Attachment 7

15.6 Minutes of Audit Committee and Financial Management Systems Review – January 2018

Financial Management System Review - January 2018

AMD
CHARTERED ACCOUNTANTS

Financial Management System Review

January 2018

Shire of Pingelly

The Institute of Internal Auditors

Independent Member of BKR INTERNATIONAL

CHARTERED ACCOUNTANTS

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26 April 2018

Mr G Pollock
Chief Executive Officer
Shire of Pingelly
17 Queen Street
PINGELLY WA 6308

Dear Gavin

2018 FINANCIAL MANAGEMENT SYSTEMS REVIEW

We are pleased to present the findings and recommendations resulting from the Shire of Pingelly ("the Shire") 2018 Financial Management System Review.

The primary objective of our Financial Management System Review was to assess the adequacy and effectiveness of systems and controls in place within the Shire of Pingelly; in accordance with Section 2.4 of our 30 June 2018 Financial Management System Review proposal and related terms of reference.

We would like to thank Stuart and the team for their co-operation and assistance whilst conducting our review.

Should there be matters outlined in our report requiring clarification or any other matters relating to our review, please do not hesitate to contact me.

Yours sincerely
AMD Chartered Accountants

TIM PARTRIDGE FCA
Director

AMD
CHARTERED ACCOUNTANTS

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Inherent limitations

Due to the inherent limitations of any internal control structure, it is possible that fraud, error or non-compliance with laws and regulations may occur and not be detected. Further, the internal control structure, within which the control procedures that have been subject to review, has not been reviewed in its entirety and, therefore, no opinion or view is expressed as to its effectiveness of the greater internal control structure. This review is not designed to detect all weaknesses in control procedures as it is not performed continuously throughout the period and the tests performed on the control procedures are on a sample basis. Any projection of the evaluation of control procedures to future periods is subject to the risk that the procedures may become inadequate because of changes in conditions, or that the degree of compliance with them may deteriorate.

We believe that the statements made in this report are accurate, but no warranty of completeness, accuracy or reliability is given in relation to the statements and representations made by, and the information and documentation provided by, the Shire of Pingelly management and personnel. We have indicated within this report the sources of the information provided. We have not sought to independently verify those sources unless otherwise noted with the report. We are under no obligation in any circumstance to update this report, in either oral or written form, for events occurring after the report has been issued in final form unless specifically agreed with Shire of Pingelly. The review findings expressed in this report have been formed on the above basis.

Third party reliance

This report was prepared solely for the purpose set out in this report and for the internal use of the management of Shire of Pingelly. This report is solely for the purpose set out in the 'Scope and Approach' of this report and for Shire of Pingelly information, and is not to be used for any other purpose or distributed to any other party without AMD's prior written consent. This review's report has been prepared at the request of the Shire of Pingelly Chief Executive Officer in connection with our engagement to perform the review as detailed in AMD's Financial Management System Review Services Proposal for the period ended 30 June 2018. Other than our responsibility to the Council and management of Shire of Pingelly, neither AMD nor any member or employee of AMD undertakes responsibility arising in any way from reliance placed by a third party, including but not limited to the Shire of Pingelly external auditor, on this report. Any reliance placed is that party's sole responsibility.

Executive Summary

Approach and Objectives

The primary objective of our FMSR was to assess the adequacy and effectiveness of systems and controls in place within the Shire of Pingelly; in accordance with Section 2.4 of our 30 June 2018 Financial Management System Review proposal and related terms of reference.

The responsibility of determining the adequacy of the procedures undertaken by us is that of the Chief Executive Officer ("CEO"). The procedures were performed solely to assist the CEO in satisfying his duty under Section 6.10 of the Local Government Act 1995 and Regulation 5(1) of the Local Government (Financial Management) Regulations 1996.

Our findings included within this report are based on the site-work completed by us during the week commencing 29th of January 2018. Findings are based on information provided and available to us following our requests during this site visit.

Summary of Findings

The procedures performed and our findings on each of the focus areas are detailed in the following sections of the report:

- Section 1 - Collection of money;
- Section 2 - Custody and security of money;
- Section 3 - Maintenance and security of the financial records;
- Section 4 - Accounting for municipal or trust transactions;
- Section 5 - Authorisation for incurring liabilities and making payments;
- Section 6 - Maintenance of payroll, stock control and costing records; and
- Section 7 - Preparation of budgets, budget reviews, accounts and reports required by the Act or the regulations.

In addition to the review of processes, procedures and testing completed at the Shire of Pingelly office, our FMSR included a visit to the following sites:

- Pingelly SES; and
- Pingelly Depot.

The following tables provide a summary of the findings raised in this report:

	Compliance Breach	Significant Risk	Moderate Risk	Minor Risk
Number of new issues reported	0	1	6	14

For details on the review rating criteria, please refer to Section 8.

Ref	Issue	Risk Rating
1.	***Collection of money***	
We have no findings to raise in respect to the collection of money held by the Local Government.		
2.	***Custody and security of money***	
2.2.1	**Contractor agreements** Waste Facility service agreement has expired. There is no service agreement in respect to the operation of the caravan park.	Significant
3.	***Maintenance and security of financial records***	
3.2.1	**Business Continuity Plan** Business Continuity Plan is in draft. No testing has been completed to ensure the draft Business Continuity Plan operates effectively in the case of an emergency.	Moderate
3.2.2	**Key security and register** Keys located at the depot are not kept in a locked cabinet. Key register procedure was last reviewed an updated in January 2015. No key register maintained at depot to record access and use of vehicles.	Moderate
3.2.3	**Asset management plan** Asset management plan only includes projections for eight years to 2024/25.	Moderate
3.2.4	**Information technology, planning, policies and procedures** IT policies drafted however not formally approved and implemented. No formal IT strategic plan in place. No policy relating to "Personally Owned Devices".	Minor
3.2.5	**Information technology access** IT training and induction not a formal part of a new employee induction process. Suggestions for enhancements and improvement to IT security.	Minor
3.2.5	**Information Technology Performance Measures** No specific IT KPI's established and monitored.	Minor
3.2.6	**Records and information management procedure manual** Records and information management procedure manual was last reviewed in February 2012.	Minor
4.	***Accounting for municipal or trust transactions***	
4.2.1	**Rateable value reconciliations** Rateable value reconciliations are not being completed.	Moderate
4.2.2	**End of month reconciliations** Trade debtors, trade creditors, rates reconciliations were not correctly reconciled for the month ended 31 December 2017 at the time of our onsite review. Fixed assets were not reconciled as at 31 December 2017 at the time of our review.	Moderate
4.2.3	**Insurance claim procedure** We noted the Shire has no formal insurance claims procedure.	Minor
4.2.4	**FBT and BAS procedures** The BAS and FBT reconciliation is not signed by the preparer or being reviewed.	Minor
4.2.5	**Fixed assets valuation, capitalisation and depreciation policy** Policy states the asset capitalisation threshold to be a value of $10,000 or greater which is not aligned with proposed legislative threshold of $5,000.	Minor
4.2.6	**Bank account reconciliations** Cheque older then twelve months noted on the trust bank reconciliation. The bank reconciliation for the reserve account for the month ended 31 December 2017 was not available at the time of the review being completed.	Minor
4.2.7	**End of month reconciliation checklist** There is no documented end of month reconciliation checklist to ensure all account reconciliations are completed and independently reviewed.	Minor
5.	***Authorisation for incurring liabilities and making payments***	
5.2.1	**Credit card transactions** Individual credit card transactions made during the month are not itemised in the monthly payments listing adopted in the council minutes.	Moderate
5.2.2	**Purchase Orders dated after supplier invoices** We noted instances where purchase orders were raised subsequent to receiving the supplier invoice.	Minor
6.	***Maintenance of payroll, stock control and costing records***	
6.2.1	**Stock/inventory**	Minor

Ref	Issue	Risk Rating
	Stock reconciliation was not correctly completed for the month ended 31 December 2017. Stock reconciliation and end of month general journal is not signed by the preparer or subject to independent review.	
6.2.2	**Payroll** We were unable to locate the completed termination checklist for former employee.	Minor
6.2.3	**Occupation, health and safety policies and procedures** Various occupation, health and safety policies and procedures have not been reviewed and updated for a number of years.	Minor
6.2.4	**Administration and overhead allocation methodology** Currently the methodology applied by the Shire with respect to the Administration and Overhead costs allocation is not formally documented.	Minor

7. Preparation of budgets, budget reviews, accounts and reports required by the Act or the Regulations

We have no findings to raise in respect to the preparation of budgets, budget reviews, accounts and reports required by the Act or the Regulations.

1. Collection of money

1.1. Scope and approach

In accordance with the scope set out in our Financial Management Systems Review proposal, our review focused on the following:

- Documented internal controls, procedures and reconciliations in relation to all sources of income;
- Counted petty cash and float on hand ensuring materially correct;
- Reviewed fees and charges schedule and ensure adequate internal controls in place over invoicing and receipting;
- Tested collection, receipting, invoicing and posting procedures over receipts on a sample basis; and
- Reviewed credit control procedures in respect to sundry debtors and rates debtors.

1.2. Detailed findings and recommendations

Our review indicated key underlying policies and processes in relation to the proper collection of money owing to the Local Government are appropriate, in line with best practice and operating effectively.

Accordingly, we have no recommendations to raise in respect to the collection of money by the Local Government.

2. Custody and security of money

2.1. Scope and approach

In accordance with the scope set out in our Financial Management Systems Review proposal, our review focused on the following:

- Completed site visits to cash collection points and reviewed the controls and procedures over the collection, receipting, recording and banking of cash collected offsite; and
- Reviewed the security of cash and banking procedures to ensure appropriate controls and procedures are in place.

2.2. Detailed findings and recommendations

2.2.1. Contractor agreements

Finding Rating: Significant

We identified the below in respect to Shire service agreements:

- Great Southern Waste agreement expired in January 2017; and
- There is currently no service agreement for the collection of monies at the caravan park.

Implications / Risks

- Increased risk of fraud or error;
- Increase risk of contract terms and conditions not being adhered to; and
- Lack of documentation in respect to contractual rights and obligations.

Recommendation

We recommend a new service agreement be completed in respect to of the aquatic centre, waste facility and the caravan park to ensure contractual rights and obligations are documented.

Management Comment

- Director Technical Services extending the Waste Management contract extending Great Southern Waste contract as business is a WALGA preferred Supplier.
- NB: The Shire of Pingelly is still responsible for the maintenance and operation of the Pingelly Caravan Park. The Pingelly Craft Centre is only responsible for bookings and collections of fees on a commission basis. MOU Service Agreement to be considered by Shire with the Craft Centre.

Responsible Officer: Director Corporate & Community Services – Caravan Park, Director Technical Services – Waste Management

Completion Date: October 2018

3. Maintenance and security of the financial records

3.1. Scope and approach

In accordance with the scope set out in our Financial Management Systems Review proposal, our review focused on the following:

- Reviewed information technology systems to assess physical security, access security, data backups, contingency plans, compliance and systems development; and
- Reviewed registers maintained (including key register, tender register etc.) and Audit Committee and Council minutes.

3.2. Detailed findings and recommendations

3.2.1. Business continuity plan

Finding Rating: Moderate

The Shire has developed a draft Incident Management and Business Continuity Plan, however our inquiries indicate the Plan is not yet finalised. As a result, the Plan has not been tested to ensure in the event of a disaster, appropriate action can be taken.

Implications / Risks

Risk of significant delays and business interruption in the event of unforeseen circumstances in respect to Shire operations.

Recommendation

We recommend the Shire finalise their incident management and business continuity plan ensuring approved and implemented accordingly.

In addition, we recommend the Incident Management and Business Continuity Plan is tested on a regular basis to ensure that in the event of a disaster, appropriate action(s) can be taken.

Management Comment

The Shire of Pingelly Draft Incident Management and Business Continuity Plan is currently being prepared by the Administration staff and once presented to and adopted by Council will be tested.

Responsible Officer: Director Corporate & Community Services /Director Technical Services
Completion Date: October 2018

3.2.2. Key security and register

Finding Rating: Moderate

We noted the following in respect to key security and the key register:

- Keys maintained at the depot for vehicles and equipment can be accessed by all as they are located on the wall;
- Key register procedure 14.2.10 was created in January 2015 and has not been reviewed since this date; and
- There is no key register maintained at the shire depot recording use of vehicles.

Implication / Risks

Increased risk of theft and vehicle misuse.

Recommendation

We recommend:

- Keys located at the depot be kept in a secure locked cabinet;
- Key register procedure be reviewed and updated to reflect current key register procedures; and
- A depot key register be maintained to ensure an accurate record of current vehicle use.

Management Comment

- Keys located at the Depot are located on a wall inside the main admin building. A key monitoring 'TAG' system is in place where name tag replaces keys when taken out. A Key cabinet or key safe for key security over night or weekends to be investigated to reduce risk of vehicle theft or misuse. NB: Depot has CCTV operating.
- Key Register procedure to be reviewed and updated to ensure current.
- Management to consider introducing a written key register at the depot to record use of vehicles.

Responsible Officer: Director Technical Services **Completion Date:** June 2018

3.2.3. Asset Management Plan

Finding *Rating: Moderate*

We noted the Shire's Asset Management Plan currently only includes projections for eight years to 2024/25 and therefore does not include data for the ten year projection of required renewal/ replacement expenditure used to calculate the asset renewal funding ratio. The asset renewal funding ratio has been calculated using an average of the available data.

Implication / Risks

Risk of material misstatement or omission within accounting records.

Recommendation

We recommend the Asset Management Plan be updated annually to ensure it includes 10 years of projections.

Management Comment

Asset Management Plan under review as part of Integrated Planning & Reporting full review in 2018. Asset Renewal ratio has been previously calculated on a management valuation for the missing two years based on the absence of data for these years. New Asset management Plans to be for 15 years to ensure data available between reviews for 10 years to permit ratios to be calculated.

Responsible Officer: Director Corporate & Community Services **Completion Date:** October 2018

3.2.4. Information technology planning, policies and procedures

Finding Rating: Minor

Our inquiries indicated the Shire has not developed or implemented an IT Strategic Plan or formal IT action plan to identify current and future development IT needs.

We also noted numerous draft IT policies which are yet to be approved, implemented and communicated to staff. Furthermore we noted the Shire does not have a documented policy or procedure in respect to "Personally owned devices."

Implications / Risks

- Risk of strategic objectives not being identified to meet Council's current IT and communication requirements.
- Risk that existing procedures and practices in respect to personally owned devices are not formally documented.
- Risk that draft policies are not enforced.

Recommendation

We recommend the following:

- An IT Strategic Plan, including IT action plan be developed and implemented to identify and manage current and future IT needs. This plan should be linked to expenditure projected within current budgets and Long Term Financial Plan.
- In accordance with the Department of Local Government IT Framework (best practice guidelines), we recommend policies and procedures outlining terms and conditions in respect to the use of personally owned devices and access/use of social media sites be documented , approved, implemented and monitored on a ongoing basis.

Management Comment

- IT Strategic Plan/action plan to be developed by administration with Wallis Computers.
- Personally owned devices policy to be developed and presented to Council for consideration of adoption to ensure best practice.
- Use of social media sites policy to be developed and presented to Council for consideration of adoption to ensure best practice.

Responsible Officer: Director Corporate & Community Services **Completion Date:** November 2018

3.2.5. Information technology access

Finding Rating: Minor

During review and discussions in respect to IT systems access at the Shire, we noted the following:

- There is no restriction to internet usage / website access restrictions;
- Access to computer hardware and server is not restricted;
- Remote access and computer access is not terminated for employees on extended leave; and
- IT training and induction does not form part of the induction process of new employees.

Implications / Risks

- Increased risk over IT system.
- Risk of unauthorised personnel gaining access to Shire information.

Recommendation

We recommend:

- A restriction on internet usage / specific website access restrictions be considered to prevent misuse;
- The server cage be locked to prevent unauthorised access;
- Remote access and computer access be terminated while employees are on extended leave; and
- An IT induction be performed for new employees.

Management Comment

- Currently Internet access has basic restriction to bad websites, through new Firewall, staff usage based on trust. Wallis Computers have advised further restrictions can be added upon request.
- Server cage front door is currently not locked (Key missing). Side panels have key locks and key in locks to permit Wallis Access when onsite, top panel and Left hand side panel removed for ventilation. The area the server is located is locked at night and weekends behind fire resistant solid core door. Management consider this a low risk and unnecessary as small office. Anyone breaking in would set off alarm and get through Solid core locked door and could open server cage with a small screwdriver if they wanted. Offsite Cloud backups in place if any unauthorised access and data deleted or changed can be recovered.
- Secure folders in 'T' Drive restricted access to Payroll and Creditors ABA files and Corporate Security data on 'T' Drive.
- Informal IT inductions to become a formalised IT induction process, to be developed as part of new staff induction process.

Responsible Officer: Director Corporate & Community Services **Completion Date:** December 2018

3.2.6. Information technology performance measures

Finding Rating: Minor

We noted no formal Key Performance Indicators ("KPI") have been developed and implemented to measure performance of the IT contractor and to identify any control problems and inefficiencies.

Implication / Risks

Risk that control problems and inefficiencies are not being identified on a timely basis.

Recommendation

We recommend a formal set of KPI's be developed and implemented to measure the performance of IT contractors and to identify control problems and inefficiencies. Examples of areas which KPI's may relate to include: system downtimes, system operating speeds, available space and number of help desk issues logged.

Management Comment

Wallis Computers working with Shire in developing KPI's to measure System downtimes, system operating speeds, available space and number of help desk calls, to ensure best practice.

Responsible Officer: Director Corporate & Community Services **Completion Date:** November 2018

3.2.7. Records and information management procedure manual

Finding Rating: Minor

We noted the Records and Information Management Procedure Manual was last reviewed and updated in February 2012.

Implications / Risks

Risk of current Shire operations being non-compliant with current policies and procedures.

Recommendation

We recommend the Records and Information Management Procedure Manual be reviewed and updated to ensure it reflects current Shire operations and legislative requirements.

Management Comment

Records and Information Management Procedure Manual to be reviewed and updated to ensure current. Last updated 26/02/2015 by RG. Manual currently under review and to be update by September 2018.

Responsible Officer: Director Corporate & Community Services **Completion Date:** September 2018.

4. Accounting for municipal or trust transactions

4.1. Scope and approach

In accordance with the scope set out in our Financial Management Systems Review proposal, our review focused on the following:

- Reviewed all monthly reconciliations including bank, sundry debtors, sundry creditors, fixed assets, rates debtors and rateable value reconciliations ensuring correctly reconciled and independently reviewed;
- Reviewed and tested most recent municipal and trust bank reconciliations prepared;
- Reviewed processes in respect to BAS, FBT Return and other statutory returns preparation;
- Reviewed use of reserve funds and determined whether changes in reserve purposes had been budgeted or public notice provided;
- Reviewed self-supporting loan transactions ensuring debtor invoices raised in accordance with payment schedule;
- Reviewed trust ledger balances; and
- Reviewed policies and procedures in respect to insurance, recording claims and insuring newly acquired assets.

4.2. Detailed findings and recommendations

4.2.1. Rateable value reconciliations

Finding Rating: Moderate

Our enquiries indicated rateable value reconciliations are not being completed and updates to rateable values for properties reassessed by the Valuer General are not subjected to independent review and sign off to confirm the changes have been correctly applied.

Implications / Risks

Risk of incorrect rates being charged to ratepayers.

Recommendation

We recommend rateable value reconciliations be completed and all value updates be signed off in a timely manner to confirm updates have been correctly applied and subject to independent review.

Management Comment

The Senior Finance Officer (SFO) is responsible for updating and preparing the rolling rateable values reconciliations on a regular basis. IT Vision last balanced/reconciled the UV and GRV valuations at 30 June 2017 in preparation for the 2017/17 Rates Modelling and Rates Billing.

SFO is currently learning how to prepare and reconcile rolling rates valuations with assistance from consultants such as IT Vision and Bob Waddell & Associates. The Finance Department Goal is for the rolling valuations register to be prepared and reconciled at least every six months ideally every three months. Once report prepared and reconciled the report is to be reviewed and signed by the DCCS or CEO. It is vitally important that all correct valuations are loaded in SynergySoft for Rates Modelling each year and for the Rates Billing cycle each year. This avoids poor budgeting practices and the requirement to raise an excessive number of Interim rates notices or Back rates.

Responsible Officer: Director Corporate & Community Services **Completion Date:** June 2018

4.2.2. End of month reconciliations

Finding Rating: Moderate

Our enquiries and testing indicated trade debtors, trade creditors and rates reconciliations were not correctly reconciled for the month ended 31 December 2017. We note this was a result of transactions being backdated to the December month following completion of the reconciliations.

We also noted the fixed asset register was not reconciled as at 31 December 2017 at the time of our onsite review.

Implications / Risks

Risk of material misstatement or omission within accounting records.

Recommendation

We recommend trade debtors, trade creditors, rates and fixed assets reconciliations be reconciled correctly at the end of each month (or at least quarterly for fixed assets) and subject to independent review.

Management Comment

31 December 2017 reconciliations were not ready by end of January 2018, only due to the long Christmas New Year Break. All Trade Debtors, Trade Creditors and Rates Reconciliations are produced in a timely manner after the end of each month, in time for the Monthly financials to be presented to Council with accurate figures.

The Asset Register is reconciled in a timely manner every month as part of the preparation of the Monthly Statement of Financial Activity by the DCCS for presentation to Council to ensure accurate figures are presented. Again due to the long Christmas New Year Break and no Council meeting in January the Asset Register was not reconciled at the time of the Audit 29 Jan to 1 Feb 2018. Figures were reconciled early February in time for the February Council Meeting. NB: DCCS was in the Acting CEO role during this period whilst also undertaking the DCCS normal duties.

Responsible Officer: Director Corporate & Community Services **Completion Date:** June 2018

4.2.3. Insurance claims procedure
Finding Rating: Minor

We noted the Shire does not have a formal procedure in place to ensure insurance claims are processed correctly and in a timely manner.

Furthermore, our inquiries indicated that the Shire does not have a formal procedure to ensure newly acquired of constructed assets are appropriately insured in a timely manner.

Implications / Risks
Increased risk of non-recovery from insurance claims and risk of assets not being appropriately insured in a timely manner.

Recommendation
We recommend a formal insurance claim and newly acquired/constructed asset procedure be documented and communicated to Shire staff to ensure claims and newly acquired/constructed assets are processed in a timely manner.

Management Comment
Insurance claims procedures are set out in the Local Government Insurance Services (LGIS) Manual Handbook located in the Director Corporate & Community Services office. DCCS and SFO process all Insurance claims and liaise with Local Government Insurance Services (LGIS) Account Manager Sandra Clohessy. This is considered a very low risk of asset not be insured in a timely manner.

NB: Plant and Equipment assets covered by automatic additions and deletions Insurance cover through LGIS. DCCS responsible for ensuring other classes of assets such as PAAA and PRACC are added to insurance cover in a timely Manner. PAAA now added to Insurance Property Schedule as close to completion. DCCS to add PRACC to Property Insurance Schedule in June 2018 close to handover. Being a small Local Government Asset created are known of when acquired and disposed of. The creation of a Formal Insurance Claims procedure considered unnecessary by management given the size of the Shire of Pingelly.

Responsible Officer: Director Corporate & Community Services **Completion Date:** June 2018

4.2.4. FBT and BAS Independent Review

Finding Rating: Minor

We note BAS and FBT are not signed off by the preparer as evidence of preparation and are currently not being reviewed by someone independent of the BAS/FBT preparation process.

Implications / Risks

- Increased risk of error in the BAS preparation process;
- Risk employees are not aware of expenditure that constitutes FBT liability for the Shire and expenditure that constitutes reportable benefits for employees; and
- Lack of backup / relief and succession planning in respect to key personnel relating to FBT and GST.

Recommendation

We recommend BAS and FBT returns be signed by the preparer as evidence of preparation and also be signed and reviewed by someone independent of the BAS and FBT preparation process.

Management Comment

- The Monthly BAS is to be signed off by the DCCS as evidence of preparation and reviewed and signed off by the CEO or DTS. Currently DCCS ensures the SynergySoft Monthly BAS report balances back to GST accounts within a few cents from rounding when preparing the monthly BAS. Any GST errors that are not significant are picked up and corrected in the next month's BAS lodgement through the ATO Portal.

- DCCS role is to ensure employees are aware of expenditure that will attract FBT. E.g. Staff Christmas party held off Council's usual business premises. FBT minimisation strategies are to be implemented by DCCS to ensure Shire legally minimises its FBT obligations. Annual FBT Return to be signed off by the DCCS as evidence of preparation and reviewed and signed off by the CEO or DTS.

- Backup and relief and succession planning already identified by Shire Management. E.g. Bob Waddell & Associates consultants may be used to prepare the Monthly BAS from SynergySoft with the local CPA Bruce Sewell able to lodge the BAS or FBT return with the ATO though the Tax Agents ATO Portal.

The annual Fringe Benefits Tax Return can be compiled by any qualified person or organisation such as Bruce Sewell Accountant CPA, AMD Chartered Accountants or Moore Stephens Accountants on a fee for Service basis. DCCS required to attend annual WALGA Tax FBT and GST workshop to ensure in-house expertise maintained.

Responsible Officer: Director Corporate & Community Services **Completion Date:** June 2018

4.2.5. Fixed assets valuation, capitalisation and depreciation policy
Finding Rating: Minor

We note Council's existing Fixed Assets Valuation, Capitalisation and Depreciation Policy states the current asset capitalisation threshold to be a value of $10,000 or greater.

We draw attention to the proposed change in legislation (anticipated to be effective from 1 July 2018) whereby amendments to Regulation 17A will exclude assets in a local government annual financial report valued under $5,000. In order to ensure effective asset management of low value assets that are susceptible to theft or loss, local governments will be required to maintain a property register of portable and attractive items. This change brings local governments in line with State Government agencies as specified in Treasurer's Instruction 410 Record of Assets.

Implications / Risks
Risk of non-compliance with the proposed changes to Regulation 17A of the Local Government (Financial Management) Regulations 1996.

Recommendation
We recommend the Fixed Assets Valuation, Capitalisation and Depreciation Policy be reviewed considering the proposed changes to the Local Government (Financial Management) Regulations 1996.

Management Comment
Council policy may be $5,000 higher than new proposed Reg 17A amount however management believe the Shire are already complying with proposed Reg 17A as assets under $5,000 are already excluded within the $10,000 limit from the Balance Sheet accounts. If Council reduced their policy from $10,000 to $5,000 this would see more assets included in the Balance Sheet being capitalised.

Current Shire policy - 1.1 Fixed Assets Valuation, Capitalisation and Depreciation

".....Assets with a value of over $10,000 are to be capitalised and added to the asset register.

Where appropriate, assets valued at less than $1,000 may be entered into an Inventory register for control purposes. ....."

Only required wording change appears to be to increase the $1,000 limit to $5,000 for assets to be maintained on a portable or attractive items register.

Responsible Officer: Director Corporate & Community Services **Completion Date:** June 2018

4.2.6. Bank Account Reconciliations

Finding Rating: Minor

Our review of the unpresented items listing forming part of the 31 December 2017 trust bank account reconciliation identified a cheque unpresented for a period greater then 12 months. This included:

Date	Cheque Number	Description	Amount ($)
11 March 2016	1827	Robyn Packer	190.00

Furthermore, a reserve bank reconciliation as at 31 December 2017 was not available at the time of the review being completed.

Implications / Risks

- Bank reconciliations continue to carry forward old unpresented cheques; and
- Bank account not correctly reconciled on a timely basis.

Recommendation

We recommend the following:

- We recommend a review of the above unpresented cheque be completed to identify cheques that are required to be re-issued or monies sent to the Department of Treasury; and
- Bank reconciliations should be correctly completed on a monthly basis, including all transactions to the end of the month. Please ensure reconciliations are available for each month of the year.

Management Comment

- Unpresented Cheque to be treated as stale and cancelled and Mrs Packer contacted to arrange a new cheque or EFT be raised.

- Monthly Bank Reconciliations are prepared at the end of each Month in a timely manner. On this occasion the required December 2017 reconciliations were not complete due to the long Break over Christmas and the New Year period and there being no Council Meeting in January.

NB: Reserve Fund Bank Rec only needs updating twice a year as invested for 6 months and only interest and movements brought to account at end of Financial Year. SFO to prepare monthly Reserve Funds Bank Rec's showing no changes for 5 months between investment periods of 6 months.

Responsible Officer: Director Corporate & Community Services **Completion Date:** June 2018

4.2.7. End of Month Reconciliation Checklist
Finding Rating: Minor

Our inquiries indicated there is no documented end of month reconciliation checklist to ensure all account reconciliations are completed.

Implications / Risks
Risk of end of month reconciliations not being performed.

Recommendation
We recommend a documented end of month checklist be completed to ensure all accounts are correctly reconciled and independently reviewed at the end of each month.

Management Comment
The DCCS has now included an end of month checklist tab sheet embedded within the Monthly Statement of Financial Activity excel document tabs to ensure record of checklist items are done in a timely manner and monthly reports to Council are accurate.

Responsible Officer: Director Corporate & Community Services **Completion Date:** June 2018

5. Authorisation for incurring liabilities and making payments

5.1. Scope and approach

In accordance with the scope set out in our Financial Management Systems Review proposal, our review focused on the following:

- Reviewed controls and procedures over the authorisation of purchase orders and making of payments;
- Tested a sample of payments to ensure compliance with stated procedures;
- Reviewed tender procedures and ensured compliance with stated procedures;
- Reviewed credit card processes and procedures, and tested transactions on a sample basis;
- Reviewed petty cash processes and procedures, and tested transactions on a sample basis;
- Completed sample tests in respect to asset additions and asset disposals;
- Reviewed asset capitalisation and depreciation policies and ensured compliance with stated policies; and
- Reviewed new loans received ensuring budgeted for or public notice provided.

5.2. Detailed findings and recommendations

5.2.1. Credit Card Transactions

Finding Rating: Moderate

We noted that individual credit card transactions made during the month are not always presented to Council as part of the monthly payments listing, rather, only the total value of the credit card direct debit is noted.

Implications / Risks

Risk of non-compliance with regulation 13(1) of the Local Government (Financial Management) Regulations which states:

"A list of accounts paid by the Chief Executive Officer is to be prepared each month showing for each account paid since the last list was prepared:

1. *The payees name; and*
2. *The amount of the payment; and*
3. *The date of the payment; and*
4. *Sufficient information to identify the transaction".*

Recommendation

We recommend management list the individual purchases made on the corporate credit cards by supplier within the payment schedule presented to Council, to ensure compliance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996.

Please note we have previously received advice from senior management at the Department of Local Government and Communities, stating reporting of credit card transactions as a bulk amount is not considered acceptable.

5.2.1. Credit Card Transactions (cont.)

Management Comment
The DCCS has arranged for the Finance Officer to produce a monthly detailed Credit Card payment listing for Council Cheques and Payments Listing to ensure compliance with legislation. Due to changeover in staff this was being done and has now been reinstated to ensure compliance.

Responsible Officer: Director Corporate & Community Services **Completion Date:** May 2018

5.2.2. Purchase Orders dated after Supplier Invoice
Finding Rating: Minor

We identified instances whereby purchase orders were dated after the invoice. Examples can be provided upon request.

Implications / Risks
Risk of unauthorised purchases.

Recommendation
We recommend purchase orders are raised for all purchases prior to the expenditure being incurred.

Management Comment

This matter has been identified in previous audit reports and will be an ongoing educational process that people authorised for purchases need to produce a Purchase order before ordering or receiving goods and Services. When transaction are identified now by the Finance Section and not complying legislation, the Finance section is discussing the matter with the individual officer concerned to ensure future compliance.

Responsible Officer: Chief Executive Officer/Director Corporate & Community Services/Director Technical Services

Completion Date: Ongoing

6. Maintenance of payroll, stock control and costing records

6.1. Scope and approach

In accordance with the scope set out in our Financial Management Systems Review proposal, our review focused on the following:

- Completed a site visit to the depot in Pingelly and reviewed security over stocks held and allocation/ costings of stocks used (including fuel and inventory stocks);
- Reviewed allocation of public works overheads, plant operating costs and administration overheads;
- Reviewed payroll controls and procedures to ensure effective controls are in place, and complete tests on a sample basis to ensure controls were operating effectively;
- Reviewed procedures and policies in place in respect of human resource management legislative and compliance requirements, recruitment, performance appraisal, disciplinary and termination procedures and leave entitlements;
- Reviewed listing of leave taken by employees ensuring authorised leave forms completed; and
- Reviewed annual leave balances and identified employees with excessive annual leave balances.

6.2. Detailed findings and recommendations

6.2.1. Stock/Inventory

Finding Rating: Minor

We note the stock reconciliation and stock general journal at the end of each month is not being signed by the preparer or being independently reviewed.

We also note the stock reconciliation as at 31 December 2017 did not reconcile.

Implications / Risks

Risk of material misstatement or omission within the accounting records.

Recommendation

We recommend stock reconciliations be performed monthly and signed by the preparer and reviewed by someone independent to the stock function, and signed off as evidence of independent review.

Management Comment

- The Engineering Technical Officer is now signing the monthly Stock issues and the DCCS is checking and reviewing.
- DCCS working through previous monthly Stock Issues reports to reconcile each month.

Responsible Officer: Director Corporate & Community Services and Director Technical Services

Completion Date: September 2018

6.2.2. Payroll
Finding Rating: Minor

During our sample testing of employees we were unable to locate the termination checklist for the termination of employment for one former employee ("TS").

Implications / Risks
Risk that tasks required to be undertaken and following an employee's departure are not completed on a timely basis.

Recommendation
We recommend a formal termination checklist be completed for each terminated employee and signed off once completed.

Management Comment
Termination Checklist developed and used in recent termination of Project Manager. Senior Finance Officer and DCCS have completed recent termination forms for Customer Services Officers - TS and AG and now on HR files.

Responsible Officer:	Chief Executive Officer/Director Corporate & Community Services/Director Technical Services
Completion Date:	Ongoing

6.2.3. Occupation, Health and Safety Policies and Procedures
Finding Rating: Minor

We noted numerous occupation, health and safety policies and procedures have not been reviewed and updated for a number of years, including:

- 1.1 Occupational Safety and Health Policy;
- 2.1 OSH Purchasing and Risk Assessment of New Plant & Equipment Form;
- 2.2 OSH Management Plan and Procedure;
- 3.1 OSH Responsibilities Procedure; and
- 3.2 OSH Manual Procedure.

Implications / Risks
Risk of current Shire operations being non-compliant with current policies and procedures.

Recommendation
We recommend occupation, health and safety policies and procedures be reviewed and updated to ensure they reflect current Shire operations.

Management Comment
OSH policies and procedures under review by DCCS and Regional Risk Coordinator and OSH Committee.

Responsible Officer:	Chief Executive Officer/Director Corporate & Community Services/Director Technical Services
Completion Date:	Ongoing

6.2.4. Administration and Overhead Allocation Methodology

Finding Rating: Low

Our inquiries indicated that the administration and overhead allocation methodology utilised by the Shire is not formally documented.

Implications / Risks

Risk of administration and overhead expenses incorrectly being applied to the Shire departments.

Recommendation

We recommend formal documentation of the methodology applied by the Shire to calculate and allocate the administration and overhead expenses to the respective departments.

Management Comment

DCCS has found a excel spreadsheet showing calculation of all Administration staff time spent on different Sub programs. DCCS to review Administration Overheads allocations and develop a reviewed allocation methodology to other programs as part of 2018/19 Budget processes.

DCCS and DTS to review Public Works Overheads and Plant Operations Costs rates and allocations and document methodology as part of 2018/19 Budget processes.

Responsible Officer: Director Corporate & Community Services/Director Technical Services
Completion Date: August 2018

7. Preparation of budgets, budget reviews, accounts and reports required by the Act or the Regulations

7.1. Scope and approach

In accordance with the scope set out in our Financial Management Systems Review proposal, our review focused on the following:

- Reviewed policy and procedure manuals;
- Reviewed the procedures for preparation of the monthly financial statements, annual financial statements and annual Budget, including assessment of accounting policy, notes and applicable reporting requirements and efficiency of the process;
- Reviewed monthly financial statements ensuring presented to Council within two months and information contained within monthly financial statements in accordance with Regulation 34 of Local Government (Financial Management) Regulations 1996;
- Reviewed the mid-year budget review to ensure compliance with Regulation 33A of the Local Government (Financial Management) Regulations 1996 and assessment of budgetary expenditure controls in place;
- Ensured prior year audit report and management letter have been presented to audit committee and Council;

Note: The mid-year budget review had not been completed as the time of this review.

7.2. Detailed findings and recommendations

Our review indicated key underlying policies and processes in relation to the preparation of budgets, budget reviews, accounts and reports required by the act or the regulations are appropriate, in line with best practice and operating effectively.

Accordingly, we have no recommendations to raise in respect to the preparation of budgets, budget reviews, accounts and reports required by the Act or the Regulations.

8. Guidance on Risk Assessment

Risk is uncertainty about an outcome. It is the threat that an event, action or non-action could affect an organisation's ability to achieve its business objectives and execute its strategies successfully. Risk is an

inherent component of all service activities and includes positive as well as negative impacts. As a result not pursuing an opportunity can also be risky. Risk types take many forms – business, economic, regulatory, investment, market, and social, just to name a few.

Risk management involves the identification, assessment, treatment and ongoing monitoring of the risks and controls impacting the organisation. The purpose of risk management is not to avoid or eliminate all risks. It is about making informed decisions regarding risks and having processes in place to effectively manage and respond to risks in pursuit of an organisation's objectives by maximising opportunities and minimising adverse effects.

Our guidance to risk classification in accordance with Risk Management- Principles and Guidelines Standard AS/NZS 31000-2018 is as follows:

Risk is the probability that an event or action may adversely affect the organisation. Risk is assessed based on the relationship between consequence and likelihood.

- Likelihood is the chance that the event may occur given knowledge of the organisation and its environment.
- Consequence is the severity of the impact that would result if the event were to occur.

Our risk rating for each finding was based on the following table:

		CONSEQUENCES		
		Insignificant	**Significant**	**Highly Significant**
LIKELIHOOD	**Low**	Minor	Moderate	Moderate
	Medium	Minor	Moderate	Significant
	High	Minor	Significant	Significant

Any compliance breaches identified have been communicated within our report.

Shire of Pingelly

Minutes

Audit Committee Meeting
18 April 2018

SHIRE OF PINGELLY

Minutes of the Audit Committee Meeting of the Shire of Pingelly held in the Council Chambers, 17 Queen Street, Pingelly on 18 April 2018 at 11am.

Contents

MEMBERS PRESENT

Cr WV Mulroney	President
Cr DI Freebairn	Deputy President
Cr LN Steel	
Cr JM Walton-Hassell	
Cr BW Hotham	
Cr J McBurney	
Cr P Wood	

STAFF IN ATTENDANCE

Mr G Pollock	Chief Executive Officer
Mr S Billingham	Director Corporate & Community Services
Mr B Gibbs	Director Technical Services
Mrs L Boddy	Executive Assistant

APOLOGIES

Cr EJ Hodges

OBSERVERS & VISITORS

Mr Stephen Strange

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chairman declared the meeting open at 11.05am.

1.1 ACKNOWLEDGEMENT OF COUNTRY

We acknowledge the Noongar people of this area and recognise their continuing connection to land, waters and community. We pay respect to both the Aboriginal and non-Aboriginal people and past and present.

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

Apology received from Cr EJ Hodges.

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

Question time commenced at 11.08am and as no questions were received question time closed at 11.08am.

5. APPLICATIONS FOR LEAVE OF ABSENCE

N/A

6. DISCLOSURES OF INTEREST

The *Local Government Act* (Section 5.60 – 5.62) provides that it is the Councillor's obligation to declare an interest if they believe that they have a financial interest, proximity interest, closely associated persons interest or an interest affecting impartiality in a matter being discussed by Council.

The Act provides that the interest may be declared in writing to the Chief Executive Officer prior to the meeting or declared prior to discussion of the agenda item at the meeting. Forms for this purpose are available to Councillors.

The Act further provides that the extent of the interest needs to be declared if the Councillor seeks to remain in the Chamber during the discussion, debate or voting on the item.

A Councillor declaring a financial or proximity interest must leave the meeting prior to the matter being discussed or voted on (including the question as to whether they are permitted to remain in the Chamber). Councillors remaining in the Chamber may resolve to allow the member to return to the meeting to participate in the proceedings.

None received.

7. CONFIRMATION OF MINUTES AND REPORTS

7.1 Audit Committee Meeting – 21 February 2018

Statutory Environment:
Section 5.22 of the Local Government Act provides that minutes of all meeting to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

Voting Requirements:
Simple Majority

12395 Moved: Cr Steel **Seconded: Cr Walton-Hassell**

Recommendation and Council Decision:
That the Minutes of the Audit Committee of the Shire of Pingelly held in the Council Chambers on 21 February 2018 be confirmed.

Carried 7:0

8. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Nil

9. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

10. BUSINESS

10.1 Regulation 17 Review December 2017

File Reference:	**ADM0074**
Location:	**Shire of Pingelly**
Applicant:	**Stuart Billingham, Director Corporate & Community Services**
Author:	**Stuart Billingham, Director Corporate & Community Services**
Date:	**10 April 2018**
Disclosure of Interest:	**Nil**
Attachments:	**Regulation 17 Review December 2017 (Attachment 1 following green cover sheet)**

Summary:
Submission of the Shire of Pingelly Regulation 17 Review December 2017 to Audit Committee for recommendation to Council for consideration of receiving.

Background:
Under the Local Government Audit Regulations 1996, Regulation 17, CEO to review certain systems and procedures

(1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
(a) risk management; and
(b) internal control; and
(c) legislative compliance.

(2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.

(3) The CEO is to report to the audit committee the results of that review.
[Regulation 17 inserted in Gazette 8 Feb 2013 p. 868.]

The Shire of Pingelly engaged AMD Chartered Accountants to undertake the Reg 17 review on behalf of the Chief Executive Officer. The review was conducted on the 20th to 23rd of December 2017.

Comment:
The last Shire of Pingelly Regulation 17 Review was undertaken item 11.3.1 in December 2014 Ordinary Council Meeting and was due in December 2016, as it is required to be undertaken every two years.

Please refer to the separate attachment for management comments on the points raised by the Auditors.

Overall the following results were obtained

Compliance Breach	Significant Risk	Moderate Risk	Minor Risk
2	1	3	12

The two non-compliance matters previously raised in the 2016/17 Final Audit report and presented to the Audit Committee and Council.

Consultation:
Audit Committee – Shire of Pingelly
Chief Executive Officer – Shire of Pingelly
AMD Chartered Accountants

Statutory Environment:
Regulation 17 of the *Local Government (Audit) Regulations 1996* provides:

CEO to review certain systems and procedures
(1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
(a) risk management; and
(b) internal control; and
(c) legislative compliance.
(2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.
(3) The CEO is to report to the audit committee the results of that review.
[Regulation 17 inserted in Gazette 8 Feb 2013 p. 868.]

Policy Implications:
Policy 2.7 Risk Management.

Financial Implications:
To be considered in future budgets and Long Term Financial Plans.

Strategic Implications:
Shire of Pingelly Strategic Community Plan.
Strategy 4.5.2: Develop and maintain risk management policies and procedures.

Voting Requirements:
Simple Majority

12396 Moved: Cr Wood **Seconded: Cr McBurney**

Recommendation:
That the Audit Committee recommends to Council that it receives:
1. **the minutes of the Audit Committee dated 18 April 2018.**
2. **the Regulation 17 Review December 2017, finding and recommendations as presented; noting no further actions are required by the Chief Executive Officer.**

COUNCIL DECISION:
That the Audit Committee recommends to Council that it receives:
1. **the minutes of the Audit Committee dated 18 April 2018.**
2. **the Regulation 17 Review December 2017, finding and recommendations as presented; noting further actions required by the Chief Executive Officer.**

Carried 7:0

11. CLOSURE OF MEETING
The Chairman declared the meeting closed at 11.42am.

These minutes were confirmed by Council at the Audit Committee Meeting held on Signed..... Presiding Person at the meeting at which the minutes were confirmed.

Attachment 8

16.1 Bush Fire Advisory Committee Minutes

Copy of BFAC Minute

Shire of Pingelly

Minutes

Bushfire Advisory Committee Meeting
10 April 2018

Minutes of the Bushfire Advisory Committee Meeting of the Shire of Pingelly held in the Council Chambers, 17 Queen Street, Pingelly on 11 April 2017.

Charter (Item 10.6 – 17 March 2010):

Is to advise Council on all matters relating to:

- the prevention, controlling and extinguishing of bush fires;
- prosecutions for breaches of the Bush Fires Act;
- the formation and de-formation of bush fire brigades;
- the co-ordination of the efforts and activities of the bush fire brigades; and
- any other matter relating to bush fire control.

Membership

- Cr D Freebairn
- Brigade representative
- FCOs

General Deputy – Cr B Hotham

Table of Contents

1. OPENING & ANNOUCEMENTS

The CBFCO, Mr Rod Shaddick, declared the meeting open at 7.02 pm.

2. ATTENDANCE & APOLOGIES

2.1 Attendance

Council	Cr David Freebairn Cr Bryan Hotham
West Pingelly	Mr Adam Watts Mr Anthony Turton Mr Allan Parsons
Moorumbine-Noonebin	Mr Rodney Shaddick (CBFCO) Mr Andrew Pauley Mr Brodie Cunningham
East Brigade	Mr Andrew Marshall Mr Sam MacNamara Mr Jeff Edwards
Town	Mr Peter Narducci Mr Rob Kirk (DCBFCO) Mrs Sheryl Squiers (Admin FCO) Mr Barry Gibbs (DTS)
DFES	Mr Paul Blechynden
DPAW	Mr Greg Durrell

2.2 Observers & Visitors

Mrs Kerry Keys

2.3. Apologies

Mr Gavin Pollock (CEO)
Mr Malcolm Cunningham
Mr Stuart Billingham (DCCS)

3. DECLARATIONS OF INTEREST

Nil

4. CONFIRMATION OF MINUTES

Minutes of the Shire of Pingelly Bushfire Advisory Committee meeting held on 10 October 2017 have been circulated.

Statutory Environment:
Section 5.22 of the *Local Government Act* provides that minutes of all meetings to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

Recommendation:
That the Minutes of the Shire of Pingelly Bushfire Advisory Meeting held in the Council Chamber on 10 October 2017 be confirmed.

11345 – Moved: Peter Narducci, Seconded: Adam Watts
That the Minutes of the Shire of Pingelly Bushfire Advisory Meeting held in the Council Chamber on 10 October 2017 be confirmed.
CARRIED

5. NOMINATION OF OFFICERS

Officers nominated at the meeting on 11 April 2017 and appointed by Council on 17 May 2017 were:

Chief Fire Control Officer	Rodney Leonard Shaddick
Deputy Chief Fire Control Officer	Robert Alexander Kirk
Training Officer/Organization	Shire of Pingelly
Fire Control Officers	
East Pingelly Brigade	Jeffrey Bernard Edwards Victor Arthur Lee Andrew Augustin Marshall Sam MacNamara
Moorumbine - Noonebin Brigade	Rodney Leonard Shaddick Andrew Todd Pauley Brodie Cunningham
West Pingelly Brigade	Alan William Parsons Anthony Turton Adam Lindsay Watts Malcolm Leslie Cunningham
Town Brigade/VFRS	Robert Alexander Kirk (DCBFCO & Captain) Peter Narducci Barry Gibbs (DTS) Russell Dyer (Works Supervisor) Sheryl Frances Squiers (Shire Administration)
Fire Weather Officers (Harvest & Vehicle movement ban)	Rodney Leonard Shaddick Robert Alexander Kirk Graeme Alex Watts Sam MacNamara
Dual Fire Control Officers	
Brookton:	Rodney Leonard Shaddick Robert Alexander Kirk Jeffrey Bernard Edwards Victor Arthur Lee Malcolm Leslie Cunningham Adam Lindsay Watts
Wickepin:	Rodney Leonard Shaddick Robert Alexander Kirk Victor Arthur Lee Andrew Augustin Marshall Sam MacNamara
Cuballing:	Rodney Leonard Shaddick Alan William Parsons Anthony Turton Robert Alexander Kirk Andrew Augustin Marshall
Corrigin:	Rodney Leonard Shaddick Robert Alexander Kirk

Jeffrey Bernard Edwards
Victor Arthur Lee
Sam MacNamara

Wandering: Rodney Leonard Shaddick
Robert Alexander Kirk
Alan William Parsons
Anthony Turton
Adam Lindsay Watts
Malcolm Leslie Cunningham

Be recommended for appointment to the various Offices.
CARRIED

Legislation:
Section 38 of the *Bush Fires Act* provides that:

(1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.

(2) (a) The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.
(c) The local government shall fill any vacancy occurring in the office of Chief Bush Fire Control Officer or Deputy Chief Bush Fire Control Officer within one month after the vacancy occurs and if the local government fails or neglects to do so within that time, the Authority may by notice in writing require the local government to appoint a person to the vacant office within one month after service on it of such notice.
(d) Where a local government that has been served with a notice pursuant to paragraph (c) fails or neglects to comply with the requirements of that notice, the Authority may appoint a person who is not a member of staff (as defined in the DFES Act) to the vacant office.
(e) A bush fire control officer appointed by a local government under the provisions of this section shall be issued with a certificate of appointment by the local government or, if he is appointed by the Authority, by the Authority.

(3) The local government may, in respect to bush fire control officers appointed under the provisions of this section, exercise so far as they can be made applicable the same powers as it may exercise in respect to its other officers, under the provisions of the Acts under which those other officers are appointed.

(4) A bush fire control officer appointed under the provisions of this section shall, subject to such directions as may be given by the local government, and subject to this Act take such measures as appear to him to be necessary or expedient and practicable for —
(a) carrying out normal brigade activities;
(d) exercising an authority or carrying out a duty conferred or imposed upon him by any of the provisions of Part III;
(e) procuring the due observance by all persons of the provision of Part III.

(5) (a) A local government may issue directions to a bush fire control officer appointed by the local government, or to an officer of a bush fire brigade registered by the local government to burn, subject to the provisions of this Act, bush on, or at the margins of, streets, roads, and ways, under the care, control and management of the local government.
(b) The bush fire control officer, or officer of the bush fire brigade, may by authority of any directions so issued carry out the directions but subject to the provisions of this Act.
(c) The provisions of this subsection are not in derogation of those of subsection (4).

(6) (a) In this section —

approved local government means a local government approved under paragraph (b) by the Authority.

(b) If it appears to the Authority that the standard of efficiency of a local government in fire prevention and control justifies the Authority doing so, the Authority, by notice published in the *Government Gazette* —
   (i) may approve the local government as one to which this subsection applies; and
   (ii) may from time to time cancel or vary any previous approval given under this paragraph.

(c) An approved local government may appoint to the office of fire weather officer such number of senior bush fire control officers as it thinks necessary.

(ca) Where more than one fire weather officer is appointed by a local government the local government shall define a part of its district in which each fire weather officer shall have the exclusive right to exercise the power conferred by paragraph (h).

(cb) An approved local government may appoint one or more persons, as it thinks necessary, to be the deputy or deputies, as the case may be, of a fire weather officer appointed by the local government and where 2 or more deputies are so appointed they shall have seniority in the order determined by the local government.

(cc) Where the office of a fire weather officer is vacant or whilst the occupant is absent or unable to act in the discharge of the duties of the office, any deputy appointed in respect of that office under paragraph (cb) is, subject to paragraph (cd), entitled to act in the discharge of the duties of that office.

(cd) A deputy who is one of 2 or more deputies of a fire weather officer is not entitled to act in the discharge of the duties of the office of that fire weather officer if a deputy who has precedence over him in the order of seniority determined under paragraph (cb) is available and able to discharge those duties.

(d) The local government shall give notice of an appointment made under paragraph (c) or (cb) to the Authority and cause notice of the appointment to be published at least once in a newspaper circulating in its district and the Authority shall cause notice of the appointment to be published once in the Government Gazette.

(e) An approved local government may appoint a committee for the purpose of advising and assisting a fire weather officer or any deputy of a fire weather officer acting in the place of that officer under this subsection.

(f) Where a committee is appointed, a fire weather officer, or, as the case may be, a deputy of a fire weather officer while acting in the place of that officer, may exercise the authority conferred on him by paragraph (h), notwithstanding the advice and assistance tendered to him by the committee.

(g) The provisions of this subsection are not in derogation of those of any other subsection of this section.

(h) A fire weather officer of an approved local government, or a deputy of that fire weather officer while acting in the place of that officer, may authorise a person who has received a permit under section 18(6)(a), to burn the bush in the district of the local government notwithstanding that for any day, or any period of a day, specified in the notice the fire danger forecast issued by the Bureau of Meteorology in Perth, in respect to the locality where the bush proposed to be burnt is situated, is "catastrophic", "extreme", "severe" or "very high", and upon the authority being given the person, if he has otherwise complied with the conditions prescribed for the purposes of section 18, may burn the bush.

(i) This subsection does not authorise the burning of bush —
   (i) during the prohibited burning times; or
   (ii) during the period in which, and in the area of the State in respect of which, a total fire ban is declared under section 22A to have effect.

Section 38A of the *Bush Fires Act* provides that:

(1) At the request of a local government the Authority may appoint a member of staff (as defined in the DFES Act) to be the Chief Bush Fire Control Officer for the district of that local government.

(2) Where a Chief Bush Fire Control Officer has been appointed under subsection (1) for a district the local government is not to appoint a Chief Bush Fire Control Officer under section 38(1).
(3) The provisions of this Act, other than section 38(3), (4) and (5) apply to and in relation to the Chief Bush Fire Control Officer appointed under this section as if he or she were a Chief Bush Fire Control Officer appointed under section 38 by the local government.
(4) Section 38(3), (4) and (5) apply to and in relation to the Chief Bush Fire Control Officer appointed under this section as if —
   (a) he or she were a Chief Bush Fire Control Officer appointed under section 38 by the local government; and
   (b) the references in those subsections to the local government were references to the Authority.

Section 40 of the *Bush Fires Act* provides that:
(1) Two or more local governments may by agreement join in appointing, employing and remunerating bush fire control officers for the purposes of this Act.
(2) Bush fire control officers so appointed may exercise their powers and authorities and shall perform their duties under this Act in each and every one of the districts of the local governments which have joined in appointing them.

Policy:
Council's Policy provides that:
1. Council will not appoint or reappoint a person as a Fire Control Officer unless they have completed a Fire Control Officer's training course certified by DFES within the previous ten years. Proof of satisfactory completion of the course is required.
2. It is desirous that Dual Fire Control Officers nominated by neighbouring Shires have completed a Fire Control Officer's training course certified by DFES within the previous ten years. The Chief Executive Officer is to seek training status details from the nominating Shire.

Recommendation:
That a recommendation be made to Council nominating people to be appointed to the various Offices.

11346 – Moved: Barry Gibbs **Seconded: Rob Kirk**
That:
Chief Fire Control Officer **Rodney Leonard Shaddick**
11347 – Moved: Jeff Edwards **Seconded: Peter Narducci**
That:
Deputy Chief Fire Control Officer **Robert Alexander Kirk**
Training Officer/Organization **Shire of Pingelly**

11348 – Moved: Cr David Freebairn **Seconded: Andrew Pauley**
That:

Fire Control Officers

East Pingelly Brigade	**Jeffrey Bernard Edwards** **Victor Arthur Lee** **Andrew Augustin Marshall** **Sam MacNamara**
Moorumbine - Noonebin Brigade	**Rodney Leonard Shaddick** **Andrew Todd Pauley** **Brodie Cunningham**
West Pingelly Brigade	**Simon Parsons (FCO training required)** **Anthony Turton** **Adam Lindsay Watts**

	Malcolm Leslie Cunningham
Town Brigade/VFRS	**Robert Alexander Kirk (DCBFCO & Captain)** **Peter Narducci**
	Barry Gibbs (DTS) **Russell Dyer (Works Supervisor)** **Sheryl Frances Squiers (Shire Administration)**
Fire Weather Officers **(Harvest & Vehicle movement ban)**	**Rodney Leonard Shaddick** **Robert Alexander Kirk** **Graeme Alex Watts** **Sam MacNamara**
Dual Fire Control Officers	
Brookton:	**Rodney Leonard Shaddick** **Robert Alexander Kirk** **Jeffrey Bernard Edwards** **Victor Arthur Lee** **Malcolm Leslie Cunningham** **Adam Lindsay Watts**
Wickepin:	**Rodney Leonard Shaddick** **Robert Alexander Kirk** **Victor Arthur Lee** **Andrew Augustin Marshall** **Sam MacNamara**
Cuballing:	**Rodney Leonard Shaddick** **Simon Parsons (once FCO training has been completed)** **Anthony Turton** **Robert Alexander Kirk** **Andrew Augustin Marshall**
Corrigin:	**Rodney Leonard Shaddick** **Robert Alexander Kirk** **Jeffrey Bernard Edwards** **Victor Arthur Lee** **Sam MacNamara**
Wandering:	**Rodney Leonard Shaddick** **Robert Alexander Kirk** **Simon Parsons** **Anthony Turton** **Adam Lindsay Watts** **Malcolm Leslie Cunningham**

Be recommended for appointment to the various Offices.

CARRIED by show of hands

6. FIRE CONTROL ORDER 2017/18

The 2016/17 Fire Control Order was:

Bush Fires Act 1954

Pursuant to the powers contained in section 33 of the *Bush Fires Act 1954*, all owners and occupiers of land within the Shire of Pingelly are hereby required to take, provide and/or maintain fire control measures during the firebreak period as follows:

"Excluded Area" means an area of rural land not exceeding 30ha, where it is physically impossible to install firebreaks, or where in the owner's or occupier's opinion, the installation of firebreaks would be detrimental to the conservation of remnant or natural vegetation or the establishment of re-afforested areas.

"Farming Land" means all land within the Shire of Pingelly zoned 'Farming' under the *Local Planning Scheme No. 3.*

"Firebreak Period" means the time between 1 November and 15 April in the following year.

"Firebreak" means ground from which all flammable material has been removed and on which no flammable material is permitted during the firebreak period.

"Flammable Material" means bush (as defined by the *Bush Fires Act 1954*), timber boxes, cartons, paper and the like flammable materials, rubbish and any combustible matter, but does not include buildings, standing trees or growing bushes or plants in gardens or lawns.

"Rural Residential Land" means all land within the Shire of Pingelly zoned 'Rural Residential' under the *Local Planning Scheme No. 3.*

"Townsite Land" means all land within the townsite of Pingelly not zoned as 'Rural Residential' under the *Local Planning Scheme No. 3.*

"Very High Fire Danger" means on days forecast by the Bureau of Meteorology. On days forecast as *Very High Fire Danger or above,* permits are to be automatically suspended.

Farming Land

On farming land other than excluded areas, the owner or occupier shall:-

a) Clear firebreaks not less than 3m wide:
   i. inside all external boundaries of the land,
   ii. within 15m of the perimeter of all buildings and remove all flammable material from within the 3m of all such buildings, and
   iii. so as to divide the land into areas not exceeding 400ha.
b) remove all flammable material for a continuous distance of 5m immediately surrounding every haystack, hayshed, stationary pump or engine, and
c) remove all flammable material for a continuous distance of 15m or to the external boundary of the land whichever is nearer, from around fuel depots.

Note: Landowners may use a single firebreak on a neighbour's common fenced boundary as long as both parties agree in writing and a copy of the agreement is delivered to the Shire of Pingelly.

All excluded areas remain the owner's or occupier's responsibility and any variation as permitted by the Order does not render null and void any duty otherwise required by law.

Townsite Land

On townsite land, where a property or adjoining properties having the same ownership or control and are used as a single holding, the owner or occupier, shall:-

a) where holding is under 2000m² clear by burning, all flammable material likely to be conductive to the outbreak, spread or extensions of a fire from the whole of the land, or
b) have all flammable material likely to be conductive to the outbreak, spread or extension of fire removed, and the grass maintained to a height not greater than 10cm.
c) where the holding is over 2000m² comply with the requirements of farming land.

Rural Residential Land

On rural residential land, where a property or adjoining properties having the same ownership or control and are used as a single holding, the owner or occupier shall comply with the requirements of:

a) farming land where the holding exceeds 10ha in area, or
b) townsite land, where the holding does not exceed 2000m² in area.
c) where the holding is 2000m² to 10ha in area:
   i clear by burning, all flammable material likely to be conductive to the outbreak, spread or extensions of a fire from the whole of the land, or
   ii have all flammable material likely to be conductive to the outbreak, spread or extension of fire removed, and the grass maintained to a height not greater than 10cm; or
   iii comply with the requirements for farming land.

Use of Mowers & Whipper Snippers/Slashers During the Prohibited Burning Period

a) not to be used during Harvest Bans, Vehicle Movement Bans or Total Fire Bans on any area
b) not to be used between 6.00am to 6.00pm from 1 November and during the rest of the prohibited burning period unless on a reticulated area. (This means the grass is "green" and non-combustible).
c) vegetation that is not green and flammable and that can be reticulated, can be slashed between 6.00am and 6.00pm must must be well watered prior to mowing, whipper snipping or slashing (that is within the hour of watering) so that there is no chance of "sparking" and must remain damp during the operation.
d) the area in an orchard that is not watered between rows if the trees are reticulated by drippers is not considered to be reticulated.
e) as an added precaution have a "watcher" on hand with a hose.
f) the use of disk or slashing type machines for agricultural purposes during the Prohibited Burning Period is to be by specific permit from the Chief Bushfire Control Officer or the Deputy CBFCO.

Control of Operations Likely to Cause a Fire

Property owners should take care to prevent bush fires. The operation of welding equipment and angle grinders are activities likely to create a fire danger when used in the open air. A person shall provide at least one fire extinguisher at the place where welding or cutting operations are carried out and surround this place with a firebreak which is at least five (5) metres wide.

For updates on Hot Works, Harvest and Movement of Machinery Bans please ring the information line on **(08) 9887 1265** (recorded message) or register with the SMS warning system with the Shire to receive a text when a ban is implemented.

Firebreaks on Road Reserves
Firebreaks are not permitted on a road reserve.

Fire Fighting Units
During any period when harvesting operations are being conducted there shall be provided in the same paddock or within close proximity of that paddock, an operational independent mobile firefighting unit having an engine driven pump and a water capacity of not less than 450 litres; the tank of the unit shall be kept full of water at all times during harvesting, and the responsibility to supply the unit is that of the landholder. Harvesting operations include the use of mobile augers and seed cleaning units.

Firefighting trailers for fire suppression are regarded as out dated and dangerous—both to their operators and to other fire fighters on a fire ground. Their use at wild fires is not encouraged.

Clover Harvesting
Harvesting bans include the harvesting of clover.

Boyagin Rock Picnic Area
No wood fires are permitted in the Boyagin Rock Picnic Area (Reserve No. 29413) between 1 October each year and 30 April following.

General
If it is considered impracticable to clear firebreaks or remove flammable material from the land as required, application may be made in writing to the Council or its duly authorised officer for permission to put in place alternative fire hazard reduction measures. If permission is not granted, the requirements of this Order shall be complied with.

The penalty for failing to comply with this notice is a fine not exceeding $250 and a person in default is also liable whether prosecuted or not to pay the costs of performing the work directed in this notice if it is not carried out by the owner and/or occupier by the date required by this notice.

Recommendation:
That it be recommended that the 2018/19 Fire Break Order wording be reviewed as recommended at the 11 April 2017 BFAC meeting.

Sheryl Squiers and Barry Gibbs to draft reviewed conditions to Townsite & Rural Residential Areas and some minor changes under Fire Control Unit and application for variation.

11339 – Moved: Barry Gibbs Seconded: Rob Kirk
That it be recommended that the 2018/19 Fire Break Order wording be reviewed and recommendations put to Council for approval.
CARRIED

7. REPORTS

7.1 Chief Bushfire Control Officer's Report

The 2017/2018 fire season pre-Christmas has been the mildest I can remember with only one Harvest Ban being imposed for a period of 2 hours. Since then (January through to April) the weather has been generally mild with only short spells of hot weather and only a few harvest bans being imposed. The 17-18 season has been relatively quiet with only a small number of call outs, which were well attended and none of which were major incidents. General dry conditions have seen an extension of the Restricted Period though to the 26th of April.

The Shire Weather stations, apart from a sensor issue prior to the start of the season, seem to be working well and are a great assistance with weather monitoring.

We had an informal training day held in October at the local Fire Station with over 20 attendees which was organised in conjunction with Paul Blechynden. This involved Pauls roll out desktop model which allows for an interactive and changing incident scenarios. The feedback following the session was positive and I believe that the exchange of knowledge and discussions that took place was of great benefit and I thank all those involved. Paul also organised a day bus trip to Perth to visit the Emergency Service Complex and the Air Opps Facility which I attended along with other chiefs from Cuballing and Brookton. The insight gained into the goings on at the call centre and Air opps was certainly an eye-opener and we thank him for the opportunity to attend.

I have attended all the brigade AGMs and was pleased to see there was good numbers at these meetings and thank the brigades for the opportunity to attend.

I would like to take this opportunity to thank Rob Kirk for his commitment and help with fire issues. Along with Barry and Sheryl, the Shire Council and their staff, the crew of the Bushfire 3:4, FRS, SES, DFES staff, Brigade members, Kerry for manning the radio, fellow control officers and those who serve in fire matters for their continued commitment and co-operation shown in the past twelve months.

I'd like to acknowledge and personally thank Allan Parsons for the service he has contributed over a long period of time as an FCO and congratulate him on stepping down to lieutenant position and assisting the flow of succession with appointment of Simon Parsons to FCO.

I welcome the any new Brigade officers who I'm sure will serve the district well.

Rod Shaddick CBFCO

Rod Shaddick also acknowledged Allan Parsons and his years of service as a Fire Control Officer for the West Pingelly Brigade.

11340 - Moved: Cr David Freebairn **Seconded: Rob Kirk**
That the CBFCO Report be received.
CARRIED.

7.2 Brigade Reports

7.2.1 West Pingelly Brigade

West Pingelly Volunteer Bushfire Brigade

Minutes of Annual General Meeting – 5 April 2018

1. Attendance

   John Bostock, Anne Watts, Simon Parsons, Kim Parsons, Matthew Cunningham, Malcolm Cunningham, Anthony Turton, Bruce Sewell, Eric Booth, Graeme Watts, Adam Watts, Alan Parsons (chair) and Mark Sewell (sec)

2. Apologies

   Rob Kirk, Richard Page, Gary Page, Kane Page, Des Morrison

3. Opening – Meeting opened at 6.35pm by Alan Parsons

4. Prior Year Minutes Read
   Moved: Matt Cunningham Sec: Graeme Watts

   Business arising

   - Pre-registering of vehicles and stickers not widely taken up
   - Shire contract burning work at Taylors Well road reserve carried out

5. Correspondence

   Inward

   - 24 July 2017 – Email from shire re jacket and pants for Jaan Shaddick
   - 1 September 2017 – DFES Future Fleet newsletter
   - 7 September 2017 – Email from Sheryl Squires re informal training at Pingelly Fire Station
   - 8 September 2017 – Email from Sheryl Squires at shire regarding stickers for attaching to vehicles
   - 19 Dec 2017 – Email from shire re volunteer fuel card applications opening
   - 21 Dec 2017 – Email from Sheryl Squires re loan light tanker due to arrive over the Christmas break
   - 20 Mar 2018 – 2 x Emails Volunteer fuel card approved and in the mail

   Outward

   - Responses to above

   Moved: Bruce Sewell Sec: Malcolm Cunningham

6. Office Bearers

Position	Person/s Nominated	Moved	Sec	Carried
Sec / Treasurer	Mark Sewell	Graeme Watts	Bruce Sewell	Yes
Captain	Gary Page	Graeme Watts	Bruce Sewell	Yes
Lieutenants	Kim Hughes Luke Hardie Alan Parsons Des Morrison	Graeme Watts	Bruce Sewell	Yes
FCOs	Malcolm Cunningham Anthony Turton Adam Watts Simon Parsons	Graeme Watts	Bruce Sewell	Yes
Fire Weather Officer	Graeme Watts	Graeme Watts	Bruce Sewell	Yes

7. Fire Reports

   a. 11 Oct Taylors Well – Small landowner. Building caught fire.
   b. Various lightning strikes on Reg Parkers property

8. Financial Statements

   Opening Balance at $939.62

   Receipts – $500 contract burning and $0.53 interest

   Expenses – Donated

   Closing Balance at 31 Jan 2017 $1,440.15

   Move: Mark Sewell Sec: Anthony Turton

9. General Business

- Graeme Watts advised new weather station system setup and working well
- Re-visit pre-registering vehicles and use of stickers on vehicles. Process should be more adequately followed up by brigade members. Brigade requests shire advertise through Pingelly Times that forms are available for members to collect and register their vehicles.
- Fuel card. New fuel card arrived. There is 744 litres left from the previous card in Graeme Watts diesel tank and new fuel card arrived today with an allocation needing to be used by 30 June. Motion moved to have new allocation also delivered to Graeme Watts tank and retained for future use of brigade. Move – Mark Sewell Sec – John Bostock
- High season light tanker. Issue raised regarding it arriving after the conclusion of the worst of the fire season and being a town type fire unit (not a bushfire unit). Motion moved to write letter specifically requesting a bushfire unit delivered by 1 November for brigade members to become familiar with unit and be confident it is available when needed. Move – Graeme Watts Sec – Adam Watts

- High season light tanker – Discussion regarding where the vehicle is located to optimise usage. Will review this when it arrives.
- Fire Permits – Extended for two weeks to give FCOs greater control with bad weather forecasts. Particularly over small landholders.
- Simon Parsons appointment to FCO. Won't take effect until ratified at shire meeting held after BFC meeting.
- Rod Shaddick query regarding whether brigade wanted further fire training run. Was felt the FCO type training held at the Pingelly Fire Station was good and something like this every two years would be sufficient.
- Graeme Watts queried nature of new communication tower in Boyagin that looked to have weather equipment on it. Was this installed by DFES? Rod Shaddick unsure but thought it may be.
- Potential change to By Laws
  - Size of fire units and distance from augurs, header and seed cleaners during harvest. Currently min 450L and in same paddock. Now with very large blocks / farms with no internal fencing. Motion moved for limits of no more than 1km from augur/header/seed cleaner and 600L. Carried.
  - Small blocks between 2000 sqm and 10 ha can adopt broadacre firebreak rules. Broadacre rules do not stipulate minimum distance of firebreak from boundary. Allowing small landholders to get away with having breaks not near boundary. Motion of limit of 30m for blocks in size of 2000 sqm up to 10 ha. Carried.
  - Fire units on chaser bins. Should not be able to be classified as a fire ubit. Motion: Agree to change definition of fire unit to primary use. Carried.
- Expected life of fire overalls. Depends on times washed but a lot of brigade members PPE likely to be out of date.
- DPAW have invited members to attend burnoff in Boyagin
- Brigade thanked Alan Parsons very much for years of service as FCO

10. Meeting Closed at 7.27 pm

7.2.2 Moorumbine-Noonebin Brigade

Moorumbine/Noonebin Bushfire Brigade A G M 28/3/18

Meeting opened at 5.15 pm

Present. S Cunningham. A Cunningham. R Shaddick. C Shaddick. B Eva. R Overington. G Townend. L Draper. L Johns

Apologies. J Overington. M Smith. L Smith. B Jennings. A Pauley. B Cunningham. C Davis. S Leake. E Blechynden

Previous minutes read moved C Shaddick second R Overington

Election of Officers: Moved as a block moved by G Townend seconded A Cunningham.

Officers are,

Captain: R Overington

Secretary: L Johns

1st Lt: L Smith

2nd Lt: E Blechynden:

FCO's: R Shaddick B Cunningham and A Pauley.

Meeting closed at 5:20pm

General Meeting Moorumbine – Noonebin Fire Brigade 28/03/2018
Present: As AGM
Apologies: As AGM
Minutes Read: Moved by S Cunningham, second R Shaddick
Business arising: Fuel card should be on the way and will expire at the end of June
Correspondence: Nil
Treasurers Report: Bank Balance $353.53 moved by L Johns second G Townend.
Captains Report: Not a bad season fires we had were well attended.
FCO Report: Very mild fire season with minor fires but you need to report any fire small or large.
General Business: Discussion is still happening with the 4.4. We need to decide whether we can still man the 4.4 with the numbers the way they are going. With the 4.4 you will still need smaller units to follow. As a Brigade we urge the Shire to pursue a 4.4 for the Moorumbine-Noonebin Bushfire Brigade. We need all members to be confident using the truck. Make sure when using truck it comes back full of fuel and water, clean and ready to go.
Moorumbine-Noonebin Bushfire Brigade would like to put a motion to the Shire. We would like to change the minimum amount of water in your primary fire unit from 450 litres to 600 litres and have a minimum of 1km driving distance, with your primary fire unit, from where you are harvesting. Moved G Townend, second C Shaddick all agreed.
Meeting Closed 6.40pm
Next meeting 12/10/2018 at R Shaddick

7.2.3 East Pingelly Brigade
No report received.

7.2.4 Pingelly Brigade
The 2017/18 summer has been a very mild one. There are some refurbishments in progress at the fire station including a new driveway at the rear.
Membership still good with 15 full on active members and a few support members including fly in fly out workers.

11341: Moved: Barry Gibbs Seconded: Rob Kirk
That all Brigade reports be received.
CARRIED.

7.3 DFES Report
DFES Report to Pingelly Bush Fire Advisory Committee Meeting, 10 April 2018

Paul Blechynden

Pre-season
Pre-season sessions / forums were conducted in Pingelly, Brookton, Cuballing, Narrogin and Boddington. The feedback from these sessions was very positive, please keep in mind if another preseason session is needed before the start of the 2018/19 fire season and if so what people would like to cover.

Bushfire Season
A relatively quiet season throughout the Great Southern Region. While the number of header fires may have been up on previous years there were no significant fires in terms of size, duration or losses.

2018 Training
Our training program has kicked off with AIIMS (Australasian Interagency Incident Management System) courses being run in Pingelly & Brookton to meet local needs. Some of the upcoming courses include:

- Advanced Bush Fire Fighting & Crew Leader (NBG - Boddington) 9-12 April 2018
- Fire Control Officer (Narrogin) 7 August 2018
- Ground Controller (Narrogin) 21 August 2018

- Bush Fire Fighting (Narrogin) 26 May 2018

Please note:
The Bureau of Meteorology will be changing the format of their spot weather forecasts to include

- hourly forecasts for the first 12 hours, then to three hourly blocks
- Spatial variation of conditions
- Additional information on:
- C-Haines index (degree of instability influencing the development of blow-up fires)
- Mixing height
- Thunderstorm Activity level rating

Building local knowledge into Level 3 Incident Management Teams
Previous correspondence has sought to identify local people who are willing to be nominated to take on a role if there is a Level 3 incident in their local area. Please let me know if anyone is interested in undertaking training to be qualified in the following roles (Level 3):

- Incident Controller
- Planning Officer
- Operations Officer
- Public Information Officer
- Logistics Officer

Visits to the Emergency Services Complex & Air Operations
Four bus trips to the Emergency Services Complex & Air Operations for Bush Fire Brigade members from Brookton, Cuballing, Williams, Wagin, Pingelly, Wandering and Boddington Shires together with DBCA, Parks and Wildlife Service personnel.

The trip was organised for regional volunteer fire fighters to meet the people they deal with during an emergency response and to see the facilities and aircraft that are available to support them.

The trip involved a visit to the Emergency Services Complex where the group visited the '000' Communication Centre where they met the 000 operators and discussed the process from when a 000 call is received through to emergency services personnel being sent to assist.

The range of incidents involved was significant from cyclones, Hazardous material incidents, structure fires, bush fires, storm and road crash. This was a great opportunity for the fire fighters and the 000 operators to meet and gain a better appreciation of each other's job.

The opportunity to visit the Metropolitan Operations Centre and meet with the personnel there provided an opportunity to understand how emergency response is coordinated in and around Perth. Likewise, the visit to the State Operations Centre provided a perspective on how many different government agencies and specialists come together to coordinate the response required when there is significant incident running in the state.

At Jandakot Airport the group met DFES and Department of Biodiversity Conservation and Attractions, Parks and Wildlife Service personnel, pilots and support personnel involved in the range of air operations including fire spotting aircraft and water bombing aircraft (fixed wing and helicopters - Helitaks).

The opportunity to look over the aircraft and discuss their use with the pilots and aircraft coordinators was very beneficial and supports more effective use at future incidents. The air intelligence work was of particular interest as the group was taken through the benefits of

specialist aircraft to provide accurate and timely information to those running the fire by mapping the fire edge and identifying hot spots on the fire edge and amongst buildings. A couple of the trips were also fortunate enough to inspect the RAC rescue helicopter and meet the crew.

Attached Operations Circular

Rod Shaddick attended the trip to the Emergency Services Complex.

11342: Moved: Seconded:
That the DFES Report be received.
CARRIED.

7.4 Department Biodiversity, Conservation & Attractions Report

Greg Durell reported there has been a very quiet season with not much practice on the fire ground.
Prescribed burns will take place once there has been some rain, there is also the opportunity for any of the volunteer bush fire brigade members to attend these burns to gain some experience.
11343: Moved: Rob Kirk Seconded: Andrew Marshall
That the Department Biodiversity, Conservation & Attractions Report be received.
CARRIED.

8. GENERAL BUSINESS

8.1 Request to For New Brigade for Town

In consultation with Paul Blechynden the current Shire of Pingelly 9106 Brigade will remain for Shire staff, only and a request for the establishment of new bush fire brigade named Pingelly Central was submitted on 1 February 2018 to Superintendent Wayne Green at Albany.

This will then provide a bush fire brigade for any volunteers who live in the gazetted townsite and the current Volunteer Fire & Rescue Service members to be recorded in the Local Government Report.

The request for the new Pingelly Central Brigade has been approved, it is just a matter of transferring members that are currently located in Shire of Pingelly 9106 and any members that own property in residential areas that are in other brigades.

Discussion on Information Presented:
A discussion on information received on the approval for the new Pingelly Central Brigade with Paul Blechynden. Sheryl Squiers to liaise with Pingelly Volunteer Fire and Rescue Services for information on all members and will confirm with DFES who the new brigade members are.

8.2 Weather Stations Updates

There was an issue with a sensor on one of the weather stations, after contact with Aquamonix it was found to be a manufacturing issue with the weather stations and the sensors were replaced in all three stations with no charge.

Discussion on Information Presented:
Information presented to meeting and received that the weather stations are proving to be a great asset with more consistent fire weather readings. Still sometime time before the feature for the weather stations to automatically impose a fire ban will be implemented.

8.3 FIFWA Plantation Managers Agreement

The Shire of Pingelly received a copy of the Forest Industries Federation WA Plantation Managers Fire Agreement for the 2017/18 fire season.

Discussion on Information Presented:
Information received and meeting informed that the current sandalwood plantations in the Shire of Pingelly are being grazed, which has made a difference to the weed control in these plantations.

8.4 Fire Control Order Wording
Item initiated by Rod Shaddick
To look at the wording of some areas of the Fire Control order in the following areas:

1. Firebreak definition.
2. Under Fire Fighting Unit guidelines the amount of water each fire unit should carry.
3. Under Fire Fighting Unit guidelines removing the wording close proximity and paddock and rewording.
4. Under Restricted Burning Period replace Burning permits will not be issued for a Sunday, nor any public holiday with:

   That as a matter of Policy, Fire Control Officers be instructed that within the Restricted Burning Period, Permits to Burn may be issued on Public Holidays and Sundays with the exception of Easter falling within this period.

   Permits will not be issued for the whole of the Easter period starting Thursday to Monday inclusive.

Recommendation:
Review Fire Control Order and make changes.
Discussion on proposed changes to the Fire Control Order were discussed particularly with the Rural Residential Zones of the Shire of Pingelly. It was recommended that Sheryl Squiers and Barry Gibbs work on new wording for the Fire Control Order for the Townsite and Rural Residential Zones in consultation with Rod Shaddick, Rob Kirk, Sam MacNamara and Peter Narducci.

11344 Moved: P Narducci Seconded: A Watts
That the wording for the Fire Control Order be reviewed.
CARRIED

That rewording of the Fire Control Order be reviewed and submitted to Council for consideration and approval.

Recommendation
Fire Fighting Units guidelines to add the word Primary to read Primary Fire Fighting Units and that the minimum capacity of these units be increased to 600 litres.

11345 Moved: A Parsons Seconded R Kirk
That the word Primary be added to Fire Fighting Units and that the minimum capacity of these units be increased to 600 litres.
CARRIED

Recommendation
That a distance for firefighting units from operations in paddocks be stipulated instead of close proximity to operations. This was discussed at some length and it was decided to leave wording as is existing and not stipulate a distance.

11346 Moved: P Narducci Seconded: R Kirk
That the Fire Control Order for 2018/19 be approved with amendments.
CARRIED

8.5 DPAW Request for Permit to Burn Road Reserve

GOVERNMENT OF WESTERN AUSTRALIA

Department of **Biodiversity, Conservation and Attractions**

PARKS AND WILDLIFE SERVICE

Your ref:
Our ref: SWB_013
Enquiries: Mitchell Davies
Phone: 0427 193 556
Email: mitchell.davies@dbca.wa.gov.au

Mr Gavin Pollock
Chief Executive Officer
Shire of Pingelly
17 Queen Street
PINGELLY WA 6308

Dear Gavin

Permission To Burn Road Reserve (Boyagin Road)

The Department of Biodiversity, Conservation and Attractions (DBCA) is planning to undertake a prescribed burn in Boyagin Nature Reserve (↑20610) adjacent to Boyagin Road this Autumn.

To facilitate this burn we are seeking permission to burn a section of Boyagin Road Reserve (see map attached) which is managed by the Shire of Pingelly.

If the Shire would prefer to not have the road edge burnt there is an internal fire break where we can cut the burn off.

Appropriate road signage will be installed on the day to warn motorists of smoke and other hazards.

Once the burn is completed the road reserve will be walked by an appropriately experienced DBCA staff member to ensure no hollow buts or other hazards are left that could impact the road.

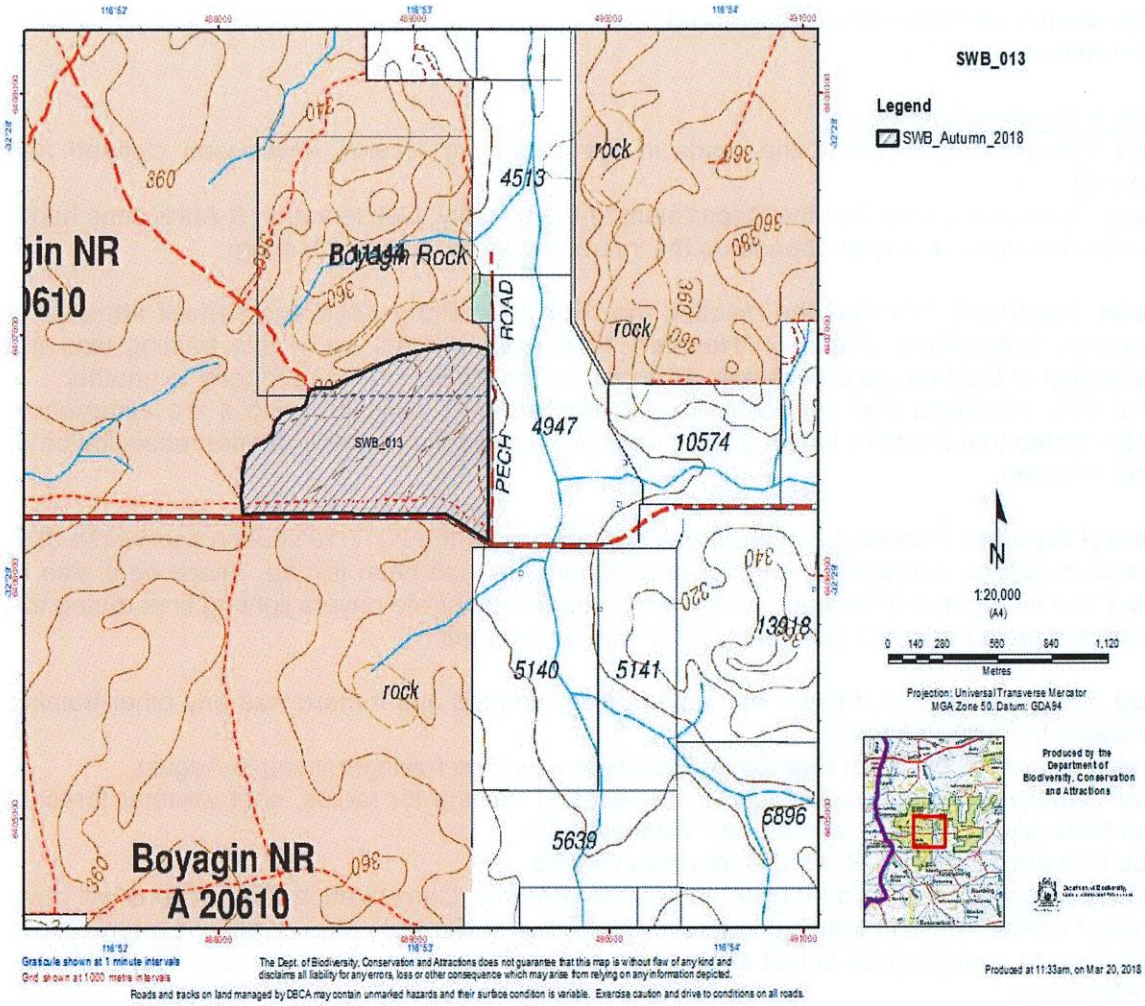
If you require any clarification on any of the above matters please contact District Fire Coordinator, Mitchell Davies, on 0427 193 556.

Yours sincerely,

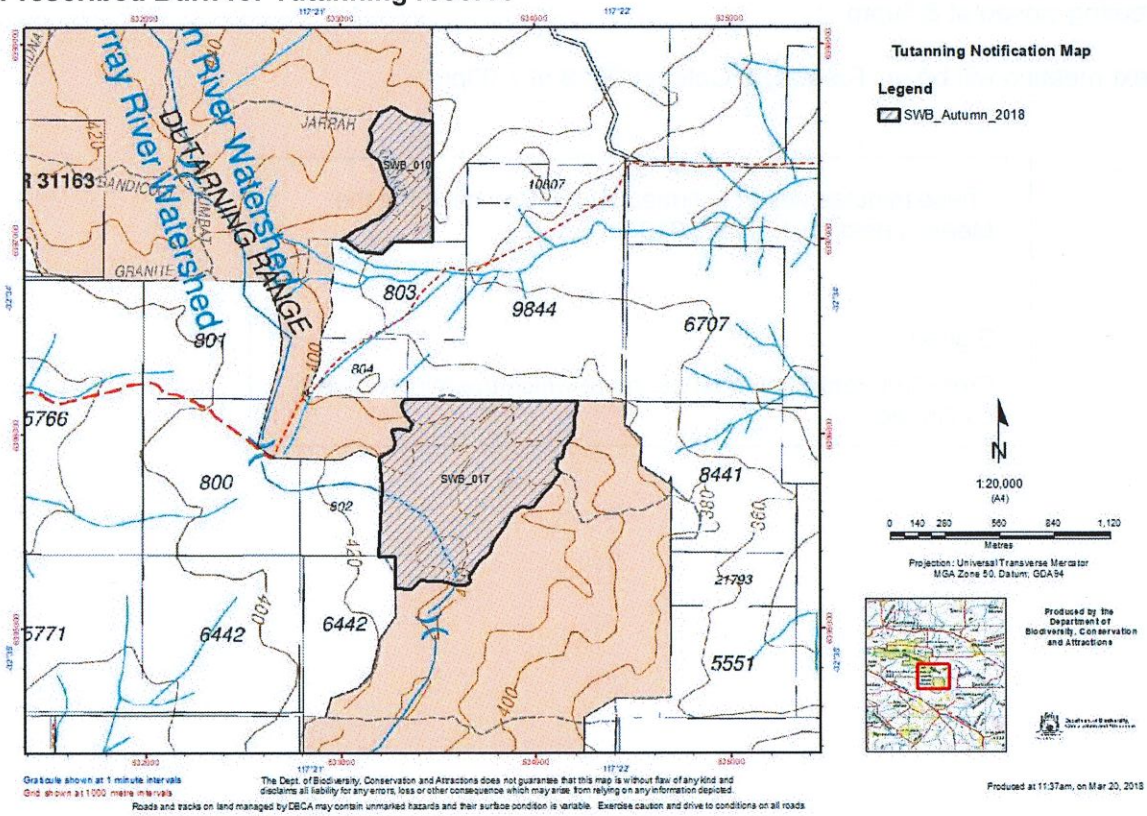
Mitchell Davies
For Greg Durell
Regional Manager

29 February 2016

Wheatbelt Regional Office
PO Box 100/Wald St Narrogin, Western Australia 6312
Phone: (08) 9881 9200 Fax (08) 9881 1645 Email: Narrogin@dbca.wa.gov.au
www.dbca.wa.gov.au



Prescribed Burn for Tutanning reserve



Discussion on Information Presented
See Reports Item 7.4.

Other General Business:
Jeff Edwards: Enquired if the roads in the Tutanning reserve have been cleaned and cleared.
Greg Durell responded that the Department of Biodiversity, Conservation & Attractions had 6 weeks ago using a bobcat opened up the internal roads with some clearing.

Peter Narducci: Informed the meeting that Rob Kirk, Barry Keys and himself attended a Machine Supervisors Course in Northam. One point brought up in this training was the spreading of Calthrop as an example when machines move from one property to another
This was discussed and said control measures are very difficult during a fire emergency. Peter stated that overall it was a good course with discussion on after the fire rehabilitation of land included.

Sheryl Squiers: Reported that fire break compliance for the 2017/18 season was worse than previous season and quite a number of infringements had been issued. There were also at least four infringements issued and a warning of residents/rate payers lighting fires during the restricted period prior to1 November 2017 without a permit.

Rod Shaddick: Asked if there was any training required and if there was any other training available that was relevant.
Andrew Marshall said that East Pingelly brigade would be having training in August.
Paul Blechynden said there would be pre-season training for radios, spot weather forecast and there would be FCO training on 7 August 2018.
Rob Kirk asked about a Ground Controllers Course.
Paul Blechynden also said that Department Biodiversity, Conservation & Attractions will have a water bomber refilling training course in November at Narrogin Airport, anyone interested in attending to contact Greg Durell at Narrogin office of Department Biodiversity, Conservation & Attractions

Meeting closed at 8.50pm.

Next meeting will be on Tuesday 9 October 2018 at 7.00pm.

These minutes were confirmed by the Committee at the Meeting held on 16 May 2018.....

Signed .....

Presiding Person at the meeting at which the minutes were confirmed.

Attachment 9

16.3 Major Plant Replacement Program

Major Plant Replacement Program

Reg Number	Details	Current Hrs/Kms	Year	Age	Hrs/Kms pa	Change Frequency	Change Year	New ex GST	Trade ex GST	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	Total
										1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
		2018		2018																					
LIGHT VEHICLES - Depreciated over 1-5 years																									
PN810	Colorado	60,917	2014	4	15,229	6 Years	2020 2021	$ 33,998.00	$22,000			$11,998						$11,998						$11,998	$35,994
PN569	Colorado	58,460	2014	4	14,615	6 Years	2020 2021	$ 33,320.00	$22,000			$11,320						$11,320						$11,320	$33,960
PN172	Ranger	153,841	2010	8	19,230	8 Years	2018 2019	$ 33,500.00	$5,000	$28,500								$28,500							$57,000
PN5975	Triton	12,425	2016	2	6,213	5 Years	2021 2022	$ 33,500.00	$15,000				$18,500					$18,500					$18,500		$55,500
PN5457	Hilux	192,731	1995	23	8,380	23 Years	2018 2019	$ -	$500	-$500															-$500
PN270	Captiva 7	38,643	2017	1	38,643	4 Years	2021 2022	$ 34,200.00	$10,000				$24,200				$24,200				$24,200				$72,600
PN761	Captiva 5 LT	49,275	2016	2	24,638	3 Years	2019 2020	$ 42,000.00	$14,000		$28,000			$28,000			$28,000			$28,000			$28,000		$140,000
PN725	Captiva 5 LT	102,650	2015	3	34,217	3 Years	2018 2019	$ 35,000.00	$7,600	$27,400			$27,400			$27,400			$27,400			$32,000			$141,600
1GHJ502	Parado Kakadu	23,754	2017	1	23,754	3 Years	2020 2021	$ 70,000.00	$35,000			$35,000			$35,000			$35,000			$35,000			$35,000	$175,000
PN01	Triton	102,306	2016	2	51,153	3 Years	2019 2020	$ 41,605.00	$20,000		$21,605			$21,605			$21,605			$21,605			$13,605		$100,025
LIGHT TRUCKS - Depreciated over 6 years																									
PN5353	Isuzu Tray Top	30,085	2016	2	15,043	7 Years	2023 2024	$73,000	$14,000						$59,000							$59,000			$118,000
PN437	Isuzu Tip Truck	35,778	2016	2	17,889	7 Years	2023 2024	$79,400	$25,000						$54,400							$54,400			$108,800
PN66	S/Cab	122,271	2008	10	12,227	7 Years	2015 2016	$45,000	$7,000					$38,000							$38,000				$76,000
PN483	Crew Cab	182,449	2010	8	22,806	7 Years	2017 2018	$86,000	$14,000		$72,000								$72,000						$144,000
PN 359	Coaster	45,509	2013	5	9,102	10 Years	2023 2024	$120,000	$30,000																$0
HEAVY/TRUCKS - Depreciated over 7-9 years																									
PN124	Mitsubishi FUSO Tip Truck	166,130	2009	7	23,733	11 Years	2020 2021	$242,800	$62,000			$180,800												$180,800	$361,600
PN133	Mitsubishi FUSO Tip Truck	188,546	2007	7	26,935	11 Years	2018 2019	$242,800	$62,000		$180,800												$180,800		$361,600
GRADERS - Depreciated over 8-10 years																									
PN398	Road Grader 120 M	9,613	2008	10	961	12 Years	2020 2021	$320,000	$120,000				$200,000												$200,000
PN166	Road Grader 120 M	3,044	2014	4	761	12 Years	2026 2027	$320,000	$120,000										$200,000						$200,000
LOADER/BACKHOE - Depreciated over 10 years																									
PN430	Cat 928G Front End Loader	10,329	2003	15	689	12 Years	2015 2016	$285,000	$56,000											$229,000					$229,000
PN143	Case 621B Front End Loader	Broken	1994	24		12 Years	2006 2007	$290,000	$12,000	$278,000													$278,000		$556,000
PN797	Backhoe	1,304	2015	3	435	10 Years	2025 2026	$147,825	$26,589								$121,236								$121,236
PN568	Skid Steer Loader	1,304	2007	11	119	12 Years	2019 2020	$60,000	$7,000		$53,000												$53,000		$106,000
PN203	Tractor, Slasher	1,304	2009	9	145	12 Years	2021 2022	$63,000	$24,000				$39,000												$39,000
ROLLERS - Depreciated over 15 years																									
PN132	Bomag (BW211D-4))	20272	2010	8	2,534	13 Years	2023 2024	$145,000	$15,000						$130,000										$130,000
PN5802	Ammann AP240 Rubber	4389	2007	11	399	12 Years	2019 2020	$160,000	$15,000					$145,000											$145,000
PN5965	Bomag (BW25RH)	3099	2012	6	517	12 Years	2024 2025	$160,000	$15,000							$145,000									$145,000
MOWERS - Depreciated over 5 years																									
1EPG726	Kubota F2880	796	2014	4	199	5 Years	2019 2020	$23,000	$5,000		$18,000					$18,000					$18,000				$54,000
1EPV273	Kubota GR2120-54A	344	2014	4	86	7 Years	2021 2022	$18,000	$4,000				$14,000							$14,000					$28,000
	New Flail Mower					12 Years	2018 2019	$30,000	$500	$29,500												$29,500			
TRAILERS/OTHER PLANT - Depreciated over 10-20 years																									
	Mower Trailer	0	2016	0	0	20 Years	2036 2037	$16,500	$2,500																$0
	Dog Transport Trailer	0	2016	0	0	20 Years	2036 2037	$5,500	$500																$0
	Second Hand Forklift	0	2015	3	0	10 Years	2025 2026	$50,000	$5,000								$45,000								$45,000
SMALL PLANT & EQUIPMENT - Depreciated over 3 years																									
	Small Plant & Equipment		2015	1		3 Years	2018 2019	$5,000	$100	$2,500	$2,500	$2,500	$2,500	$2,500	$2,500	$2,500	$2,500	$2,500	$2,500	$2,500	$2,500	$2,500	$2,500	$2,500	$37,500
							Total Change-over cost:			$365,400	$375,905	$241,618	$325,600	$235,105	$280,900	$192,900	$242,541	$107,818	$301,900	$295,105	$117,700	$177,400	$574,405	$241,618	$4,016,915
							Less Stanard Annual Allocation:		$260,000	-$280,000	-$270,000	-$260,000	-$260,000	-$260,000	-$260,000	-$260,000	-$260,000	-$260,000	-$260,000	-$260,000	-$260,000	-$260,000	-$260,000	-$260,000	-$3,930,000
							Nett Annual Cost:			$85,400	$105,905	-$18,382	$65,600	-$24,895	$20,900	-$67,100	-$17,459	-$152,182	$41,900	$35,105	-$142,300	-$82,600	$314,405	-$18,382	
							Plant Replacement Reserve Balance as at:	30/06/2017	$240,391	$154,991	$49,086	$67,468	$1,868	$26,763	$5,863	$72,963	$90,422	$242,604	$200,704	$165,599	$307,899	$390,499	$76,094	$94,476	

Updated 13/04/2018

Comments:
Due to no funding to the Plant Reserve in 2017/18 we will need increase the almost of funding from 2020/21 by $15,000 to overcome the reduction of vehicle trade price, due to the increased age of the plant traded to resolve the short fall of funds;
If PN430 is traded instead of PN143 there will be a savings of approximately $44,000, but will mean we will have a very old loader that will become move expensive to maintain by the Shire.
PN5975 (old Land Scape Ute) needs to be traded or retired from the fleet.

Notes:

Registration No is the vehicles license registration

Details is the make and model of the machine

Current Hrs/Kms are the hours / kilometres from the machine as at the 1 July of the start year

Age is the current age of the machine (*Year* less *Current Year*)

Hrs/Kms pa is the number of hours or kilometres used per year (*Current Hrs/Kms* divided by *Age*)

Change Frequency is the number of years or hours or kilometres which trigger the planned replacement. The number of years alongside the plant classification relates to the straight line depreciation years in the Asset Register as set by Council (Annual Report).

Change Year is the combination of the *Year* of the machine and the *Change Frequency* extension

New is the new value of the replacement machine if it was purchased in the current year

Trade is the trade-in value of the existing machine if it was traded in the current year at the projected replacement year, hours, kilometres

Annual Depreciation Allocation is the total Plant Depreciation allocated to works from the Asset Register