toward future Australia Day events.

The BCPA's effectiveness.

Generally, we felt our planning and management met the task. Several areas offer room for improvement and would be addressed in future. Previous physical constraints arising from maturing membership have been addressed with the influx of membership and assistance from Extreme Park club members.

Potential BCPA repeat.

The BCPA membership expressed a willingness to undertake this event again, feeling that its participation is central to its primary objective of fostering community spirit and social capital. It is important that the Shire and the BCPA be in concert in this regard.

Constructive suggestions.

It is imperative that the decisions by the Shire as to who will undertake Australia Day events, and where they can be held, are made in a more timely and appropriate manner. The BCPA advised the Shire at the beginning of November of its willingness to undertake the event. It was well into December before we could confirm our selection as event facilitator and the availability of Clune Park. With Xmas intervening, this seriously reduced planning time.

We hope this summary will be of some assistance in your consideration of future events.

Kind regards,

Lance Stagbouer – Secretary

Cc: Cr. D. Mackie
Cc: Mrs. J. Righton

President: Rin Rutherford, 9571 8931
Secretary: Lance Stagbouer, 9576 2001

Vice-President: Bob Blizzard, 9576 0085
Treasurer: Joan Bathgate 9576 1361



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www.chittering.wa.gov.au

Office hours: Monday to Friday
8.30am - 4.30pm

MINUTES OF THE
CHITTERING HEALTH ADVISORY COMMITTEE

WEDNESDAY, 13 FEBRUARY 2013

Council Chambers
6177 Great Northern Highway
Bindoon

Commencement: 3.19pm
Closure: 4.17pm



These minutes will be confirmed at the next meeting of the Chittering Health Advisory Committee to be held on <TBA>

SIGNED BY: _____
Person presiding at meeting at which minutes were confirmed

DATE: _____

Disclaimer

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

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

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1. DECLARATION OF OPENING OF MEETING / ANNOUNCEMENTS OF VISITORS

The Presiding Member declared the meeting open at 3.19pm

2. RECORD OF ATTENDANCE / APOLOGIES

2.1 Attendance

The following members were in attendance:

Cr Alex Douglas	President, Shire of Chittering (acting Presiding Member)
Gary Tuffin	Chief Executive Officer, Shire of Chittering (entered at 3.32pm)
Karen Parker	Manager of Human Resources, Shire of Chittering
Erik Anda	Primary Health Manager, West Wheatbelt
Judy Dennis	Physiotherapist
Christ Pietraszek	Community representative
Helen Kerr	Community resident
Liz Choules	Practice Manager, Bindoon Medical Centre

The following staff member was in attendance:

Natasha Mossman	Executive Support Officer (Minute Secretary)
-----------------	--

There were no members of the general public in attendance.

2.2 Apologies

Sharon Richards	Service Coordinator Toodyay, Silver Chain Avon
Cr Doreen Mackie	Shire of Chittering (Presiding Member)
Karen Beardsmore	Coordinator Primary Care Integration, WACHS (SIHI)

3. DISCLOSURE OF INTEREST

Nil



4. CONFIRMATION OF PREVIOUS MINUTES

4.1 Chittering Health Advisory Committee meeting – 12 September 2012

OFFICER RECOMMENDATION / COMMITTEE DECISION

Moved Liz Choules / Seconded Judy Dennis

That the minutes of the Chittering Health Advisory Committee meeting held on Wednesday, 12 September 2012 be confirmed as a true and correct record of proceedings.

CARRIED UNANIMOUSLY

5. ITEMS OF BUSINESS

5.1 Update on the Proposed Health Centre

A further funding application for \$450,000 has been submitted to the Regional Development Australia Fund (RDAF).

The architect's project brief has been prepared for pricing.

The Shire President advised that the Shire hoped to secure \$450,000 towards this development. It will be at least a month before the Shire will be advised if their application is successful. This amount is separate to the Royalties for Regions funding previously approved.

An initial meeting has been held with the architect. The first basic concept was not too bad and a few minor changes were taken on board. A second draft has been prepared, which the Shire is currently waiting to see. In relation to zoning or planning applications no delays are foreseen.

The committee will workshop the final architect plans as there were concerns raised regarding the size of some of the rooms and the exclusion of a separate records room for WA Country Health users.

The Shire has about \$1.8million available, including Royalties for Regions funding and approved loan funding.

The Local Government Act requires the project to be tendered as the budget for the project is over \$100,000.

5.2 Ferguson House*

The "official opening" of Ferguson House was conducted on Wednesday, 7 November 2012. Photos taken at the opening are included as an attachment.

No negative feedback received.

**5.3 PATS / HACCS**

Karen Parker informed the meeting of her meeting with Shane Love (Nationals candidate for Moore) to discuss PATS in relation to her daughter who has two special needs daughters – Karen's daughter has written to the Minister regarding the issues she has getting the girls to hospital and accommodation if they are required to stay overnight. From this conversation Mr Love has requested that Committee Members provide him with correspondence to and records of meetings with politicians they may have to help him understand the issues for Chittering.

Karen also mentioned a Questionnaire from the District Health Advisory Committee.

The Presiding Member advised the meeting of the 'gap' between PATS and HACCS. At a meeting he attended to it was stated that a response was to the PATS issue was 'if we do it for you we have to do it for the other 11 Shires affected'. When this person was asked to clarify the statement at a later date they were not able to.

Gary Tuffin entered the meeting at 3.32pm.

5.4 Community Assisted Transport Services (CATS)

It was discussed during the meeting as there is nothing further to report on this matter the item can be removed from the agenda.

5.5 Management Agreement for the Bindoon Medical Centre

Liz Choules advised the meeting that the Shire has some documentation on Management Agreement for community buildings. It was the understanding that the central administration be undertaken by Liz Choules. Gary Tuffin advised that the building designed for clients to present at a central reception area, managed by a person or administration group on behalf of all users.

Erik Anda raised the issue of Wongan Hills/Ballidu where a similar centre was built. Erik advised that the agreement with Wongan Hills/Ballidu is that they are not charged rent for xx number of rooms per week, as they pay for cleaning of the centre. Doctors do not contribute anything towards that.

The Committee discussed the layout/design of the recent architect plans in relation to the store room (size and incorporating into the plan). The design will be to the Australian Standards (layout and room sizes).

6. GENERAL BUSINESS**6.1 Wheatbelt Integrated Aged Support and Care Solution(s)**

The Shire has received details of a community consultation event to be held on **Wednesday, 17 April 2013**.



The Wheatbelt Development Commission will be running the session, which local community members and service providers are invited to attend.

The Shire has committed to participate in a Regional Aged Care Planning process to develop and assist in the implementation of an Integrated Aged Care Plan. The plan will build on existing services and infrastructure while finding methods in which local residents can age in their own homes and communities for longer. Funded through a partnership between the Wheatbelt Development Commission, the WA Country Health Services' Southern Inland Health Initiative (SIHI), the Shire of Chittering, the Wheatbelt Integrated Aged Support and Care Solution(s) (WIASCS) is a proactive process which will produce Shire specific needs studies and an overall Wheatbelt Integrated Regional Aged Care Plan.

The plan will look at all facets of aged care from aged friendly communities, aged persons housing, community care and residential care.

Melbourne consultants "Verso" have been appointed to carry out this work and have prepared a summary of aged housing and care needs for our Shire. Verso would like to present these findings to the community to receive their thoughts and inputs, this will also provide a more accurate account of what will work and what is important to our community.

This event is an invitation to all community members who access aged care services or have experienced the delivery of aged care services in our community.

The Shire will be provided all the information collected after the event.

ACTION

The Shire to write to the community groups and let them know details of the event.

The Shire to also provide flyers for the health centres to have available for clients/patients.

The Shire to request an evening workshop – subject to availability of the consultant.

The evening and be held at the Chinkabee Complex.

7. NEXT MEETING

The next meeting of the Chittering Health Advisory Committee will be held when the plans are available and committee members advised accordingly; and the meeting to start at 4pm.

8. CLOSURE

The Presiding Member declared the meeting closed at 4.17pm.



ATTACHMENT 1 – Ferguson House Official Opening





MINUTES OF THE CHITTERING HEALTH ADVISORY COMMITTEE
WEDNESDAY, 13 FEBRUARY 2013





6177 Great Northern Highway
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www.chittering.wa.gov.au

Office hours: Monday to Friday
8.30am - 4.30pm

MINUTES FOR AUSTRALIA DAY ADVISORY COMMITTEE

Wednesday, 12 December 2012

Council Chambers
6177 Great Northern Highway
Bindoon

Commencement: 1.10 pm
Closure: 2.35 pm



These minutes will be confirmed at the next meeting of the Australia Day Advisory Committee to held on **13 February 2013**

SIGNED BY _____
Person presiding at meeting at which minutes were confirmed

DATE _____

Disclaimer

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Agendas and minutes are available on the Shire's website www.chittering.wa.gov.au

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* indicates separate attachments



1. DECLARATION OF OPENING OF MEETING / ANNOUNCEMENTS OF VISITORS

The Presiding Member declared the meeting open at 1.10pm

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

The following members were in attendance:

Cr Alex Douglas	Presiding Member
Ruth Loudon	Wannamal Community Centre representative
Michelle Rossouw	Chittering Valley Progress Association representative
Alex Mackie	Bindoon Community Progress Association representative
Sharon Redmond	Upper Chittering community representative
Karen Parker	Manager Human Resources

The following deputy was in attendance:

Cr Barni Norton

There were no members of the general public in attendance

2.2 Apologies

Jane Righton	Bindoon Community Progress Association
Natasha Mossman	Executive Support Officer

3. DISCLOSURE OF INTEREST**3.1 Item 6.1 – Nominations received for the 2013 Australia Day Active Citizenship Award**

Ruth Loudon declared a proximity interest on item 6.1 due to being nominated for the 2013 Australia Day Active Citizenship Award.

4. PUBLIC QUESTION TIME**4.1 Public question time**

Nil

**5. CONFIRMATION OF MINUTES – TUESDAY, 5 JUNE 2012****OFFICER RECOMMENDATION / COMMITTEE DECISION**

Moved Sharon Redmond / Seconded Karen Parker

That the minutes of the Australia Day Advisory Committee meeting held on Tuesday, 5 June 2012 be confirmed as a true and correct record of proceedings.

CARRIED UNANIMOUSLY

PROCEDURAL MOTION / COMMITTEE DECISION

Moved Michelle Rossouw / Seconded Cr Alex Douglas

That the Australia Day Advisory Committee meeting move into a confidential session to discuss items 6.1, 6.2 and 6.3 under terms of the Local Government Act, Section 5.23.

CARRIED UNANIMOUSLY



Ruth Loudon declared a proximity interest on item 6.1 due to being nominated for the 2013 Australia Day Active Citizenship Award, and left the meeting at 1.15pm and took no part in discussion or vote.

6. PURPOSE OF MEETING

6.1 Nominations received for the 2013 Australia Day Active Citizenship Award*

Applicant	Various nominated residents within the shire
File ref	02/01/2
Prepared by	Natasha Mossman, Executive Support Officer
Supervised by	Karen Parker, Manager Human Resources
Voting requirements	Simple majority
Documents tabled	Nil
Attachments	1. Nomination for the Premier's Australia Day Active Citizenship Award (17 pages)

OFFICER RECOMMENDATION / COMMITTEE DECISION

Moved Cr Alex Douglas / Seconded Sharon Redmond

That the Australia Day Advisory Committee nominates Applicant 3 for the 2013 Australia Day Active Citizenship Award.

CARRIED UNANIMOUSLY



Ruth Loudon returned to the meeting at 1.30pm

6.2 Nominations received for the 2013 Australia Day Active Citizenship Award for a person under 25 years*

Applicant	Various nominated residents within the shire
File ref	02/01/2
Prepared by	Natasha Mossman, Executive Support Officer
Supervised by	Karen Parker, Manager Human Resources
Voting requirements	Simple majority
Documents tabled	Nil
Attachments	1. Nomination for the Premier's Australia Day Active Citizenship Award for a person under 25years (1 page)

OFFICER RECOMMENDATION / COMMITTEE DECISION

Moved Alex Mackie / Seconded Ruth Loudon

That the Australia Day Advisory Committee nominates Applicant 1 for the 2013 Australia Day Active Citizenship Award for a person under 25years.

CARRIED UNANIMOUSLY

**6.3 Nominations received for the 2013 Australia Day Active Citizenship Award for a community group or event***

Applicant	Various nominated residents within the shire
File ref	02/01/2
Prepared by	Natasha Mossman, Executive Support Officer
Supervised by	Karen Parker, Manager Human Resources
Voting requirements	Simple majority
Documents tabled	Nil
Attachments	1. Nomination for the Premier's Australia Day Active Citizenship Award for a community group or event (14 pages)

OFFICER RECOMMENDATION / COMMITTEE DECISION**Moved Cr Alex Douglas / Seconded Ruth Loudon****That the Australia Day Advisory Committee nominates Applicant 3 for the 2013 Australia Day Active Citizenship Award for a community group or event.****CARRIED UNANIMOUSLY**



MINUTES FOR AUSTRALIA DAY ADVISORY COMMITTEE
WEDNESDAY, 12 DECEMBER 2012

PROCEDURAL MOTION / COMMITTEE DECISION
Moved Michelle Rossouw / Seconded Alex Mackie
That the meeting come out from behind closed doors.

CARRIED UNANIMOUSLY

6.4 Australia Day 2013 event funding applications*

Applicant	Various
File ref	02/01/2
Prepared by	Natasha Mossman, Executive Support Officer
Supervised by	Karen Parker, Manager Human Resources
Voting requirements	Simple majority
Documents tabled	Nil
Attachments	1. Funding applications received (2 pages)

Background

At the Australia Day Advisory Committee meeting held on 6 March 2012 the committee discussed the Shire's budget allocation for Australia Day community events. The committee were of the opinion that each group seeking funding should be limited to \$500, with the remainder of the money allocated in the Shire's annual budget to be used for the Shire's award ceremony.

On the 17 October 2012 the Shire sent letters to fourteen (14) community groups / associations within the Shire advising them of the availability of funding should they wish to conduct an Australia Day event in 2013. The letter stated that the funding deadline was Friday, 30 November 2012.

At the close of the funding deadline the Shire received applications from:

1. Wannamal Community Centre
2. Bindoon Community Progress Association

The Shire also received a letter from Upper Chittering Volunteer Bush Fire Brigade advising that the Brigade supported *"having and attending one main Australia Day event in the Shire that brings the whole community together to celebrate Australia Day and present Awards, in preference to multiple events throughout the Shire. Therefore, the offer is appreciated but the Brigade is not planning to conduct a separate Australia Day event in 2013"*.

Consultation

Not applicable

Statutory Environment

Not applicable

Policy Implications

Financial Assistance Grant Scheme

Financial Implications

There are no financial implications associated with this proposal.

**Strategic Implications**

Not applicable

Site Inspection

Not applicable

Triple Bottom Line AssessmentEconomic Implications

Nil

Social Implications

The Shire is supportive of assisting localities that hold Australia Day events for their community. As there are only two localities providing Australia Day social functions this year (2013) the funding for future events cease – with the Shire holding one award ceremony in Bindoon prior to Australia Day.

Community groups/organisations that would like to conduct Australia Day events in future years (2014 onwards) will need to make application through the Community Grant Funding Scheme process. Those community groups/organisations that have sought funding for their 2013 event will be advised of this by way of letter.

Environmental Implications

Nil

Comment

The Australia Day Advisory Committee will make a recommendation to Council of the Australia Day events that the Shire will be funding for 2013.

The remainder of the funding available will be used at the Shire's award ceremony on 24 January 2013.

During the meeting it was raised by Michelle Rossouw that Lower Chittering Progress and Sporting Association will be holding their annual Australia Day Breakfast; and apologised for not submitting details and request for funding by the deadline.

The committee agreed that Lower Chittering Progress and Sporting Association will be eligible to receive funding from the Shire; provided that information is submitted to the Shire's Executive Support Officer before 21 December 2012.

It was also discussed during the meeting that the amount for each group be increased from \$500 to \$750, due to only three localities conducting Australia Day events in 2013.



MINUTES FOR AUSTRALIA DAY ADVISORY COMMITTEE
WEDNESDAY, 12 DECEMBER 2012

OFFICER RECOMMENDATION

That the Australia Day Advisory Committee request that Council approve the following Shire events for funding out of the 2012/13 Annual Budget:

- (a) Wannamal Community Centre Inc - \$500
- (b) Bindoon Community Progress Association - \$500

COMMITTEE DECISION

Moved Cr Alex Douglas / Seconded Michelle Rossouw

That the Australia Day Advisory Committee request that Council approve the following Shire events for funding out of the 2012/13 Annual Budget:

- (a) Wannamal Community Centre Inc - \$750
- (b) Bindoon Community Progress Association - \$750
- (c) Lower Chittering Progress and Sporting Association - \$750

CARRIED UNANIMOUSLY

6.5 Shire of Chittering Australia Day 2013 Award Ceremony

Previous discussions have confirmed the following arrangements:

- the Bindoon Hall be used for the Shire's event
- the event for 2013 be held on Thursday, 24 January
- that presentations commence at 6.30pm with supper afterwards
- that a community group from each of the four locations (Wannamal, Bindoon, Muchea and Lower Chittering) receive a contribution of \$500 towards their event provided the group submit a letter advising of their event details (short description, i.e. breakfast, brunch, bbq). A closing date for applications will be advertised and strictly adhered to. Should an application/s not be received from each location the remaining funds will be shared with between the nominated events.
- that the details of nominations and winners of the Australia Day Awards are to be read at each event
- that all the certificates be framed – not just the winners.



MINUTES FOR AUSTRALIA DAY ADVISORY COMMITTEE
WEDNESDAY, 12 DECEMBER 2012

Finalising of event arrangements are to be discussed at the meeting:

Description	Task undertaken by	To be completed by
Community Service Award Winners	President / Executive Support Services	18 December 2012
Final event advertising	Executive Support Services	January 2013, Northern Valley News
Setting up of hall <ul style="list-style-type: none"> • Chairs • Lectern • PA equipment 	Executive Support Services	12noon – 24 January 2013
Catering	TBC - CWA Bindoon ¹	4pm – 24 January 2013
Hall decorations	CONFIRMED - Wannamal Community Centre	12noon – 24 January 2013
Entertainment	TBC - Sing Australia Bindoon	24 January 2013
Booklet	Executive Support Services	24 January 2013

* Details that are not listed can be discussed at the meeting

Catering

The Shire contacted Carol Cover from CWA Bindoon and requested the services of CWA for catering. At the time of distributing the agenda the Shire had not received advice from Carol Cover from CWA Bindoon that unfortunately the members of the CWA were unable to provide catering for this event. The Shire will make suitable arrangements for the provision of catering.

During the meeting the Committee suggested that the Shire contact the Upper Chittering Brigade to see if the ladies are prepared to do the catering.

ACTION

The Executive Support Officer to contact Upper Chittering Bush Fire Brigade and enquire if the ladies are prepared to do the catering for the Australia Day event.

Australian Citizenship Ceremony

The Shire is also going to be conducting an Australian Citizenship Ceremony prior to the presentation of the awards. If any applications come in for citizenship they will be invited to the event on 24 January 2013.

St John Ambulance

The Shire contacted Sally Gifford from the local St John Ambulance branch and raised the matter of St John Ambulance being involved with the Shire's award ceremony. In previous years St John Ambulance have attended the event held in Bindoon where they presented their own award to their volunteers.

¹ Yet to be confirmed with CWA Bindoon



At the time of printing the agenda no definite response had been received from St John Ambulance; however this will be raised during the meeting to discuss further.

Booklet

ACTION

That enough copies of the booklet be provided to Bindoon Community Progress Association, Wannamal Community Centre and Lower Chittering Progress and Sporting Association for their events.

It was also raised during the meeting that the information pack sent to Sharon Redmond did not arrive; therefore it was requested that her material be given to the Shire's Manager Human Resources to hand deliver.

ACTION

That Executive Support Services note that future committee material be provided to the Manager Human Resources to deliver to Sharon Redmond.

7. GENERAL BUSINESS

7.1 Muchea representative

At the June committee meeting it was discussed that Cr Barni Norton would chase up residents in Muchea to be involved on the Committee.

During the meeting Cr Norton informed the committee that she had no success with trying to find a representative from Muchea.

It was also discussed during the meeting that letters be sent to all nominees advising of details of the event.

ACTION

That Executive Support Services send letters to all nominees of the Shire's Australia Day Event.

8. CLOSURE

The Presiding Member declared the meeting closed at 2.35pm



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**MINUTES OF THE CHITTERING COMMUNITY
PLANNING ADVISORY COMMITTEE**

Thursday, 8 November 2012

**Council Chambers
6177 Great Northern Highway, Bindoon**

**COMMENCEMENT: 1.00PM
CLOSURE: 1.30PM**

These minutes will be confirmed at the next Chittering Community Planning Advisory Committee meeting to be held on **Thursday, 14 February 2013**

SIGNED BY: _____
Person presiding at the meeting at which the minutes were confirmed

DATE: _____

Disclaimer

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

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

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

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

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PUBLIC FORUM

1. DECLARATION OF OPENING OF MEETING

Cr Alex Douglas declared the meeting open at 1.05pm

2. ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Attendance

Maureen Barker	Bindoon and Districts Agricultural Building
Jackie Shervington	Parents & Community – Bindoon Primary School
Lois Jones	Bindoon Town Hall
Cr Sandra Clarke	Bindoon Sports & Recreation Association
Sue Carter	Chittering Tourist Centre
Cr Michelle Rossouw	Lower Chittering Hall
Ruth Loudon	Wannamal Community Centre

Staff Attendance

Karen Dore	Economic Development Officer (EDO)
Arlene Carter	Club & Community Development/Grants Officer (CDO)

Apologies

Sue Sim	Brockman Interpretive Centre
Karen Parker	Manager Human Resources
Cr Barni Norton	Councillor
Pat Beard	Historical Society

Leave of absence

3. DISCLOSURE OF INTEREST

4. CONFIRMATION OF MINUTES – 11 October 2012

COMMITTEE RECOMMENDATION

Moved Lois Jones / Cr Sandra Clarke

That the minutes of the Chittering Community Planning Advisory Committee meeting held on 11 October 2012, be confirmed as a true and correct record of proceedings.

THE MOTION WAS PUT AND DECLARED CARRIED

11/0



5. BUSINESS ARISING FROM PREVIOUS MEETING MINUTES

5.1.1

A decision was made to do the cleanup of our area, having received the rubbish bags etc from Keep Australia Beautiful, after summer next year approximately April 2013. Cr Barni Norton will coordinate a working party in March 2013 next year.

It was raised by Ruth Loudon that due to Main Roads having let a tender to clean up main highways out recently, that the clean up should be restricted to the Shire's own roads and parks.

Action

Cr Barni Norton is to set up workshop in March 2013. Ruth Loudon would like to volunteer to be on the committee.

6. GENERAL BUSINESS

6.1 Report from Council

6.1.2 – Update on Sculpture Trail Funding

At the last CCPAC meeting a recommendation as below was made.

COMMITTEE RECOMMENDATION

Moved Pat Beard / Jenny Hall

That the CCPAC supports the application received from the Brockman Centre for funding of \$140.00 for materials for the sculpture titled "Wheels of Time," and recommends Council endorse for payment the grant application.

THE MOTION WAS PUT AND DECLARED CARRIED

10/0

Due to the Sculpture Trail Funding closing on the 4 January 2013, a decision has been made to wait until that closing date before all recommendations are presented to the Council. This ensures that there are not several recommendations going to Council at different stages and the applicant has been advised.

6.1.3 – Shire Snap Photo Competition

This competition was advertised several ways, in the library, promoted at the Bindoon Show and on Council's website. There were four categories, Professional 18+ (no entries), Amateur 18yrs+, 17yrs & under and 12yrs & under. The Committee were asked to vote on one in each category.



The following results need to remain confidential as they are to be announced at the Christmas in the Park function on Sunday 9th December 2012. The names of the photo's that won are; Kookaburras (Amateur 18yrs+), Sheep Passing By (17yrs & under) and Twins at Rest (12yrs & under).

7. OTHER BUSINESS

7.1.1 Strategy Community Plan

The Committee would like to have a copy of the timeframes for this document in relation to when it will be going to Council and out for public comment.

Action

Karen Dore is to find out and inform the Committee.

7.1.2 Australia Day Nominations

Discussions on how the Committee could assist in motivating the public to put in nominations for Junior Citizen, Citizen of the year and Event of the year resulted in the following action:

Action

Each Committee Member is to encourage at least three nominations to be submitted to the Shire by Friday 30 November 2012 by 4pm. The Member's can approach their organisations that they represent, community groups or schools in their area.

7.1.3 Chittering Trails Network Master Plan

Karen conveyed that the draft of the above plan has been completed and is currently with Landcare for comment. It will be informally presented to Council on 5 December 2012, before being included in the December Agenda for endorsement.

Action

Karen Dore is to email a copy of the plan to the Committee Members for their information.

8. NEXT MEETING

The next Chittering Community Planning Advisory Committee meeting will be held in the Council Chambers, Bindoon on **Thursday, 13 December 2012 at 1.00pm.**

9. CLOSURE

Cr Alex Douglas declared the meeting closed at 1.50pm.

MINUTES OF THE AUDIT COMMITTEE

Wednesday, 13 March 2013

Council Chambers
6177 Great Northern Highway
Bindoon

Commencement: 4.00pm
Closure: 4.38pm



These minutes will be confirmed at the next meeting of the Audit Committee to be held on **13 March 2013**

SIGNED BY _____
Person presiding at the meeting at which minutes were confirmed

DATE _____

Disclaimer

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

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

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

The Presiding Member to declare the meeting opened at 4.00pm.

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

The following members were in attendance:

Cr Alex Douglas	President
Cr Robert Hawes	Deputy President (from 4.02pm)
Cr Don Gibson	
Cr Barni Norton	
Cr Sandra Clarke	
Cr Doreen Mackie	

The following staff were in attendance:

Mr Gary Tuffin	Chief Executive Officer
Ms Jean Sutherland	Executive Manager Corporate Services

There were no members of the general public in attendance

2.2 Apologies

Nil

2.3 Approved leave of absence

Council has previously approved leave of absence for:

- Cr Michelle Rossouw for the period inclusive of 7 March until 21 March 2013.

3. DISCLOSURE OF INTEREST

Nil

4. PUBLIC QUESTION TIME**4.1 Public question time**

Nil

**5. CONFIRMATION OF MINUTES – WEDNESDAY, 21 MARCH 2012****OFFICER RECOMMENDATION / COMMITTEE MOTION****Moved Cr Mackie / Seconded Cr Clarke****That the minutes of the Audit Committee meeting held on Wednesday, 21 March 2012 be confirmed as a true and correct record of proceedings.****THE MOTION WAS PUT AND DECLARED CARRIED 5/0**

Cr Hawes arrived to the meeting at 4.02pm during item 6.1.

6. PURPOSE OF MEETING**6.1 Teleconference with UHY Haines Norton**

The *Local Government Act 1995* states:

7.12A Duties of local government with respect to audits

(2) *without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.*

The teleconference commenced at 4.02pm and David Tomasi from UHY Haines Norton addressed the meeting. The teleconference concluded at 4.28pm



6.2 Shire of Chittering Compliance Audit Return*

Applicant	Shire of Chittering
File ref	04/02/0002
Prepared by	Jean Sutherland, Executive Manager Corporate Services
Supervised by	Gary Tuffin, Chief Executive Officer
Voting requirements	Simple majority
Documents tabled	Nil
Attachments	1. 2012 Compliance Audit Return

Background

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

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

A copy of the completed CAR is attached.

Consultation

Chief Executive Officer
Manager Human Resources
Executive Support Officer

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

This item is consistent with "Outcome: Governance" of the Shire of Chittering's Strategic Plan 2010/11 – 2014/15 and Objective G9(i): "meet compliance deadlines and ensure all information is gathered in time".

Site Inspection

Not applicable

Triple Bottom Line Assessment

Economic implications

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

Social implications

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

Environmental implications

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



Comment

The CAR for the 2012 calendar year as completed by the Executive Manager Corporate Services in consultation and co-operation with other members of staff.

The 2012 CAR continues in the reduced format introduced in 2011, with the areas of compliance restricted to those considered high risk.

The areas of compliance for 2012 were:

Commercial Enterprise by Local Governments	No noted areas on non-compliance.
Delegation of Power/Duty	No noted areas of non-compliance.
Disclosures of Interest	No noted areas of non-compliance.
Disposal of Property	No noted areas of non-compliance.
Elections	No noted areas of non-compliance.
Finance	No noted areas of non-compliance.
Local Government Employees	It was noted that the advertisement for the Executive Manager Technical Services did not detail the place where applications for the position were to be submitted, however this was stated in the application package. Council staff will ensure in the future that these requirements are met in full.
Official Conduct	No noted areas of non-compliance.
Tendering for Providing Goods and Services	No noted areas of non-compliance.

It is recommended that the Audit Committee review the CAR and recommend to Council that the CAR be adopted by Council at the next Ordinary meeting to be held on 20 March 2013.

OFFICER RECOMMENDATION / COMMITTEE RECOMMENDATION

Moved Cr Hawes / Seconded Cr Mackie

That the Audit Committee endorses the Local Government Compliance Audit Return for the period 1 January 2012 to 31 December 2012 and recommends its adoption by Council.

THE MOTION WAS PUT AND DECLARED CARRIED 6/0



6.3 Request for Quotations – Appointment of Auditors*

Applicant	Shire of Chittering
File ref	12/01/1
Prepared by	Jean Sutherland, Executive Manager Corporate Services
Supervised by	Gary Tuffin, Chief Executive Officer
Voting requirements	Simple majority
Documents tabled	Nil
Attachments	1. Scope of Audit

Background

At the Ordinary Meeting of Council held on 18 August 2010, Council (on recommendation from the Audit Committee) appointed UHY Haines Norton as its Auditors for a three year period from 1 July 2010 to 30 June 2013.

As per *Local Government (Audit) Regulations 1996 Section 16 (b)* the Audit Committee:

“May provide guidance and assistance to the local government as to –

- (i) Matters to be audited; and*
- (ii) The scope of audits; and*
- (iii) Its functions under Part 6 of the Act; and*
- (iv) The carrying out of its functions relating to other audits and other matters related to financial management”*

As the end of financial year will soon be upon us, the Audit Committee is requested to examine the current audit scope of works and authorise the Chief Executive Officer to seek quotations from companies who wish to provide audit services to the Shire of Chittering for a three (3) year period.

Consultation

Chief Executive Officer

Statutory Environment

Local Government Act 1995 Section 7.3

Local Government (Audit) Regulations 1996

Policy Implications

Nil

Financial Implications

Advertising costs of approximately \$100 which has been included in the current budget.

Strategic Implications

Nil

Site Inspection

Not applicable

**Triple Bottom Line Assessment**Economic implications

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

Social implications

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

Environmental implications

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

Comment

The Audit Scope of Works and selection criteria have been attached to this report. This document will be provided to all companies who express an interest in the provision of audit services.

An advertisement for the provision of audit services to the Shire of Chittering will be placed in the West Australian.

Once the expressions of interest have closed a report will be presented to the Audit Committee for a recommendation to Council.

OFFICER RECOMMENDATION / COMMITTEE RECOMMENDATION**Moved Cr Hawes / Seconded Cr Gibson****That the Audit Committee recommends Council:**

1. **Adopt** the audit scope of works and selection criteria as attached; and
2. **Authorise** the Chief Executive Officer to seek quotations for the provision of Audit Services to the Shire of Chittering for the period commencing 1 July 2013 for a three (3) year period.

THE MOTION WAS PUT AND DECLARED CARRIED 6/0



6.4 2012-2013 Budget Review to 31 January 2013*

Applicant	Shire of Chittering
File ref	12/03/4
Prepared by	Jean Sutherland, Executive Manager Corporate Services
Supervised by	Gary Tuffin, Chief Executive Officer
Voting requirements	Absolute majority
Documents tabled	Programme Schedules
Attachments	Statement of Financial Activity and Variance Report

Background

The *Local Government (Financial Management) Regulations 1996, Regulation 33A* requires that between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year. Within 30 days after the review of the annual budget of a local government is carried out it is to be submitted to the council. The Council is to consider the review submitted to it and is to determine whether or not to adopt the review, any parts of the review or any recommendation made in the review. Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

A Statement of Financial Activity incorporating year to date budget variations and 30 June 2013 forecasts for the period ending 31 January 2013 is presented to the Audit Committee for their review.

Consultation

- Chief Executive Officer
- Executive Manager Technical Services
- Manager Human Resources
- Community Emergency Services Manager

The budget review document was presented to Council at a workshop held on Wednesday 6 March 2013. Questions and clarifications were sought by members.

Statutory Environment

Local Government (Financial Management) Regulations 1996

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Site Inspection

Not applicable.

Triple Bottom Line Assessment

Economic implications

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



Social implications

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

Environmental implications

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

Comment

The original budget review was undertaken by senior staff and Council were consulted with regarding the budget amendments at the Council workshop held on Wednesday 6 March 2013.

Major Operating Revenue variances highlighted in the review are:

- Miscellaneous reimbursements have been increased \$29,562
- Grants Commission decreased to reflect final allocation - \$37,827
- Interest earnings increased as CLGF funding has been invested - \$15,000
- ESL reimbursement for 11/12 overspend - \$23,703
- Profit from sale of land has been adjusted as this is unlikely to occur in this financial year - \$100,000
- Revenue for Grant for Men's Shed increased

Major Operating Expense variances highlighted in the review are:

- Additional Consultant expenses to prepare Long Term Financial Plan - \$20,000
- Additional Audit Fees to conduct Financial Management Review as required which was not budgeted for - \$8,000
- Additional IT expenses for more support hours and new CCTV lap top - \$10,000
- Additional rates legal expenses (offset by revenue) - \$30,000
- Removal of Loan repayments for Health Centre as payments commence in next budget – \$27,050
- Additional Staff housing expenses to paint Unit 3 whilst it is empty - \$5,000
- Reduction in Consultant expenses for town planning as the Community Infrastructure Plan will be a 2 year process at least - \$43,000
- Additional Town Planning legal expenses - \$25,000
- Additional expenses for Clune Park to repair Rotunda - \$10,000
- Inclusion of contribution to Discovering Golden Horizons which was omitted from original budget - \$3,350
- Additional expenditure included for office equipment for new admin area and waiting area - \$10,000
- Additional expenses for Tourism signage to be upgraded - \$7,500
- Additional expenses for Muchea Oval for fencing - \$5,000

Major Capital Expense variances highlighted in the review are:

- Additional expenses to complete the Admin Building upgrade including but not limited to Signage, Painting, kerb repairs, furniture, painting of admin area, repairs to cornices and painting of chambers/kitchen/toilet - \$38,500
- Removal of the Bus Shelters as these are not required - \$10,400
- Inclusion of transfer to reserve for contributions from developer not included in the original budget - \$20,000
- Additional expenses for Men's Shed (offset by grant revenue)
- Additional bridge work expenditure as not all of grant funding received in 11/12 has been expensed and approval has been authorised to use this money on other bridgework - \$50,000
- Additional expenses to complete Hay Flat Rd - \$46,000



In the budget review document presented, Council will achieve a balanced budget.

OFFICER RECOMMENDATION / COMMITTEE RECOMMENDATION

Moved Cr Mackie / Seconded Cr Clarke

That the Audit Committee accept the Budget Review as presented in the Statement of Financial Activity for the period 1 July 2012 to 31 January 2013 and present it to the Ordinary Meeting of Council on 20 March 2013 for adoption.

THE MOTION WAS PUT AND DECLARED CARRIED 6/0

7. CLOSURE

The Presiding Member declared the meeting closed at 4.38pm.



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