

Notice of Meeting



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Dear Elected Member

The next Ordinary meeting of the Shire of Wandering will be held on Thursday 21 April 2022 in Council Chambers commencing at 3.30pm.

Schedule

1.30pm	Presentation Peel-Harvey Catchment Council (Hotham-Williams Shires MOU)
2.00pm	Information Session
3.00pm	Citizenship Ceremony and afternoon tea
3.30pm	Ordinary Council Meeting

Ian Fitzgerald
A/Chief Executive Officer

14/4/2021

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Wandering for any act, omission or statement or intimation occurring during Council or Committee meetings or during formal/informal conversations with staff. The Shire of Wandering disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee meetings or discussions. Any person or legal entity that act or fails to act in reliance upon any statement does so at the person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Wandering during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Wandering. The Shire of Wandering warns that anyone who has an application lodged with the Shire of Wandering must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of the application, and any conditions attaching to the decision made by the Shire of Wandering in respect of the application.

AGENDA

Shire of Wandering
Ordinary Council Meeting
21 April 2022

OUR VISION

Wandering is a community of responsible, resilient and adaptable residents thriving in our scenic, economically diverse environment.

We wish to acknowledge the traditional custodians of the land we are meeting on today. We acknowledge and respect their continuing culture and the contribution they make to the Shire of Wandering, and convey our respects to Elders past, present and emerging.

DISCLAIMER

INFORMATION FOR THE PUBLIC ATTENDING COUNCIL MEETINGS

Please Note:

The recommendations contained in this agenda are officers' recommendations only and should not be acted upon until Council has resolved to adopt those recommendations.

The resolutions of Council should be confirmed by perusing the minutes of the Council meeting at which these recommendations were considered.

Members of the public should also note that they act at their own risk if they enact any resolution prior to receiving official written notification of Council's decision.

Meeting Procedures:

1. All Council meetings are open to the public, except for matter raised by Council under "confidential items".
2. Members of the public may ask a question at an ordinary Council Meeting under "public question time".
3. Members of the public who are unfamiliar with meeting procedures are invited to seek advice at the meeting. If unsure about proceeding, just raise your hand when the presiding member announces public question time.
4. All other arrangements are in accordance with the Council's standing orders, policies and decision of the Shire of Wandering.

Council Meeting Information:

Your Council generally handles all business at Ordinary or Special Council Meetings.

From time to time Council may form a Committee to examine subjects and then report back to Council.

Generally all meetings are open to the public; however, from time to time Council will be required to deal with personal, legal and other sensitive matters under "confidential items". On those occasions Council will generally close that part of the meeting to the public. Every endeavour will be made to do this as the last item of business of the meeting.

Public Question Time. It is a requirement of the *Local Government Act 1995* to allow at least fifteen (15) minutes for public question time following the opening and announcements at the beginning of the meeting. Should there be a series of questions the period can be extended at the discretion of the presiding member.

Written notice of each question should be given to the Chief Executive Officer fifteen (15) minutes prior to the commencement of the meeting. A summary of each question and the response is included in the meeting minutes.

When a question is not able to be answered at the Council Meeting a written answer will be provided after the necessary research has been carried out. Council staff will endeavour to provide the answers prior to the next ordinary meeting of Council.

Councillors may from time to time have a financial interest in a matter before Council. Councillors must declare an interest and the extent of the interest in the matter on the Agenda. However, the Councillor can request the meeting to declare the matter trivial, insignificant or in common with a significant number of electors or ratepayers. The Councillor must leave the meeting whilst the matter is discussed and cannot vote unless those present agree as above.

Members of staff, who have delegated authority from Council to act on certain matters, may from time to time have a financial interest in a matter on the Agenda. The member of staff must declare that interest and generally the presiding member of the meeting will advise the Officer if he/she is to leave the meeting.

Agendas, including an Information Bulletin, are delivered to Councillors within the requirements of the *Local Government Act 1995*, i.e. seventy-two (72) hours prior to the advertised commencement of the meeting. Whilst late items are generally not considered there is provision on the Agenda for items of an urgent nature to be considered.

Should an elector wish to have a matter placed on the Agenda the relevant information should be forwarded to the Chief Executive Officer in time to allow the matter to be fully researched by a Shire Officer. An Agenda item, including a recommendation, will then be submitted to Council for consideration. The Agenda closes the Friday week prior to the Council Meeting (i.e. ten (10) days prior to the meeting).

The Information Bulletin produced as part of the Agenda includes items of interest and information, which does not require a decision of Council.

Agendas for Ordinary Meetings are available at the Shire of Wandering Office and on the Shire website seventy-two (72) hours prior to the meeting and the public are invited to view a copy at the Shire Office.

Agenda items submitted to Council will include a recommendation for Council consideration. Electors should not interpret and/or act on the recommendations until after they have been considered by Council. Please note the Disclaimer in the Agenda (page 2).

Public Inspection of Unconfirmed Minutes (Regulation 13).

A copy of the unconfirmed Minutes of Ordinary and Special Meetings will be available for public inspection from the Shire of Wandering Office and the Shire of Wandering website within ten (10) working days after the Meeting.

Ian Fitzgerald
A/Chief Executive Officer



SHIRE OF WANDERING - QUESTIONS FROM THE PUBLIC

Name: _____

Residential Address: _____

Phone Number: _____ Meeting Date: _____

Signature: _____

Council Agenda Item Number: _____

*If applicable-see below**

Name of Organisation Representing: _____

If applicable

QUESTION

Each member of the public is entitled to ask up to 3 questions before other members of the public will be invited to ask their question. A total of 15 Minutes is allotted to Public Question Time at Council Meetings. If submitting questions to the Council, they are to relate to the Agenda Item tabled at that meeting.

Please Note: Members of the public must be in attendance at the Council Meeting to which they have submitted a question(s) for response. If this is not the case, the questions(s) will be treated as 'normal business correspondence' and the question / response will not appear in the Council Minutes.

Please see Notes on Public Question Time on Pages 4 and 5 above

* **Council Meetings:** Questions are to relate to a matter affecting the Shire of Wandering.



APPLICATION FOR LEAVE OF ABSENCE

(Pursuant to Section 2.25 of the *Local Government Act 1995* (as amended))

- (1) A council may, by resolution, grant leave of absence to a member.
- (2) Leave is not to be granted to a member in respect to more than 6 consecutive ordinary meetings of the Council without the approval of the Minister.
- (3) The granting of the leave is to be recorded in the minutes of the meeting.
- (4) A member who is absent without first obtaining leave of the Council throughout 3 consecutive ordinary meetings of the Council is disqualified from continuing his or her membership of the Council.
- (5) The non-attendance of a member at the time and place appointed for an ordinary meeting of the Council does not constitute absence from an ordinary meeting of Council –
 - (a) if no meeting of the Council at which a quorum is present is actually held on that day;
or
 - (b) if the non-attendance occurs while –
 - (i) the member has ceased to act as a member after which written notice has been given to the member under Section 2.27 (3) and before written notice has been given to the member under Section 2.27 (5);
 - (ii) while proceedings in connection with the disqualification of the member have been commenced and are pending;
or
 - (iii) while the election of the member is disputed and proceedings relating to the disputed election have been commenced and are pending.

I, _____ hereby apply for Leave of Absence from the
Wandering Shire Council from _____ to _____ for the
purpose of _____

Signed: _____ Date: _____



WRITTEN DECLARATION OF INTEREST IN MATTER BEFORE COUNCIL

NOTE: USE ONE FORM PER DECLARATION

(1) I, _____ wish to
declare an interest in the following item to be considered by council at its meeting to be held on
(2) _____

(3) Agenda item _____

(4) The type of interest I wish to declare is;

- Financial pursuant to Sections 5.60A of the *Local Government Act 1995*.
- Proximity pursuant to Section 5.60B of the *Local Government Act 1995*.
- Indirect Financial pursuant to Section 5.61 of the *Local Government Act 1995*.
- Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulation 2007.

(5) The nature of my interest is

(6) The extent of my interest is

I understand that the above information will be recorded in the Minutes of the meeting and recorded by the Chief Executive Officer in an appropriate Register.

DECLARATION BY:

Signature

Date

RECEIVED BY:

Chief Executive Officer

Date

- (1) Insert your name.
- (2) Insert the date of the Council Meeting at which the item is to be considered.
- (3) Insert the Agenda Item Number and Title.
- (4) Tick the box to indicate the type of interest.
- (5) Describe the nature of your interest.
- (6) Describe the extent of your interest (if seeking to participate in the matter under the s.5.68 of the Act).

DISCLOSURE OF FINANCIAL INTEREST, PROXIMITY INTEREST AND/OR INTEREST AFFECTING IMPARTIALITY

Financial pursuant to Sections 5.60A of the Local Government Act 1995

5.60A – Financial Interest

For the purpose of this Subdivision, a person has a financial interest in a matter if it is reasonable to expect that the matter will if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person.

[Section 5.60A inserted by No. 64 of 1998 s. 30; amended by No. 49 of 2004 s. 50.]

Proximity pursuant to Section 5.60B of the Local government Act 1995

5.60B – Proximity Interest

- (1). For the purposes of this Subdivision, a person has a proximity interest in a matter if the matter concerns –
 - (a). a proposed change to a planning scheme affecting land that adjoins the person's land;
 - (b). a proposed change to zoning or use of land that adjoins that person's land; or
 - (c). a proposed development (as defined in section 5.63 (5)) of land that adjoins the person's land.
- (2). In this section, land ("**the proposal land**") adjoins a person's land if –
 - (a). the proposal land, not being a thoroughfare, has a common boundary with the person's land;
 - (b). the proposal land, or any part of it, is directly across a thoroughfare from, the person's land; or
 - (c). the proposal land is that part of a thoroughfare that has a common boundary with the person's land.
- (3). In this section a reference to a person's land is a reference to any land owned by the person or in which the person has any estate or interest.

[Section 5.60B inserted by No 64 of 1998 s. 30.]

Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995

5.61 – Indirect financial interest

A reference in this Subdivision to an indirect financial interest of a person in a matter includes a reference to a financial relationship between that person and another person who requires a local government decision in relation to the matter.

Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulation 2007

11 – Disclosure of interest

- (1). In this regulation –

Interest means an interest that could, or could reasonably be perceived to; adversely affect the impartiality of the person having the interest arising from kinship friendship or membership of an association.
- (2). A person who is a council member and who has an interest in any matter to be discussed at a council or committee meeting attended by the member must disclose nature of the interest –
 - (a). in a written notice given to the CEO before the meeting;
 - or
 - (b). at the meeting immediately before the matter is discussed.

- (3). Sub-regulation (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4). Sub-regulation (2) does not apply if –
 - (a). A person who is a council member fails to disclose an interest because the person did not know he or she has an interest in the matter; or
 - (b). A person who is a council member fails to disclose an interest because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person disclosed the interest as soon as possible after the discussion began.
- (5). If, under sub-regulation (2)(a), a person who is a council member discloses an interest in a written notice given to the CEO before a meeting then –
 - (a). Before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
 - (b). At the meeting the person presiding is to bring the notice and its contents to the attention of the persons present immediately before a matter to which the disclosure related is discussed.
- (6). If –
 - (a). Under sub-regulation (2)(b) or (4)(b) a person's interest in a matter is disclosed at a meeting; or
 - (b). Under sub-regulation (5) (b) notice of a person's interest in a matter is brought to the attention of the persons present at a meeting.

The nature of the interest is to be recorded in the minutes of the meeting.

Describe the extent of your interest (If seeking to participate in the matter under the s.5.68 of the act)

5.68 – Councils and committees may allow members disclosing interests to participate etc. in meetings

- (1). If a member has disclosed, under section 5.65, an interest in a matter, the members present at the meeting who are entitled to vote on the matter
 - (a). may allow the disclosing member to be present during any discussion or decision making procedure relating to the matter; and
 - (b). may allow , to the extent decided by those members, the disclosing member to preside at the meeting (if otherwise qualified to preside) or to participate in discussions and the decision making procedures relating to the matter if –
 - (i) the disclosing member also discloses the extent of the interest; and
 - (ii) those members decide that the interest –
 - (I) is so trivial or insignificant as to be unlikely to influence the disclosing member's conduct in relation to the matter; or
 - (II) is common to a significant number of electors or ratepayers.
- (2). A decision under this section is to be recorded in the minutes of the meeting relating to the matter together with the extent of any participation allowed by the council or committee.
- (3). This sections does not prevent the disclosing member from discussing, or participating in the decision making process on, the question on whether an application should be made to the Minister under section 5.69.



Shire of Wandering

Notice of Ordinary Council Meetings

In accordance with the *Local Government Act 1995* and *Local Government (Administration) Regulations 1996* Reg 12 (2) it, is hereby notified that as from January 2021 to December 2021, Ordinary Council meetings of the Shire of Wandering will be held as follows:

		COUNCIL MEETING	FORUM
November 2021	Third Thursday	18/11/2021	
December 2021	Third Thursday	16/12/2021	
January 2022	No Meeting		27/01/2022
February 2022	Third Thursday	17/02/2022	
March 2022	Third Thursday	17/03/2022	3/03/2022
April 2022	Third Thursday	21/04/2022	7/04/2022
May 2022	Third Thursday	19/05/2022	5/05/2022
June 2022	Third Thursday	16/06/2022	2/06/2022
July 2022	Third Thursday (Budget Adoption)	21/07/2022	7/07/2022
August 2022	Third Thursday	18/08/2022	4/08/2022
September 2022	Third Thursday	15/09/2022	1/09/2022
October 2022	Third Thursday	20/10/2022	6/10/2022
November 2022	Third Thursday	17/11/2022	3/11/2022
December 2022	Third Thursday	15/12/2022	1/12/2022

SHIRE OF WANDERING

Agenda for the Ordinary Meeting of Council to be held at/in Council Chambers on Thursday 21st April 2021 – commencing at 3.30pm.

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1. Declaration of Opening / Announcements of Visitors

The Presiding Member to declare the meeting open.

2. Attendance / Apologies / Approved Leave of Absence

COUNCILLOR'S: Cr Ian Turton (Shire President)
 Cr Paul Treasure (Deputy Shire President)
 Cr Graeme Parsons
 Cr Max Watts
 Cr Gary Curtis
 Cr Gillian Hansen
 Cr Sheryl Little

STAFF: Ian Fitzgerald (A/Chief Executive Officer)
 Barry Gibbs (Executive Manager Technical Services)

APOLOGIES:

ON LEAVE OF ABSENCE:

ABSENT:

MEMBER OF THE PUBLIC:

3. Announcements by the Presiding Member

4. Response to Previous Public Questions Taken on Notice

5. Public Question Time

6. Petitions / Deputations / Presentations / Submissions

7. Applications for Leave of Absence

8. Disclosures of Interest

9. Confirmation of Minutes of Previous Meetings Held 17 March 2022

9.1 Ordinary Council Meeting Minutes 17 March 2022

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

Recommendation:

That the Minutes of the Ordinary Meeting of Council held in Wandering on 17 March 2022 be confirmed as true and correct.

Moved: _____ Seconded: _____

9.2 Special Council Meeting Minutes 7 April 2022

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

Recommendation:

That the Minutes of the Special Meeting of Council held in Wandering on 7 April 2022 be confirmed as true and correct.

Moved: _____ Seconded: _____

10. Reports of Committees of Council

11. Reports from Councillors

Cr Ian Turton (President)

Cr Paul Treasure (Deputy President)

Cr Graeme Parsons

Cr Max Watts

Cr Gary Curtis

Cr Gillian Hansen

Cr Sheryl Little

12. Chief Executive Officer

ITEM 12.1 – Vehicle, Plant and Equipment Management Policy

File Reference:	3.2.2
Location:	Shire of Wandering
Applicant:	Shire of Wandering
Author:	Ian Fitzgerald – Acting Chief Executive Officer
Authorising Officer	Ian Fitzgerald - Acting Chief Executive Officer
Date:	21 April 2022
Disclosure of Interest:	Nil
Attachments:	Draft Policy No:81
Previous Reference:	

Summary:

Council discussed the need for a policy on plant and equipment during the recent CEO recruitment process. This will be an addition to the existing long term plant replacement schedule and details the type of vehicle and standard equipment to be fitted at each changeover.

Background:

This is a new policy requested by Council.

Comment:

During the development of an employment contract the lack of a policy as to the type of vehicle to be supplied and extra fittings equipment to be fitted came to light with Council requesting the ACEO to prepare a policy for their consideration.

The attached draft policy is similar to that used by a number of local governments and helps to identify the type of vehicle to be allocated to management positions and optional extras to be provided at each changeover. This policy assists staff in budget processes and is a handy reference tool in the event of staff turnover.

Consultation:

Council
Executive Manager Technical Services

Statutory Environment:

Local Government Act 1995 –

Policy Implications:

This item proposes a new policy for Council's consideration.

Financial Implications:

There are no direct financial implications associated with adoption of this new policy. Any plant and equipment purchase forms a part of the annual budget presented for Council's consideration each year.

Strategic Implications:

Provide Strong Leadership

Our Goals	Our Strategies
We plan for the future and are strategically focused	10.1 Ensure accountable, ethical and best practice governance 10.2 Develop and maintain our Strategic Plan, Corporate Business Plan, Asset Management Plan, Workforce Plan and Long Term Financial Plan. 10.3 Service Level Plans detail operational roles, responsibilities and resources.

Sustainability Implications:

- **Environmental:** There are no known significant environmental considerations.
- **Economic:** There are no known significant economic considerations.
- **Social:** There are no known significant social considerations.

Risk Implications:

Risk	Low (4)
Risk Likelihood (based on history and with existing controls)	Low (4)
Risk Impact / Consequence	Low (4)
Risk Rating (Prior to Treatment or Control)	Low (4)
Principal Risk Theme	Low (4)
Risk Action Plan (Controls or Treatment Proposed)	Low (4)

Risk Matrix:

Consequence Likelihood		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

Voting Requirements:

Simple majority

<p>Officer Recommendation 12.1 - Vehicle, Plant and Equipment Management Policy That Council adopt Policy 81 - Vehicle, Plant and Equipment Management Policy as presented.</p>
--

Moved: Cr _____

Seconded: Cr _____

ATTACHMENTS

Draft Policy 81

POLICY TYPE: GOVERNANCE AND COUNCIL MEMBERS	POLICY NO: 81
DATE ADOPTED: 21 April 2022	DATE LAST REVIEWED:
LEGAL (PARENT): Local Government Act 1995	LEGAL (SUBSIDIARY):
DELEGATION OF AUTHORITY APPLICABLE:	DELEGATION NO.

ADOPTED POLICY	
TITLE:	Vehicle Plant and Equipment Management
OBJECTIVE:	The objective of this policy is to ensure Council's vehicles, plant and equipment are standardised and meet operational requirements, required safety standards and are replaced at a time that optimises its use and minimises the whole of life costs.

POLICY STATEMENT

The Chief Executive Officer is responsible for the administration of this Policy and for the determination of the use and categories of vehicles together with application of conditions of use.

When acquiring and disposing of vehicle plant and equipment, the Shire shall apply a structured test based on the following four key principles, being:

- **Economic Criteria** - Whole of life costs shall be estimated from best available data and highest preference shall be given to the vehicle with the lowest optimised whole of life cost.
- **Functional Criteria** - Highest preference shall be given to the vehicle that best fits the functional requirements of the position for which the vehicle or equipment is being acquired.
- **Safety Criteria** - Highest preference shall be given to vehicles or equipment that have the highest safety ratings or ANCAP as applicable.
- **Environmental Criteria** - Highest preference for reduced CO2 emissions allocated to the vehicle or equipment.

Where possible the Shire of Wandering will aim for a standardisation fleet through a reputable manufacturer.

The annual budget provides allocations for each category of vehicle within the vehicle plant and equipment fleet that is consistent with and complimentary to the needs of the operators and operational requirements (fit for purpose). The allocation of vehicles and equipment is outlined as a non-exhaustive list below;

Position or Work Purpose	Type and Description	Replacement Strategy
Chief Executive Officer Vehicle	4WD Executive Wagon or Sedan – towbar, window tint, lightbar, floor mats, dash mat, first aid kit	3 years
Executive Manager(s) Vehicle	4WD Medium Wagon or Sedan, towbar, window tint, lightbar, floor mats, dash mat, first aid kit, fire extinguisher	3 years
Work Supervisor Vehicle	4WD Dual Cab Ute towbar, window tint, lightbar, floor mats, dash mat, first aid kit, fire extinguisher	3 years

Position or Work Purpose	Type and Description	Replacement Strategy
Operational Ute Vehicles	Towbar, window tint, lightbar, floor mats, first aid kit, fire extinguisher, twin beacon lights, hoist	6 years
Light Truck(s) 4 Tonne or less carrying capacity-Crew Cab and Gardeners truck	4 Tonne or less carrying capacity towbar, window tint, lightbar, floor mats, first aid kit, fire extinguisher, twin beacon lights	10 years
Heavy Truck(s) (ie Prime Mover, Tip Truck, Loader, Greater than 8 Tonne carrying capacity)	Greater than 8 Tonne carrying capacity towbar, window tint, lightbar, floor mats, first aid kit, fire extinguisher, twin beacon lights	10 years
Grader(s) Blade, Pusher Block, Rear Rippers	Blade, Pusher Block and Rear Rippers	12 years
Excavator	Track and Blade, with Ripper capacity	12 years
Heavy Plant Trailers and Appliances Trailer(s), Roller(s) Low Loader(s)	Dolly(s) and Low Loader(s)	20 years
All trailers		15 years
Roller – multi-tyred, tractor	fire extinguisher, twin beacon lights	15 years
Skid-steer loader	fire extinguisher, twin beacon lights	12 years

Certain vehicles may form part of an employee's remuneration package and may be varied based on the relevant employment contract, any variation must not exceed the overall remuneration package.

This policy is intended to be the basis for the on-going review of Council's twenty (20) year plant replacement program.

Document Control Box							
Custodian:	Chief Executive Officer						
Decision Maker:	Council						
Compliance Requirements:							
Legislation:							
Industry:							
Organisational:	Vehicle Plant and Equipment Operational Guidelines						
Document Management:							
Risk Rating:	Medium	Review Frequency:	Biennial	Next Due:	2022	Ref:	
Version #	Decision Reference:	Description					
1.		2022 - Comprehensive policy register review.					
2.							

ITEM 12.2 – New Committee – Wandering Community Centre Upgrade

File Reference:

Location:	Shire of Wandering
Applicant:	Shire of Wandering
Author:	Ian Fitzgerald – Acting Chief Executive Officer
Authorising Officer	Ian Fitzgerald - Acting Chief Executive Officer
Date:	21 April 2022
Disclosure of Interest:	Nil
Attachments:	Nil
Previous Reference:	N/A

Summary:

With the proposed redevelopment of the Wandering Community Centre progressing Council has suggested the formation of a formal Council Committee to help manage the process.

This item outlines the procedure needed to be followed by Council to establish a committee and the type and membership appointment as outlined in the *Local government Act 1995*.

It is recommended that a new committee – Wandering Community Centre Redevelopment Committee be established by Council.

Background:

Up until a working group comprised of community and council members has been tasked with progressing the possible redevelopment of the Wandering Community Centre and has worked with consultants to draft plans of possible redesign/upgrade of the existing facility.

Comment:

Council has committed funds from the Local Roads and Community Infrastructure fund towards the potential upgrade of the Wandering Community Centre.

With Council funds committed and any additional funding required needing to be applied for in the name of the Shire of Wandering it seems appropriate that a formal Council Committee is now established to help drive the project and report to Council and the community on a regular basis.

The Local Government Act 1995 outlines the process for the establishment of a Council Committee:

Establishment of committees

A local government may establish committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.*

** Absolute majority required.5.9. Committees, types of*

(1) In this section —

other person means a person who is not a council member or an employee.

(2) A committee is to comprise —

(a) council members only; or

(b) council members and employees; or

(c) council members, employees and other persons; or

(d) council members and other persons; or

- (e) *employees and other persons; or*
- (f) *other persons only.*

Committee members, appointment of

- (1) *A committee is to have as its members —*
 - (a) *persons appointed* by the local government to be members of the committee*

Deputy committee members

- (1) *The local government may appoint* a person to be a deputy of a member of a committee and may terminate such an appointment* at any time.*

** Absolute majority required.*

- (2) *A person who is appointed as a deputy of a member of a committee is to be —*
 - (a) *if the member of the committee is a council member — a council member; or*
 - (b) *if the member of the committee is an employee — an employee; or*
 - (c) *if the member of the committee is not a council member or an employee — a person who is not a council member or an employee; or*
 - (d) *if the member of the committee is a person appointed under section 5.10(5) — a person nominated by the CEO.*
- (3) *A deputy of a member of a committee may perform the functions of the member when the member is unable to do so by reason of illness, absence or other cause.*
- (4) *A deputy of a member of a committee, while acting as a member, has all the functions of and all the protection given to a member.*

Committee membership, tenure of

- (1) *Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —*
 - (a) *the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or*
 - (b) *the person resigns from membership of the committee; or*
 - (c) *the committee is disbanded; or*
 - (d) *the next ordinary elections day,*

whichever happens first.
- (2) *Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —*
 - (a) *the term of the person's appointment as a committee member expires; or*
 - (b) *the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or*
 - (c) *the committee is disbanded; or*

Presiding members and deputies, election of

- (1) *The members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1 as if the references in that Schedule —*
 - (a) *to "office" were references to "office of presiding member"; and*
 - (b) *to "council" were references to "committee"; and*
 - (c) *to "councillors" were references to "committee members".*

- (2) *The members of a committee may elect a deputy presiding member from amongst themselves.*

The current Working Group has membership from local sporting clubs, service organisations and Council and Council will need to determine the number of members and the external organisations to be appointed to any new committee.

Consultation:

Council

Statutory Environment:

Local Government Act 1995

Policy Implications:

There are no current policy implications.

Financial Implications:

There are no current financial implications with the establishment of the proposed new Committee.

Any upgrade or redevelopment expense will need to be approved by Council and included in the budget process.

Strategic Implications:

Retain and Grow our Population

Our Goals	Our Strategies
People feel safe, connected and actively involved in the community	Facilitate and support activities that optimise use of our facilities 8.2 Assist Community and sporting organisations to remain sustainable and active 8.3 Engage and celebrate local culture, both indigenous and non-indigenous

Provide Strong Leadership

Our Goals	Our Strategies
A well informed Community	9.1 Foster Opportunities for connectivity between Council and the Community
10. We plan for the future and are strategically focused	10.1 Ensure accountable, ethical and best practice governance 10.2 Develop and maintain our Strategic Plan, Corporate Business Plan, Asset Management Plan, Workforce Plan and Long Term Financial Plan. 10.3 Service Level Plans detail operational roles, responsibilities and resources. 10.4 Engage with local, regional, state and federal stakeholders to grow mutually beneficial relationships.

Sustainability Implications:

- **Environmental:** There are no known significant environmental considerations.
- **Economic:** There are no known significant economic considerations.
- **Social:** There are no known significant social considerations.

Risk Implications:

Risk	Medium (9)
Risk Likelihood (based on history and with existing controls)	Medium (9)
Risk Impact / Consequence	Medium (9)
Risk Rating (Prior to Treatment or Control)	Medium (9)
Principal Risk Theme	Medium (9)
Risk Action Plan (Controls or Treatment Proposed)	Medium (9)

Risk Matrix:

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

Voting Requirements:

Absolute majority

Officer Recommendation 12.2 - New Committee – Wandering Community Centre Upgrade

That Council:

1. resolve to establish a Wandering Community Centre Upgrade Committee
2. determine that the Committee will comprise _ members
3. that Councillors _____, _____, _____ be appointed to the Committee
4. invite _ members of the community to be part of the Committee with their appointment to be confirmed by Council once they confirm their interest in being members of the Committee.

Moved: Cr _____

Seconded: Cr _____

13. Finance

13.1 - Financial Reports 31 March 2022

File Reference:	N/A
Location:	N/A
Applicant:	N/A
Author:	Moore Australia
Authorising Officer	Ian Fitzgerald A/CEO
Date:	14 April 2022
Disclosure of Interest:	N/A
Attachments:	Financial Reports – March 2022
Previous Reference:	N/A

Summary:

Consideration of the financial reports for the period ending 31 March 2022.

Background:

The financial reports for the periods ending 31 March 2022 are included as attachments.

Comment:

If you have any questions regarding details in the financial reports, please contact the office prior to Council meeting so that sufficient time is given to research the request. This will enable the information to be provided at the Council meeting.

Consultation:

Not applicable.

Statutory Environment:

Section 34 (1) (a) of the Local Government (Financial Management) Regulations 1996 states that a Local Government is to prepare monthly statement of financial activity including annual budget estimates, monthly budget estimates, actual monthly expenditure, revenue and income, material variances between monthly budget and actual figures and net current assets on a monthly basis.

Policy Implications:

Not applicable.

Financial Implications:

Not applicable.

Strategic Implications:

Not applicable.

Sustainability Implications:

- **Environmental:** There are no known significant environmental considerations.
- **Economic:** There are no known significant economic considerations.
- **Social:** There are no known significant social considerations.

Risk Implications:

Risk	Low (1)
Risk Likelihood (based on history and with existing controls)	Low (1)
Risk Impact / Consequence	Low (1)
Risk Rating (Prior to Treatment or Control)	Low (1)
Principal Risk Theme	Low (1)
Risk Action Plan (Controls or Treatment Proposed)	Low (1)

Risk Matrix:

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

Voting Requirements:

Simple majority

Officer Recommendation:

That the financial report for the period ending 31st March 2022 as presented be accepted.

Moved: _____

Seconded: _____

14 April 2022

Mr Ian Fitzgerald
Acting Chief Executive Officer
Shire of Wandering
22 Watts Street
WANDERING WA 6308

Dear Ian,

ACCOUNTING SERVICE INFORMATION REPORT FOR THE PERIOD ENDED 31 MARCH 2022

We advise we have completed the compilation of your Statutory Monthly Statement of Financial Activity (by Statutory Reporting Program) for the month ended 31 March 2022 and enclose our Compilation Report and Statements.

We are required under APES 315 *Compilation of Financial Information* to report certain matters in our compilation report. Other matters which arise during the course of our compilation that we wish to bring to your attention are raised in this report.

It should be appreciated, our procedures are designed primarily to enable us to compile the monthly financial statements and therefore may not bring to light all weaknesses in systems and procedures, or all financial matters of interest to management and Council, which may exist. However, we aim to use our knowledge of the Shire's financial operations gained during our work to make comments and suggestions, which, we hope, will be useful to you.

Please note in order to meet legislative requirements, details and explanations of the material variances between the year to date actuals and year to date budget need to be completed by Shire staff, as required by *Local Government (Financial Management) Regulation 34(1) (d)*.

COMMENTS/SUGGESTIONS

Attached is a list of comments/suggestions derived from compiling the statement of financial activity and other end of month review services.

MATTERS FOR MANAGEMENT ATTENTION:

Please complete the Statutory Monthly Financial Statements by completing Note 15 – Explanation of Material Variances by providing a comment for each item where the Council's YTD Budget and YTD Actual are over the variance threshold. These items are indicated with a ▼ or ▲.

We noted no other matters we wish to draw to management's attention.

Should you wish to discuss any matter relating to our service or any other matter, please do not hesitate to contact us.

Yours sincerely




Russell Barnes
Director
Moore Australia (WA) Pty Ltd

Shire of Wandering Management Information Report

Period Ending
31 March 2022

Topic	Item	First Identified	Explanation	Action Required	Priority
Bank accounts	Reconciliations	March 2022	Bank reconciliations have not been received.	As an essential control bank reconciliations should be prepared routinely and be signed and dated by the preparer and a reviewer independent of the preparation process.	High

Approval:  Russell Barnes, Director

14 April 2022

Mr Ian Fitzgerald
Acting Chief Executive Officer
Shire of Wandering
22 Watts Street
WANDERING WA 6308

Dear Ian,

COMPILATION REPORT TO THE SHIRE OF WANDERING

We have compiled the accompanying Local Government special purpose financial statements of the Shire of Wandering, which comprise the Statement of Financial Activity (by Statutory Reporting Program), a summary of significant accounting policies and other explanatory notes for the period ending 31 March 2022. The financial statements have been compiled to meet compliance with the *Local Government Act 1995* and associated Regulations.

THE RESPONSIBILITY OF THE SHIRE OF WANDERING

The Shire of Wandering are solely responsible for the information contained in the special purpose financial statements and are responsible for the maintenance of an appropriate accounting system in accordance with the relevant legislation.

OUR RESPONSIBILITY

On the basis of information provided by the Shire of Wandering we have compiled the accompanying special purpose financial statements in accordance with the requirements of the *Local Government Act 1995*, associated Regulations and APES 315 *Compilation of Financial Information*.

Our procedures use accounting expertise to collect, classify and summarise the financial information, which the Shire of Wandering provided, in compiling the financial statements. Our procedures do not include verification or validation procedures. No audit or review has been performed and accordingly no assurance is expressed.

The Local Government special purpose financial statements were compiled exclusively for the benefit of the Shire of Wandering. We do not accept responsibility to any other person for the contents of the special purpose financial statements.



Russell Barnes
Director
Moore Australia (WA) Pty Ltd

SHIRE OF WANDERING
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the period ending 31 March 2022

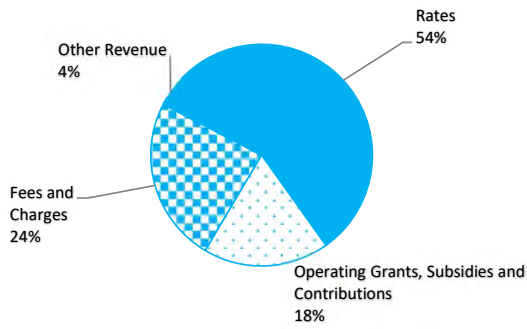
LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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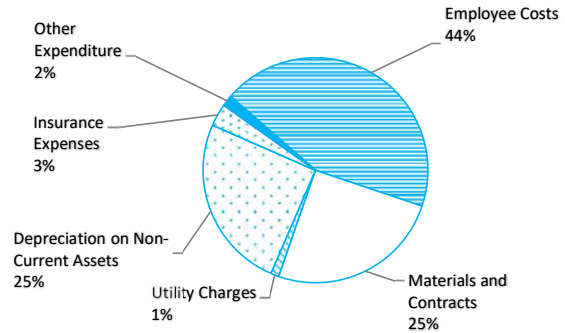
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OPERATING ACTIVITIES

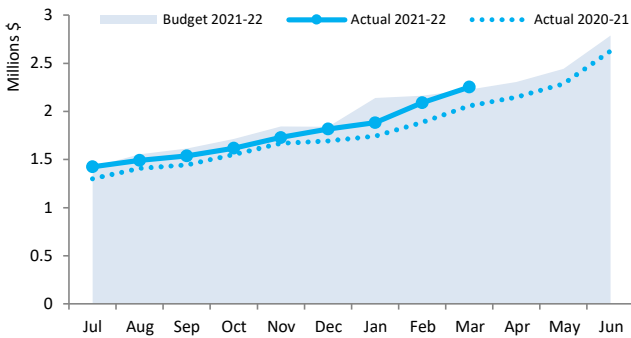
OPERATING REVENUE



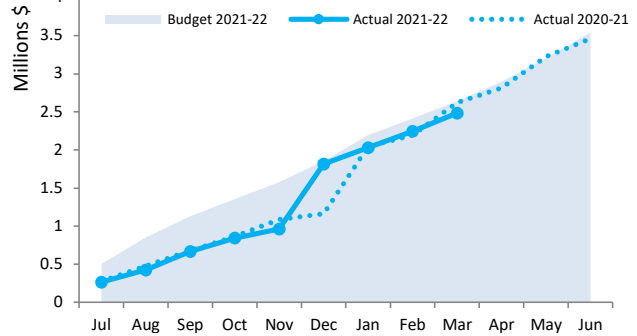
OPERATING EXPENSES



Budget Operating Revenues -v- Actual

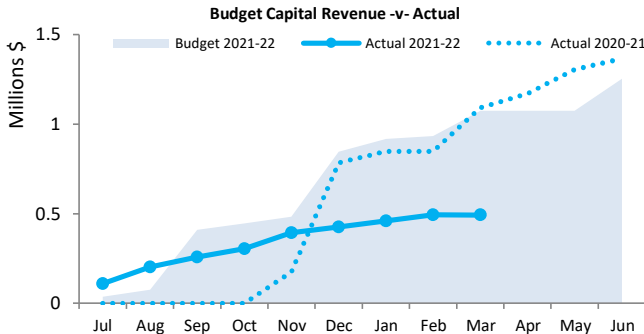


Budget Operating Expenses -v- YTD Actual

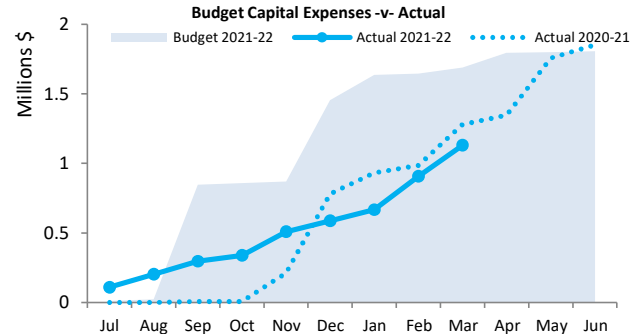


INVESTING ACTIVITIES

CAPITAL REVENUE



CAPITAL EXPENSES



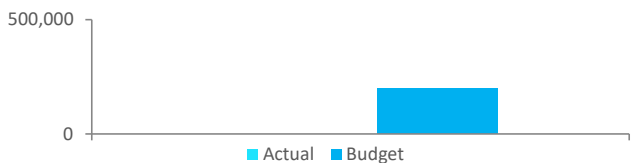
FINANCING ACTIVITIES

BORROWINGS

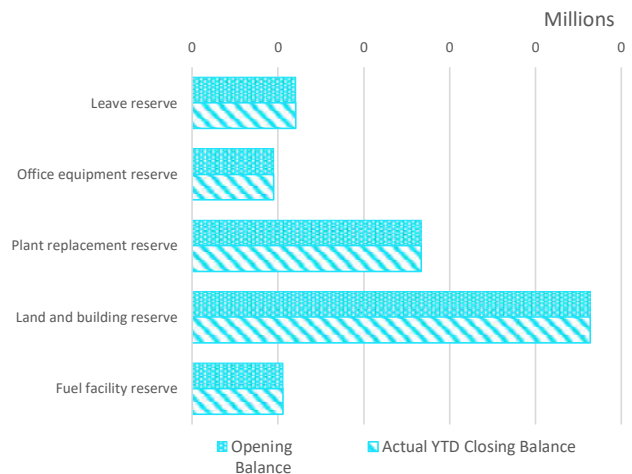
Principal Repayments



Principal Outstanding



RESERVES



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$0.02 M	\$0.02 M	\$0.02 M	\$0.00 M
Closing	\$0.00 M	\$0.15 M	(\$0.23 M)	(\$0.38 M)

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$0.73 M	% of total
Unrestricted Cash	\$0.20 M	28.0%
Restricted Cash	\$0.53 M	72.0%

Refer to Note 2 - Cash and Financial Assets

Payables		
	\$0.17 M	% Outstanding
Trade Payables	\$0.10 M	
0 to 30 Days		95.3%
30 to 90 Days		3.6%
Over 90 Days		1.1%

Refer to Note 5 - Payables

Receivables		
	\$0.11 M	% Collected
Rates Receivable	\$0.06 M	95.4%
Trade Receivable	\$0.05 M	% Outstanding
30 to 90 Days		64.0%
Over 90 Days		12.3%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.34 M	\$0.38 M	\$0.39 M	\$0.01 M

Refer to Statement of Financial Activity

Rates Revenue		
	YTD Actual	% Variance
	\$1.21 M	
	YTD Budget	\$1.20 M
		0.3%

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions		
	YTD Actual	% Variance
	\$0.41 M	
	YTD Budget	\$0.40 M
		3.1%

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges		
	YTD Actual	% Variance
	\$0.54 M	
	YTD Budget	\$0.53 M
		1.9%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.55 M)	(\$0.61 M)	(\$0.64 M)	(\$0.02 M)

Refer to Statement of Financial Activity

Proceeds on sale		
	YTD Actual	%
	\$0.00 M	
	Amended Budget	\$0.09 M
		0.0%

Refer to Note 7 - Disposal of Assets

Asset Acquisition		
	YTD Actual	% Spent
	\$1.13 M	
	Amended Budget	\$1.81 M
		62.6%

Refer to Note 8 - Capital Acquisitions

Capital Grants		
	YTD Actual	% Received
	\$0.49 M	
	Amended Budget	\$1.16 M
		42.4%

Refer to Note 8 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.19 M	\$0.37 M	(\$0.00 M)	(\$0.37 M)

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$0.00 M

Refer to Note 9 - Borrowings

Reserves	
Reserves balance	\$0.53 M
Interest earned	\$0.00 M

Refer to Note 10 - Cash Reserves

This information is to be read in conjunction with the accompanying Financial Statements and notes.

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

**PROGRAM NAME AND OBJECTIVES
GOVERNANCE**

To provide a decision making process for the efficient allocation of scarce resources.

To provide a decision making process for the efficient allocation of scarce resources.

ACTIVITIES

Members expenses and other costs of the Shire that relate to the tasks of assisting Councillors and the public on matters which do not concern specific Council services.

Members expenses and other costs of the Shire that relate to the tasks of assisting Councillors and the public on matters which do not concern specific Council services.

GENERAL PURPOSE FUNDING

To collect revenue to allow for the provision of services.

Collection of Rates revenue, financial assistance grants for general purpose and interest revenue.

HEALTH

To provide services for community and environmental health.

Health inspection and advisory services, analytical services, pest and weed control, and assistance to provide health initiatives.

EDUCATION AND WELFARE

To support services relating to youth, elderly and the disadvantaged.

Support school activities, aged care initiatives and disability inclusion plan.

HOUSING

Provision of shire housing and privately rented accommodation.

Management and maintenance for shire housing privately rented while not required by staff and provision of rental accommodation to the Housing Authority for teachers accommodation.

COMMUNITY AMENITIES

To provide amenities required by the community.

Rubbish collection services and operation of waste transfer station. Maintenance of cemeteries and public conveniences. Administration of town planning activities.

RECREATION AND CULTURE

To establish and maintain infrastructure and resources to meet the recreational and cultural needs of the community.

Maintenance of halls, playgrounds, recreation grounds and reserves. Operation of Library and maintenance of heritage and history inventory.

TRANSPORT

To provide safe and effective transport services to the community.

Construction and maintenance of streets, roads, bridges, signage and footpaths. Cleaning and lighting of town streets. Depot maintenance.

ECONOMIC SERVICES

To help promote Wandering and its economic wellbeing.

Tourism and area promotion including operation of caravan park. Implementation of building control and provision of a fuel facility, postal agency and Community Resource Centre.

OTHER PROPERTY AND SERVICES

To monitor and control operating accounts.

Provisions of private work operations, plant repairs, operation costs and all administration costs.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2022

STATUTORY REPORTING PROGRAMS

	Ref Note	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	15,352	15,352	15,352	0	0.00%	
Operating Activities							
Revenue from operating activities							
Governance		1,500	2,619	0	(2,619)	(100.00%)	
General purpose funding - general rates	6	1,204,854	1,204,854	1,208,470	3,616	0.30%	
General purpose funding - other		596,417	227,474	225,776	(1,698)	(0.75%)	
Law, order and public safety		39,190	38,492	26,296	(12,196)	(31.68%)	▼
Health		3,500	2,619	2,812	193	7.37%	
Housing		46,800	35,091	28,825	(6,266)	(17.86%)	▼
Community amenities		51,680	47,389	48,325	936	1.98%	
Recreation and culture		1,820	1,350	7,860	6,510	482.22%	▲
Transport		110,930	70,799	115,663	44,864	63.37%	▲
Economic services		686,720	516,383	553,149	36,766	7.12%	▲
Other property and services		45,750	35,302	35,785	483	1.37%	
		2,789,161	2,182,372	2,252,961	70,589		
Expenditure from operating activities							
Governance		(188,390)	(157,314)	(91,071)	66,243	42.11%	▲
General purpose funding		(85,000)	(64,485)	(57,114)	7,371	11.43%	▲
Law, order and public safety		(137,340)	(106,694)	(84,499)	22,195	20.80%	▲
Health		(13,030)	(8,336)	(6,649)	1,687	20.24%	
Education and welfare		(4,340)	(981)	(3,950)	(2,969)	(302.65%)	
Housing		(43,940)	(23,451)	(27,113)	(3,662)	(15.62%)	
Community amenities		(222,620)	(173,527)	(132,744)	40,783	23.50%	▲
Recreation and culture		(231,460)	(185,591)	(151,729)	33,862	18.25%	▲
Transport		(1,700,773)	(1,177,962)	(1,240,338)	(62,376)	(5.30%)	▼
Economic services		(785,565)	(633,231)	(602,051)	31,180	4.92%	
Other property and services		(132,790)	(101,935)	(85,844)	16,091	15.79%	▲
		(3,545,248)	(2,633,507)	(2,483,102)	150,405		
Non-cash amounts excluded from operating activities	1(a)	1,099,880	833,083	622,075	(211,008)	(25.33%)	▼
Amount attributable to operating activities		343,793	381,948	391,934	9,986		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	13	1,161,778	1,074,607	493,008	(581,599)	(54.12%)	▼
Proceeds from disposal of assets	7	92,700	0	0	0	0.00%	
Payments for property, plant and equipment and infrastructure	8	(1,805,455)	(1,687,841)	(1,129,653)	558,188	33.07%	▲
Amount attributable to investing activities		(550,977)	(613,234)	(636,645)	(23,411)		
Financing Activities							
Proceeds from new debentures	9	200,000	200,000	0	(200,000)	(100.00%)	▼
Transfer from reserves	10	165,820	165,820	0	(165,820)	(100.00%)	▼
Transfer to reserves	10	(173,988)	(110)	(110)	0	0.00%	
Amount attributable to financing activities		191,832	365,710	(110)	(365,820)		
Closing funding surplus / (deficit)	1(c)	0	149,776	(229,469)			

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold.

Refer to Note 15 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2021-22 year is \$5,000 or 5.00% whichever is the greater.

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

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 MARCH 2022

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. *Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

EXPENSES

EMPLOYEE COSTS

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value for assets on their disposal.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2022

BY NATURE OR TYPE

	Ref Note	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	15,352	15,352	15,352	0	0.00%	
Operating Activities							
Revenue from operating activities							
Rates	6	1,204,854	1,204,854	1,208,470	3,616	0.30%	
Rates other than general rates		3,200	3,200	3,327	127	3.97%	
Operating grants, subsidies and contributions	12	789,867	400,791	413,275	12,484	3.11%	
Fees and charges		697,530	533,076	543,056	9,980	1.87%	
Interest earnings		12,700	9,513	7,018	(2,495)	(26.23%)	
Other revenue		71,810	21,738	77,815	56,077	257.97%	▲
Profit on disposal of assets	7	9,200	9,200	0	(9,200)	(100.00%)	▼
		2,789,161	2,182,372	2,252,961	70,589		
Expenditure from operating activities							
Employee costs		(1,302,545)	(968,429)	(1,086,828)	(118,399)	(12.23%)	▼
Materials and contracts		(945,983)	(667,966)	(625,319)	42,647	6.38%	▲
Utility charges		(50,120)	(37,539)	(29,272)	8,267	22.02%	▲
Depreciation on non-current assets		(1,123,080)	(842,283)	(622,075)	220,208	26.14%	▲
Insurance expenses		(84,120)	(84,118)	(80,661)	3,457	4.11%	
Other expenditure		(39,400)	(33,172)	(38,947)	(5,775)	(17.41%)	▼
		(3,545,248)	(2,633,507)	(2,483,102)	150,405		
Non-cash amounts excluded from operating activities	1(a)	1,099,880	833,083	622,075	(211,008)	(25.33%)	▼
Amount attributable to operating activities		343,793	381,948	391,934	9,986		
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	13	1,161,778	1,074,607	493,008	(581,599)	(54.12%)	▼
Proceeds from disposal of assets	7	92,700	0	0	0	0.00%	
Payments for property, plant and equipment	8	(1,805,455)	(1,687,841)	(1,129,653)	558,188	33.07%	▲
Amount attributable to investing activities		(550,977)	(613,234)	(636,645)	(23,411)		
Financing Activities							
Proceeds from new debentures	9	200,000	200,000	0	(200,000)	(100.00%)	▼
Transfer from reserves	10	165,820	165,820	0	(165,820)	(100.00%)	▼
Transfer to reserves	10	(173,988)	(110)	(110)	0	0.00%	
Amount attributable to financing activities		191,832	365,710	(110)	(365,820)		
Closing funding surplus / (deficit)	1(c)	0	149,776	(229,469)			

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold.

Refer to Note 15 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

BASIS OF PREPARATION

The financial report has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government Act 1995* and accompanying Regulations take precedence over Australian Accounting Standards where they are inconsistent.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost. All right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost rather than at fair value. The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements.

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 14 April 2022

(a) Non-cash items excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with Financial Management Regulation 32.

	Notes	Amended Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities				
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	7	(9,200)	(9,200)	0
Less: Movement in liabilities associated with restricted cash		(14,000)		0
Add: Depreciation on assets		1,123,080	842,283	622,075
Total non-cash items excluded from operating activities		1,099,880	833,083	622,075

(b) Adjustments to net current assets in the Statement of Financial Activity

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation* 32 to agree to the surplus/(deficit) after imposition of general rates.

		Last Year Closing 30 June 2021	This Time Last Year 31 March 2021	Year to Date 31 March 2022
Adjustments to net current assets				
Less: Reserves - restricted cash	10	(525,967)	(742,414)	(526,077)
Add: Provisions - employee	11	60,244	60,244	60,244
Total adjustments to net current assets		(465,723)	(682,170)	(465,833)

(c) Net current assets used in the Statement of Financial Activity

Current assets				
Cash and cash equivalents	2	839,271	1,182,739	730,404
Rates receivables	3	39,167	70,170	57,235
Receivables	3	28,476	25,937	50,400
Other current assets	4	76,191	77,116	74,360
Less: Current liabilities				
Payables	5	(203,411)	(273,196)	(174,738)
Contract liabilities	11	(11,460)		(11,460)
Liabilities under transfers to acquire or construct non-financial assets to be controlled by the entity	11	(205,979)	(82,147)	(375,272)
Provisions	11	(81,180)	(71,242)	(114,565)
Less: Total adjustments to net current assets	1(b)	(465,723)	(682,170)	(465,833)
Closing funding surplus / (deficit)		15,352	247,207	(229,469)

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
Cash on hand								
Municipal cash at bank	Cash and cash equivalents	203,227		203,227		BankWest	0.00%	n/a
Reserves Fund Bank	Cash and cash equivalents	0	526,077	526,077		Bankwest	0.00%	n/a
Petty cash/ cash on hand	Cash and cash equivalents	1,100		1,100		n/a	0.00%	n/a
Total		204,327	526,077	730,404	0			
Comprising								
Cash and cash equivalents		204,327	526,077	730,404	0			
		204,327	526,077	730,404	0			

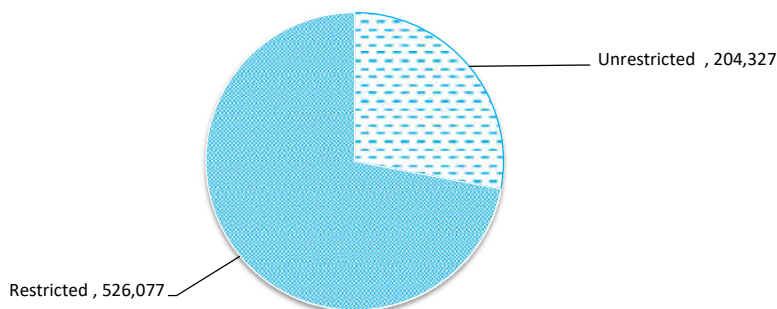
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

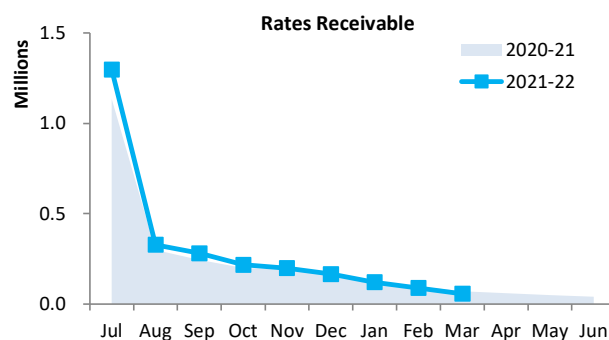
The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



Rates receivable	30 June 2021	31 Mar 2022
	\$	\$
Gross rates in arrears previous year	23,174	39,167
Levied this year	1,101,109	1,211,797
Less - collections to date	(1,085,116)	(1,193,729)
Net rates collectable	39,167	57,235
% Collected	96.5%	95.4%

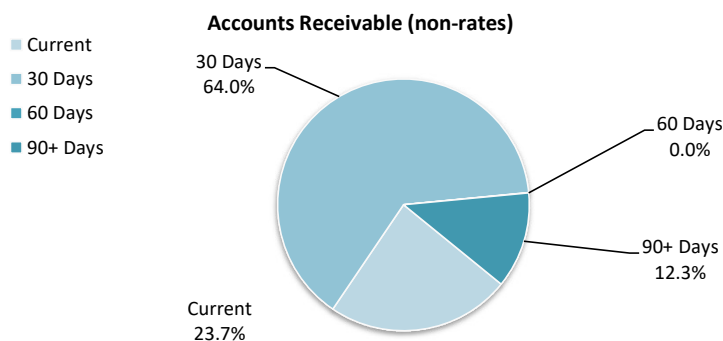


Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(275)	8,551	23,123	14	4,458	35,871
Percentage		23.7%	64%	0%	12.3%	
Balance per trial balance						
Sundry receivable						35,871
GST receivable						14,529
Total receivables general outstanding						50,400

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for impairment of receivables is raised when there is objective evidence that they will not be collectible.



Other current assets	Opening Balance 1 July 2021	Asset Increase	Asset Reduction	Closing Balance 31 March 2022
	\$	\$	\$	\$
Inventory				
Fuel, oil and materials	74,270	35,272	(37,108)	72,434
Other current assets				
Prepayments	1,921	5	0	1,926
Total other current assets	76,191	35,277	(37,108)	74,360
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Inventory

Inventories are measured at the lower of cost and net realisable value.

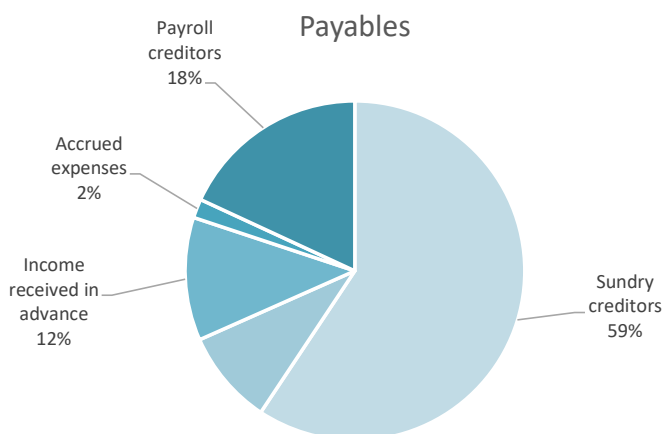
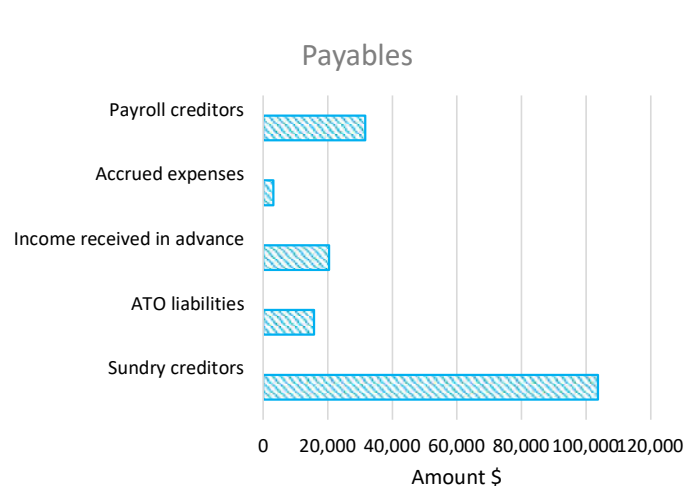
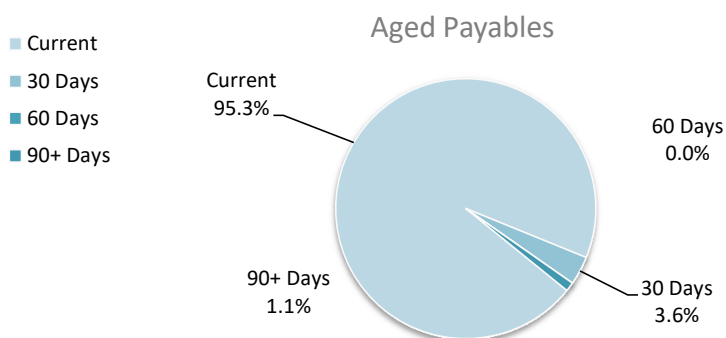
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	98,812	3,714	0	1,151	103,677
Percentage		95.3%	3.6%	0%	1.1%	
Balance per trial balance						
Sundry creditors						103,677
ATO liabilities						15,763
Income received in advance						20,485
Accrued expenses						3,171
Payroll creditors						31,642
Total payables general outstanding						174,738

Amounts shown above include GST (where applicable)

KEY INFORMATION

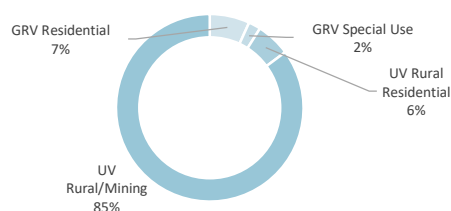
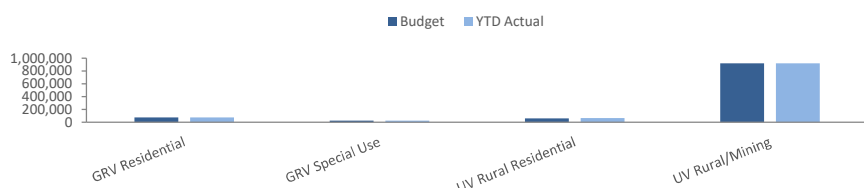
Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.



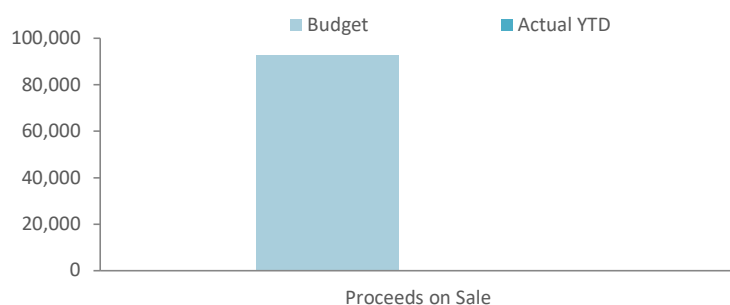
General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
GRV Residential	0.1253	53	595,192	74,583			74,583	74,583			74,583
GRV Special Use	0.141920	3	157,820	22,398			22,398	22,398			22,398
Unimproved value											
UV Rural Residential	0.0160	53	3,871,000	61,820			61,820	61,820	1,311	920	64,051
UV Rural/Mining	0.006690	140	137,339,000	918,798			918,798	918,798			918,798
Sub-Total		249	141,963,012	1,077,599	0	0	1,077,599	1,077,599	1,311	920	1,079,830
Minimum payment	Minimum \$										
Gross rental value											
GRV Residential	1,100	27	64,134	29,700			29,700	29,700			29,700
GRV Special Use	1,100	1	4,508	1,100			1,100	1,100			1,100
Unimproved value											
UV Rural Residential	1,100	51	3,051,500	56,100			56,100	56,100			56,100
UV Rural/Mining	1,100	81	8,662,483	89,100			89,100	89,100			89,100
Sub-total		160	11,782,625	176,000	0	0	176,000	176,000	0	0	176,000
Discount							(48,745)				(47,360)
Amount from general rates							1,204,854				1,208,470
Ex-gratia rates							3,200				3,327
Total general rates							1,208,054				1,211,797

KEY INFORMATION

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2021 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.



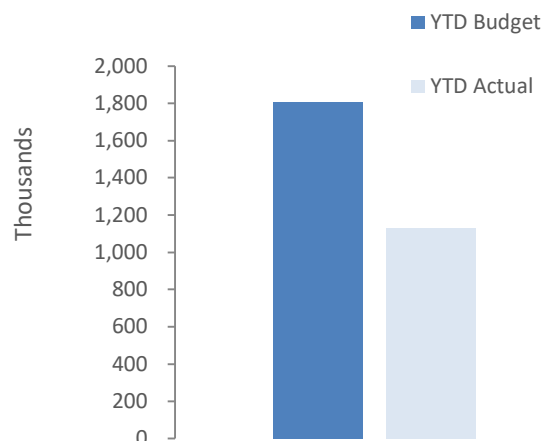
Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Transport								
	Isuzu Giga Prime Mover	60,000	65,700	5,700	0	0	0	0	0
	QE Pajero Sports GLX	23,500	27,000	3,500	0	0	0	0	0
		83,500	92,700	9,200	0	0	0	0	0



Capital acquisitions	Amended		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land & Buildings	322,245	289,007	263,248	(25,759)
Furniture & Equipment	14,500	14,500	9,041	(5,459)
Plant & Equipment	214,350	214,349	159,280	(55,069)
Roads & Bridges	1,048,360	963,985	694,730	(269,255)
Land Held for Resale Non Current	206,000	206,000	3,354	(202,646)
Payments for Capital Acquisitions	1,805,455	1,687,841	1,129,653	(558,188)
Total Capital Acquisitions	1,805,455	1,687,841	1,129,653	(558,188)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	1,161,778	1,074,607	493,008	(581,599)
Borrowings	200,000	200,000	0	(200,000)
Other (disposals & C/Fwd)	92,700	0	0	0
Cash backed reserves				
Leave reserve	49,000		0	0
Office equipment reserve	7,500		0	0
Land and building reserve	109,320		0	0
Contribution - operations	185,157	413,234	636,645	223,411
Capital funding total	1,805,455	1,687,841	1,129,653	(558,188)

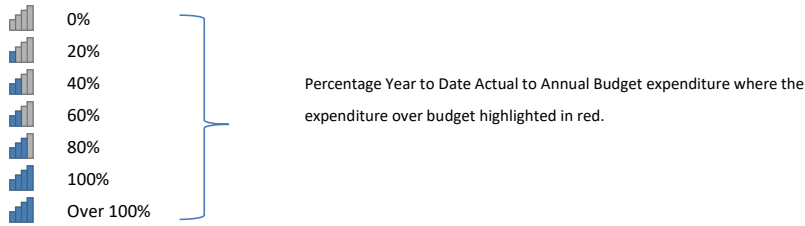
SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.



Capital expenditure total

Level of completion indicators



Level of completion indicator, please see table at the end of this note for further detail.

Account Description		Amended	Year to Date	Year to Date	Variance	
		Current Budget	Year to Date Budget	Actual	(Under)/Over	
Capital Expenditure						
Furniture & Equipment						
	E13450	CRC - Purchase Furniture & Equipment	5,000	5,000	0	(5,000)
	E14560	Purchase Furniture & Equipment	9,500	9,500	9,041	(459)
	Furniture & Equipment Total		14,500	14,500	9,041	(5,459)
Plant & Equipment						
	E12360	Purchase Plant & Equipment	214,350	214,349	159,280	(55,069)
	Plant & Equipment Total		214,350	214,349	159,280	(55,069)
Land Held For Resale Non Current						
	E14761	Land Held for Resale - Industrial Estate & Lot 801	206,000	206,000	3,354	(202,646)
	Land Held For Resale Non Current Total		206,000	206,000	3,354	(202,646)
Land & Buildings						
	E05109	LGGS - Purchase Land & Buildings	189,305	189,305	0	(189,305)
	E13260	Purchase Land & Buildings	132,940	99,702	263,248	163,546
	Land & Buildings Total		322,245	289,007	263,248	(25,759)
Roads & Bridges						
	E12101	Road Construction - Other - Expenses	276,000	220,800	365,802	145,002
	E12102	Road Construction Regional Road Group Expenses	546,485	546,485	198,667	(347,818)
	E12103	Road Construction Roads to Recovery Expenses	145,875	116,700	130,261	13,561
	E12104	Road Construction Blackspot Expenses	80,000	80,000	0	(80,000)
	Roads & Bridges Total		1,048,360	963,985	694,730	(269,255)
	Grand Total		1,805,455	1,687,841	1,129,653	(558,188)

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2021	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Community amenities										
industrial Estate Development	1	0	0	200,000	0	0	0	200,000	0	0
Total		0	0	200,000	0	0	0	200,000	0	0

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2022

OPERATING ACTIVITIES
NOTE 10
CASH RESERVES

Cash backed reserve

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave reserve	60,244	0	12	0	0	(49,000)	0	11,244	60,256
Office equipment reserve	47,482	0	10	0	0	(7,500)	0	39,982	47,492
Plant replacement reserve	133,449	0	28	29,725	0	0	0	163,174	133,477
Land and building reserve	231,859	0	49	128,438	0	(109,320)	0	250,977	231,908
Fuel facility reserve	52,933	0	11	15,825	0	0	0	68,758	52,944
	525,967	0	110	173,988	0	(165,820)	0	534,135	526,077

	Opening Balance	Liability Increase	Liability Reduction	Closing Balance
Other current liabilities	1 July 2021			31 March 2022
	\$	\$	\$	\$
Other liabilities				
- Contract liabilities	21,113	26,345	(18,393)	29,065
- Liabilities under transfers to acquire or construct non-financial assets to be controlled by the entity	196,326	654,348	(493,007)	357,667
Total other liabilities	217,439	680,693	(511,400)	386,732
Provisions				
Provision for annual leave	65,168	0	0	65,168
Provision for long service leave	16,012	33,385	0	49,397
Total Provisions	81,180	33,385	0	114,565
Total other current liabilities	298,619	714,078	(511,400)	501,297

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 12 and 13

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee benefits

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability 1 July 2021	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Mar 2022	Current Liability 31 Mar 2022	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Operating grants and subsidies								
Governance								
Grants Commission - General	0	0	0	0	0	318,880	114,795	126,321
Grants Commission - Roads	0	0	0	0	0	262,710	94,575	86,765
Law, order, public safety								
LGGS Grant Income (ESL)	4,703	0	(4,703)	0	0	41,540	41,540	24,339
Transport								
Grant Income - MRWA Direct	0	0	0	0	0	61,230	61,230	61,230
Economic services								
CRC - Centrelink Income	0	0	0	0	0	8,640	6,480	6,480
CRC - Community Programs Grant Income	0	0	0	0	0	4,590	3,438	0
CRC - Operating Grants Income	16,410	26,345	(13,690)	29,065	29,065	99,550	74,661	102,865
	21,113	26,345	(18,393)	29,065	29,065	797,140	396,719	408,000
Operating contributions								
Recreation and culture								
Movie Screen Hire Income	0	0	0	0	0	100	72	0
Other property and services								
Admin - Other Income	0	0	0	0	0	4,000	4,000	5,275
	0	0	0	0	0	4,100	4,072	5,275
TOTALS	21,113	26,345	(18,393)	29,065	29,065	801,240	400,791	413,275

Provider	Unspent non operating grants, subsidies and contributions liability					Non operating grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Amended Budget	YTD Budget	YTD Revenue
	1 July 2021		(As revenue)	31 Mar 2022	31 Mar 2022	Revenue	Budget	Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies								
Law, order, public safety								
DFES Capital Grant Income	0	0	0	0	0	189,305	189,305	0
Transport								
Grant Income - Regional Road Group	0	405,994	(151,579)	254,415	254,415	364,325	364,325	151,579
Grant Income - Roads to Recovery	0	116,001	(19,102)	96,899	96,899	145,875	116,700	19,102
Grant Income - Blackspot	0	0	0	0	0	53,333	28,575	0
RRSP Project Income	0	117,091	(116,000)	1,091	1,091	276,000	276,000	116,000
Economic services								
Caravan Park Grants Income	196,326	15,262	(206,326)	5,262	5,261	132,940	99,702	206,327
	196,326	654,348	(493,007)	357,667	357,666	1,161,778	1,074,607	493,008

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2022

NOTE 14
BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget adoption		Opening surplus			(158,357)	(158,357)
E11101	Wandering Community Centre		Operating Expenses		0	(10,500)	(168,857)
PW23	Ricks Road Maintenance partly funded by FPC		Operating Expenses		0	(12,000)	(180,857)
0010MNT	Ricks Road Maintenance		Operating Expenses		12,000	0	(168,857)
E14761	Lot 801 Watts Road - Disposal costs	16/09/2021 Item 10.4	Capital Expenses		0	(6,000)	(174,857)
E13590	Star Track Depot	16/09/2021 Item 10.5	Operating Expenses		0	(7,500)	(182,357)
R13590	Star Track Depot	16/09/2021 Item 10.5	Operating Revenue		2,000	0	(180,357)
E05109	Addition to BFB Building	16/09/2021 Item 11.6	Capital Expenses		0	(93,500)	(273,857)
R05105	Grant Funding - addition to BFB building	16/09/2021 Item 11.6	Capital Revenue		93,500	0	(180,357)
R12204	MRWA Direct Grant		Operating Revenue		4,230	0	(176,127)
E14515	Consultants Expenses		Operating Expenses		0	(20,000)	(196,127)
E14500	Admin - Salaries		Operating Expenses		10,000	0	(186,127)
E04106	Members Subscriptions		Operating Expenses		5,000	0	(181,127)
E05105	BFB Water Tanks	21/10/2021 Item 13.2	Capital Expenses		0	(95,805)	(276,932)
R05105	Grant Funding - 8 steel tanks BFB	21/10/2021 Item 13.2	Capital Revenue		95,805	0	(181,127)
R03202	FAGS - Roads - final Grant less		Operating Revenue			(7,999)	(189,126)
R03250	FAGS - General - final grant up		Operating Revenue		1,726		(187,400)
	Wages including Admin wages - CEO Termination & recruitment		Operating Expenses			(80,000)	(267,400)
E03101	Valuation Expenses		Operating Expenses		1,000		(266,400)
R03111	Legal Fees Rate Recovery Income		Operating Revenue			(2,000)	(268,400)
E04101	Members Conference Expenses		Operating Expenses		1,000		(267,400)
E04114	Public Relation Expenses		Operating Expenses			(2,000)	(269,400)
R04190	Members Other Income - less income		Operating Revenue			(2,000)	(271,400)
R05100	LGGS Grant - less after previous year adjustment		Operating Revenue			(5,100)	(276,500)
E07400	EHO Expense - additional expenses		Operating Expenses			(2,000)	(278,500)
E08290	Other education Other - additional expense		Operating Expenses			(3,000)	(281,500)
E09101	Maintenance Expense - 13 Dunmall - additional repairs		Operating Expenses			(15,000)	(296,500)
E10103	Refuse Site - Reduced expenses		Operating Expenses		4,000		(292,500)
E101900	Transfer station bin collection		Operating Expenses		5,000		(287,500)
E10601	Town Planning Expenses		Operating Expenses			(2,000)	(289,500)
E11300	Public Parks & Gardens		Operating Expenses		4,000		(285,500)
E11301	Community Centre Oval Expenses		Operating Expenses		2,000		(283,500)
E11302	Cheetaning Street Oval Expenses		Operating Expenses		1,500		(282,000)
E12204	Footpath Maintenance		Operating Expenses		2,657		(279,343)
R12290	Flood damage reimbursement		Operating Revenue		40,000		(239,343)
R13210	Cabin rental		Operating Revenue		21,000		(218,343)
E12104	Blackspot - extra expense		Capital Expenses			(3,790)	(222,133)
R12202	Blackspot - extra income		Capital Revenue		15,228		(206,905)
E12360	Purchase Plant & Equipment - net adjustment		Capital Expenses		98,300		(108,605)
R12395	Sale of Plant & Equipment - net adjustment		Capital Revenue			(31,300)	(139,905)
E12208	Road & Street Signs - less expenses		Operating Expenses		6,500		(133,405)
E13590	Startrack		Operating Expenses			(4,000)	(137,405)
E13601	ULP Purchase		Operating Expenses		20,000		(117,405)
E13602	Diesel Purchase		Operating Expenses		40,000		(77,405)
R13601	ULP Sales		Operating Revenue			(20,000)	(97,405)
R13602	Diesel Sales		Operating Revenue			(40,000)	(137,405)
E13610	Fuel Facility Expenses		Operating Expenses			(5,000)	(142,405)
E14304	Plant - Parts & Repairs		Operating Expenses		7,500		(134,905)
E14305	Plant - Internal Repairs		Operating Expenses		7,500		(127,405)
E14503	Admin staff training		Operating Expenses			(2,000)	(129,405)
E14515	Admin consultants		Operating Expenses			(10,000)	(139,405)
L72400	Transfer from Leave Reserve		Capital Revenue		35,000		(104,405)
L72200	Transfer from Building Reserve		Capital Revenue		82,770		(21,635)
	Loan capital repayment		Capital Expenses		18,665		(2,970)
E13590	Loan interest repayment		Operating Expenses		2,970		0
				0	640,851	(640,851)	0

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2022**

**NOTE 15
EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.

The material variance adopted by Council for the 2021-22 year is \$5,000 or 5.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Explanation of positive variances		Explanation of negative variances	
			Timing	Permanent	Timing	Permanent
	\$	%				
Revenue from operating activities						
Law, order and public safety	(12,196)	(31.68%) ▼				Less grant income
Housing	(6,266)	(17.86%) ▼				Income recorded separately
Recreation and culture	6,510	482.22% ▲		Additional income		
Transport	44,864	63.37% ▲		Additional income		
Economic services	36,766	7.12% ▲		Additional income		
Expenditure from operating activities						
Governance	66,243	42.11% ▲	Admin costs lower			
General purpose funding	7,371	11.43% ▲	Less expenditure			
Law, order and public safety	22,195	20.80% ▲	Timing of expenses			
Community amenities	40,783	23.50% ▲	Timing of expenses			
Recreation and culture	33,862	18.25% ▲	Timing of expenses			
Transport	(62,376)	(5.30%) ▼	Timing of expenses			
Other property and services	16,091	15.79% ▲		Less expense		
Investing activities						
Proceeds from non-operating grants, subsidies and contributions	(581,599)	(54.12%) ▼	Grants still to be received			
Payments for property, plant and equipment and infrastructure	558,188	33.07% ▲	Capital program ahead of schedule			
Financing activities						
Proceeds from new debentures	(200,000)	(100.00%) ▼				Loan not raised
Transfer from reserves	(165,820)	(100.00%) ▼				To be completed in June

13.2 - Accounts for Payment – March 2022

File Reference: N/A
Location: N/A
Applicant: N/A
Author: Sophie Marinoni – Finance Officer
Authorising Officer Ian Fitzgerald - ACEO
Date: 14 April 2022
Disclosure of Interest: N/A
Attachments: Payment Listing
Previous Reference: N/A

Summary:

Council to note payments of accounts as presented.

Background:

The schedule of accounts is included as an attachment for Council information.

Comment:

If you have any questions regarding payments in the listing please contact the office prior to the Council meeting.

Consultation:

There has been no consultation.

Statutory Environment:

Section 12 of the Local Government (Financial Management) Regulations 1996 states that

- 12 (1) A list of creditors is to be compiled for each month showing –
 - (a) The payee's name;
 - (b) The amount of the payment;
 - (c) Sufficient information to identify to transaction; and
 - (d) The date of the meeting of the council to which the list is to be resented.

Policy Implications:

Policy 12 – Purchasing and Tenders

Policy 40 – Payment for Goods and Services

Financial Implications:

Shire of Wandering

Certificate of Expenditure – 31 March 2022

This Schedule of Accounts to be passed for payment covering:

Payment Method	Cheque/EFT/DD Number	Amount
Municipal Fund:		
Electronic Funds Transfers	EFT7242 – EFT7318	\$374,078.92
Direct Debits	DD3891.1 – DD3901.11	\$33,491.16
	TOTAL	\$407,570.08

to the Municipal and Trust Accounts, totalling \$407,570.08 which were submitted to each member of the Council on 21st April 2022, have been checked and fully supported by vouchers and invoices which are submitted herewith, have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations, and costings.



Ian Fitzgerald

A/CHIEF EXECUTIVE OFFICER

Strategic Implications:

Improve Our Financial Position

Our Goals	Our Strategies
The Wandering Shire is financially sustainable	Improve accountability and transparency Prudently manage our financial resources to ensure value for money

Sustainability Implications:

- **Environmental:** There are no known significant environmental considerations.
- **Economic:** There are no known significant economic considerations.
- **Social:** There are no known significant social considerations.

Risk Implications:

Risk	Low (1)
Risk Likelihood (based on history and with existing controls)	Low (1)
Risk Impact / Consequence	Low (1)
Risk Rating (Prior to Treatment or Control)	Low (1)
Principal Risk Theme	Low (1)
Risk Action Plan (Controls or Treatment Proposed)	Low (1)

Risk Matrix:

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 2 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

Voting Requirements:

Simple majority

Officer Recommendation:

That in accordance with section 13 of the Financial Management Regulations of the Local Government Act 1995 and in accordance with delegation, payment of Municipal Fund vouchers, Licensing, Salaries and Wages and EFT Transfers, Direct Debit totalling **\$407,570.08** listed (attached) be noted as approved for payment.

Moved: _____

Seconded: _____

ACCOUNTS PAID FOR PERIOD – 01/03/2022 – 31/03/2022

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
EFT7242	11/03/2022	AMPAC			-\$ 1,278.33
	25/11/2021		Debt collections costs <i>Fees</i>	\$ 594.00	
	30/11/2021		Debt collections costs <i>Fee credit</i>	-\$ 66.00	
	20/01/2022		Debt collections costs <i>Property search, Filing fee, Service fee, Travel fee, Professional fee</i>	\$ 750.33	
EFT7243	11/03/2022	Altus Planning			-\$ 3,894.00
	02/12/2021		Town Planning Consultant <i>Nov 2021</i>	\$ 2,222.00	
	01/03/2022		Town Planning Consultant <i>Feb 2022</i>	\$ 1,672.00	
EFT7244	11/03/2022	Armada Mower World & Service Co			-\$ 45.20
	18/02/2022		Parts - handheld borer <i>Cutting edge, Screw</i>	\$ 45.20	
EFT7245	11/03/2022	BOC			-\$ 77.00
	26/02/2022		Container Service <i>Oxygen, Acetylene, Argoshield, Medical Oxygen</i>	\$ 77.00	
EFT7246	11/03/2022	Belmont St John Ambulance Western Australia			-\$ 1,100.22
	01/03/2022		Service first aid kits <i>Depot, Admin, Admin defibrillator, CRC, Fire shed, Caravan Park, Caravan Park defibrillator, Community Centre, Community Centre defibrillator, Fee</i>	\$ 1,100.22	
EFT7247	11/03/2022	Benara Nurseries			-\$ 508.82
	18/02/2022		Plants <i>CRC Program - Community Garden, Caravan park cabins, Fuel facility</i>	\$ 508.82	
EFT7248	11/03/2022	Best Office Systems			-\$ 479.43
	22/02/2022		Copier Contract - Shire <i>B&W copies, Colour copies</i>	\$ 329.96	
	28/02/2022		Copier Contract - CRC <i>B&W Copies, Colour Copies, Echo</i>	\$ 149.47	
EFT7249	11/03/2022	Boddington News			-\$ 9.00
	25/02/2022		Boddington News <i>Edition 682</i>	\$ 9.00	
EFT7250	11/03/2022	Bunnings Trade			-\$ 654.55
	28/01/2022		CRC Program - Community Garden <i>Garden shed</i>	\$ 654.55	
EFT7251	11/03/2022	Child Support Agency			-\$ 129.44
	02/03/2022		Payroll deductions	\$ 129.44	
EFT7252	11/03/2022	Cr Gillian Hansen			-\$ 80.00
	25/02/2022		Refund <i>Nomination Fee</i>	\$ 80.00	
EFT7253	11/03/2022	Eco Pallets			-\$ 385.00
	24/02/2022		Materials - Depot <i>Bunded pallet</i>	\$ 385.00	
EFT7254	11/03/2022	Frontline Fire & Rescue			-\$ 1,622.57
	17/02/2022		Parts - Fire truck <i>Trickle chargers</i>	\$ 1,622.57	
EFT7255	11/03/2022	Fuel Distributors of WA			-\$47,958.43

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
	14/02/2022		Fuels - Fuel facility <i>Diesel, ULP</i>	\$47,958.43	
EFT7256	11/03/2022	Gary David Curtis			-\$ 80.00
	25/02/2022		Refund <i>Nomination Fee</i>	\$ 80.00	
EFT7257	11/03/2022	IT Vision			-\$ 2,329.25
	14/02/2022		Rates Service 2021-2022 <i>Feb 2022</i>	\$ 2,329.25	
EFT7258	11/03/2022	Ian Bruce Turton			-\$ 80.00
	23/02/2022		Refund <i>Nomination Fee</i>	\$ 80.00	
EFT7259	11/03/2022	Instant Racking			-\$ 918.00
	16/02/2022		Cabinets - Caravan park cabins <i>Cabinets, Freight</i>	\$ 918.00	
EFT7260	11/03/2022	Janet Louise Gowland			-\$ 150.00
	11/02/2022		Refund <i>Cleaning bond</i>	\$ 150.00	
EFT7261	11/03/2022	Jozef Majko			-\$ 648.33
	02/03/2022		Rent	\$ 600.00	
	04/03/2022		20 Down St <i>Water use</i>	\$ 48.33	
EFT7262	11/03/2022	Landgate			-\$ 157.34
	20/08/2021		Gross rental valuation <i>Minimum charge</i>	\$ 70.40	
	24/11/2021		Rural UV's <i>Interim valuation</i>	\$ 86.94	
EFT7263	11/03/2022	MSA Group			-\$ 198.00
	24/02/2022		BA18 - Certificate of building compliance <i>Lot 24 Knight Rd</i>	\$ 198.00	
EFT7264	11/03/2022	Mandurah Roller Door Centre			-\$ 1,232.00
	14/02/2022		Install garage door opener - 13 Dunmall Dr <i>Labour, materials & travel</i>	\$ 1,232.00	
EFT7265	11/03/2022	Maxwell Watts			-\$ 80.00
	25/02/2022		Refund <i>Nomination Fee</i>	\$ 80.00	
EFT7266	11/03/2022	Mills Oakley			-\$ 3,300.00
	28/02/2022		Deed of Settlement <i>Professional fees</i>	\$ 3,300.00	
EFT7267	11/03/2022	Moore Australia			-\$ 2,310.00
	28/02/2022		Monthly Financial Preparation & Review <i>Jan 2022</i>	\$ 2,310.00	
EFT7268	11/03/2022	Officeworks			-\$ 487.85
	22/02/2022		Office supplies <i>Monitor, Binding covers, Binding covers, Delivery</i>	\$ 487.85	
EFT7269	11/03/2022	Perfect Computer Solutions			-\$ 212.50
	25/02/2022		Monthly IT maintenance <i>Labour, Monthly fee</i>	\$ 212.50	
EFT7270	11/03/2022	RK Roach			-\$ 1,364.00
	01/03/2022		Survey set out - Moramocking Rd <i>Labour, Materials</i>	\$ 1,364.00	
EFT7271	11/03/2022	Resonline			-\$ 220.00
	28/02/2022		<i>Online booking system fee - Caravan Park Feb 2022</i>	\$ 220.00	
EFT7272	11/03/2022	Scavenger Fire Safety			-\$ 22.00
	14/02/2022		Signs - Caravan Park <i>Hose reel</i>	\$ 22.00	

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
EFT7273	11/03/2022	Shaun Rodney Brand			-\$ 56.24
	25/02/2022		Reimbursement <i>Bushfire catering</i>	\$ 56.24	
EFT7274	11/03/2022	Sheridan's for Badges			-\$ 792.14
	16/02/2022		Engraving <i>Name plate, Postage & packaging</i>	\$ 47.44	
	22/02/2022		Plaque - Caravan Park <i>Opening dates</i>	\$ 706.20	
	23/02/2022		Name plate <i>Cr Sheryl Little</i>	\$ 38.50	
EFT7275	11/03/2022	Sheryl Gaye Little			-\$ 80.00
	25/02/2022		Refund <i>Nomination fee</i>	\$ 80.00	
EFT7276	11/03/2022	Payroll deductions			-\$ 550.00
	02/03/2022		Payroll deductions	\$ 550.00	
EFT7277	11/03/2022	Shire of Wandering Petty Cash			-\$ 445.00
	16/02/2022		Petty cash recoup <i>Picture frame, Sign board, Fuel, CRC Kids Program, Ear muffs, Pool supplies, Cable ties, Flowers, Flyer postage, Phone cover, Refreshments, Various, Aust Post till shortfall</i>	\$ 445.00	
EFT7278	11/03/2022	Payroll deductions			-\$ 65.00
	02/03/2022		Payroll deductions	\$ 65.00	
EFT7279	11/03/2022	WA Contract Ranger Services			-\$ 396.00
	23/02/2022		Contract Ranger Service <i>Labour & travel</i>	\$ 396.00	
EFT7280	11/03/2022	Yahava Kaffeeworks Wholesale			-\$ 286.00
	03/02/2022		Supplies - CRC Café <i>Coffee, Iced coffee mix</i>	\$ 268.00	
	03/02/2022		Supplies - CRC Café <i>Freight</i>	\$ 18.00	
EFT7281	28/03/2022	124 Rusty Camp Boddington			-\$ 350.00
	09/03/2022		CRC Program - International Women's Day <i>Catering</i>	\$ 350.00	
EFT7282	28/03/2022	Air Response			-\$ 1,031.68
	05/03/2022		Air conditioner servicing <i>13 Dunmall Dr</i>	\$ 110.00	
	15/03/2022		Air conditioner servicing <i>Admin office, Council chambers, Caravan Park kitchen, Depot, CRC</i>	\$ 575.18	
	15/03/2022		Air conditioner servicing <i>19 Humes Wy, 14 Down St</i>	\$ 346.50	
EFT7283	28/03/2022	Australia Post			-\$ 891.39
	03/03/2022		Supplies - Australia Post <i>\$1.10 stamp box, Concession booklet, \$1.10 stamp roll., DL Envelope, PPE C5, PPE C4, Domestic tracking envelope, Express signature, Tough bag tb2, Tally roll, Admin stamps, CRC stamps</i>	\$ 891.39	
EFT7284	28/03/2022	Australian Taxation Office			-\$10,150.00
	28/02/2022		BAS - Feb 2022 <i>GST on Sales, Group Tax Clearing, GST on Purchases, Fuel Credits, Rounding</i>	\$10,150.00	
EFT7285	28/03/2022	Avon Waste			-\$ 3,394.38

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
	28/02/2022		General waste services <i>Domestic & commercial general waste services, Fuel facility bin, North Bannister bins, General waste to landfill gate fee, Recycling Services, Recycle processing fee, Transfer Station general waste bins, General waste to landfill gate fee, Transfer Station recycle bins, Recycle processing fee, Building waste bin hire</i>	\$ 3,394.38	
EFT7286	28/03/2022	Boddington Diesel Services			-\$ 2,018.89
	16/02/2022		Plant repair - WD.141 <i>Labour, Parts, Travel</i>	\$ 2,018.89	
EFT7287	28/03/2022	Boddington Hardware & Newsagency			-\$ 1,348.85
	03/02/2022		Supplies - General road maintenance <i>Glyphosate, Wetter</i>	\$ 1,005.00	
	03/02/2022		Supplies - General road maintenance <i>Polysiloxane</i>	\$ 151.00	
	17/02/2022		Supplies - General road maintenance <i>Concrete</i>	\$ 79.90	
	17/02/2022		Materials - CRC <i>Brackets</i>	\$ 29.75	
	17/02/2022		Materials - Depot <i>Stormwater elbows</i>	\$ 83.20	
EFT7288	28/03/2022	Boddington IGA			-\$ 89.41
	10/02/2022		Supplies - CRC Café <i>Milk</i>	\$ 9.58	
	16/02/2022		CRC Program - Kids Craft <i>Catering</i>	\$ 79.83	
EFT7289	28/03/2022	Boddington News			-\$ 9.00
	11/03/2022		Boddington News <i>Edition 683</i>	\$ 9.00	
EFT7290	28/03/2022	Brookton Plumbing			-\$ 840.00
	14/03/2022		Pump out dump point - Caravan Park <i>Labour, Dumping fees, Tracking form, Travel</i>	\$ 840.00	
EFT7291	28/03/2022	Busselton Advanced Driver Training			-\$ 3,605.00
	03/03/2022		Training - HR truck driving <i>Jordan Annesley</i>	\$ 1,750.00	
	09/03/2022		Training - HR truck driving <i>Ian Price</i>	\$ 1,750.00	
	11/03/2022		Training - HR truck driving <i>Diesel surcharge</i>	\$ 105.00	
EFT7292	28/03/2022	Child Support Agency			-\$ 129.44
	16/03/2022		Payroll deductions	\$ 129.44	
EFT7293	28/03/2022	Department of Mines, Industry Regulation & Safety			-\$ 56.00
	28/02/2022		BSL - Feb 2022 <i>Building permits, Collection fee</i>	\$ 56.00	
EFT7294	28/03/2022	Employment Training Solutions			-\$ 8,000.00
	04/03/2022		CRC Program - Heavy Vehicle Pilot Training <i>Training & assessments</i>	\$ 8,000.00	
EFT7295	28/03/2022	Everything's Sweet			-\$ 60.00
	28/11/2021		Supplies - CRC Café <i>Biscuits</i>	\$ 37.50	
	29/11/2021		Supplies - CRC Café <i>Biscuits</i>	\$ 22.50	
EFT7296	28/03/2022	Fuel Distributors of WA			-\$31,067.79
	04/03/2022		Fuels - Fuel Facility <i>Diesel, ULP</i>	\$31,067.79	
EFT7297	28/03/2022	Gilbarco Veeder-Root Australia			-\$ 2,686.99

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
	21/02/2022		Repair faults - Fuel facility <i>Labour, Travel</i>	\$ 2,686.99	
EFT7298	28/03/2022	Great Southern Fuel Supplies			-\$ 392.74
	28/02/2022		Fuel card purchases <i>O.WD, WD.001</i>	\$ 392.74	
EFT7299	28/03/2022	Hersey Safety			-\$ 1,164.50
	04/03/2022		PPE & parts <i>Anti seize, Marking paint, Spray bottles, Tyre inflator, Drill bit set, , Adjustable spanners, Stinga gloves, Rigger gloves, Delivery</i>	\$ 812.50	
	04/03/2022		PPE & parts <i>Adjustable spanners, Leaf rakes, Shovel, Cable ties, Glass cleaner, Hydration Packs</i>	\$ 352.00	
EFT7300	28/03/2022	Jozef Majko			-\$ 600.00
	16/03/2022		Rent	\$ 600.00	
EFT7301	28/03/2022	Lotex Filter Cleaning Service			-\$ 60.28
	13/01/2022		Filter cleaning <i>WD.920, WD.6</i>	\$ 60.28	
EFT7302	28/03/2022	MJ & C Cornish			-\$ 2,202.20
	15/03/2022		Dry hire - Excavator <i>Moramockining Rd, Cemetery</i>	\$ 2,202.20	
EFT7303	28/03/2022	Main Roads Western Australia			-\$100,793.44
	23/02/2022		Line marking <i>North Bannister Rd</i>	\$100,793.44	
EFT7304	28/03/2022	Mandurah Hip Pocket Workwear & Safety			-\$ 2,201.60
	04/03/2022		CRC Program - Australia Day <i>Engraved cups</i>	\$ 2,201.60	
EFT7305	28/03/2022	Marketforce			-\$ 1,013.51
	24/02/2022		Advertising - Narrogin Observer <i>Electors Meeting</i>	\$ 207.48	
	01/01/2022		Early Payment Discount	-\$ 76.20	
	24/02/2022		Advertising - The West Australian <i>CEO vacancy</i>	\$ 882.23	
EFT7306	28/03/2022	Narrogin Carpet Court			-\$ 396.00
	25/02/2022		Install blinds - Admin office <i>Labour & materials</i>	\$ 396.00	
EFT7307	28/03/2022	Narrogin Pumps Solar & Spraying			-\$ 482.79
	24/02/2022		Pump parts <i>Standpipe connection, WD.422</i>	\$ 482.79	
EFT7308	28/03/2022	Orix Australia Corporation			-\$ 1,524.03
	28/02/2022		Vehicle hire - ACEO <i>16/01/2022 - 18/02/2022</i>	\$ 1,524.03	
EFT7309	28/03/2022	Quickfit Windscreens & Narrogin Glass			-\$ 2,879.97
	04/03/2022		Replace sliding door - Admin office <i>Labour & parts</i>	\$ 2,380.00	
	04/03/2022		Install flyscreens - Community Centre <i>Labour & parts</i>	\$ 272.52	
	04/03/2022		Replace sliding door rollers - 5 Dunmall Dr <i>Labour, Parts</i>	\$ 227.45	
EFT7310	28/03/2022	Shire of Narrogin			-\$ 663.75
	24/02/2022		Senior Health Officer <i>Labour, Travel</i>	\$ 663.75	
EFT7311	28/03/2022	Payroll deductions			-\$ 550.00
	16/03/2022		Payroll deductions	\$ 550.00	
EFT7312	28/03/2022	Payroll deductions			-\$ 65.00
	16/03/2022		Payroll deductions	\$ 65.00	
EFT7313	28/03/2022	South West Isuzu			-\$ 116,653.00

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
	21/02/2022		New plant - Prime mover <i>Isuzu CXZBA-D18 GIGA, Trade-in WD.458</i>	\$ 116,653.00	
EFT7314	28/03/2022	Volt Air			-\$ 666.24
	09/03/2022		Repair stove - 13 Dunmall Dr <i>Labour, Parts</i>	\$ 666.24	
EFT7315	28/03/2022	WA Reticulation Supplies			-\$ 254.52
	18/02/2022		CRC Program - Community garden <i>Reticulation</i>	\$ 254.52	
EFT7316	28/03/2022	WD Auto Repairs			-\$ 225.50
	11/03/2022		Repair wiring - Mower <i>Labour & parts</i>	\$ 115.50	
	22/03/2022		Materials - Depot <i>Truck wash</i>	\$ 110.00	
EFT7317	28/03/2022	Wandering Lions Club			-\$ 550.49
	23/02/2022		CRC Program - Australia Day <i>Breakfast assistance</i>	\$ 500.00	
	10/03/2022		Supplies - CRC Café <i>Lions cakes</i>	\$ 50.49	
EFT7318	28/03/2022	Waterlogic Australia			-\$ 328.90
	22/02/2022		Replace filter & complete sanitation - Community Centre <i>Service fee</i>	\$ 328.90	
			Total		-\$ 374,078.92

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
DD3891.1	08/03/2022	Telstra			-\$ 1,241.01
	18/02/2022		Phone charges <i>Harvest ban, Admin office, Fuel facility, CRC, Consulting room, Admin iPad, Caravan Park, Supervisor, Remote Internet, Fuel Facility, CRC Internet Connection, Office Internet Connection, Phone plan, Rounding</i>	\$ 1,241.01	
DD3891.2	08/03/2022	Pivotel			-\$ 60.00
	15/02/2022		Satellite Sleeves <i>Bushfire radios</i>	\$ 60.00	
DD3894.1	02/03/2022	Aware Super			-\$ 5,748.34
	02/03/2022		Payroll deductions	\$ 4,641.29	
	02/03/2022		Payroll deductions	\$ 1,107.05	
DD3894.2	02/03/2022	ANZ OnePath Masterfund			-\$ 298.31
	02/03/2022		Payroll deductions	\$ 74.58	
	02/03/2022		Payroll deductions	\$ 223.73	
DD3894.3	02/03/2022	HostPlus Super Fund			-\$ 711.84
	02/03/2022		Payroll deductions	\$ 177.96	
	02/03/2022		Payroll deductions	\$ 533.88	
DD3894.4	02/03/2022	Australian Super			-\$ 578.08
	02/03/2022		Payroll deductions	\$ 144.52	
	02/03/2022		Payroll deductions	\$ 433.56	
DD3894.5	02/03/2022	SuperWrap Personal Super Plan			-\$ 97.14
	02/03/2022		Payroll deductions	\$ 97.14	
DD3894.6	02/03/2022	CBUS			-\$ 209.14
	02/03/2022		Payroll deductions	\$ 209.14	
DD3894.7	02/03/2022	Prime Super			-\$ 246.84
	02/03/2022		Payroll deductions	\$ 246.84	
DD3897.1	24/03/2022	Water Corporation			-\$ 636.25
	24/02/2022		Standpipe <i>Water use</i>	\$ 636.25	

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
DD3901.1	25/03/2022	Synergy			-\$ 768.42
	04/03/2022		Street lighting Usage	\$ 768.42	
DD3901.2	09/03/2022	Water Corporation			-\$ 93.28
	04/03/2022		14 Down St Water use, Service charge	\$ 93.28	
DD3901.3	11/03/2022	Water Corporation			-\$ 345.99
	04/03/2022		1 Dowsett St Water use, Service charge	\$ 345.99	
DD3901.4	04/03/2022	Water Corporation			-\$ 322.02
	04/03/2022		Caravan Park Water Use	\$ 322.02	
DD3901.5	12/03/2022	Water Corporation			-\$ 802.42
	04/03/2022		13 Dunmall Dr Water use, Service charge	\$ 802.42	
DD3901.6	13/03/2022	Water Corporation			-\$ 391.12
	04/03/2022		19 Humes Wy Water use, Service charge	\$ 391.12	
DD3901.7	14/03/2022	Water Corporation			-\$ 89.57
	04/03/2022		5 Dunmall Dr Water use, Service charge	\$ 89.57	
DD3901.8	05/03/2022	Water Corporation			-\$ 1,855.72
	04/03/2022		Depot Water use	\$ 1,855.72	
DD3901.9	06/03/2022	Water Corporation			-\$ 152.82
	04/03/2022		Administration building Water use	\$ 152.82	
DD3905.1	16/03/2022	Aware Super			-\$ 5,633.24
	16/03/2022		Payroll deductions	\$ 4,528.36	
	16/03/2022		Payroll deductions	\$ 1,104.88	
DD3905.2	16/03/2022	ANZ OnePath Masterfund			-\$ 327.51
	16/03/2022		Payroll deductions	\$ 81.88	
	16/03/2022		Payroll deductions	\$ 245.63	
DD3905.3	16/03/2022	HostPlus Super Fund			-\$ 711.84
	16/03/2022		Payroll deductions	\$ 177.96	
	16/03/2022		Payroll deductions	\$ 533.88	
DD3905.4	16/03/2022	Australian Super			-\$ 578.08
	16/03/2022		Payroll deductions	\$ 144.52	
	16/03/2022		Payroll deductions	\$ 433.56	
DD3905.5	16/03/2022	SuperWrap Personal Super Plan			-\$ 135.71
	16/03/2022		Payroll deductions	\$ 135.71	
DD3905.6	16/03/2022	CBUS			-\$ 180.06
	16/03/2022		Payroll deductions	\$ 180.06	
DD3905.7	16/03/2022	Prime Super			-\$ 184.68
	16/03/2022		Payroll deductions	\$ 184.68	
DD3906.1	03/03/2022	Water Corporation			-\$ 550.00
	17/02/2022		Standpipe Property rental charge	\$ 550.00	
DD3906.3	21/03/2022	ClickSuper			-\$ 15.73
	28/02/2022		Transaction fee Feb 2022	\$ 15.73	
DD3906.4	01/03/2022	St.George Bank			-\$ 350.22
	28/02/2022		Merchant Fees - Fuel Facility Feb 2022	\$ 350.22	
DD3911.1	30/03/2022	Aware Super			-\$ 5,827.31
	30/03/2022		Payroll deductions	\$ 4,707.83	

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount
	30/03/2022		Payroll deductions	\$ 1,119.48	
DD3911.2	30/03/2022	ANZ OnePath Masterfund			-\$ 334.93
	30/03/2022		Payroll deductions	\$ 83.73	
	30/03/2022		Payroll deductions	\$ 251.20	
DD3911.3	30/03/2022	HostPlus Super Fund			-\$ 711.84
	30/03/2022		Payroll deductions	\$ 177.96	
	30/03/2022		Payroll deductions	\$ 533.88	
DD3911.4	30/03/2022	Australian Super			-\$ 578.08
	30/03/2022		Payroll deductions	\$ 144.52	
	30/03/2022		Payroll deductions	\$ 433.56	
DD3911.5	30/03/2022	SuperWrap Personal Super Plan			-\$ 135.71
	30/03/2022		Payroll deductions	\$ 135.71	
DD3911.6	30/03/2022	CBUS			-\$ 210.53
	30/03/2022		Payroll deductions	\$ 210.53	
DD3911.7	30/03/2022	Prime Super			-\$ 155.42
	30/03/2022		Payroll deductions	\$ 155.42	
DD3913.1	16/03/2022	Synergy			-\$ 719.58
	16/03/2022		Depot Usage	\$ 719.58	
DD3913.2	17/03/2022	Synergy			-\$ 622.02
	16/03/2022		Administration Office Usage	\$ 622.02	
DD3913.3	21/03/2022	Telstra			-\$ 187.19
	07/03/2022		Tims Messaging Councillors, Fire Control, Fuel facility	\$ 187.19	
DD3901.10	07/03/2022	Water Corporation			-\$ 406.62
	04/03/2022		CRC & Public Conveniences Public Conveniences, Water use	\$ 406.62	
DD3901.11	08/03/2022	Water Corporation			-\$ 286.55
	04/03/2022		Community Centre Water use	\$ 286.55	
				Total	-\$33,491.16

14. Planning and Technical Services

ITEM 14.1 – Bushfire Risk Mitigation Coordinator

File Reference:	05.051.05120
Location:	N/A
Applicant:	Department Fire & Emergency Services (DFES)
Author:	Barry Gibbs – Executive Officer Technical Services
Authorising Officer	Barry Gibbs – Executive Officer Technical Services
Date:	12 April 2022
Disclosure of Interest:	Nil
Attachments:	Bushfire Risk Mitigation Coordinator – Grant Agreement and Bush Fire Risk Management Plan
Previous Reference:	10.6 - Bush Fire Management Plan - Adopted by Council 20/05/2021

Summary:

Council to consider entering into a Grant Agreement with DFES to fund a Bush Fire Mitigation Coordinator for up to 3 years.

Background:

DFES has approach the Shire of Wandering, Shire of Boddington and Shire of Williams to enter into a grant agreement to engage a Bushfire Risk Mitigation Coordinator. This position will focus on ensuring that bushfire mitigation work identified under our Bush Fire Management Plan is undertaken. This will involve:

- Applying for the funding which is 100% funded;
 - Arranging for any approvals or permits;
 - Consulting with any adjoining land owners
 - Consult with bushfire Brigades and Shire Staff;
 - Oversee the funded worked is completed to required standards
 - Submitting grant completion certificates
- Work with the Works Manager to set maintenance programmes so mitigation work is maintained.

Comment:

This new work would currently added to the EMTS current duties is a Bushfire Risk Mitigation Coordinator is not appointed

Consultation:

Ian Fitzgerald - ACEO

Statutory Environment:

Bushfires Act 1954

Policy Implications:

Policy 23 – Risk Management.

Financial Implications:

The contract is for 3 years with DFES going 50/50 in the first year and 70/30 in years 2 and 3

The cost per 1 day a fortnight in the first year is approximately \$300 a day and a yearly cost of \$7,655

The cost per 1 day a fortnight in the second year is approximately \$420 a day and a yearly cost of \$10,850

The cost per 1 day a fortnight in the third year is approximately \$430 a day and a yearly cost of \$11,230

This will bring the total cost per day over the three-year contract to \$29,735

DFES has recommend 2.5 days a fortnight which will cost approximately a total of \$74,338 for the 3-year contract

Strategic Implications:

Improve Our Financial Position

Our Goals	Our Strategies	Our Measurement
<p>1. The Wandering Shire is financially sustainable</p>	<p>1.1 Improve accountability and transparency</p> <p>1.2 Develop an investment strategy that plans for the future and provides cash backed reserves to meet operational needs</p> <p>1.3 Prudently manage our financial resources to ensure value for money</p> <p>1.4 Reduce reliance on operational grants</p>	<p>Rate review implemented over a staged process by 2020</p> <p>Balanced budget delivered annually</p> <p>Annual external financial audit identifies no adverse issues</p> <p>Long Term Financial Plan updated annually</p> <p>Investment Strategy completed by 2020</p>
Our Outcomes		
<p>After 10yrs we will have achieved</p>	<ul style="list-style-type: none"> › We remain a Strong independent local government › We have a fair and equitable rate structure › We have reserve funds for current and new capital projects 	

Sustainability Implications:

- **Environmental:** Bush fires are one of the major environmental risks to our community and the planning to reduce this risk is critical.
- **Economic:** Bush fires can have a major economic impact on a small community like Wandering and likelihood will increase of the coming years.
- **Social:** The impact of bush fires on small community is well notice and the long term social impact.

Risk Implications:

Risk	High (16)
Risk Likelihood (based on history and with existing controls)	High (16)
Risk Impact / Consequence	High (16)
Risk Rating (Prior to Treatment or Control)	High (16)
Principal Risk Theme	High (16)
Risk Action Plan (Controls or Treatment Proposed)	Medium (9)

Risk Matrix:

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 16 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

Voting Requirements:

Absolute majority

Council Decision (Officer Recommendation) 14.1:

That Council:

1. sign the attached funding agreement for a Bush Fire Risk Management Coordinator
2. include in the 2022/23 financial budget an allowance of \$19,137.50 ex GST for this position

Moved: Cr _____

Seconded: Cr _____

ATTACHMENTS



Shire of Wandering

BUSHFIRE RISK MANAGEMENT PLAN

2021-2026

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

Local Government Council BRM Plan endorsement XX Month 20XX

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Document Control

Document name	Shire of Wandering Bushfire Risk Management Plan	Current version	1.1
Document owner	CEO - Shire of Wandering	Adopted 20/05/2021	
Document location	Shire Office	2026	

Document Endorsements

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

Local Government	Representative	Signature	Date
Shire of Wandering	CEO		20/05/2021

Version	Date	Author	Section
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Local Government Disclaimer

In approving this BRM Plan, the Shire of Wandering is acknowledging the assets that have been identified and the risk ratings and treatment priorities assigned. Endorsement of the plan is a commitment by the Shire to work with land owners and managers to address unacceptable risk within the community. Endorsement of this plan is not committing the Shire to a program of treatment works to be implemented by others, or an acceptance of responsibility for risk occurring on land that is not owned or managed by the Shire.¹

¹ *Guidelines for Preparing a Bushfire Risk Management Plan, November 2015, Page 79*

1. Introduction

1.1. Background

Under the State Hazard Plan Fire an integrated Bushfire Risk Management (BRM) Plan is to be developed for local government areas with significant bushfire risk. This BRM Plan has been prepared for the Shire of Wandering in accordance with the requirements of the Guidelines for Preparing a Bushfire Risk Management Plan (the Guidelines) from the Office of Bushfire Risk Management (OBRM) within the Department of Fire and Emergency Services (DFES). The risk management processes used to develop this BRM Plan are aligned to the key principles of AS/NZ ISO 31000:2009 Risk management –Principles and Guidelines and those described in the National Emergency Risk Assessment Guidelines. This approach is consistent with State Emergency Management (SEM) Policy and SEM Prevention and Mitigation Procedure 1.

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

1.2. Aim and Objectives

The aim of a BRM Plan is to effectively manage bushfire risk in order to protect people, assets and other things of local value in the Shire of Wandering. The objectives of this BRM Plan are to:

- guide and coordinate a tenure blind, multi-agency BRM program over a five-year period;
- document the process used to identify, analyse and evaluate risk, determine priorities and develop a plan to systematically treat risk;
- facilitate the effective use of the financial and physical resources available for BRM activities;
- integrate BRM into the business processes of local government, land owners and other agencies;
- ensure there is integration between land owners, BRM programs and activities;
- and

- document processes used to monitor and review the implementation of treatment plans to ensure they are adaptable, and that risk is managed at an acceptable level.

1.3. Legislation, Policy and Standards

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

1.3.1 Legislation and Policy

- Aboriginal Heritage Act 1972
- Biodiversity Conservation Act 2016
- Building Act 2011
- Bush Fires Act 1954
- Conservation and Land Management Act 1984
- Country Areas Water Supply Act 1947
- Emergency Management Act 2005
- Environmental Protection Act 1986
- Environmental Protection and Biodiversity Conservation Act 1999 (Cth)
- Fire Brigades Act 1942
- Fire and Emergency Service Act 1998
- Metropolitan Water Supply, Sewerage and Drainage Act 1909
- Bush Fires Regulations 1954
- Emergency Management Regulations 2006
- Planning and Development (Local Planning Scheme) Regulations 2015
- SEM Plan (State Emergency Management Committee (SEMC) 2019)
- SEM Policy (SEMC 2019)
- SEM Prevention and Mitigation Procedure 1 (SEMC 2019)
- State Hazard Plan Fire (SEMC 2019)
- State Planning Policy 3.4: Natural Hazards and Disasters (Western Australian Planning Commission (WAPC) 2006)
- State Planning Policy 3.7: Planning in Bushfire Prone Areas (WAPC 2015, as amended)

1.3.2 Other Related Documents

- A Capability Roadmap: Enhancing Emergency Management in Australia 2016 (Australasian Fire and Emergency Services Authorities Council 2016)
- A Guide to Constructing and Maintaining Fire-Breaks (DFES 2018)
- AS 3959:2009 Construction of Buildings in Bushfire-Prone Areas (Standards Australia 2009)
- AS/NZ ISO 31000:2009 Risk Management – Principles and Guidelines (Standards Australia 2009)
- Australian Disaster Resilience Handbook 10: National Emergency Risk Assessment Guidelines (Australian Institute for Disaster Resilience 2015)
- Guidelines for Preparing a Bushfire Risk Management Plan 2020 (DFES 2020)
- Bushfire Risk Management Planning Handbook (DFES 2018)
- Code of Practice for Timber Plantations in Western Australia (Forest Products Commission (FPC) 2006)
- Guidelines for Planning in Bushfire Prone Areas (WAPC 2017)
- Guidelines for Plantation Fire Protection (DFES 2011)
- National Disaster Risk Reduction Framework (Department of Home Affairs 2018)
- National Strategy for Disaster Resilience (Attorney-General’s Department 2011)
- Public Service Circular No. 88 Use of Herbicides in Water Catchment Areas (Department of Health 2007)
- Western Australian Emergency Risk Management Guide (SEMC 2015)

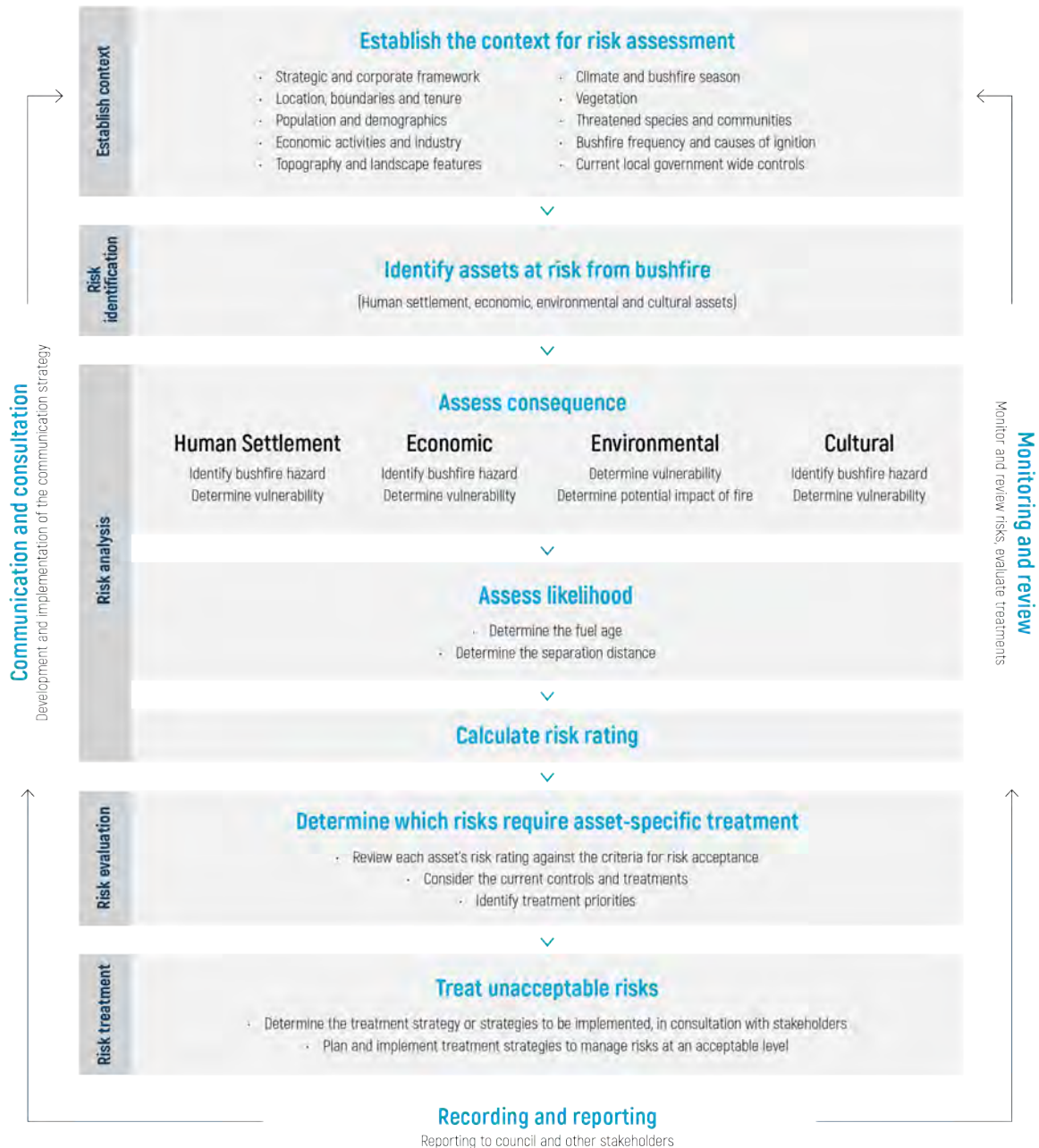
1.3.3 Shire of Wandering references

- Landscapes and soils of the Narrogin Districts
- Local Emergency Management Arrangement – Shires of Pingelly and Wandering
- The Shire of Wandering Annual Fire Break Notice
- The Shire of Wandering Bridge Inventory (Main Roads 2019)
- The Shire of Wandering Bushfire Prone Mapping
- The Shire of Wandering Corporate Business Plan 2019 – 2023
- The Shire of Wandering Local Planning Strategy
- The Shire of Wandering Long Term Financial Plan 2019 - 2029
- The Shire of Wandering Strategic Community Plan 2018-2028
- Western Australia Government Heritage Listed sites – Heritage Council

2. The Risk Management Process

The risk management processes used to identify and address risk in this BRM Plan are aligned with the international standard for risk management, *AS/NZ ISO 31000:2009 Risk Management – Principles and Guidelines*. This process is outlined in Figure 1.

Figure 1 – An overview of the risk management process²



¹ Adapted from: AS/NZS ISO 31000:2009, with permission from SAI Global under licence number 1510-c081.

2.1. Roles and Responsibilities

The roles and responsibilities of the key stakeholders involved in the development of the BRM Plan are outlined in Table 1.

Table 1 – Roles and Responsibilities

Stakeholder Name*	Roles and Responsibilities
Local Government	<ul style="list-style-type: none">• Custodian of the Bushfire Risk Management Plan (BRM Plan)• Coordinate the development and ongoing review of the integrated BRM Plan.• Undertake treatments on lands owned or managed by them.• Submit the draft BRM Plan to DFES's Office of Bushfire Risk Management (OBRM) for review and endorsement.• Submission of the OBRM endorsed BRM Plan to council for their approval and adoption.
Department of Fire and Emergency Services	<ul style="list-style-type: none">• Participate in and contribute to the development and implementation of BRM Plans.• Support to local government through expert knowledge and advice in relation to the identification, prevention and treatment of bushfire risk.• Facilitate local government engagement with state and federal government agencies in the local planning process.• Undertake treatments on Unmanaged Reserves and Unallocated Crown Land within gazetted town site boundaries.• In accordance with Memorandums of Understanding and other agreements, implement treatment strategies for other land owners.• Review BRM Plans for consistency with the Guidelines prior to final approval by council.• Administer and coordinate the Mitigation Activity Fund Grants Program.
Department of Biodiversity, Conservation and Attractions	<ul style="list-style-type: none">• Participate in and contribute to the development and implementation of BRM Plans.• Provide advice for the identification of environmental assets that are vulnerable to fire and planning appropriate treatment strategies for their protection.• Undertake treatments on department managed land, and Unmanaged Reserves and Unallocated Crown Land outside gazetted town site boundaries and land in which they have an agreement for.

Stakeholder Name*	Roles and Responsibilities
Forest Products Commission	<ul style="list-style-type: none"> • Participate in and contribute to the development and implementation of BRM Plans. • Provide information about their assets and current risk treatment programs. • Undertake treatments on lands owned or managed by them.
Department of Planning, Lands and Heritage	<ul style="list-style-type: none"> • Provide advice for the identification of their assets and infrastructure, specifically Aboriginal and European heritage.
Other State and Federal Government Agencies and Public Utilities	<ul style="list-style-type: none"> • Provide information about their assets and current risk treatment programs. • Participate in and contribute to the development and implementation of BRM Plans. • Undertake treatments on lands they manage.
Corporations and Private Land Owners	<ul style="list-style-type: none"> • Provide information about their assets and current risk treatment programs.

2.2. Communication and Consultation

Communication and consultation throughout the risk management process is fundamental to the development, implementation and review of the BRM Plan. To ensure appropriate and effective communication occurred with relevant stakeholders at each stage of the BRM planning process, a *Communication Strategy* was prepared (Appendix A).

3. Establishing the Context

3.1. Description of the Local Government and Community Context

3.1.1 Strategic and Corporate Framework

The Strategic Community Plan 2018-2028 is a long-term planning document that sets out the Shire of Wandering's community vision and aspirations for the future. The Strategic Community Plan 2018-2028 is the parent document, which is used by community members, external members and the Shire of Wandering to enable all groups to collaborate, achieve, decide and fund future projects and service delivery initiatives. The Strategic Community Plan is part of the Integrated Planning and Reporting (IPR) Framework required by all local governments in Western Australia and sets a 10-year target².

The Shire of Wandering's values and mission:

"Wandering is a community of responsible, resilient and adaptable residents thriving in our scenic, economically diverse environment."³

Our values lie at the heart of the community's intentions for the Shire's future.

- Adaptability
- Perseverance
- Accountability
- Diligence.

Upon review of the Strategic Community Plan and Corporate Plan, the following key result areas, activities and objectives are identified as having relevance to the objectives of this BRM Plan:

- Facilitating and supporting Emergency Services Planning (The BRM Plan will help improve the Shire's planning for bushfires.)
- Community Engagement (The BRM Plan can highlight areas that which could be targeted for bushfire education programmes.)
- Responding to emergency in a coordinated and resourced approached

The BRM Plan will assist by improving the community's awareness of bushfire risk and treatment activities planned in their area and the identification of treatment priorities for the Shire's forward planning and budgeting for treatment activities within the BRM Plan area. The BRM Plan can help improve the Shire's planning for bushfires which will be critical in the face of decreasing volunteer fire fighters' resources.

The size of the Shire's structure, and available funding, at this time does not support a role specifically allocated to Emergency Management. It has therefore been determined that the responsibility for

² [Shire of Wandering Strategic Community Plan](#)

³ [Shire of Wandering Strategic Community Plan](#)

Emergency Management, including activities associated with the BRM Plan, will sit with the Chief Executive Officer with tasks delegated as appropriate.

The Shire's Local Emergency Management Committee (LEMC) and Bushfire Advisory Committee (BFAC) are identified as key stakeholders in the development, implementation and review of the BRM Plan. The respective input and advice from each Committee is essential to the bushfire risk management process and will provide field and community experience. Consultation around this BRM Plan has been done via local LEMC meetings.

3.1.2 Location, Boundaries and Tenure

The Shire of Wandering is a small rural authority in the Central South region of the Wheatbelt of Western Australia. The Shire is situated in undulating broad acre farming country. The Shire is located 120km southeast from Perth and the Shire covers an area of 1955km².⁴



Figure 2: The location of the Shire Wandering within the State of WA ⁵

The Shire of Wandering includes the localities of Mt Cooke, North Bannister, Bannister, Wandering, Dwarda, Codjatotine, Pumphreys Bridge and Hastings. Mt Cooke location falls solely within DBCA managed land. North Bannister has some integration of private land and DBCA managed land.

⁴ Source: Shire of Wandering Strategic Community Plan.

⁵ Source: 2020 Map data Services

Adjoining local governments include the City of Armadale and the Shires of Pingelly, Brookton, Beverley, Serpentine-Jarrahdale, Cuballing, Boddington, Murray and Williams.

Fires may impact on multiple tenures and move through various land uses. An overview of the Shire’s land tenure and management is shown in *Table 2*. The Shire is made up of a mosaic of land tenures. The largest type of tenure within the Shire of Wandering is land vested to the Department of Biodiversity, Conservation and Attractions, with 47% of the total land area. 50.8% of land tenure is private ownership. Approximately 35% of the Shire of Wandering is arable land. ⁶

Table 2 – Overview of Land Tenure and Management within the Shire of Wandering

Land Manager/Agency	Percent of Local Government Area
Local Government	0.2%
Private	50.8%
Department of Biodiversity, Conservation and Attractions	47%
Aboriginal Planning Authority	2%
Total	100%

Source: *Department of Fire and Emergency - Services Geographical Information Systems Section using SLIP data*

3.1.3 Population and Demographics

According to the Australian Bureau of Statistics 2019 Census (estimations), the population of the Shire of Wandering was 424 with 210 (49.5%) being female and 214 (50.5%) being male. In comparison, the WA average in 2016 was 50% male and 50% female.⁷

The statistics show 54.4%⁸ of the population are aged between 20 – 64-years-old, which is the key age group for recruitment and retention of emergency services volunteers. The low population numbers overall mean that there is a limited availability of bushfire brigade volunteers, with pressure further increased when considering the broad competing priorities associated with smaller rural communities. This is a key consideration for the Shire. However, during past fire events there has a strong turnout of spontaneous volunteers during fire events, with many local residents stepping forward to support their community. There may be an opportunity, to engage with this sector of the community to potentially:

- *increase the registration of volunteers or farmer response units prior to an event;*
- *deliver training or education programs;*

⁶ *Department of Primary Industry and Regional Development*

⁷ *Source: ABS Census Wandering*

⁸ *Source: ABS Census Wandering*

- *identify volunteer organisations that spontaneous volunteers could be referred to during an emergency.*

The demographics of the Shire of Wandering present a range of challenges for fire management. Forty three percent (43.2%)⁹ of the population are in vulnerable groups (under 14 or over 65) which require special consideration when planning around prevention, preparedness, response and recovery.

The number of residents within the 0 – 14 age group indicates that delivery of a school-based program may be of benefit for early engagement and increasing understanding of home bushfire awareness. Children can influence behaviour changes within families and increasing awareness within the school environment via DFES' current school-aged education programs could result in increased awareness throughout the community. There are many other established community networks and groups that could be identified and engaged in targeted bushfire risk and preparedness education programs, using for example, DFES' 5-minute Fire Chat resource.

The over 65 age group accounts for 25.5%¹⁰ of the population. Elderly people are considered a vulnerable demographic in bushfire management, as they may have less capacity to prepare and defend property or protect themselves during a fire event and may have additional or special needs during evacuation and relocation. Because of this, there is need for increased planning for this group to ensure that they are adequately considered in bushfire management planning, communications during fire events, community education delivery and consultation when planning mitigation works. There is a need to ensure that there is tailored advice provided to this group during pre-fire season preparation, as well as during bushfire events.

The continued trend of an aging population is likely to impact the capability and availability of volunteers to respond to bushfires. The Shire will need to reconsider current methods for the attraction and retention of volunteers, with a particular focus on encouraging younger members of the community to volunteer with brigades, as well as ways to retain aging volunteers through the promotion of other roles or volunteer organisations that are more suitable to their skills and capabilities.

3.1.4 Economic Activities and Industry

The economy of the Shire of Wandering is based around the agricultural industry with cereal crops (oats, wheat, barley) pulse crops (lupins, chickpeas, faba beans) oil seed (canola), sheep (wool & meat), cattle (meat), pigs and vineyards. Other commercial industries include wineries, timber milling and hay exporting.¹¹

Agriculture and associated fields account 42.1% for most of the employment in the shire. This is reflected in *Table 3*. The Agricultural industry is known to be impacted by fire events through both physical loss of crops and post fire impacts such as soil erosion, this is a significant consideration for

⁹ Source: ABS Census Wandering

¹⁰ Source: ABS Census Wandering

¹¹ Source: Shire of Wandering Information Sheet

the Shire’s fire management planning. The Shires Fire Break notice contains specific requirements related to agricultural operations.

Mining operations located in adjacent shires also contribute to employment (15.8%) within the Shire.

Table 3 – Industry of Employment within the Shire of Wandering (Years 2018-2019) ¹²

Agriculture, forestry and fishing (%)	39.7	42.1
Mining (%)	15.6	15.8
Manufacturing (%)	3.4	1.9
Construction (%)	4.6	2.9
Wholesale trade (%)	--	1.4
Retail trade (%)	3.8	2.4
Accommodation and food services (%)	3	2.9
Transport, postal and warehousing (%)	4.2	1.9
Rental, hiring and real estate services (%)	--	1.4
Professional, scientific and technical services (%)	--	2.4
Administrative and support services (%)	1.2	4.8
Public administration and safety (%)	8	7.2
Education and training (%)	6.8	4.8
Health care and social assistance (%)	5.9	4.3
Arts and recreation services (%)	--	1.4
Other services (%)	2.5	1.9
Industry of Employment - Inadequately described or not stated (%)	--	3.3
Total persons employed (no.)	237	209

The Shire is also a recreational vehicle (RV) friendly town with one ‘free camping’ site located at Pumphreys Bridge on the Wandering-Narrogin Road. Tourists and transient populations can be vulnerable to bushfire risk, particularly in the summer months when increased numbers of visitors take advantage of the many locations perfect for hiking, camping, picnics, bird watching and viewing the abundant wildflowers.

3.2. Description of the Environment and Bushfire Context

3.2.1 Topography and Landscape Features

The agricultural areas of Western Australia are very diverse, with a wide range of landscapes, soils and landscape features. The Shire of Wandering’s landscape features are detailed in the Department of Agriculture and Food (WA) series ‘*Landscape and soils of the Narrogin District*’ (2010).

¹² Source: ABS Stat 2020

The western portion of the Shire is located on the Darling Range zone (DRZ), a broad uplifted plain of and its eroded margins. This has distinct NW/SE patterns in ridges and valleys and has been cut by a few large waterways from further east. Yellow brown gravely soils and sheet ironstone are common.¹³

The Eastern portion of the Shire is in the Rejuvenated Drainage Zone (RDZ), which has an active drainage system that joins the Avon, Blackwood and Murray (Hotham) rivers. The landscape is more dissected, often with variable soils formed from dissected laterites and underlying igneous rock.¹⁴

Wandering Town site

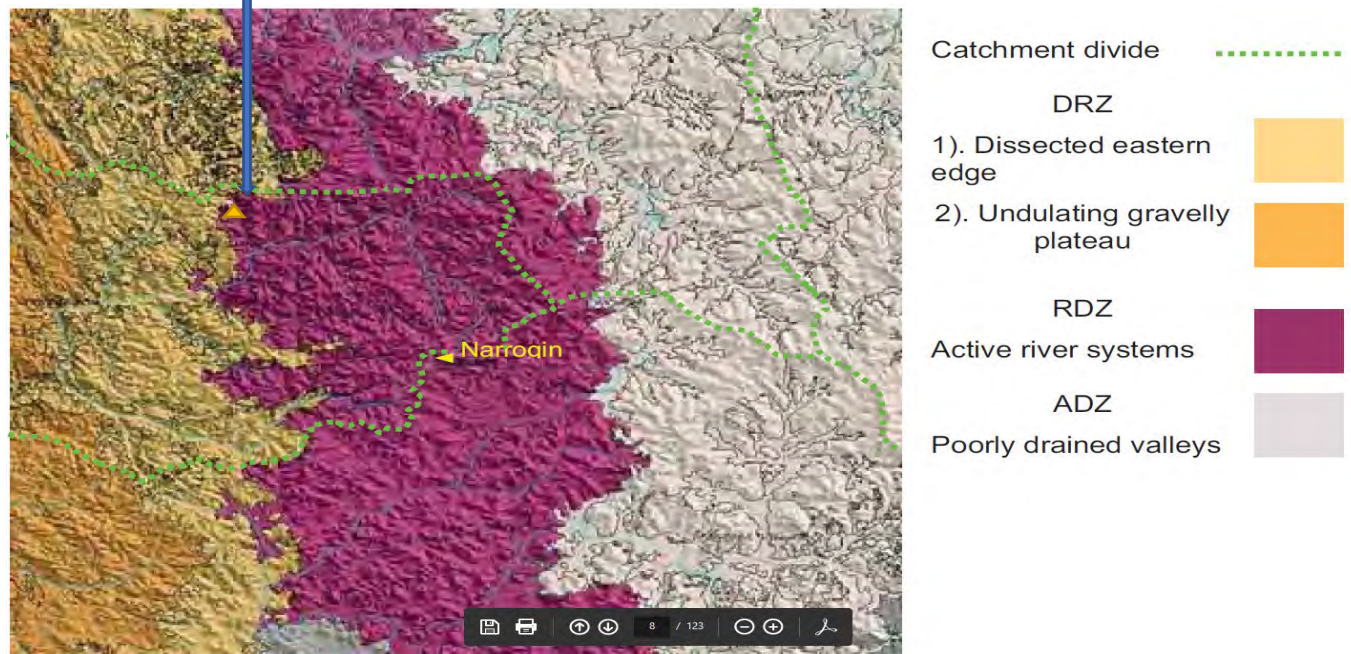


Figure 3: Landscape categories within the Shire of Wandering¹⁵

The waterways in the Shire are often present challenges for access and crossing. Fires often spot across the watercourses, where firefighters cannot easily cross and may have to travel some distance to be able to get to the other side. This can often result in a significant delay in firefighting response allowing fires to be able to grow quickly with limited suppression under the influence of significant slopes.

The western portion of the district is located on the Darling Plateau. Valleys in the western part of the shire can

- impact rates of spread (ROS)
- can make prediction difficult as the valleys channel winds and create localised conditions (eg fire moving against prevailing wind conditions)
- spotting ridge to ridge

¹³ Source: *Landscape and soils of the Narrogin District*, Dept of Agriculture and Food WA, 2010, Bulletin 4807

¹⁴ Source: *Landscape and soils of the Narrogin District*, Dept of Agriculture and Food WA, 2010, Bulletin 4807

¹⁵ Source: *Landscape and soils of the Narrogin District*, Dept of Agriculture and Food WA, 2010, Bulletin 4807

The eastern part of the shire is flatter with more agricultural land and fires here tend to be more wind driven.

There is one major water way in the Shire these are shown in Figure 4. A major challenge for the Shire is access and crossing waterways during fire events, water ways can pose a challenge to fire fighting vehicles moving through areas of the landscape. This can restrict movement with limited crossovers accessible. This is a significant consideration and limitation when responding to fires but also when planning bushfire mitigation activities particularly in the context of risk management.

There are 13 bridges, throughout the Shire. These are located on major traffic routes, critical to tourism and movement of agricultural produce. These bridges are also vital for the evacuation of communities in emergencies and the movement of firefighting vehicles. The local and regional economy can be adversely affected, and community safety impacted if bridges are damaged/destroyed by fire. The BRM planning process has identified the bridges, particularly timber bridges, as a significant risk for the Shire and they will be a priority for risk treatment.

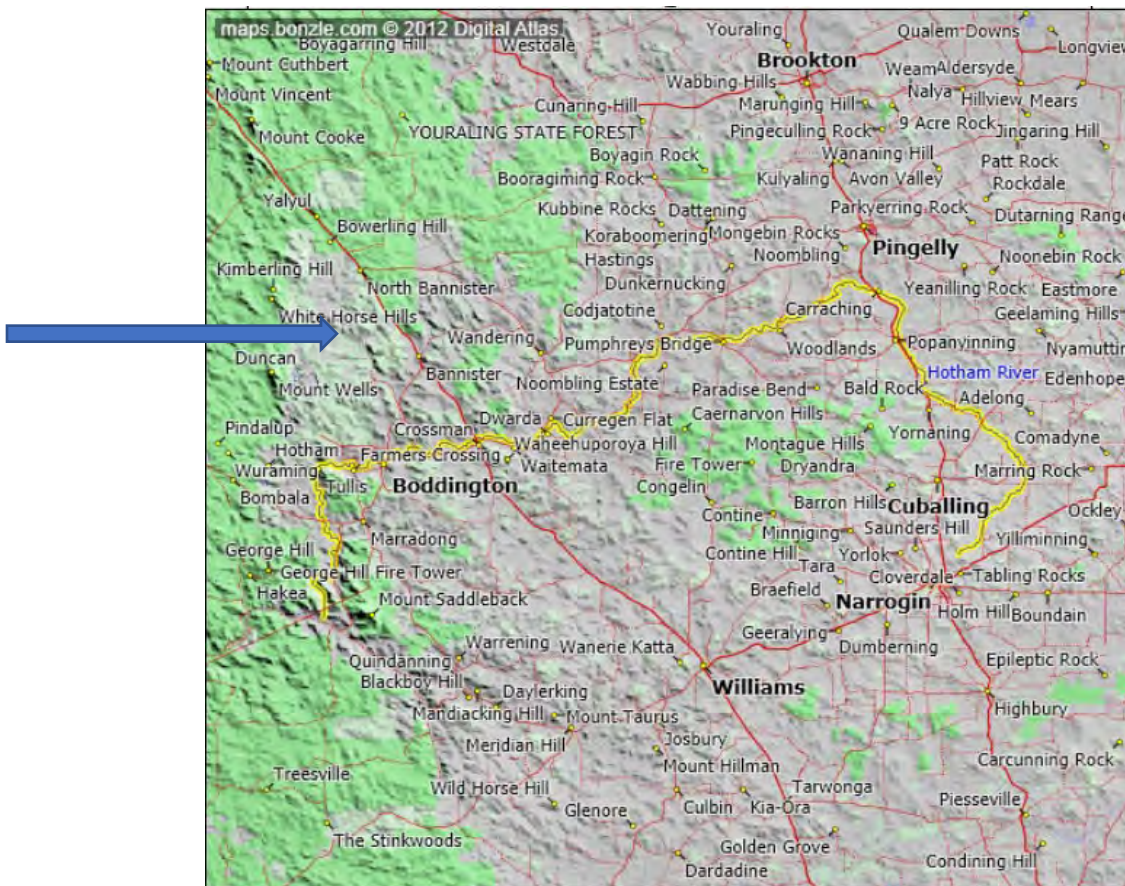


Figure 4: Tributaries of Hotham River¹⁶

¹⁶ Source: Bonzle Digital Atlas of Australia

KEY	
	Hotham River
	Major Roads
Williams	Regional Towns
Contine	Local localities

The Wandering town site is marked on the above map (Figure 4).

3.2.2 Climate and Bushfire Season

Wandering has a Mediterranean climate with hot dry summers and cool, damp winters. In winter, it is one of the coldest towns in Western Australia, not infrequently recording temperatures below 0 °C.¹⁷ The primary school's motto, "Cold Temperatures Warm Hearts", is testament to this.¹⁸

The following weather statistics were obtained from the Bureau of Meteorology (BOM) Wandering Station (Station ID 010917).

Bushfire threat is typically associated with very hot (above average temperatures), dry (less than 20% humidity) and windy (above 12 – 15 Km per hour) conditions. *Table 4* shows that the Shire of Wandering can experience these thresholds throughout the year particularly during November to March inclusive. The wettest months are May through September when about 70% of the annual rainfall occurs. Weather is the primary influencer on fire activity¹⁹ and therefore needs to be a significant consideration when planning both mitigation and response activities. The elevated risk to the Shire of Wandering is usually December to February each year.

Table 4 – Climatic conditions within the Shire of Wandering²⁰

Statistics	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	Years
Temperature														
Mean maximum temperature (°C)	32.1	31.7	28.9	24.6	20.0	17.1	15.8	16.5	18.4	22.5	27.4	30.6	23.8	22 1998-2021
Mean minimum temperature (°C)	14.2	14.7	12.7	9.5	6.1	4.7	4.1	4.1	4.7	6.4	9.5	12.1	8.6	22 1998-2021
Rainfall														
Mean rainfall (mm)	15.3	17.3	16.8	28.4	55.6	81.2	93.2	93.4	57.2	27.4	20.6	17.2	505.3	19 1998-2021
Decile 5 (median) rainfall (mm)	6.1	3.0	10.0	20.4	60.3	75.8	95.5	97.2	51.4	24.0	16.1	5.6	513.2	22 1998-2021
Mean number of days of rain ≥ 1 mm	1.9	1.6	2.5	4.1	6.8	9.1	11.2	11.2	9.4	4.7	3.1	2.2	67.8	22 1998-2021

¹⁷ Source: *Climate statistics for Wandering Comparison*". Bureau of Meteorology. Retrieved 12 July 2014.

¹⁸ Source: Shire of Wandering. "[Wandering Primary School](#)". Retrieved 16 October 2006.

¹⁹ *The Burning Issue: Climate Change and the Australian Bushfire Threat* www.climatecouncil.org.au

²⁰ Source: Bureau of Meteorology Wandering Station

Table 5: Average Maximum Temperature (Dec 1901 to Aug 2003)²¹

Location: 010917 WANDERING

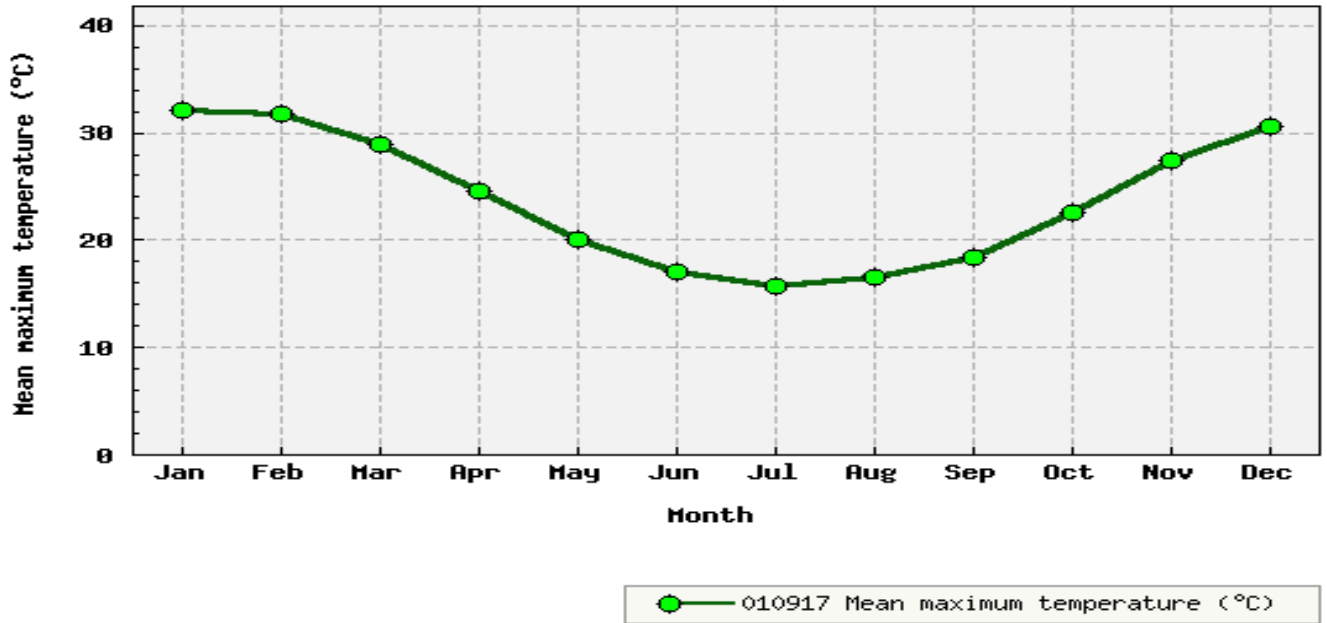
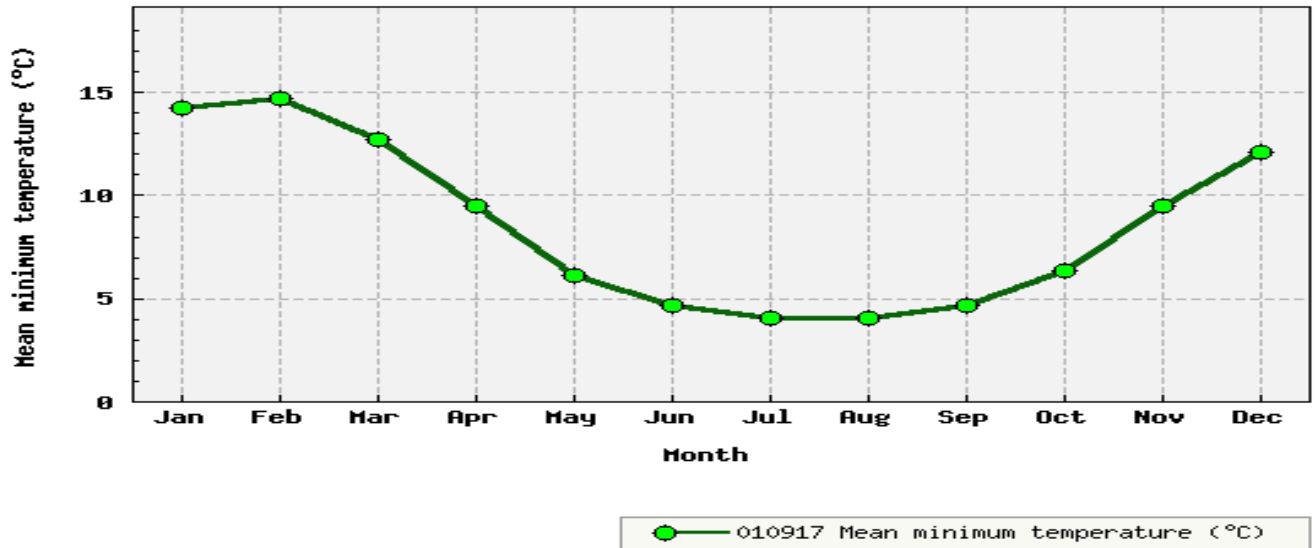


Table 6: Average Minimum Temperature (Dec 1901 to Aug 2003)²²

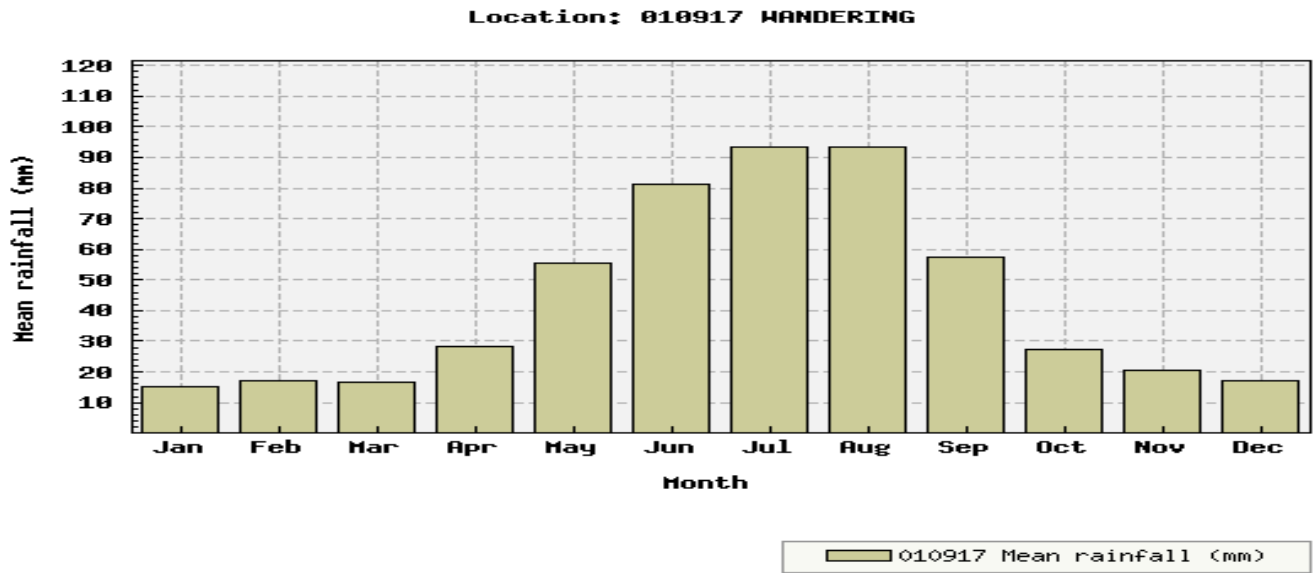
Location: 010917 WANDERING



²¹ Source: Bureau of Meteorology Wandering Station

²² Source: Bureau of Meteorology Wandering Station

Table 7: Average Rainfall (Dec 1998 to Aug 2020) Wandering Bom Station ²³



The following diagrams look at prevailing winds in the context of the hotter months corresponding with the peak of the fire season – December through February. These wind roses also indicate winds predominantly from the South-East. The prevailing winds comes from the South-East in the mid-afternoon. This is well known by the fire response personnel and subsequently fire management strategies are developed with this in mind.

²³ Source: Bureau of Meteorology Wandering Station

Rose of Wind direction versus Wind speed in km/h (14 Dec 1998 to 11 Aug 2020)

Custom times selected, refer to attached note for details

WANDERING

Site No: 010917 • Opened Dec 1998 • Still Open • Latitude: -32.6722° • Longitude: 116.6706° • Elevation 275m

An asterisk (*) indicates that calm is less than 0.5%.

Other important info about this analysis is available in the accompanying notes.

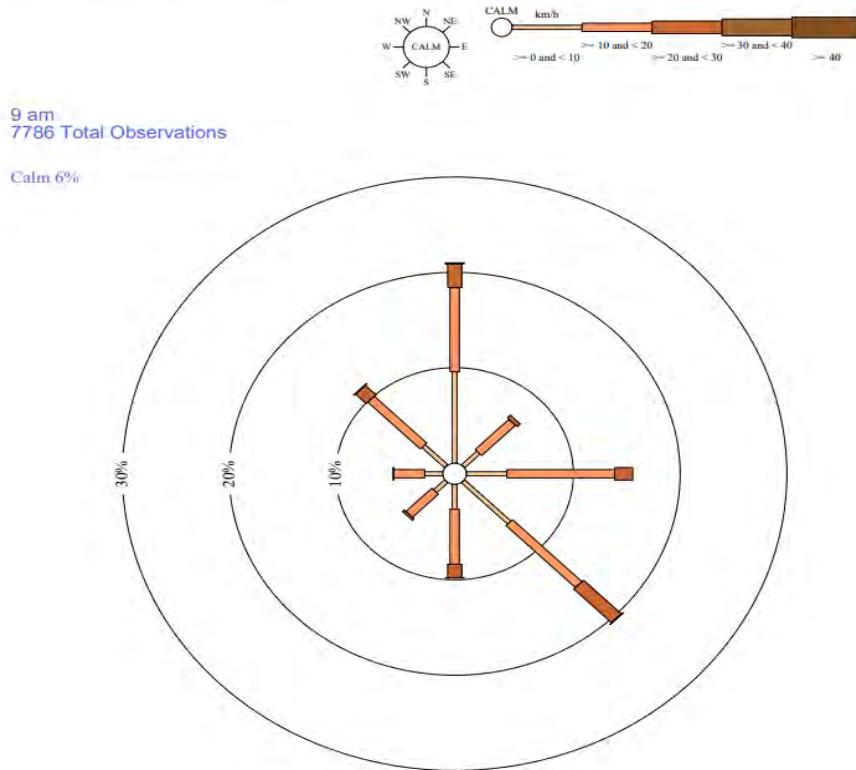


Figure 5: Wind rose reflecting predominant winds and wind speeds over the period Dec 1998 – Aug 2020 ²⁴

The following diagrams look at prevailing winds in the context of the hotter months corresponding with the peak of the fire season – December through March. These wind roses also indicate winds predominantly from the South-East. The prevailing winds comes from the South-East in the mid-afternoon. This is well known by the fire response personnel and subsequently fire management strategies are developed with this in mind.

²⁴ Source: Bureau of Meteorology Wandering Station

WANDERING
 Station: 30837 - Opened Dec 1987 - 583 Open - Latitude: -22.8227 - Longitude: 118.8207 - Elevation: 235m.
 An asterisk (*) indicates that calm is less than 0.5%.
 Other important info about this analysis is available in the accompanying notes.



3 yrs Dec
 667 Total Observations

Calm *



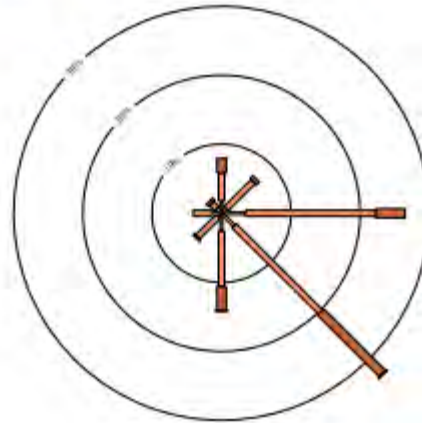
December Average

WANDERING
 Station: 30837 - Opened Dec 1987 - 583 Open - Latitude: -22.8227 - Longitude: 118.8207 - Elevation: 235m.
 An asterisk (*) indicates that calm is less than 0.5%.
 Other important info about this analysis is available in the accompanying notes.



3 yrs Jan
 675 Total Observations

Calm *



January Average

WANDERING
 Station: 30837 - Opened Dec 1987 - 583 Open - Latitude: -22.8227 - Longitude: 118.8207 - Elevation: 235m.
 An asterisk (*) indicates that calm is less than 0.5%.
 Other important info about this analysis is available in the accompanying notes.



3 yrs Feb
 515 Total Observations

Calm *



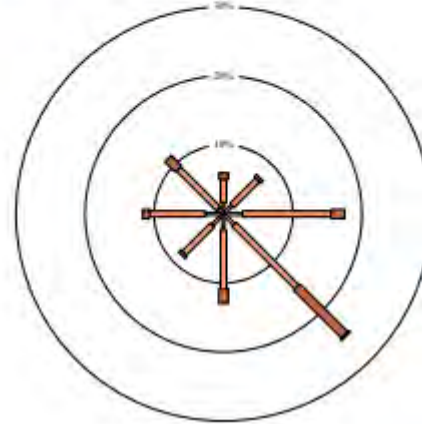
February Average

WANDERING
 Station: 30837 - Opened Dec 1987 - 583 Open - Latitude: -22.8227 - Longitude: 118.8207 - Elevation: 235m.
 An asterisk (*) indicates that calm is less than 0.5%.
 Other important info about this analysis is available in the accompanying notes.



3 yrs Mar
 664 Total Observations

Calm *



March Average

Figure 6: Wind roses reflecting the annual predominant winds and wind speeds for the years 1998 to Nov 2021 taken from the Bureau of Meteorology Wandering Station.²⁵

²⁵ Source: Bureau of Meteorology Wandering Station

The Forest Fire Danger Index (FFDI) is based on a combination of different weather conditions acknowledged to influence the risk of dangerous bushfire conditions in Australia, including temperature, rainfall, humidity and wind speed. In addition to the weather, bushfire events in Australia are also influenced by factors such as vegetation conditions, terrain and ignition sources. When a Fire Danger Index (FDI) reaches 50 the conditions are considered as severe; when conditions reach 75 the conditions are considered as extreme. The Forest Fire Danger Index and the Grass Fire Danger Index should be considered as indicative numbers only. This dataset provides observations-based information using a 67-year time period. It is intended for use in examining broad-scale features in fire weather conditions for regions throughout Australia. Where an FFDI of 50 and above is recorded between the months of November to February and is during the harvesting period, it can increase the ignition risk and making any fire severely difficult to suppress²⁶.

The Grassland Fire Danger Index (GFDI) describes the *rate of spread* of a grass fire (and therefore the difficulty of putting it out.) The index was developed in Australia and has been adapted for the Great Plains. It is based on a combination of the “greenness” of the grass (percentage cured), and various meteorological parameters. The higher the index, the faster a grass fire will spread. The weather parameters (listed in decreasing order of importance) are wind, wind gusts, relative humidity and temperature, however, the biggest single factor is curing. Curing is a measure of the percentage of dead material in grass, as moisture content reduces as grass cures and dries out. The curing value of green grass is 0, and completely brown grass is 100. To spread rapidly, there has to be fuel, and completely cured grass is an excellent fuel. Conversely, green grass does not burn easily, regardless of wind or relative humidity.²⁷ Harvest / vehicle movement bans are set using the GFDI.

The level of bushfire hazard for human settlement, economic and cultural assets is determined using a quantified bushfire hazard assessment model.²⁸ The model is based on the methodology set out in *AS3959-2009 Construction of buildings in bushfire prone areas* that is used to undertake a Bushfire Attack Level (BAL) assessment. The hazard assessment is used to measure the severity of an asset’s potential exposure to ember attack, radiant heat and direct flame contact. Criteria applied when undertaking the bushfire hazard assessment is as follows:²⁹

Application of Fire Danger Index (FDI) 80. - The fire danger index reflects the chance of a fire starting, its rate of spread, its intensity and the difficulty of its suppression, according to various combinations of air temperature, relative humidity, wind speed and both the long- and short-term drought effects. Inputs to hazard assessment calculation are reflective of FDI 80 (Grass Fire Danger Index 110) conditions, as per AS3959-2009. The higher the rating, the less chance of controlling a fire until weather conditions improve.

²⁶ <https://www.dfes.wa.gov.au/bushfire/prepare/>

²⁷ www.weather.gov

²⁸ *Guidelines for Preparing a Bushfire Risk Management Plan (2015)*

²⁹ *AS3959-2009 Construction of buildings in bushfire prone areas*

The Shire of Wandering is located within the Upper Great Southern Fire Weather District. Given the prevalence of agricultural holdings within the Shire of Wandering, the Grass Fire Danger Index is the model applied to determine the FDI.

From the FDI, predictions can be made regarding a fire's rate of spread, intensity and the potential for various suppression tactics to succeed. The FDI is the basis for determining the Fire Danger Rating, shown at figure 9, which is a scale developed to assist communities to better understand information about fire danger.³⁰

3.2.3 Vegetation

The Shire of Wandering has three prominent types of vegetation throughout the shire.

The northern part of the Shire is the Marradong system. This consists of mainly Jarrah, Marri and Wandoo forest. The trees in these forests have fine fibrous loose bark which easily ignites and can be carried by the winds over long distances as embers, starting spot fires and impacting assets ahead of the main fire front. Combined with the hilly topography on which it occurs these forest vegetation types can create very intense and fast-moving fires.

DBCA undertake prescribed burns in these areas to help reduce the bushfire risks of this vegetation type.

The eastern part is mainly the Dryandra system which consists mainly Wandoo and Sheok woodlands. These woodlands tend to have a low open canopy with sparse shrubby understory. Fires in these areas can be slow moving due to the sparseness of ground fuels. This area is predominantly broad acre farmland (Wind driven fires) with remnant vegetation in pockets, much of the remnant Dryandra woodlands is on private land. The shire manages this by its Local Government Wide Controls such as fire break notices.

The Quindanning system is in the western part of the Shire and is similar to the Marradong system with Marri, Wandoo, Yorkgum and Jam woodlands. Similar to the Dryandra system, most of this area is managed by DBCA.

³⁰ Source: *Department of Fire and Emergency Services*

Wandering

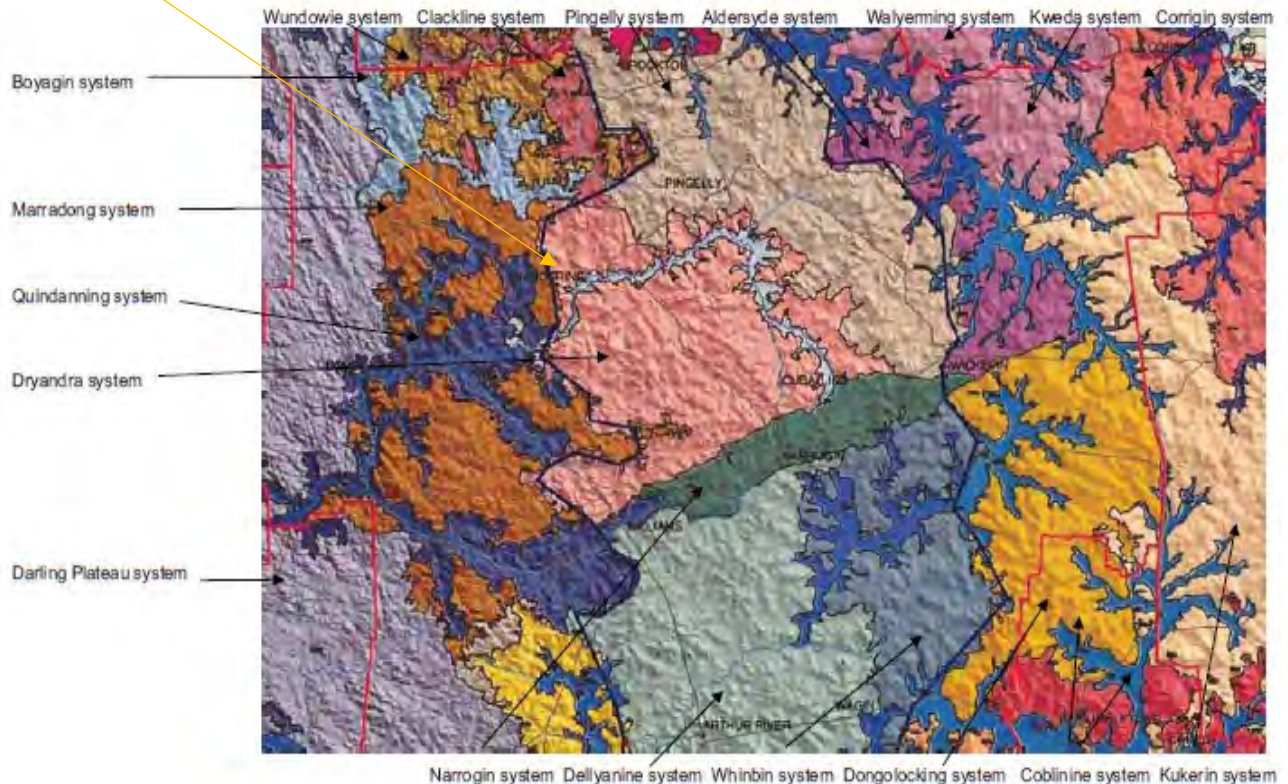


Figure 7: Vegetation categories within the Shire of Wandering³¹

Three (3) aspects of vegetation within the Shire of Wandering that requires specific attention, particularly in the context of bushfire mitigation treatment options moving forward, are:

1. The ability for sheoak – e.g. *Allocasuarina huegeliana* to invade areas of other native vegetation, significantly changing the vegetation and fuel structure. This is a common concern across the region with areas being significantly affected.
2. Managing annual weeds in remnant vegetation and the opportunity for these weeds to become established post mitigation works. Burning small remnants at the incorrect intensity, season or frequency can potentially result in higher fuel loads.
3. Management of Waterways, particularly those in and around assets, are significant as they offer riparian vegetation corridors which can have a wick-like effect and are associated with fire runs with marked changes in fire behaviour, intensity and spread expected in this vegetation compared with other unvegetated land around them.

Whilst agricultural holdings (grassland) may appear to be a low bushfire risk, this vegetation presents a significant bushfire hazard, especially during harvest season (November to January) when harvesting activities have the potential to ignite a fire in fully cured crops. The impact of wind on open terrain regardless of whether it is under crop, should not be underestimated.

³¹ Source: *Landscape and soils of the Narrogin District, Dept of Agriculture and Food WA, 2010, Bulletin 4807*

3.2.4 Threatened Species and Communities

Flora and fauna are significant assets, but also impact the treatment options available for reducing risk to other assets. For example, the breeding cycle of some mammals, such as the Numbat, will restrict the period in which prescribed burns can be undertaken due to the need to ensure nests are not disturbed during the breeding season.

All risk treatments need to consider the requirements of the flora, fauna and communities located on the site. Appropriate authorities must be consulted prior to any mitigation work commencing. The Shire will take every opportunity to remind landowners/managers of their obligation to obtain appropriate clearances and approvals, prior to commencing vegetation-based treatments. Response strategies should be environmentally sensitive within the constraints of the incident.

A further consideration in relation to both bushfire prevention and response strategies is the potential spread of weeds or diseases such as *Phytophthora Cinnamomi* (Dieback), which is easily spread through soil movement from vehicles, animals, water and feet. Other fungal-borne diseases can also be spread through these mechanisms. This risk must be considered in the context of planned prevention and response strategies and the risk minimised wherever possible.

The Shire of Wandering is within the catchment of the Threatened Ecological Community – *Eucalypt Woodlands of the Western Australian Wheatbelt Ecological Community*, listed under the *Environment Protection and Biodiversity Conservation Act 1999*. The distribution of this community in the Shire is shown in figure 8.

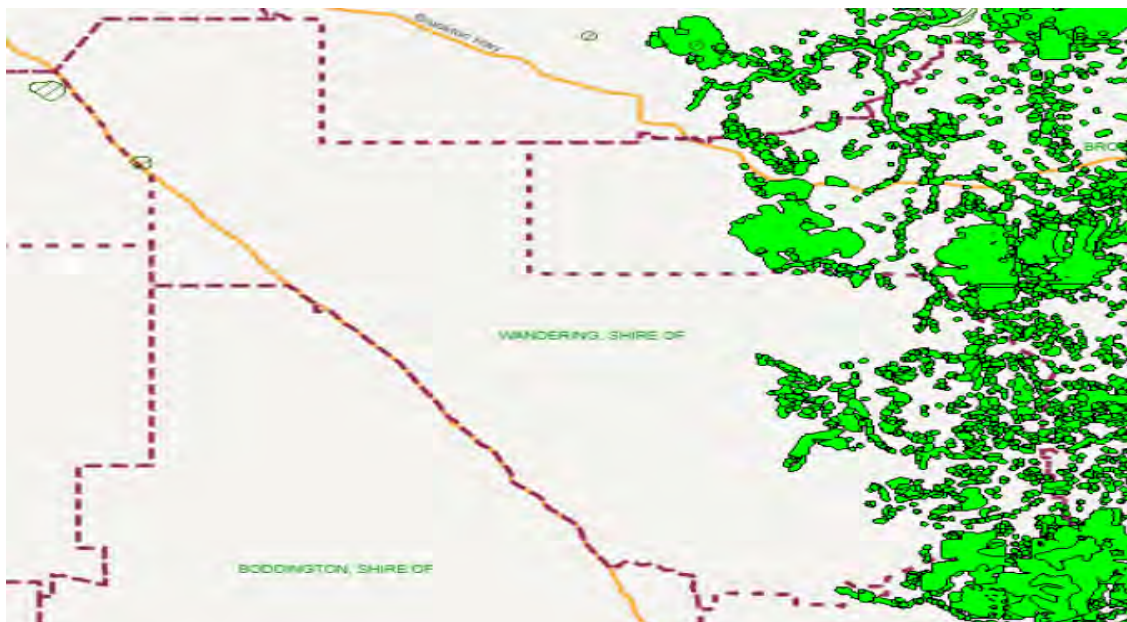


Figure 8: Map reflecting the location of the Eucalypt Threatened Ecological Community³²

³² Source: DFES Bushfire Risk Management System

The *Approved Conservation Advice (including listing advice) for the Eucalypt Woodlands of the Western Australian Wheatbelt* notes that altered fire regimes will have a significant impact on the threatened community. An altered fire regime includes any sustained changes from the long-term pattern of fires experienced at a site, this can include changes in frequency, seasonality and/or intensity. The Conservation Advice also notes that the response of the TEC to fire is site specific, that the TEC can benefit from an appropriate fire regime and that many responses to fire disturbance can be relatively temporary and/or minor. The impacts, both negative and positive, require careful consideration when undertaking prescribed burning in this TEC.

A list of the Declared Rare Flora and Declared Rare Fauna applicable to the Shire of Narrogin is included at **Appendix 3**.

3.2.5 Bushfire Frequency and Causes of Ignition

DFES records show that from 1/07/2007 – 30/06/2020, a total of 119 incidents were reported in the Shire of Wandering, reflecting on average 9 per year. Anecdotal evidence would suggest that this figure may not be accurate with the local information suggesting there have been other fires not reported through the formal systems. Recent education of local fire management personnel has seen an increase in credibility of fire reporting. Ongoing education is planned, through pre-fire season briefings, to ensure ongoing accuracy of reporting.

Table 8 – Reported landscape fires in the Shire of Wandering 2008 – 2019 ³³



Government of Western Australia
Department of Fire & Emergency Services



All Bushfires
LGA of WANDERING (S)
from 01/07/2007 to 30/06/2020

A Bushfire is considered to be any vegetation fire (bush, grass, scrub, forest): of any size

Bushfires Summary of Ignition Report

Total for the Shire of Wandering	2007/ 2008	2008/ 2009	2009/ 2010	2010/ 2011	2011/ 2012	2012/ 2013	2013/ 2014	2014/ 2015	2015/ 2016	2016/ 2017	2017/ 2018	2018/ 2019	2019/ 2020	Total
Total Number of Bushfires:	2	4	16	6	15	5	14	11	16	5	7	9	9	119
Burn off fires	0	0	0	0	0	0	0	1	1	1	1	3	1	8
Campfires/bonfires/outdoor cooking	0	0	0	0	0	0	3	1	2	0	0	0	1	7
Cigarette	0	0	0	0	0	0	0	1	1	1	1	0	0	4
Equipment - Mechanical or electrical fault	0	0	1	0	0	0	0	0	0	0	0	0	0	1
Equipment - Operational deficiency	0	0	0	0	0	0	0	1	0	0	0	0	0	1
Hot works (grinding, cutting, drilling etc.)	0	1	1	0	0	0	1	0	0	0	0	0	0	3
Human Error (Left on, knock over, unattended etc.)	0	0	0	0	0	0	0	1	0	0	0	0	0	1
Other open flames or fire	0	0	2	0	0	0	1	0	0	0	0	1	0	4
Power lines	0	0	0	0	0	0	0	1	0	0	0	1	0	2
Reignition of previous fire	0	1	0	0	0	0	0	0	1	0	0	0	0	2
Suspicious/Deliberate	0	0	1	1	0	0	0	1	0	0	0	1	3	7
Undetermined	0	1	0	0	1	1	0	0	0	1	0	0	0	4
Unreported	1	1	11	4	8	1	4	0	4	2	1	1	2	40
Vehicles (incl. Farming Equipment/Activities)	0	0	0	1	0	0	2	0	2	0	2	1	1	9
Weather Conditions - Lightning	1	0	0	0	6	2	3	4	5	0	2	1	1	25
Weather Conditions (High winds, natural combustion etc. Ex	0	0	0	0	0	1	0	0	0	0	0	0	0	1

Note: 'Unreported' - a known fire for which the ignition source was not provided to the incident reporting system. 'Undetermined' - the cause of the fire cannot be confirmed by responders.

On review of the above ignition data it is indicated that “Weather Conditions – Lightning strikes” are the most frequent cause of bushfire within the Shire. Local fire personnel make use of new technology such as phone apps (Lightening Tracker) to monitor lightning strikes and forward deploy personnel to conduct ‘on group’ checks. Bureau of Meteorology Weather Warnings are also widely circulated to fire personnel. Agricultural related vehicle fires are the next most frequent, this challenge is largely addressed by council by issuing Section 33 Notices and Harvest and Vehicle Movement Bans.

³³ Source: Department of Fire and Emergency Services

3.2.6 Current Bushfire Risk Management Activities

Map of Bushfire Prone Areas

The intent of the WA Government’s Bushfire Prone Planning Policy is to implement effective risk based land use planning and development to preserve life and reduce the impact of bushfire on property and infrastructure. The *State Planning Policy 3.7 – Planning for Bushfire Prone Areas* ensures bushfire risk is given due consideration in all future planning and development decisions. This policy does not apply retrospectively, however the BRM Plan can help address this risk for existing development and establish an effective treatment plan to manage the broader landscape and any unacceptable community risks. The Shire of Wandering’s Bushfire Prone Area is shown in Figure 12.

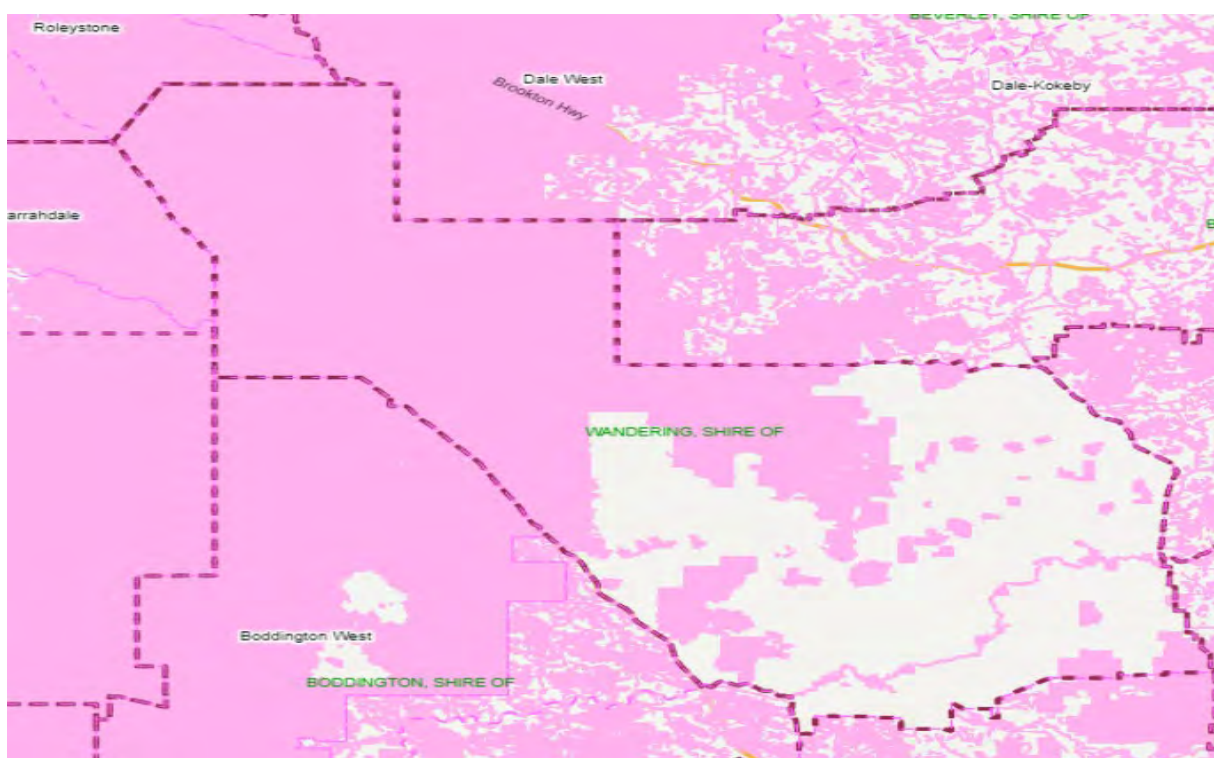


Figure 9: Bushfire Prone mapping³⁴

Volunteer Fire Brigades

The Shire has 4 Bushfire Brigades. The Brigades are:

- Codjatonine- Farmer Response
- Hastings- Farmer Response
- Wandering - 2.4 Appliance
- Wandering Town – 2.4 Appliance

³⁴ Source: *Bushfire Risk Management System*

The Shire of Wandering's equipment is made available when required with specific actions to access machinery during periods of high fire danger. Where the response to a fire exceeds the capacity of local resources, additional support is provided from neighbouring shires and regions.

Burning Restrictions

The *Bush Fires Act 1954*, Sections 17 and 18, provides for the 'declaration and gazettal' of Prohibited and Restricted Burning Times as well as the ability to adjust burning times to suit changing weather conditions.

The Shire of Wandering's Restricted and Prohibited Burning times are as follows, subject to possible variation depending on each bushfire season with the Shire also imposing an annual ban during the festive season:

- 1st October to 31st October: *Restricted (permits required)*
- 1st November to 21st February: *Prohibited*
- 22nd February to 19th April: *Restricted (permits required)*

The Shire maintains a Harvest Ban Hotline which enables residents to be informed, via SMS, when Harvest Bans have been applied and removed.

Bush Fires Act 1954 Section 33 Bushfire Notices

To ensure landowners comply with the requirements under Section 33, the Shire undertakes the following activities:

- Issuing the Fire Control Notice to landowners annually, including publication on the Shire's website and identifying additional recommended actions for landowners, over and above the notice requirements;
- Publishing fire control information and reminders in the local newsletter, which includes the Fire Control Order, Fire Control Officers, Burning Permits & Radio Operators and Restricted & Prohibited Burning times;
- Ranger Services inspect townsite properties prior to the 31 October each year, usually in September and any landowners that have not started hazard reduction activities are issued with a reminder notice.
- Properties that aren't compliant as at the 1 November each year are issued with a notice & and infringement, with time to be deemed compliant;
- If landowners still don't comply then work will be carried out by the Shire and costs incurred recouped from the landowner (Section 33).

Community engagement activities

Whilst compliance with the *Bush Fire Notice* is generally good, when it comes to preparatory efforts community engagement is more challenging, mainly due to time constraints and conflicting

priorities. The Shire advertises through media sources leading up to fire season and has volunteer recruitment days throughout the year.

Other Current Local Government Wide Controls

Local Government Wide Controls are activities that reduce the overall bushfire risk within the Shire of Wandering. These types of activities are not linked to specific assets and are applied across all or part of the local government as part of normal business or due to legislative requirements. Some notable controls currently in place in the Shire of Wandering are:

- Shire of Wandering Bush Fire Notice and (*Bush Fires Act 1954*)
- Shire Prohibited and Restricted burn times and issuing of permits. (*Bush Fires Act 1954*)
- Harvest and Vehicle Movement Bans
- Local Emergency Management Arrangements
- Total Fire Bans

Further information about the Local Government Wide Controls and how they will support the treatment of bushfire risk can be found in section 6.1 Local Government Wide Controls.

4. Asset Identification and Risk Assessment

4.1. Planning Areas

The Shire of Wandering has a single planning area.

4.2. Asset Identification

Asset identification and risk assessment has been conducted at the local level using the methodology described in the Guidelines using BRMS. Identified assets are categorised into the following categories and subcategories provided in Table 9.

Table 9 – Asset Categories and Subcategories

Asset Category	Asset Subcategories
Human Settlement	<p>Residential areas Residential areas, including dwellings in rural areas and the rural-urban interface.</p> <p>Places of temporary occupation Commercial and industrial areas, mining sites or camps and other locations where people may work or gather.</p> <p>Special risk and critical facilities</p>

Locations and facilities where occupants may be especially vulnerable to bushfire for one or more of the following reasons:

- Occupants may have limited knowledge about the impact of bushfires;
- Occupants may have a reduced capacity to evaluate risk and respond adequately to bushfire event;
- Occupants may be more vulnerable to stress and anxiety arising from a bushfire event or the effects of smoke;
- There may be significant communication barriers with occupants;
- Relocation and/or management of occupants may present unique challenges or difficulties, such as transportation, or providing alternative accommodation, healthcare or food supplies; or
- Facilities that are critical to the community during a bushfire emergency.

Economic

Agricultural

- Areas under production, such as pasture, livestock, crops, viticulture, horticulture and associated infrastructure.

Commercial and industrial

- Major industry, waste treatment plants, mines (economic interest), mills, processing and manufacturing facilities and cottage industry.

Critical infrastructure

- Power lines and substations, water pumping stations, tanks/bores and pipelines, gas pipelines, telecommunications infrastructure, railways, bridges, port facilities and waste water treatments plants.

Tourist and recreational

- Tourist attractions, day-use areas and recreational sites that generate significant tourism and/or employment within the local area. These assets are different to tourist accommodation described as a Human Settlement Asset (see above).

Commercial forests and plantations

- Plantations and production native forests.

Drinking water catchments

- Land and infrastructure associated with drinking water catchments.

Environmental

Protected

Flora, fauna and ecological communities that are listed as a:

- Critically Endangered, Endangered or Vulnerable species under the Environmental Protection and Biodiversity Conservation Act 1999 (Cth) (EPBC Act 1999) (including associated critical habitat);
- Critically Endangered, Endangered or Vulnerable species under the Biodiversity Conservation Act 2016;
- Critically Endangered, Endangered or Vulnerable ecological community under the EPBC Act 1999 (Cth);
- Critically Endangered, Endangered or Vulnerable Threatened Ecological Community (TEC) endorsed by the Minister for Environment (WA);
- Fauna protected under international conventions; and
- Ramsar wetlands of international importance.

Priority

Flora, fauna and ecological communities that are a:

- Priority species listed on the Priority Flora or Priority Fauna Lists held by DBCA (Priority 1-5).
- Priority Ecological Community (PEC) (Priority 1-5); and
- Wetlands of national or state importance.

Locally important

- Species, populations, ecological communities or habitats that the local community or independent scientific experts consider important for the area and for which there is some scientific evidence that protection would be beneficial.
- Wetlands of local importance.
- Sites being used for scientific research.

Cultural

Aboriginal heritage

- Places of indigenous significance identified by the DPLH or the

local community.

European heritage

- Non-Indigenous heritage assets afforded legislative protection through identification by the National Trust, State Heritage List or Local Planning Scheme Heritage List.

Local heritage

- Assets identified in a Municipal Heritage Inventory or by the local community as being significant to local heritage.

Other

- Other assets of cultural value to the local community, for example community halls, churches, clubs and recreation facilities.

4.3. Assessment of Bushfire Risk

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

The Shire has elected not to append a copy of *Asset Risk Register* to this document, as the information contained is subject to change over time as treatments are undertaken and risks re-assessed. Current asset, risk assessment and treatment information will be maintained in BRMS, with relevant reports provided to key stakeholders on an ongoing basis.

The percentage of assets within the local government in each asset category at the time of BRM Plan endorsement is shown in Table 10.

Table 10 – Asset Category Proportions

Asset category	Proportion of identified assets
Human Settlement	80.5%
Economic	14.5%
Environmental	0.7 %
Cultural	4.3%

4.3.1 Consequence Assessment

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

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

- **Consequence Rating – Human Settlement, Economic and Cultural Assets**

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

- **Consequence Rating – Environmental Assets**

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

4.3.2 Likelihood Assessment

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

4.3.3 Assessment of Environmental Assets

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

4.3.4 Local Government Asset Risk Summary

A risk profile for the local government is provided in Table 11. This table shows the proportion of assets at risk from bushfire in each risk category at the time the BRM Plan was endorsed.

Table 11– Local Government Asset Risk Summary

Asset Category	Risk Rating				
	Low	Medium	High	Very High	Extreme
Human Settlement		35.1	29.8	9.4%	6.2%
Economic		3.2%	7.4%	3.9%	
Environmental			0.7%		
Cultural		1.25%	2.3%		0.75%

5. Risk Evaluation

5.1. Evaluating Bushfire Risk

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

- The rating for each asset reflects the relative seriousness of the bushfire risk to the asset;
- Consequence and likelihood ratings assigned to each asset are appropriate; and
- Local issues have been considered.

5.2. Risk Acceptability

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

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

Table 12 – Criteria for Acceptance of Risk and Course of Action

Risk Rating	Criteria for Acceptance of Risk	Course of Action
Extreme	<p>Requires asset specific treatment strategies to be applied.</p> <p>Treatment action is required within 2 years of the plan being endorsed.</p> <p>It is unlikely that Local Government Wide Controls would be adequate to manage the risk.</p>	<p>Routine controls are not enough to adequately manage the risk.</p> <p>Specific action(s) required in the first 2 years of the BRM where resourcing and funding permits</p> <p>Priorities will include</p> <ul style="list-style-type: none"> • Treatments that will have maximum benefit to multiple assets and critical infrastructure • Treatments that benefit vulnerable communities will be given priority. • Identification of partnerships with other agencies for strategic mitigation • Assets within the townsite to be included on Fire Break inspection list <p>Communication with asset owners as per Communication Plan</p>
Very High	<p>Requires asset specific treatment strategies to be applied.</p> <p>Treatment action is required with 2 years of the plan being endorsed.</p> <p>It is unlikely that Local Government Wide Controls would be adequate to manage the risk.</p>	<p>Specific action(s) required in the first 2 years of the BRM where resourcing and funding permits</p> <p>Assets to be included on the Shires annual fire break inspection</p> <ul style="list-style-type: none"> • Priorities will include • treatments that will have maximum benefit to multiple assets and critical infrastructure • Identification of partnerships with other agencies for strategic mitigation • Assets within the townsite to be included on Fire Break inspection list <p>Communication with asset owners as per Communication Plan</p>
High	<p>Asset specific treatment strategies will likely be required to adequately manage the risk.</p>	<p>Routine controls are not enough to adequately manage the risk.</p> <p>Specific action(s) required in the first 2 years of the BRM where resourcing and funding permits</p> <ul style="list-style-type: none"> • Priorities will include: • Priorities will be made for treatments that will have maximum benefit to multiple assets and critical infrastructure. • Assets that fall adjacent to Extreme or Very High-risk assets • Treatments that benefit vulnerable communities will be given priority. • Identification of partnerships with other agencies for strategic mitigation. <p>Communication with asset owners as per Communication Plan</p>

Medium	<p>Asset specific treatments are not required, but risk should be monitored.</p> <p>Local government wide controls should be sufficient to manage the risk</p> <p>If there is a change in the landscape / environment these assets may need to be reassessed more frequently.</p>	<p>Specific actions are not be required. Risk may be managed with routine controls and monitored periodically throughout the life of the BRM Plan.</p>
Low	<p>Asset specific treatments are not required, but risk should be monitored.</p> <p>Local government wide controls should be sufficient to manage the risk</p> <p>If there is a change in the landscape / environment these assets may need to be reassessed more frequently.</p>	<p>Specific actions are not required. Risk will be managed with routine controls and monitored as required.</p>

5.3. Treatment Priorities

The treatment priority for each asset has been automatically assigned by BRMS and recorded in the *Treatment Schedule*, based on the asset’s risk rating. Table 13 shows how consequence and likelihood combine to give the risk rating and subsequent treatment priority for an asset.

Table 13 – Treatment Priorities

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

6. Risk Treatment

The purpose of risk treatment is to reduce the likelihood of a bushfire occurring and/or the potential impact of a bushfire on the community, economy and environment. This is achieved by implementing treatments that modify the characteristics of the hazard, the community or the environment. There are many strategies available to treat bushfire risk. The treatment strategy (or combination of treatment strategies) selected will depend on the level of risk and the type of asset being treated. Not all treatment strategies will be suitable in every circumstance.

6.1. Local Government Wide Controls

Local government wide controls are activities that are non-asset specific, rather they reduce the overall bushfire risk within the local government.

The Local Government Wide Controls Table has been developed and attached at Appendix B. The table identifies the current controls in place (see section 3.2.6 for detailed information on these), including any work planned to improve current controls or implement new controls to better manage bushfire risk across the local government area.

6.2. Asset Specific Treatment Strategies

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

- **Fuel management**

Treatment reduces or modifies the bushfire fuel through manual, chemical and planned burning methods;

- **Ignition management**

Treatment aims to reduce potential human and infrastructure sources of ignition in the landscape;

- **Preparedness**

Treatments aim to improve access and water supply arrangements to assist firefighting operations;

- **Planning**

Treatments focus on developing plans to improve the ability of firefighters and the community to respond to bushfire; and

- **Community Engagement**

Treatments seek to build relationships, raise awareness and change the behaviour of people exposed to bushfire risk.

6.3. Development of the Treatment Schedule

The treatment schedule is a list of bushfire risk treatments recorded within BRMS. Shire of Wandering will be focusing on developing a program of works that covers activities to be undertaken within the first year after the approval of the BRM Plan. The treatment schedule will evolve and develop throughout the life of the BRM Plan.

The treatment schedule will be developed in broad consultation with land owners and other stakeholders including DFES and DBCA.

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

7. Monitoring and Review

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

7.1. Review

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

- Changes to organisational responsibilities or legislation;
- Changes to the bushfire risk profile of the local government; or
- Following a major fire event.

7.2. Monitoring

BRMS will be used to monitor the risk ratings for each asset identified in the BRM Plan and record the treatments implemented. Risk ratings are reviewed on a regular basis as described in Table 13. Criteria for Acceptance of Risk and Course of Action. New assets will be added to the Asset Risk Register when they are identified.

7.3. Reporting

The reporting requirements will be managed by a member of the Shire Administration Team designated by the Chief Executive Officer.

On request, the Shire of Wandering may contribute relevant information to be included in the *Fuel Management Activity Report* produced annually by OBRM.

7.3.1 Privacy Issues and Release of Information

Information captured through the Bushfire Risk Management System (BRMS) includes data considered 'personal' in nature including the names and addresses of landholders. There is therefore the potential for the data collected through the BRMS to be used for purposes other than bushfire risk mitigation (i.e. Insurance companies using this information to set insurance premiums).

The Chief Executive Officer is to be consulted prior to any Bushfire Risk Management data being released to the public domain.

8. Glossary

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

Consequence	The outcome or impact of a bushfire event.
Draft Bushfire Risk Management Plan	The finalised draft BRM Plan is submitted to the Office of Bushfire Risk Management (OBRM) for review. Once the OBRM review is complete, the BRM Plan is called the 'Final BRM Plan' and can be progressed to local government council for approval.
Geographic Information System (GIS)	A data base technology, linking any aspect of land-related information to its precise geographic location.
Land Owner	The owner of the land, as listed on the Certificate of Title; or leaser under a registered lease agreement; or other entity that has a vested responsibility to manage the land.
Likelihood	The chance of something occurring. In this instance, it is the potential of a bushfire igniting, spreading and impacting on an asset.
Locality	The officially recognised boundaries of suburbs (in cities and larger towns) and localities (outside cities and larger towns).
Map	The mapping component of the BRMS. Assets, treatments and other associated information is spatially identified, displayed and recorded within the Map.
Planning Area	A geographic area determine by the local government which is used to provide a suitable scale for risk assessment and stakeholder engagement.
Priority	See Treatment Priority.
Risk Acceptance	The informed decision to accept a risk, based on the knowledge gained during the risk assessment process.
Risk Analysis	The application of consequence and likelihood to an event in order to determine the level of risk.
Risk Assessment	The systematic process of identifying, analysing and evaluating risk.
Risk Evaluation	The process of comparing the outcomes of risk analysis to the risk criteria in order to determine whether a risk is acceptable or tolerable.
Risk Identification	The process of recognising, identifying and describing risks.
Risk Register	A component within the BRMS used to record, review and monitor risk assessments and treatments associated with assets recorded in the BRM Plan

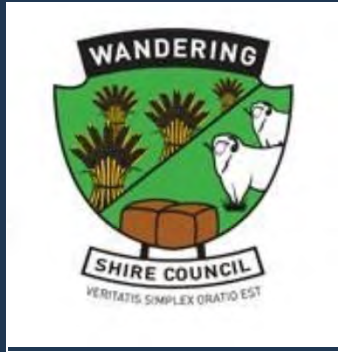
Risk treatment	A process to select and implement appropriate measures undertaken to modify risk.
Rural	Any area where in residences and other developments are scattered and intermingled with forest, range, or farm land and native vegetation or cultivated crops.
Rural Urban Interface	The line or area where structures and other human development adjoin or overlap with undeveloped bushland.
Slope	The angle of the ground's surface measured from the horizontal.
Tenure Blind	An approach where multiple land parcels are consider as a whole, regardless of individual ownership or management arrangements.
Treatment	An activity undertaken to modify risk, for example a planned burn.
Treatment Objective	The specific aim to be achieved or action to be undertaken, in order to complete the treatment. Treatment objectives should be specific and measurable.
Treatment Manager	The organisation, or individual, responsible for all aspects of a treatment listed in the <i>Treatment Schedule</i> of the BRM Plan, including coordinating or undertaking work, monitoring, reviewing and reporting.
Treatment Planning Stage	The status or stage of a treatment as it progresses from proposal to implementation.
Treatment Priority	The order, importance or urgency for allocation of funding, resources and opportunity to treatments associated with a particular asset. The treatment priority is based on an asset's risk rating.
Treatment Schedule	A report produced within the BRMS that details the treatment priority of each asset identified in the BRM Plan and the treatments scheduled.
Treatment Strategy	The broad approach that will be used to modify risk, for example fuel management.
Treatment Type	The specific treatment activity that will be implemented to modify risk, for example a planned burn.
Vulnerability	The susceptibility of an asset to the impacts of bushfire.

9. Common Abbreviations

AFAC	Australasian Fire and Emergency Services Authorities Council
BFAC	Bush Fire Advisory Committee
BRM	Bushfire Risk Management
BRM Branch	Bushfire Risk Management Branch (DFES)
BRM Plan	Bushfire Risk Management Plan
BRMS	Bushfire Risk Management System
DFCA	Department of Biodiversity, Conservation and Attractions
DFES	Department of Fire and Emergency Services
DPLH	Department of Planning, Lands and Heritage
EPBC Act	Environmental Protection and Biodiversity Conservation Act
FPC	Forest Products Commission
GIS	Geographical Information System
LEMC	Local Emergency Management Committee
OBRM	Office of Bushfire Risk Management (DFES)
PEC	Priority Ecological Community
SEMC	State Emergency Management Committee
TEC	Threatened Ecological Community
UCL	Unallocated Crown Land
UMR	Unmanaged Reserve
WA	Western Australia

10. Appendices

Appendix A	Communication Strategy
Appendix B	Local Government Wide Controls Table
Appendix C	Declared Rare Flora and Fauna in the Shire of Wandering



Shire of Wandering

Bushfire Risk Management Planning

COMMUNICATION STRATEGY

Document Control

Document Name	Bushfire Risk Management Plan Communications Strategy
Document Owner	Shire of Wandering, CEO
Document Location	Add as required
Current Version	1.1
Issue Date	DD/MM/YYYY
Next Review Date	DD/MM/YYYY

Related Documents

Title	Version	Date
Shire of Wandering Bushfire Risk Management		

[Add rows as](#)

Amendment List

Version	Date	Author	Section

[Add rows as](#)

1.Introduction

A Bushfire Risk Management (BRM) Plan is a strategic document that outlines the approach to the identification, assessment and treatment of assets exposed to bushfire risk within the Shire of Wandering.

This Communication Strategy accompanies the BRM Plan for the Shire of Wandering.

It documents the:

- communication objectives;
- roles and responsibilities for communication;
- key stakeholders;
- stakeholders engaged in the development of the BRM Plan and Treatment Schedule; and
- Communication Plan for the implementation and review of the BRM Plan including: target audiences and key messages at each project stage; communication risks and strategies for their management; and communication monitoring and evaluation procedures.

2. Communications Overview

2.1. Communication Objectives

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

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

2.2 Communication Roles and Responsibilities

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

- CEO, Shire of Wandering, is responsible for endorsement of the BRM Plan Communications Strategy.
- CEO, Shire of Wandering, responsible for external communication with the local government area.
- CEO, Shire of Wandering, responsible for operational-level communication between the Shire and the Department of Fire and Emergency Services.

2.3 Key Stakeholders for Communication

The following table identifies key stakeholders in the BRM Plan’s development, implementation and review. These are stakeholders that are identified as having a significant role or interest in the planning process or are likely to be significantly impacted by the outcomes.

Stakeholder	Role or Interest	Level of impact or outcomes	Level of engagement
Shire of Wandering	Significant role in plan and treatment development, implementation and review. Responsible for treatments as a land owner/manager.	High	Inform, consult, involve, collaborate and empower
Department of Fire and Emergency Services	Significant role in plan and treatment development, implementation and review. Support role in treatment Implementation.	High	Inform, consult, involve and collaborate
Department of Biodiversity, Conservation and Attractions	Significant role in plan and treatment development, implementation and review. Responsible for treatments as a land owner/manager.	High	Inform, consult, involve, collaborate and empower
Main Roads WA	Role in plan and treatment development, implementation and review. Responsible	Medium	Inform, consult, involve and collaborate

	for treatments as a land owner/manager. Critical infrastructure interest.		
Telecommunication providers	Role in plan and treatment development, implementation and review. Responsible for treatments as a land owner/manager. Critical infrastructure interest.	Medium	Inform, consult, involve and collaborate
Department of Planning, Lands and Heritage, LandCorp & Landgate	Role in plan and treatment development, implementation and review	Medium	Inform, consult, involve and collaborate
Water Corporation & Department of Water	Role in plan and treatment development, implementation and review. Responsible for treatments as a land owner/manager. Critical infrastructure interest.	Medium	Inform, consult, involve and collaborate
Western Power	Role in plan and treatment development, implementation and review. Responsible for treatments as a land owner/manager. Critical infrastructure interest.	Medium	Inform, consult, involve, collaborate
Chief Bushfire Control Officer	Significant role in plan and treatment development, implementation and review. Actively assist in risk identification and treatment works. Empower to actively engage with community and identify/treat risks	High	Inform, consult, involve, collaborate and empower
Bushfire Brigades and other Emergency Services Volunteers	Significant role in plan and treatment development, implementation and	Medium	Inform, consult, involve, collaborate

	review. Assist in risk identification and treatment works.		
Shire of Wandering Bushfire Advisory Committee	Role in plan development, implementation and review. Actively assist in risk identification and treatment works. Empower to actively engage with community and identify/treat risks	High	Inform, consult, involve, collaborate
Regional Operations Advisory Committee	Role in plan development, implementation and review	Medium	Inform, consult, involve, collaborate
Local Emergency Management Committee	Role in plan development, implementation and review	Medium	Inform, involve and consult
Traditional Owners, Gnaala Karla Boodja Regional Corporation, South West Aboriginal Land and Sea Council & Department of Aboriginal Affairs	Role in plan and treatment development, implementation and review. May have responsibilities for treatments as land owners/managers	Medium	Inform, involve and consult

3. Communications Log – Development of the BRM Plan and Treatment Schedule

This Communications Log captures the communications with key internal and external stakeholders that occurred during the development of the BRM Plan and associated Treatment Schedule. Record any significant conversations, community engagement events, emails, meetings, presentations, workshops and other communication initiatives.

Timing of communication	Stakeholders	Purpose	Summary	Communication Method	Lesson Identified	Follow up
Development of the BRM Plan						
When did this communication occur?	Who was the stakeholder or target audience?	What was the purpose of the communication?	What topics were discussed?	What communication method did you use?	Were there any issues or lessons identified?	Was there any follow up required?
August 2020	Shire of Wandering CEO, Senior Leadership Team and Council	1 – 3 & 5	Inform and consult Confirm accountability and responsibilities Input into plan and treatments Confirm project objectives Project updates	Email Face to face meetings Presentation	Resource constraints could limit their ability to participate Lack of understanding	Project updates
March 2021	Bushfire Advisory Committee (BFAC) and	1 – 3 & 5	Inform and consult Confirm project objectives Input into plan and treatments	Email Face to face meetings Presentation	Stakeholders willingness to participate Lack of understanding	Project updates

	Regional Operations Advisory Committee (ROAC)		Project updates			
March 2021	Local Emergency Management Committee (LEMC)	1 – 3 & 5	Confirm project objectives Project updates	Email Face to face meetings Presentation	Stakeholders willingness to participate	Project updates
December 2020	Chief Bushfire Control Officer (CBFCO), Bushfire Brigades, Brigade Captains	1 – 3 & 5	Inform and consult Confirm project objectives Input into plan and treatments Project updates Identify Risk and share information	Email Face to face meetings	Time constraints Lack of understanding	Project updates
Ongoing weekly briefs with Bushfire Risk Management Officer Bi-annually and as required	Dept of Fire and Emergency Services (DFES) – District/Regional Office	1 – 3 & 5	Compliance and governance Plan endorsement Sharing information	Email Face to face meetings Telephone	Time constraints Response obligations	Project updates
Bi-annually and as required	Office of Bushfire Risk Management	1 & 2	Compliance and governance Plan endorsement	Email Face to face meetings Telephone	Government funding	Project updates

Development of the Treatment Schedule

Life of the Plan	Shire of Wandering CEO, Senior Leadership Team and Council	1 – 3 & 5	Reduction of fuel loads on shire managed lands Risks to community Action Plan Upgrade Strategic fire breaks Planned works identified	Email Face to face meeting Telephone Presentations	Government funding Time constraints LG budgeting constraints	Stay up to date with process improvements
Life of the Plan	Chief Bushfire Control Officer (CBFCO), Bushfire Brigades, Brigade Captains	1 – 3 & 5	Confirm project and objectives Seek input into treatment plans and providing project updates Identify Risk and share information Availability of volunteers Planned works identified	Email Face to face meeting Telephone Presentations Community Engagement activities	Clarify misunderstandings and intentions of plan Confirm benefits- Preparation Ensure current information on the BRM Plan Project is available	Stay up to date with process improvements Availability of Volunteers
Biannually or as required	Bushfire Advisory Committee (BFAC) and Regional Operations Advisory Committee (ROAC)	1 – 3 & 5	Confirm project and objectives Seek input into treatment plans and providing project updates Identify Risk and share information	Email Face to face meeting Telephone Presentations	Clarify misunderstandings and intentions of plan Confirm benefits- Preparation Ensure current information on the BRM Plan Project is available	Stay up to date with process improvements

As per Section 7.2 of this plan	Stakeholders – Landowners / Land Managers	1 – 3 & 5	Confirm project and objectives Seek input into treatment plans and providing project updates Identify Risk and share information	Email Face to face meeting Telephone Presentations Community Engagement activities	Level of interests and engagement in process Time constraints	Feedback Highly engaged Treatments being completed Commitment to agreed controls
Annually or as required	Dept of Fire and Emergency Services (DFES) – District/Regional Office	1 – 3 & 5	UCL/UMR Management Status and progress of plan Treatment status, gaps and issues to be addressed Continuous improvement Information sharing Identification of other planned works Identification of funding opportunities	Email Face to face meeting Telephone	Time constraints Response obligations	Compliance requirements
Annually	Office of Bushfire Risk Management	1 – 3 & 5	Bushfire Risk Management System up to date with treatments	BRMS	Availability of funding	Compliance requirements

4. Communications Plan – Implementation and Review of the BRM Plan

This Communications Plan outlines the key communication initiatives that will be undertaken during the implementation and review of the BRM Plan.

Timing of communication	Stakeholders	Communication Objective(s)	Communication Method	Key Message or Purpose	Responsibility	Identified Risks to Communication	Strategy to Manage Risks	Monitoring and Evaluation Method
Implementation of the BRM Plan								
Life of Plan	Shire of Wandering CEO, Senior Leadership Team and Council	All (1 – 5)	Email Face to face meetings	Inform and consult Confirm accountabilities and responsibilities. Progress update Issues identification and action planning	CEO or Delegate	Time constraints Availability Lack of understanding Budget (for LG mitigation)	Planning and time management Clear purpose Targeted communication Regular updates	Feedback, Questions raised Level of support received
Life of Plan	Shire of Wandering Building and Works	1 – 3 & 5	Email Face to face meetings	Reduction of fuel loads on LG managed land Upgrades to strategic firebreaks	CEO or Delegate	Poor organisation, Limited time, Not preparing Poor communication from stakeholders and LG on completion of works	Clarify misunderstandings and intentions of plan Plan communications Regular updates	Treatments applied Positive feedback received on treatment supplied Risk ratings reduced

Biannually or as required	LEMC, BFAC, ROAC, CBFCO, CAPTS	All (1 – 5)	Email Face to face meetings	Report on progress to plan Report issues/constraints	CEO or Delegate	Availability of volunteers Time 'Buy in' Lack of understanding	Collate data and report on success to plan Compliance to plan Keep informed	Feedback received Level of engagement Issues identified and addressed
All (1 – 5)	Dept of Biodiversity, Conservation and Attractions	1 – 3 & 5	Email Face to face meetings Telephone	Confirmation of environmental assets Development of treatment options	CEO or Delegate	Resource constraints could limit their ability to participate Willingness to release 'confidential' data re environmental assets	Clarify misunderstandings and intentions of plan Provide undertakings re the release of confidential data Restrict release of information and document in plan	Level of engagement Environment-al assets in BRMS
As per Section 7.2 of this plan	Stakeholders – Landowners / Land Managers	1 – 3 & 5	Face to face Presentations Community Engagement	Inform and consult Confirm accountability and responsibility Status and progress of plan Treatment status Gaps and issues to be addressed	CEO or Delegate	Availability Time Loss of commitment Access to treatment resources Funding	Planned to share information Negotiations conducted Communicate funding opportunities when available	Feedback Commitment to implement agreed controls Highly engaged Treatments being completed
As required	Stakeholders – Others	1 – 3 & 5	Face to face Presentations	Inform and consult	CEO or Delegate	Availability Time	Planned to share information	Feedback

			Community Engagement Telephone Email	Confirm accountability and responsibility Status and progress of plan Treatment status Gaps and issues to be addressed		Loss of commitment	Negotiations conducted Communicate funding opportunities when available	Commitment to implement agreed controls Highly engaged Treatments being completed
Annually or as required	OBRM, DFES District / Regional Office	1-3	Face to face meetings Email Telephone	UCL/UMR Management Status and progress of plan Treatment status, gaps and issues to be addressed, Continuous improvement, Information sharing, Identification of other planned works, Identification of funding opportunities	CEO or Delegate	Time Conflicting priorities	Schedule communication opportunities	Planned works identified Improvements identified and implemented Issues addressed
Annually	OBRM	1,2	Written report	Continuous improvement Governance and compliance	CEO or Delegate	Time Conflicting priorities	Plan communication	Feedback received
Annually – ideally prior to fire season	Community	5	Newsletter Website Facebook	Continuous improvement	CEO or Delegate	Time Conflicting priorities	Plan communication	Feedback received

Review of the BRM Plan

Annually	Shire of Wandering CEO, Senior Leadership Team and Council	4, 5	Face to face meetings Email Telephone	Governance and compliance Review, monitoring and reporting to Council Status update Continuous improvement	CEO or Delegate	Poor reporting and recording of information	BRPC & BRMO to record data and information appropriately	Feedback received Planned works completed Reporting & Statistics Risk ratings reduced
5 Yearly (Shire, DFES and OBRM)	OBRM & LG Council	4, 5	Face to face meetings Email Telephone Written report	Governance and compliance Review, monitoring and reporting Future planning	CEO or Delegate	Poor reporting and recording of information Review not completed by OBRM	BRPC & BRMO to record data and information appropriately Endorsed by OBRM	Feedback received Planned works completed Reporting & Statistics Risk ratings reduced
Quarterly or as required	Shire of Wandering – Building and Works	4, 5	Face to face meetings Email Telephone	Report on actions and status of BRM Plan Continuous improvement	CEO or Delegate	Time LG capacity Conflicting priorities	Plan communications Discuss with Shire Leadership Team	Feedback on work completed Risk ratings reduced Improvements identified and implemented
Biannually or as required	DFES Regional / District Office	4, 5	Face to face meetings	Report on actions and status of BRMP Continuous improvement UCL/UMR funding	CEO or Delegate	LG capacity Time Conflicting priorities	Plan communications	Feedback on work completed Risk ratings reduced Improvements identified and implemented
Annually	BFAC, ROAC, LEMC,	4, 5	Face to face meetings Email Telephone	Report on actions and status of BRMP Continuous improvement	CEO or Delegate	LG capacity Time Conflicting priorities Buy in	Keep informed Share the wins	Feedback on work completed Risk ratings reduced

	CBFCO, Captains		Presentations					Improvements identified and implemented
Every 2 years or as required	Stakeholders – Land Owners / Land Managers	4, 5	Face to face meetings Telephone Presentation Community Engagement Survey	Status of treatments Success of treatments Continuous improvement	CEO or Delegate	LG capacity Time Conflicting priorities Buy in Access to resources	Plan communication Target communication Planned and prepared	Feedback on work completed Risk ratings reduced Improvements identified and implemented
Every 2 years or as required	Stakeholders – Other	4, 5	Face to face meetings Telephone Presentation Survey	Status of treatments Success of treatments Continuous improvement	CEO or Delegate	LG capacity Time Conflicting priorities Buy in Access to resources	Plan communication Target communication Planned and prepared	Feedback on work completed Risk ratings reduced Improvements identified and implemented

APPENDIX B

Bushfire Risk Management Planning – Local Government Wide Controls

This table details the programs and activities (controls) currently undertaken by local government and other stakeholders within the Shire of Wandering in relation to managing bushfire risk.

	Control	Action or Activity Description	Lead Agency	Other Stakeholder(s)	Notes and Comments
1.	BRM Planning Risk Analysis	<ul style="list-style-type: none"> Maintain and refine BRM Plan 	Shire of Wandering	Landowners DFES	Treatment identification and planning for all high, very high and extreme risk assets within the Shire.
2.	Shire of Wandering Bush Fire Notice and (<i>Bush Fires Act 1954</i>)	<ul style="list-style-type: none"> Review annual notice Publish annual notice Inspections in accordance with annual notice 	Shire of Wandering	CBFCO, FCO, Captains and the public	Published Annually. Inspect local properties. 'Fire Access Track' has the same meaning as 'Fire Break', in the <i>Bush Fires Act 1954</i> .
3.	Shire Prohibited and Restricted burn times and issuing of permits. (<i>Bush Fires Act 1954</i>)	<ul style="list-style-type: none"> Restricted and Prohibited Burn Times set the requirement that 'a permit to set fire to the bush' must be obtained. 	Shire of Wandering	CBFCO, FCO's	Published Annually.
4.	Harvest and Vehicle Movement Bans	<ul style="list-style-type: none"> Bans imposed when the CBFCO and FCO's are of the opinion that the use of engines, vehicles, plant or machinery is likely to cause/contribute to the spread of a bushfire. 	Shire of Wandering	CBFCO and FCO's	A Harvest and Vehicle Movement Ban may be imposed for any length of time but is generally imposed for the 'heat of the day' periods and may be extended or revoked by the local government should weather conditions change.
5.	Local Emergency Management Arrangements	<ul style="list-style-type: none"> Emergency Management Plan 	Shire of Wandering	SJA WAPOL DFES Dept of Child Protection Dept of Education	Annual review of emergency plans and arrangements.

	Control	Action or Activity Description	Lead Agency	Other Stakeholder(s)	Notes and Comments
				CBFCO DEMC OEM	
6.	Local Planning Scheme No 2	<ul style="list-style-type: none"> Requirement for new developments to complete a Fire Management Plan endorsed through the Dept of Fire and Emergency Services (if in a Bushfire Prone area) 	Shire of Wandering	DFES	Where a Fire Management Plan has been endorsed by DFES and the Shire, the affected land owners will be responsible for the ongoing implementation of the “land owners’ responsibilities” as specified in that Fire Management Plan.
7.	Total Fire Bans	<ul style="list-style-type: none"> Restriction of activities that may cause or contribute to the spread of a bushfire 	Department of Fire and Emergency Services	Shire of Wandering	A Total Fire Ban (TFB) is declared because of extreme weather conditions or when widespread fires are stretching firefighting resources. A TFB is declared by DFES following consultation with the LG.
8.	State Planning Policy 3.7	<ul style="list-style-type: none"> Planning in Bushfire Prone Areas 	Department of Planning, Lands and Heritage	WA Planning Commission Shire of Wandering	Land developers are required to implement a Fire Management Plan to ensure risk is managed and other controls implemented and monitored.
9.	The Principal’s guide to Bushfire - Department of Education	<ul style="list-style-type: none"> All schools should include their plan for dealing with bushfire as a part of their governance documentation 	Department of Education	DFES	DoE / DFES MOU for assessment of schools in bushfire prone areas and provision of bushfire treatment planning and advice

APPENDIX C

Details

Matters of National Environmental Significance

Wetlands of International Importance (Ramsar)	[Resource Information]
Name	Proximity
Peel-ylgorup system	40 - 50km upstream

Threatened Ecological Communities	[Resource Information]
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For threatened ecological communities where the distribution is well known, maps are derived from recovery plans, State vegetation maps, remote sensing imagery and other sources. Where threatened ecological community distributions are less well known, existing vegetation maps and point location data are used to produce indicative distribution maps.

Name	Status	Type of Presence
Eucalypt Woodlands of the Western Australian Wheatbelt	Critically Endangered	Community likely to occur within area

Threatened Species	[Resource Information]
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Name	Status	Type of Presence
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BIRDS

Calidris ferruginea Curlew Sandpiper [856]	Critically Endangered	Species or species habitat may occur within area
Calyptorhynchus banksii naso Forest Red-tailed Black-Cockatoo, Karrak [67034]	Vulnerable	Species or species habitat known to occur within area
Calyptorhynchus baudinii Baudin's Cockatoo, Long-billed Black-Cockatoo [769]	Endangered	Breeding known to occur within area
Calyptorhynchus latirostris Carnaby's Cockatoo, Short-billed Black-Cockatoo [59523]	Endangered	Species or species habitat known to occur within area
Falco hypoleucos Grey Falcon [929]	Vulnerable	Species or species habitat may occur within area
Leipoa ocellata Malleefowl [934]	Vulnerable	Species or species habitat known to occur within area
Numenius madagascariensis Eastern Curlew, Far Eastern Curlew [847]	Critically Endangered	Species or species habitat may occur within area
Rostratula australis Australian Painted Snipe [77037]	Endangered	Species or species habitat likely to occur within area
MAMMALS		
Bettongia lesueur lesueur Burrowing Bettong (Shark Bay), Boodie [66659]	Vulnerable	Species or species habitat likely to occur within area
Bettongia penicillata ogilbyi Woylie [66844]	Endangered	Species or species habitat known to occur within area
Dasyurus geoffroi Chuditch, Western Quoll [330]	Vulnerable	Species or species habitat known to occur within area

Name	Status	Type of Presence
Macrotis lagotis Greater Bilby [282]	Vulnerable	Translocated population known to occur within area
Myrmecobius fasciatus Numbat [294]	Endangered	Species or species habitat known to occur within area
Phascogale calura Red-tailed Phascogale, Red-tailed Wambenger, Kenngoor [316]	Vulnerable	Species or species habitat known to occur within area
Pseudocheirus occidentalis Western Ringtail Possum, Ngwayir, Womp, Woder, Ngoor, Ngoolangit [25911]	Critically Endangered	Species or species habitat may occur within area
Setonix brachyurus Quokka [229]	Vulnerable	Species or species habitat known to occur within area
OTHER		
Westralunio carteri Carter's Freshwater Mussel, Freshwater Mussel [86266]	Vulnerable	Species or species habitat known to occur within area
PLANTS		
Acacia cochlocarpa subsp. cochlocarpa Spiral-fruited Wattle [23877]	Endangered	Species or species habitat may occur within area
Anthocercis gracilis Slender Tailflower [11103]	Vulnerable	Species or species habitat may occur within area
Banksia oligantha Wagin Banksia [20697]	Endangered	Species or species habitat may occur within area
Boronia capitata subsp. capitata a shrub [29156]	Endangered	Species or species habitat may occur within area
Darwinia carnea Mogumber Bell, Narrogin Bell [9736]	Endangered	Species or species habitat may occur within area
Diuris micrantha Dwarf Bee-orchid [55082]	Vulnerable	Species or species habitat likely to occur within area
Diuris purdiei Purdie's Donkey-orchid [12950]	Endangered	Species or species habitat likely to occur within area
Eleocharis keigheryi Keighery's Eleocharis [64893]	Vulnerable	Species or species habitat may occur within area
Grevillea flexuosa Zig Zag Grevillea [2957]	Vulnerable	Species or species habitat likely to occur within area
Lasiopetalum pterocarpum Wing-fruited Lasiopetalum [64922]	Endangered	Species or species habitat may occur within area
Pultenaea pauciflora Narrogin Pea [14013]	Vulnerable	Species or species habitat likely to occur within area
Thelymitra dedmaniarum Cinnamon Sun Orchid [65105]	Endangered	Species or species habitat may occur within area

Thelymitra stellata Star Sun-orchid [7060]	Endangered	Species or species habitat may occur within area
Thomasia montana Hill Thomasia [12136]	Vulnerable	Species or species habitat known to occur within area
Verticordia fimbriolepis subsp. fimbriolepis Shy Featherflower [24631]	Endangered	Species or species habitat known to occur within area

Migratory Species [Resource Information]

* Species is listed under a different scientific name on the EPBC Act - Threatened Species list.

Name	Threatened	Type of Presence
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Migratory Marine Birds

Apus pacificus Fork-tailed Swift [678]		Species or species habitat likely to occur within area
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Migratory Terrestrial Species

Motacilla cinerea Grey Wagtail [642]		Species or species habitat may occur within area
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Migratory Wetlands Species

Actitis hypoleucos Common Sandpiper [59309]		Species or species habitat may occur within area
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Calidris acuminata Sharp-tailed Sandpiper [874]		Species or species habitat may occur within area
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Calidris ferruginea Curlew Sandpiper [856]	Critically Endangered	Species or species habitat may occur within area
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Calidris melanotos Pectoral Sandpiper [858]		Species or species habitat may occur within area
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Numenius madagascariensis Eastern Curlew, Far Eastern Curlew [847]	Critically Endangered	Species or species habitat may occur within area
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Pandion haliaetus Osprey [952]		Species or species habitat may occur within area
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Other Matters Protected by the EPBC Act

Commonwealth Lands [Resource Information]

The Commonwealth area listed below may indicate the presence of Commonwealth land in this vicinity. Due to the unreliability of the data source, all proposals should be checked as to whether it impacts on a Commonwealth area, before making a definitive decision. Contact the State or Territory government land department for further information.

Name Commonwealth Land -		
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Listed Marine Species [Resource Information]

* Species is listed under a different scientific name on the EPBC Act - Threatened Species list.

Name	Threatened	Type of Presence
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Birds

Actitis hypoleucos Common Sandpiper [59309]		Species or species habitat may occur within area
--	--	--

Name	Threatened	Type of Presence
Apus pacificus Fork-tailed Swift [678]		Species or species habitat likely to occur within area
Ardea alba Great Egret, White Egret [59541]		Species or species habitat likely to occur within area
Ardea ibis Cattle Egret [59542]		Species or species habitat may occur within area
Calidris acuminata Sharp-tailed Sandpiper [874]		Species or species habitat may occur within area
Calidris ferruginea Curlew Sandpiper [856]	Critically Endangered	Species or species habitat may occur within area
Calidris melanotos Pectoral Sandpiper [858]		Species or species habitat may occur within area
Chrysococcyx osculans Black-eared Cuckoo [705]		Species or species habitat likely to occur within area
Haliaeetus leucogaster White-bellied Sea-Eagle [943]		Species or species habitat may occur within area
Merops ornatus Rainbow Bee-eater [670]		Species or species habitat may occur within area
Motacilla cinerea Grey Wagtail [642]		Species or species habitat may occur within area
Numenius madagascariensis Eastern Curlew, Far Eastern Curlew [847]	Critically Endangered	Species or species habitat may occur within area
Pandion haliaetus Osprey [952]		Species or species habitat may occur within area
Rostratula benghalensis (sensu lato) Painted Snipe [889]	Endangered*	Species or species habitat likely to occur within area



<insert LG logos>

**BUSHFIRE RISK MITIGATION COORDINATOR
GRANT AGREEMENT**

<insert month/year>

THIS GRANT AGREEMENT is made on _____ of _____

BETWEEN:

**The State of Western Australia acting through its Department of Fire and
Emergency Services
(“Grantor”)**

And

**The Local Government of _____
 (“1st Organisation”)**

A.B.N. (if applicable)

And

**The Local Government of _____
 (“2nd Organisation”)**

A.B.N. (if applicable)

And

**The Local Government of _____
 (“3rd Organisation”)**

A.B.N. (if applicable)

And

**The Local Government of _____
 (“4th Organisation”)**

A.B.N. (if applicable)

RECITALS

The 1st, 2nd, 3rd and 4th Organisations have applied to the Grantor for financial assistance to undertake the Approved Purpose and the Grantor has agreed to provide a grant subject to the terms and conditions of this Agreement.

THE PARTIES AGREE as follows:

1. DEFINITIONS AND INTERPRETATION

In this Agreement, unless the context otherwise requires:

Agreement means this Grant Agreement, including its recitals and any schedules or annexures (if any).

Acquittal occurs when the Grantor has advised the Organisation that the reports and financial information provided by the Grantee in accordance with clause 3.6 are satisfactory.

Approved Purpose means the purpose or purposes set out in item 1 of Schedule 1.

Audit means the verification and certification the Grant has been spent in accordance with this Agreement by either an independent registered company auditor (as defined by the Corporations Act 2001) or the Office of the Auditor General for Western Australia.

Auditor means an accountant in public practice, who is a certified public practitioner (or equivalent) and is a member of either Chartered Accountants Australia and New Zealand (CAANZ), CPA Australia or the Institute of Public Accountants (IPA) and who is independent from the Organisation. Auditor must be registered as a company auditor or equivalent under a law in force in Western Australia.

Auditor General means the Auditor General established by the Auditor General Act 2006.

BRM means Bushfire Risk Management

BRMC means Bushfire Risk Mitigation Coordinator

BRMS means Bushfire Risk Management System

Business Day means a day other than a Saturday, Sunday or public holiday in Western Australia.

Grant Funds means the amount or amounts specified in item 6 of Schedule 1.

Grantee refers to the 1st Organisation in this Agreement.

Organisation means either the 1st, 2nd, 3rd and 4th Organisation or all as the context requires.

Party means each of the Grantor or the 1st, 2nd, 3rd and 4th Organisation as the context requires and **Parties** means all of them.

Program means the initiative or activities to be undertaken with the Grant Fund specified in item 2 of Schedule 1.

2. PAYMENT OF GRANT FUNDS

Subject to the terms and conditions of this Agreement, the Grantor will pay to the Grantee, on behalf of the Organisation, the Grant Funds in accordance with the payment schedule specified in item 6 of Schedule 1.

3 OBLIGATIONS OF ORGANISATION

3.1 Use of Grant Payment

The Organisation will use the Grant Funds solely for the Approved Purpose.

3.2 No Changes

The Organisation will not make any changes to the Approved Purpose without the prior written consent of the Grantor.

3.3 No Endorsement

The Organisation agree that nothing in this Agreement constitutes an endorsement by the Grantor of any goods or services provided by the Organisation.

3.4 Request for Information

The Organisation is to provide the Grantor with any documents or information relating to this Agreement or the program within ten (10) business days of receiving such a request from the Grantor.

3.6 Accounts and Reporting

- (a) The Organisation is to comply with Reporting Requirements as specified in Schedule 2 and such additional information as requested by the Grantor.
- (b) The Organisation is to keep proper financial records, including invoices and receipts, in accordance with generally accepted accounting principles and practices.
- (c) All reporting of financial information is to be certified by the Chairperson, CEO or equivalent of the Organisation.

3.7 Special Conditions of Grant

The Organisation agrees to comply with the special conditions (if any) specified in item 4 of Schedule 1.

3.8 General Undertaking of Organisation

The Organisation must:

- (a) at all times duly perform and observe its obligations under this Agreement and will promptly inform the Grantor of any occurrence, which might adversely affect its ability to do so in a material way;
- (b) undertake its responsibilities under this Agreement with integrity, good faith and probity in accordance with good corporate governance practices;
- (c) not, nor attempt to, sell, transfer, assign, mortgage, charge or otherwise dispose of or deal with any of its rights, entitlements and powers or obligations under this Agreement;
- (d) comply with all State and Commonwealth laws, rules, regulations and by-laws;
- (e) cooperate fully with the Grantor in the administration of this Agreement; and
- (f) upon reasonable notice, provide the Grantor or its agents, with access at any reasonable time and from time to time to the Organisation's premises, financial records, other documents, equipment and other property directly related to the Approved Purpose for the purpose of audit and inspection by the Grantor in order to verify compliance by the Organisation with this Agreement.

4. REPAYMENT AND RETENTION OF GRANT FUNDS

The Grantee, on behalf of the Organisation, must repay the Grantor any funds that the Grantor has paid which are not used in accordance with this

Agreement unless there has been written agreement otherwise between the parties. The Grantee must promptly repay the Grantor all unspent Grant Funds associated with this Agreement.

5. LIMITATION OF LIABILITY

The Grantor does not accept any responsibility or liability for the success or otherwise of the Approved Purpose and is not liable for any losses which may be suffered by the Organisation in undertaking the Approved Purpose.

6. FREEDOM OF INFORMATION ACT 1992 AND FINANCIAL MANAGEMENT ACT 2006

- (a) The Organisation acknowledges and agrees that this Agreement and information regarding it is subject to the *Freedom of Information Act 1992* and that the Grantor may publicly disclose information in relation to this Agreement, including its terms and the details of the Organisation.
- (b) The parties acknowledge and agree that, despite any provision of this Agreement to the contrary, the powers and responsibilities of the Auditor General under the *Financial Management Act 2006* are not limited or affected by this Agreement.
- (c) The Organisation must allow the Auditor General, or an authorised representative, to have access to and examine the Organisation's records and information concerning this Agreement.

7. NOTICES

Any notice or other communication that may or must be given under this Agreement:

- (a) must be in writing;
- (b) may be given by an authorised officer of the Party giving notice;
- (c) may be:
 - (i) hand delivered or sent by prepaid post to the address of the Party receiving the notice as set out in item 5 of Schedule 1; or
 - (ii) sent by email to the email address of the Party receiving the notice as set out in item 5 of Schedule 1;
- (d) subject to paragraph (e), is taken to be received:
 - (i) in the case of hand delivery, on the date of delivery;
 - (ii) in the case of post, on the third Business Day after posting; and
 - (iii) in the case of email, on the date of transmission; and
- (e) if received after 5.00 pm or on a day other than a Business Day, is taken to be received on the next Business Day.

8. DEFAULT AND TERMINATION

8.1 Event of Default by the Organisation

An Event of Default occurs if:

- (a) the Organisation breaches any of its obligations under this Agreement which continues without remedy for ten (10) business days after notice in writing has been served on the Organisation by the Grantor;
- (b) the Organisation becomes insolvent or is deemed to be insolvent under the *Corporations Act 2001 (Cth)*; or
- (c) if the Grantor has reasonable grounds to believe that the Organisation is unwilling or unable to comply with its obligations under this Agreement.

8.2 Effect of Event of Default

If an Event of Default occurs, the Grantor may either:

- (a) terminate the Agreement by providing a further ten (10) business days notice in writing to the Organisation of the Event of Default; or
- (b) suspend payment of the Grant Funds until the Event of Default is remedied; or
- (c) recall all unspent Grant Funds, relating to the salaries, in accordance with Annex A.

8.3 Termination

The Agreement may be terminated by mutual consent and agreement by all parties.

8.4 Recommencement of Grant Payment

The Grantor may, in its absolute discretion, recommence payment of the Grant Funds if and when the Organisation has rectified the Event of Default as per clause 8.2(b) and 8.2(c). If the Agreement is terminated under clause 8.2(a) it is considered terminated and recommencement cannot occur.

8.5 Acquittal

Acquittal of each financial year's Grant Funds is required at the end of the respective financial year in accordance with Schedule 2. This arrangement will be in place for the entire Agreement period. Where applicable, payment of the Grant Funds is dependent on the successful acquittal of the previous year's grant. Acquittal of the final financial year's Grant Fund will signal termination by performance of the Agreement.

9. GOODS AND SERVICES TAX (GST)

- (a) For the purposes of clause 9:
 - (i) "GST" means the goods and services tax applicable to any taxable supplies as determined by the GST Act; and

- (ii) "GST Act" means *A New Tax System (Goods and Services Tax) Act 1999 (Cth)* and includes all associated legislation and regulations;
 - (iii) the terms "supply", "tax invoice", "taxable supply" and "value" have the same meanings as in the GST Act.
- (b) If the supply of anything under this Agreement is a taxable supply under the GST Act, the Grant Funds shall be inclusive of GST.
- (c) The obligation of the Grantor to pay the GST on any supply by the Organisation under this Agreement is conditional upon the prior issue by the Organisation to the Grantor of a tax invoice, which complies with the GST Act. This provision applies notwithstanding any law to the contrary.
- (d) If the parties agree that the Grantor will issue the Organisation with a Recipient Created Tax Invoice (RCTI), then the parties hereby agree that:
 - (i) the Grantor will issue a RCTI in respect of GST payable on the supply of the program and the Organisation will not issue tax invoice in respect of that supply;
 - (ii) the Organisation warrants that it is registered for the purposes of GST and the Organisation will notify the Grantor in writing if it ceases to be registered for the purposes of GST during the term of this Agreement ("the Term");
 - (iii) the Grantor warrants that it is registered for the purposes of GST and the Grantor will notify the Organisation in writing if it ceases to be registered for the purposes of GST, or if it ceases to satisfy the requirements of the *GST Act* during the Term; and
 - (iv) the Grantor will indemnify and keep indemnified the Grantee for GST and any related penalty that may arise from an understatement of the GST payable on the supply of the program for which the Grantor issues a RCTI under this Agreement.

10. RELATIONSHIP

The Parties agree that nothing in this Agreement may be construed to make either of them a partner, agent, employee or joint venturer of the other.

11. WAIVER

- (a) No right under this Agreement shall be deemed to be waived except by notice in writing signed by both parties.
- (b) A waiver by either party will not prejudice that party's rights in relation to any further breach of this Agreement by the other party.
- (c) Any failure to enforce this Agreement, or any forbearance, delay or indulgence granted by one party to the other party, will not be construed as a waiver any rights.

12. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties and supersedes all communications, negotiations, arrangements and agreements, whether oral or written, between the parties with respect to the subject matter of this Agreement.

13. VARIATION

Any modification, amendment or other variation to this Agreement must be made in writing and duly executed by all parties.

14. DISPUTE RESOLUTION

Before resorting to external dispute resolution mechanisms, the Parties shall in good faith attempt to settle by negotiation any dispute in relation to this Agreement, and where practical, each Party shall refer the matter to personnel who have authority to intervene and facilitate some form of resolution.

Executed by the Parties hereto:

For and on behalf of the Grantor:

Darren Klemm AFSM

Signature of Authorised Person

Print full name of Authorised Person

Dated _____

Fire and Emergency Services Commissioner

Position of Authorised Person

For and on behalf of the 1st Organisation:

Signature of Authorised Person

Print full name of Authorised Person

Dated _____

Position of Authorised Person

For and on behalf of the 2nd Organisation:

Signature of Authorised Person

Print full name of Authorised Person

Dated _____

Position of Authorised Person

For and on behalf of the 3rd Organisation:

Signature of Authorised Person

Print full name of Authorised Person

Dated _____

Position of Authorised Person

For and on behalf of the 4th Organisation:

Signature of Authorised Person

Print full name of Authorised Person

Dated _____

Position of Authorised Person

SCHEDULE 1

DEFINITION OF PROGRAM OR SERVICE TO BE FUNDED

1. Approved Purpose of Grant

The Approved Purpose of the Grant is to enable the Organisation to pay the salary of the BRMC, as described in Annex A, to work with stakeholders and plan, complete and evaluate BRM activities. The Grant Funds can only be used to pay the salary component of the recommended BRMC budget (Annex A). All local government parties to this Agreement agree to cover the residual salary amount and all other recommended costs such as allowances and non-salary items as per Annex A.

2. Program Definition and/or Anticipated Activities

The BRM program is the identification and classification of bushfire risk within the participating local government(s) respective areas. The program involves the development and implementation of a treatment plan in respect of the identified risk(s), through the utilisation of shared resources and the cooperation between local governments, State Agencies, private owners and/or occupiers of land.

BRM Plans document the bushfire related risk to assets of the communities and outline treatments to mitigate these risks. The BRMC, through the coordination of local government mitigation activities, performs a vital role in managing bushfire risk within local communities. The BRMC is responsible for ensuring local government mitigation programs are effectively developed, implemented and evaluated

a) Responsibilities of the Organisation

- i) The Organisation, through the BRMC, will prepare and submit the reports as specified in Annex B to DFES' BRM Branch.
- ii) The Organisation agrees that the BRMC position will be employed under and administered by the Grantee, for the period covered by this Agreement.
- iii) The Organisation must cooperate fully with Grantor in respect of the administration of this Agreement.
- iv) The Organisation must properly provide for the care, safety, security and protection of all records as defined herein, (whether created by Grantor, the Organisation or any other person) that are in their custody or control.
- v) Unless the Grantor agrees otherwise in writing, the Organisation must provide everything necessary to enable it to fully comply with all its obligations under this Agreement.
- vi) The Organisation must take out and maintain insurance in relation to all insurable liabilities of the Organisation under this Agreement, as specified in Schedule 1 of this Agreement.
- vii) The Organisation agrees to use local or regional human resources, products and services for the BRM program wherever possible.

- viii) The Organisation must obtain oversight of the BRMC's daily activities to ensure they work within the terms of this Agreement and achieve the program's objectives, as per the induction package, in a timely manner.
- ix) The Organisation must nominate a suitable employee to manage the BRMC's obligations, as identified in this Agreement, and must provide their contact details to the Grantor.
- x) It is recommended the Organisation provide the equipment, as set out in Annex A, to the BRMC.
- xi) The Grantee agrees to procure and maintain Workers Compensation Insurance or comparable Personal Accident Insurance for the position of the BRMC.

b) Responsibilities of the Grantor

- i) The Grantor will provide strategic assistance and advice to the Organisation concerning the implementation of their BRM Plan.
- ii) The Grantor will provide templates, guidelines and the procedures (where available) necessary for the Organisation to implement their BRM Plan.
- iii) The Grantor will provide technical expert advice and support through the Bushfire Risk Management Officer assigned to the Region or where not allocated through the Bushfire Risk Management Branch.
- iv) The Grantor will provide training to the BRMC in the BRM process and the use of the BRMS.
- v) The Grantor will inform the Organisation of any updates or changes to the BRM process or BRMS.
- vi) The Grantor will provide BRMS Information Technology support to the Organisation.
- vii) The Grantor will ensure that the licence for the use of BRMS remains in force, at its own cost, for the duration of the grant period.
- viii) The Grantor will provide the Organisation with the required template to complete the acquittal of the Grant Funds.

c) Appointment of the BRMC

The following conditions must be adhered to during the appointment of the BRMC:

- i) The selection process for the position of the BRMC will be managed by the Grantee in consultation with all parties to this Agreement.
- ii) The Grantor will be entitled to nominate at least one representative to the selection panel if a panel is required.
- iii) The BRMC will undertake the role as per the agreed Job Description Form (JDF) as set out at Annex G.

- iv) The BRMC will be an employee of the Grantee and will be employed under the relevant Local Government Industry Award or a contract arrangement for the duration of the grant period unless a variation is sought.
- v) Although the Grantee will host the BRMC, the BRMC's time (Annex E) and equipment will be shared between the Organisations in this Agreement, where applicable, to ensure the success of the BRM program for all participants.

d) Training

- i) The Grantor will provide the BRMC with the necessary BRM and BRMS training, through self-paced and/or workplace delivery strategies.
- ii) The Grantor will coordinate the BRMC induction process.
- iii) The Organisation will direct the BRMC to adhere to the conditions, processes and procedures contained within the induction package.

3. Agreement Term

This Agreement is effective from 01 July 2022 to 30 June 2025, as outlined in item 4 Schedule 1.

Unless terminated earlier, this Agreement will be considered fully performed and terminated at the time of Acquittal of the final year's Grant Fund.

4. Special Conditions of Grant

The Period of the Agreement for the Organisation will be 36 months from 01 July 2022 – 30 June 2025. All Organisation parties to the Agreement, and sharing the services of the BRMC, will abide by the terms of the Agreement. The Agreement will be reviewed by the Grantor and Organisation on an annual basis.

a) Use of BRMS

- i) A BRMS account will be established by the Grantor following successful completion of the identified training by the BRMC.
- ii) All BRMS technical queries will be made to the Grantor through the BRMS Administrator.
- iii) Parties acknowledge that the performance of BRMS is dependent on the internet speeds of each Organisation.

b) BRMS and BRM Material

- i) The BRMS logo and all BRM program materials including Induction Manual, Guidelines, Handbook, training manuals and brochures will be provided by the Grantor to the Organisation royalty-free to be used only as set out in this Agreement.

- ii) The Grantor's ownership of the intellectual property rights in the materials must be acknowledged whenever the materials are published, copied or circulated.
- iii) The Organisation will provide the Grantor with public recognition on all literature and promotional material for the BRM program, in the format approved by the Grantor.
- iv) The Organisation may not amend the BRM program material in any way, unless approved by the Grantor in writing.
- v) Should the Grantor amend BRM material in any way then the Organisation are obliged to ensure they publish and/or circulate the most recent version.
- vi) The BRM program material may not be used by the Organisation for commercial gain.

c) Unavailability of BRMC

Where the appointed BRMC is unavailable at any time during the Agreement Term, the Grantee will promptly advise the Grantor and propose a substitute. Any substitute must be approved by the Grantor. The Grantor may not unreasonably withhold its approval of a substitute, but it may give its approval subject to such conditions, as it reasonably considers necessary to protect its interests under this Agreement.

d) Intellectual Property Rights

- i) The Intellectual Property Rights in BRMS is owned by Amristar Solutions Pty Ltd. The Organisation acknowledges that the use of BRMS is subject to a licence agreement between the owners of the Intellectual Property Rights and the Grantor.
- ii) Upon expiry of the BRMS licence agreement, the Organisation shall no longer make use of BRMS unless with written permission of the owner of the Intellectual Property Rights and the Grantor.
- iii) The obligations of the Organisation under this clause are continuing obligations and survive expiration or termination of this Agreement.
- iv) The Organisation further acknowledge that the Intellectual Property Rights in the data supplied to them for the purposes of mapping are owned by the entities that provide these layers to the Organisation and the terms of any agreement that the data provider may require must be adhered to. In addition, the Confidentiality provisions of this Agreement will apply to the data.
- v) Relevant information and images contained in the BRM Planning Guidelines and templates are published in accordance with the SAI Global licencing agreement. The agreement does not extend to additional documents outside of specified material.

e) Confidentiality

- i) The Grantor may publicly disclose the identity of the Grantee, the value of this Agreement and a description of the BRM program.
- ii) The Organisation acknowledges that this Agreement, and information held or compiled by the Grantor or the State of Western Australia in relation to this Agreement, is subject to the *Freedom of Information Act 1992*.
- iii) In addition to the general definition of Confidential Information the following information is specified as confidential: all information and documentation provided by external parties for use in the BRMS that relates to critical infrastructure and/or threatened environmental areas and/or culturally sensitive areas and/or is specified by the external party as confidential.
- iv) The Organisation must keep all Confidential Information confidential. The Organisation must not use or disclose the Confidential Information to any person except:
 - 1) where necessary for the purpose of performing tasks within the BRM program; or
 - 2) as authorised in writing by the Grantor or the external party, as the case may be; or
 - 3) to the extent that the Confidential Information is public knowledge (other than because of a breach of this clause by the Organisation); or
 - 4) as required by any law, judicial or parliamentary body or governmental agency; or
 - 5) when required (and only to the extent required) to the Organisation professional advisers, and the Organisation must ensure that such professional advisers are bound by the confidentiality obligations imposed on the Organisation under this clause.
- v) Except to the extent that the Organisation are required by law to retain any records, the Organisation must return all records containing Confidential Information immediately at the expiration or termination of this Agreement.

f) Data Security

The Organisation must:

- i) prohibit and prevent any officer, employee, contractor or agent of the Organisation who does not have the appropriate level of security clearance from gaining access to BRMS or the Confidential Information and without limiting this requirement, use reasonable endeavours to prevent any unauthorised person from gaining access to BRMS or the Confidential Information; and
- ii) notify the Grantor immediately, and comply with all directions of the Grantor, if an Organisation becomes aware of any contravention of data security requirements.

g) Access

- i) The Organisation must keep accurate, complete and current written record in respect of this Agreement and must comply with the directions of the Grantor in relation to the keeping of records, whether those directions relate to the period before or after the expiry of this Agreement.
- ii) The Organisation must allow the Grantor to have reasonable access to all records in the custody or control of the Organisation and to examine, audit, copy and use these records. For this purpose, subject to the Grantor giving reasonable prior notice, the Organisation(s) must allow the Grantor to have reasonable access to any premises used or occupied in connection with the BRMP program.
- iii) The Organisation must do everything necessary to obtain any third-party consents, which are required to enable the Grantor to have access to records under this clause.
- iv) The Organisation acknowledges that the Grantor will have access to all data within BRMS.
- v) A participating Organisation will not have access to any other Organisation's data unless shared assets and/or treatments warrant this requirement. Approval for sharing the data must be provided to the respective Organisation and the Grantor so that the necessary BRMS access privileges can be granted.

h) Indemnity

Each Organisation indemnifies the Grantor, the State of Western Australia and all their respective officers, employees and agents against all costs, losses, expenses, claims, damages and other liabilities (including, without limitation, legal costs and expenses) as a result of any action, suit, claim, demand or proceeding taken or made by any third party arising from or in connection with:

- i) any breach of contract by an Organisation under this Agreement;
 - ii) any wilful, tortious or unlawful act or omission of an Organisation or all officers, employees, agents or contractors of an Organisation;
 - iii) any breach of a State, Commonwealth or Territory law relevant to this Agreement by an Organisation; or
 - iv) any claim for damages arising out of the BRM program and/or risk treatments undertaken or not undertaken by an Organisation.
- i) Insurance
- i) The following insurance is required:
 - 1) The Grantee: Workers Compensation Insurance or comparable Personal Accident Insurance for the position of the BRMC for the duration of the employment contract.

- 2) Each Organisation: Professional indemnity insurance and Public Liability Insurance for the duration of this Agreement plus six months after termination.
- ii) Each Organisation must provide the Grantor with sufficient evidence of the insurances required under this clause (including, if requested, a copy of any policy) and provide a certificate of currency of insurance, as requested by the Grantor at any time.
 - iii) If an Organisation becomes aware of any event or incident occurring, which gives rise or is likely to give rise to a claim under any insurance required under this clause, it must as soon as reasonably practicable notify the Grantor in writing of that event or incident.
 - iv) Failure to comply with this clause will not invalidate or otherwise affect any indemnities, liabilities and releases of this Agreement.
 - v) The obligations of the Organisation under this clause are continuing obligations and survive expiration or termination of this Agreement for so long as the obligations of the Organisation under this clause continue.
 - vi) Nothing in this clause limits an Organisation's other liabilities under this Agreement.

j) Notices

Notices or other communication can be sent by email to the email address of the recipient as set out in item 5 of Schedule 1.

k) Grant Funds

The Grantee will ensure that the bank account into which the Grant Funds are deposited is not overdrawn at any time during the term of this Agreement.

5. Notice Addresses

- (a) Grantor : Fire and Emergency Services Commissioner
Registered Mail: Bushfire Risk Management Branch
GPO Box P1174 PERTH WA 6844
Email: BRMP@dfes.wa.gov.au
- (b) Organisation:
Registered Mail:
Email:
- (c) Organisation:
Registered Mail:
Email:
- (d) Organisation:
Registered Mail:
Email:

- (e) Organisation:
Registered Mail:
Email:

PAYMENT SCHEDULE

6. Method of payment and total amount of Grant Funds

Payment of the Grant Funds (exclusive of GST) will be made in the amounts detailed below and within ten (10) business days of receipt of an invoice from the Grantee.

PAYMENT SCHEDULE	AMOUNT TO BE PAID (\$)	PAYMENT DATE
2022-23 DFES 50% funding LG(s) 50% funding	Grant Amount TOTAL \$76,542	Within ten (10) business days of receipt of an invoice from the Grantee
2023-24 DFES 30% funding LG(s) 70% funding	Grant Amount TOTAL \$46,508	Within ten (10) business days of receipt of an invoice from the Grantee
2024-25 DFES 30% funding LG(s) 70% funding	Grant Amount TOTAL \$48,116	Within ten (10) business days of receipt of an invoice from the Grantee

7. Vehicle

It is recommended that the vehicle used by the BRMC meets the proposed specifications (Annex C).

8. System Requirements

The Information Communications Technology (ICT) equipment used by the BRMC should meet the minimum specifications (Annex D) to ensure adequate performance of BRMS.

SCHEDULE 2

REPORTING REQUIREMENTS

1. Acquittance Report

The Grant Funds must be acquitted on an annual basis within 30 business days of the Grantor providing the Grantee with an Acquittance Report template. The Grantee must provide the Grantor with a completed and signed Acquittance Report, which is to include:

- a. A final statement of income and expenditure consisting of:
 - i. an expenditure/financial statement (exclusive of GST) signed by the Chief Executive Officer or Accountable Officer, detailing budgeted expenditure in accordance with the Approved Budget and actual expenditure on the BRM program described in the request; and
 - ii. An extract from the payroll system that evidences a breakdown of the BRMC salary.

The Organisation must ensure that:

- i. any unexpended funds held by the Organisation are returned to the Grantor as per invoice payment terms.
 - ii. financial accounts and records to enable identification of the grant, payments and receipts will be maintained and provided when requested.
- b. Audited Inspection
 - i. Upon receipt of the Organisations financial reports the Grantor may request an inspection of the financial records by an Auditor appointed by the Grantor. Costs associated with this audit will be paid by the Grantor.
 - ii. If a preliminary survey by the appointed Auditor reveals that the appropriate accounting standards have not been complied with; the Grantor may recommend that any further payments of Grants be withheld, or Grant Funds are returned to the Grantor, until agreed action has been taken.

2. Treatment Reports

The BRMC is required to provide DFES with an update on the status of each local government's mitigation program (Annex B).

ANNEX A

Recommended BRMC Budget

ITEM Funded	Grant Period		
	2022-23	2023-24	2024-25
SALARY			
Salary/wages	\$ 91,047.00	\$ 94,915.00	\$ 98,896.00
ON COSTS			
Workers Compensation Superannuation Leave	\$ 23,362.66	\$ 24,355.19	\$ 25,376.71
Subtotal Salary	\$114,409.66	\$119,270.19	\$124,272.71
ICT COST			
Laptop Computer, accessories and data card	\$ 3,272.40	-	-
Mobile Phone & Usage	\$ 1,818.00	\$ 1,836.18	\$ 1,854.54
VEHICLE COSTS			
Lease/Service	\$ 15,301.50	\$ 15,454.52	\$ 15,609.06
Fuel	\$ 10,908.00	\$ 11,017.08	\$ 11,127.25
OTHER			
other (inc equipment and PPE)	\$ 1,818.00	\$ 1,836.18	\$ 1,854.54
Training	\$ 1,515.00	\$ 1,530.15	\$ 1,545.45
Travel Allowance	\$ 4,040.00	\$ 4,080.40	\$ 4,121.20
Other (furniture/fittings/administration)			
Subtotal Ancillary Costs	\$38,672.90	\$35,754.51	\$36,112.05
GRAND TOTAL (EX GST) rounded	\$153,083	\$155,025	\$160,385

Approved Grant (salary component only)

ITEM Funded	Grant Period		
	2022-23	2023-24	2024-25
TOTAL (EX GST)			
Salary/wages	\$76,542	\$46,508	\$48,116

ANNEX B

Reporting

The BRMC is responsible for preparing and submitting the following reports to DFES' Bushfire Risk Management Branch:

Report	Description	Delivery Date
Annual Scheduled Treatment Plan	The Annual Scheduled Treatment Plan (as per the BRMS template) details the treatments within each local government's BRM Plan that are scheduled for the upcoming 12-month period.	TBA
Treatment Plan Status Report	The Treatment Plan Status Report (as per the BRMS template) identifies the status of each treatment contained within the Annual Scheduled Treatment Plan.	TBA
3-Year Indicative Treatment Plan	The 3-Year Indicative Treatment Plan (as per the BRMS template) details the treatments within each local government's BRM Plan that have been identified for implementation in the 3-years following the Annual Scheduled Treatment Plan (Annual Plan + 3yrs)	TBA

ANNEX C

Recommended Base Vehicle Specifications

- Diesel 4 x 4 including low range capability
 - Dual Cab ute with secure lockable canopy
- Air conditioned
- Reversing Camera and sensors
- Tinted windows
- Heavy Duty Bullbar
- Driving Lights
- Cell Fi (Phone booster) if available from hire company
- Automatic transmission
- Seat covers
- Heavy duty floor mats
- DFES and Local Government logos

ANNEX D

Recommended Minimum System Requirements

Hardware	Tablet/laptop and docking station Desktop single monitor	Specifications to suit minimum system requirements on software
Web Browser	Google Chrome (Windows and Linux)	Latest stable version supported / preferred browser for BRMS
	Microsoft Edge	Latest stable version supported
	Microsoft Internet Explorer (Windows)	Version 11 (Internet Explorer's Compatibility View is not supported)
	Mozilla Firefox (Windows and Linux)	Latest stable version supported
Applications	Microsoft Office Pro (word, excel, outlook, publisher)	Latest version
	Microsoft Visio/Project	Latest version
	Microsoft Outlook	Latest version
	Adobe Acrobat pro	Latest version
	Local Government mapping and records management system	Latest version
Operating System	Windows	Windows 10 or latest version
Mobile Phone	Smart Phone	Latest version

ANNEX E

Bushfire Risk Mitigation Coordinator Allocation

The BRMC will work within the following Organisations to assist with the development, implementation and monitoring of each local government's bushfire mitigation programs.

<u>Year of Support</u>	<u>Grantee (Host LG)</u>	<u>Organisation (Local Government)</u>	<u>Support Days per Fortnight</u>
2022-23	<insert LG name>	<insert LG name>	<insert days>
2023-24	<insert LG name>	<insert LG name>	<insert days>
2024-25	<insert LG name>	<insert LG name>	<insert days>

ANNEX F

Location:

The BRMC will be employed (hosted) by the <insert LG name> for the period of the grant.

ANNEX G

Bushfire Risk Mitigation Coordinator

Job Description Form

The Government of Western Australia's Bushfire Risk Management (BRM) program is a state-wide initiative that is responsible for the development and implementation of local government BRM Plans. The program involves the collaboration of stakeholders, across all land tenure, to identify and mitigate bushfire risk within local communities.

The Role

The Bushfire Risk Mitigation Coordinator (BRMC) is responsible for developing and implementing local government bushfire treatment programs. The BRMC works closely with relevant stakeholders to identify and prioritise mitigation activities within designated local governments and ensures treatment plans are effectively planned, completed and evaluated.

Responsibilities

Mitigation Planning

- Review local government(s) bushfire risks to determine treatment priorities.
- Liaise with DFES' BRMO, CESM (where appointed) and other relevant stakeholders to confirm and document appropriate treatment strategies for LG identified bushfire risks within the BRM Plan.

- Prepare, submit and manage Mitigation Activity Fund Grants Program applications to support the provision of funds required to implement LG treatment programs.
- Prepare and obtain approval of planned burning prescriptions, and other necessary applications/permits, that are required to implement mitigation activities.

Mitigation Implementation and Evaluation

- Manage contractors to ensure the agreed mitigation works are performed on time, within budget and to the required standards.
- Perform risk re-assessments following the completion of treatment activities and ensure risk assessments have been completed using the current BRM methodology.
- Inform relevant stakeholders of the status of treatment activities and escalate, to DFES' BRMO, all risks and issues that may prevent the successful completion of planned mitigation works.
- Manage the acquittal of all BRM grant applications, including the MAFGP, in accordance with the relevant grants program.

Other

- Ensure all BRM data, relevant to local government(s) BRM Plan, is captured in DFES' Bushfire Risk Management System (BRMS).
- Develop and maintain professional relationships to ensure the delivery of services, as specified in the BRMC Grant Agreement between DFES and specified local government(s).
- Liaise with DFES' BRMO, and other landholders, to support the effective implementation of "tenure-blind" mitigation programs.
- Complete reports and other requests for BRM information, as required, within established timeframes.
- Present relevant LG mitigation programs at Bush Fire Advisory Committee meetings.
- Arrangements for the BRMC to attend bushfires within their jurisdiction are to be discussed and confirmed between the relevant LG, BRMC and DFES.

Selection Criteria

Essential Pre-requisite

1. Possession of a current unrestricted C Class Western Australian driver's licence (as a minimum) which must remain valid for the duration of employment.

Essential

1. Demonstrated experience and knowledge of emergency management and bushfire risk management, including understanding of the role of landholders and agencies in the management of bushfire risk.
2. Demonstrated experience in applying bushfire mitigation strategies that sustain the natural environment by maintaining conservation values and biodiversity.
3. Demonstrated conceptual, analytical and problem-solving skills.
4. Understanding and experience in the application of risk management principles.
5. Well-developed communication and interpersonal skills, with demonstrated ability to liaise, consult and negotiate effectively with a wide range of stakeholders including contractors, government officers, industry and private landowners.
6. Proven ability to plan, prioritise and organise workloads to meet agreed timeframes
7. Proven experience working with ICT based systems including ability to effectively perform data entry, analysis and reporting.

Highly Desirable

1. Experience in rural fire management including planned burning and firefighting, with an understanding of the principles of bushfire behaviour and suppression activities.
2. Experience applying and managing external grants and funding.
3. Knowledge and understanding of DFES' Bushfire Risk Management System.
4. Experience in managing and delivering projects.

ITEM 14.2 – Bush Fire Advisory Committee – AGM – April 2022

File Reference:	05.051.05108
Location:	N/A
Applicant:	Bush Fire Advisory Committee (BFAC)
Author:	Barry Gibbs – Executive Officer Technical Services
Authorising Officer	Barry Gibbs – Executive Officer Technical Services
Date:	13 April 2022
Disclosure of Interest:	Nil
Attachments:	BFAC Minutes
Previous Reference:	10.6 - Bush Fire Management Plan - Adopted by Council 20/05/2021

Summary:

Council is requested to consider the minutes of the meeting of the Wandering Bush Fire Advisory Committee held on the 6 April 2022.

Background:

The Wandering Bush Fire Advisory Committee AGM normally meets in early April to advise Council on matters relating to its responsibilities under the Bush Fire Act 1954.

Comment:

Peter Monk advised he would not be seeking reappointment to as the CBFCO and thanked the Shire and Brigade Members for their support and asked the FCO's to support the new CBFCO taking on this role.

Consultation:

Ian Fitzgerald – ACEO
Peter Monk – Current Chief Fire Control Officer
Graham Tressure – Chief Fire Control Officer Elect.

Statutory Environment:

Bushfires Act 195

Policy Implications:

Policy 62 - Bush Fire Brigade – Roles and Qualifications of Officers.

Financial Implications:

There are no known financial implication relating to this item.

Strategic Implications:

Our Goals	Our Strategies
People feel safe, connected and actively involved in the community	Facilitate and support Emergency Services Planning

Sustainability Implications:

- **Environmental:** There are no known significant environmental considerations.
- **Economic:** There are no known significant economic considerations.
- **Social:** There are no known significant social considerations.

Risk Implications:

Risk	Medium (9)
Risk Likelihood (based on history and with existing controls)	Medium (9)
Risk Impact / Consequence	Medium (9)
Risk Rating (Prior to Treatment or Control)	Medium (9)
Principal Risk Theme	Medium (9)
Risk Action Plan (Controls or Treatment Proposed)	Medium (9)

Risk Matrix:

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 9 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

Voting Requirements:

Simple majority

Council Decision (Officer Recommendation) 14.2:

That Council: endorse the BFAC recommendations for appointment of office bearers as listed below as that, pursuant to Section 38 (1) of the Bush Fires Act 1954, Council appoint the following persons from the 22 April 2022 until reviewed by Council in April 2023 and that the appointments be advertised in the Wandering Echo, and Council's Delegation (Appointments) be updated accordingly:

BUSH FIRE EXECUTIVES

CBFCO – Graham Tressure

DCBFCO – Tim Treasure

DCBFCO (2) – position to remain vacant

BUSH FIRE CONTROL OFFICERS:

Hastings

Richard Bostock

Chad Ferguson

Graeme Parsons

Anthony Watts

Anthony Turton

Wandering

Tim Treasure

Jon Hardie

Grant White

Steve Watts

Codjatown

Peter Monk

Melvin Schorer

Dean Warburton

Brendan Hardie

Wandering Town

Shaun Brand

Graham Treasure

Brad Hunt

Gary Curtis

HARVEST & VEHICLE BAN (Fire Weather) COMMITTEE:

Peter Monk

Graeme Parsons

Tim Treasure

Adam Watts

Bruce Dowsett

Clover Burning Officers –

Anthony Turton

Peter Monk

DUAL FIRE CONTROL OFFICERS:

Brookton	Anthony Turton
Brookton	Graham Tressure
Pingelly	Richard Bostock
Pingelly	Peter Monk
Cuballing	Peter Monk
Cuballing	Graham Tressure
Boddington	Tim Treasure
Boddington	Graham Tressure
Williams	Jon Hardie
Williams	Graham Tressure

Delegates to the ROAC – CBFCO, DCBFCO & EMTS

Delegates to the LEMC – CBFCO & DCBFCO & FCO – Gary Curtis

Secretary - Shire

Moved: Cr

Seconded: Cr

ATTACHMENTS

SHIRE OF WANDERING

22 Watts Street, Wandering WA 6308
Ph: 08 9884 1056
www.wandering.wa.gov.au



Our Vision:

Wandering is a community of responsible, resilient and adaptable residents thriving in our scenic, economically diverse environment.

BUSH FIRE ADVISORY COMMITTEE AGM

Minutes 7th April 2022

We wish to acknowledge the traditional custodians of the land we are meeting on today. We acknowledge and respect their continuing culture and the contribution they make to the Shire of Wandering, and convey our respects to Elders past and present

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BFAC - AGM - MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Meeting declared open at

2. RECORD OF ATTENDANCE / APOLOGIES

PRESENT:				
Peter Monk CFCO	Graham Treasure DCFCO	Anthony Turton Hastings Captain	Shaun Brand Wandering Town Captain	Cr Ian Turton Shire President
Brad Hunt Wandering Town FCO	Blake Halford Dept. Fire & Emergency Services	Graeme Parsons Hastings FCO/ Council Rep	Codjatotine FCO	Blake Warburton Codjatotine Secretary
Dean Warburton Codjatotine FCO	Stephen Watts Wandering FCO	Brendon Hardie Codjatotine FCO	Gary Curtis Wandering Town FCO/ Council Rep	
STAFF:				
Barry Gibbs EMTS	Ian Fitzgerald Shire CEO			
APOLOGIES:				
Richard Bostock Hasting FCO	Brook Hardie Hastings Secretary	Melvin Schorer Codjatotine FCO	Tim Treasure Wandering Captain/DCFCO	Chris Phoebe Dept. of Biodiversity, Conservation & Attractions
Starr Cornish Wandering Town Secretary	Adam Watts Hasting FCO			

3. ELECTION OF OFFICERS – CHAIRMAN

ELECTION OF CHAIRMAN

Moved P Monk
Seconded G Parsons
That Cr Ian Turton be elected Chairman.
Cr Turton accepted.

CARRIED

Cr Turton took the Chair.

4. ANNOUNCEMENTS BY THE CHIEF BUSH FIRE CONTROL OFFICER & DEPUTY CHIEF BUSH FIRE CONTROL OFFICER

4.1. CHIEF BUSH FIRE CONTROL OFFICER

The Brigades had ten fire call outs this fire season. Extended both the Restricted and Prohibited Burning Period due to late spring rains and then a dryer summer. Peter Monk advised he will be retiring as the CBFCO and thanked the Shire and Brigade Members for their support and asked the FCO's to support the new CBFCO taking on this role.

4.2. DEPUTY CHIEF BUSH FIRE CONTROL OFFICER

Graham Treasure thanked Peter for his work in the role of CBFCO

5. CONFIRMATION OF MINUTES OF PREVIOUS AGM MEETINGS

5.1. BFAC MEETING OF COUNCIL HELD – 31/03/2021

DECISION

Moved S Brand

Seconded P Monk

That the Minutes of the Bush Fire Advisory Committee Meeting held 31/03/2021 be confirmed as a true and correct record of proceedings with the following amendment:

CARRIED

6. GENERAL BUSINESS

6.1. APPOINTMENT OF OFFICE BEARERS FOR 2021/2022

RECOMMENDATION - APPOINTMENT OF OFFICE BEARERS

That, pursuant to Section 38 (1) of the Bush Fires Act 1954, the BFAC recommends that Council appoint the following persons for the financial year 2021/2022 and that the appointments be advertised in the Wandering Echo, and Council's Delegation (Appointments) be updated accordingly:

BUSH FIRE EXECUTIVES

- **CBFCO** – Graham Tressure - *Moved: S Brand, Seconded: P Monk - Carried*
- **DCBFCO** – Tim Treasure - *Moved: P Monk, Seconded: G Curtis - Carried*
- **DCBFCO (2)** – Vacant (meeting decided not to fill the position)

BUSH FIRE CONTROL OFFICERS:

Hastings

- Richard Bostock
- Chad Ferguson
- Graeme Parsons
- Adam Watts
- Anthony Turton

Moved: B Hardie, Seconded: S Brand - Carried

Wandering

- Tim Treasure
- Jon Hardie
- Grant White
- Steve Watts

Moved: B Hardie, Seconded: D Warburton – Carried

Codjatown

- Melvin Schorer
- Dean Warburton
- Brendan Hardie
- Peter Monk

Moved: P Monk, Seconded: D Warburton – Carried

Wandering Town

- Shaun Brand
- Graham Treasure
- Brad Hunt
- Gary Curtis

Moved: S Brand, Seconded: G Tressure – Carried

HARVEST & VEHICLE BAN (Fire Weather) COMMITTEE:

- Peter Monk
- Graeme Parsons
- Tim Treasure
- Adam Watts
- Bruce Dowsett

Moved: A Turton, Seconded: G Curtis – Carried

Clover Burning Officers –

- Anthony Turton
- Peter Monk

Moved: G Parsons, Seconded: S Brand - Carried

DUAL FIRE CONTROL OFFICERS:

- Brookton Anthony Turton
- Brookton Graham Treasure
- Pingelly Richard Bostock
- Pingelly Peter Monk
- Pingelly Graham Tressure
- Cuballing Peter Monk
- Cuballing Graham Tressure
- Boddington Tim Treasure
- Boddington Graham Tressure
- Williams Jon Hardie
- Williams Graham Tressure

Moved: G Parsons, Seconded: G Treasure – Carried

Delegates to the ROAC – CBFCO, DCBFCO, & EMTS

Delegates to the LEMC – CBFCO, DCBFCO & Gary Curtis

Secretary - Shire

Moved S Brand
Seconded P Monk

CARRIED

7. MEETING DATES

October 2022 – date to be advised

8. OTHER REPORTS

8.1. BUSH FIRE BRIGADES

HASTINGS

Brigade AGM - tabled

WANDERING & WANDERING TOWN

Brigade AGM - tabled

CODJATOTINE

Brigade AGM – Verbal with minutes to be submitted

8.2. DEPARTMENT OF BIODIVERSITY, CONSERVATION & ATTRACTIONS

Not report submitted.

8.3. DEPARTMENT FIRE & EMERGENCY SERVICES

Blake Halford (DFES) delivered a verbal report stating the following:

- Paul Blechynden has been promoted but still will be working out of the Narrogin DFES Office;
- Blake Halford acting in Local government support role until the position is filled;
- Fires east of Narrogin which Wandering Bushfire volunteers attended noted that comms where a major problem with so many people on the same channel and poor communications between CBFCO from shire effected to coordinate resources.
- With so many major fires within southern region in WA DEFES staff have been stretched.

8.4. REVIEW OF 2021/2022 BUSH FIRE NOTICE

BFAC members reviewed the current 2021/22 Bush Fire Notice and advised that the only changes would be:

- Fire Danger Index page will need updates to reflect the change in the rating frame work; and
- Update Wandering Town VHF call signs:
 - Shaun Brand – Wandering Town 1
 - Graham Treasure - Wandering Town 2
 - Bradley Hunt – Wandering Town 3
 - Gary Curtis - Wandering Town 4

9. OTHER GENERAL BUSINESS

- Bushfire Risk Mitigation Coordinator – Blake Halford gave an overview of the position. The position would be shared between 3 Shires (Boddington, Wandering and Williams) with Wandering have an officer for 2.5 days a fortnight. The proposal will need to go to the Shire Council for approval and budgeting.
- Concerns were raised regarding the dense bush on “Mission Land” and the need for it to be managed by the land owner and fire breaks to be installed and maintained. EMTS advise he was working with the owners of the land resolve this ongoing problem.
- Pumphrey’s Bridge Reserve Fire mitigation work required. This has been an ongoing issue for a number of year, but hopefully now the Shire has a bushfire mitigation plan, work can be programmed to resolve these concerns.
- General discussion of issuing Permits to burn over the Easter long weekend. Outcome was resolve that FCO’s can issue permit but to list all conditions clearing and make sure the land owner fully understood what was required.

10. CLOSURE OF MEETING

There being no further business the meeting closed at 9:15pm.

ITEM 14.3 – Planning Approval – Lot 107 Moramockining Road

File Reference:	PA275
Location:	Lot 107 Moramockining Road, Wandering
Applicant:	Steven MacDonald
Author:	Cody Meyer c/- Altus Planning (Shire Consultant Planner)
Authorising Officer:	Ian Fitzgerald - Acting Chief Executive Officer
Date:	18 March 2022
Disclosure of Interest:	Nil
Attachments:	Attachment 1 - Carport 1 Development Plans Attachment 2 - Carport 2 Development Plans Attachment 3 - Patio Development Plans
Previous Reference:	Nil

Summary:

The Shire has received an application for development approval to construct two carports and a patio at Lot 107 (No. 608) Moramockining Road, Wandering ('subject site' or 'site'). The patio is to be constructed at the south-western portion of the existing dwelling onsite, with each of the proposed carports to be located east and west of the dwelling's location, respectively. The application requires development approval as the location of the proposed structures is located outside of the prescribed building envelope of the site.

Background:

The subject site is located approximately 5km to the south-west of the Wandering Town Site and measures 7.0275ha. The site is situated within a locality bound by O'Connell Road to the south, Moramockining Road to the east and Fuller Road to the north-west.

The site and surrounding lots within the locality are all zoned Rural-Residential and are of a similar lot size, with the exception of a square-shaped lot directly north of the subject site which is Reserved for Public Purposes. Existing development on nearby rural-residential lots typically comprises a single dwelling on each respective lot with an associated outbuilding and water tank. Aside from these features and an existing gravel driveway which provides access to the main portion of the property, the subject site is otherwise absent of any other development. Refer to Figure 1 below.

Comment:

Town Planning Scheme No. 3

The subject site is zoned 'Rural-Residential' under the Shire of Wandering's *Town Planning Scheme No. 3* ('TPS 3' or 'Scheme'). The objectives for the Rural-Residential zone are provided at Clause 4.2 of the *Scheme* and state as follows:

- a) *"to select areas wherein closer subdivision will be permitted to provide for such uses as hobby farms, horse breeding, rural-residential retreats, and rural-based commercial uses that are consistent with a rural residential zone.*
- b) *to generally select areas that are within approximately 8 kilometres of the town of Wandering to facilitate the provision of services to residents.*
- c) *to make provision for retention of the rural landscape and amenity in a manner consistent with the orderly and proper planning of such areas.*
- d) *having regard for the size of the district, the fragile nature of the environment in many places, and the difficulties faced by the local government in providing services away from the town of Wandering, the local government will generally favour Rural-Residential zones be located close to the town of Wandering and then only where the environmental impacts are manageable."*

With respect to the above, only Objective (c) is relevant and which is discussed further in this Report.

Clause 5.16 of TPS 3 prescribes various standards for development in the Rural-Residential zone. An assessment of the proposed carport against these standards is tabled below.

Scheme Requirement	Assessment Comments												
<p><u>Clause 5.16.1</u> Minimum building setback:</p> <ul style="list-style-type: none"> • Front - 30m • Rear - 10m • Side - 10m 	<p>Proposed building setbacks:</p> <table border="1" data-bbox="639 450 1385 591"> <thead> <tr> <th data-bbox="639 450 890 481">Carport 1</th> <th data-bbox="890 450 1141 481">Carport 2</th> <th data-bbox="1141 450 1385 481">Patio</th> </tr> </thead> <tbody> <tr> <td data-bbox="639 481 890 515">• Front - >30m</td> <td data-bbox="890 481 1141 515">• Front - >30m</td> <td data-bbox="1141 481 1385 515">• Front - >30m</td> </tr> <tr> <td data-bbox="639 515 890 548">• Rear - 8.34m</td> <td data-bbox="890 515 1141 548">• Rear - >10m</td> <td data-bbox="1141 515 1385 548">• Rear - 19.1m</td> </tr> <tr> <td data-bbox="639 548 890 582">• Side - >10m</td> <td data-bbox="890 548 1141 582">• Side - >10m</td> <td data-bbox="1141 548 1385 582">• Side - >10m</td> </tr> </tbody> </table> <p>In this regard, the setbacks are considered acceptable due to the following:</p> <ul style="list-style-type: none"> • All proposed development is located in close proximity to the existing dwelling which is located in the western (rear) portion of the lot. As such, the development is situated so as to not be visible from the street or abutting properties. • Carport 1 proposes a variation to the rear setback requirements where a setback distance of 8.34m is evident in lieu of the required 10m. Given the context of the locality and the distance of the proposed carport from habitable buildings on neighbouring properties (approx. 100m to closest neighbouring dwelling), it is maintained that the variation is unlikely to result in a detrimental impact upon visual amenity of the area. Further, as an unenclosed structure, any perceived impact of ‘building bulk’ is drastically reduced and there will be no impact upon breezeways to either the dwelling within the subject site nor any neighbouring properties. • No direct line of sight is available to any of the proposed structures from the street therefore maintaining the existing visual character of the area as a ‘Rural-Residential’ precinct. • The carport will be located within the main “development cluster” for the site which assists in minimising any visual impacts. 	Carport 1	Carport 2	Patio	• Front - >30m	• Front - >30m	• Front - >30m	• Rear - 8.34m	• Rear - >10m	• Rear - 19.1m	• Side - >10m	• Side - >10m	• Side - >10m
Carport 1	Carport 2	Patio											
• Front - >30m	• Front - >30m	• Front - >30m											
• Rear - 8.34m	• Rear - >10m	• Rear - 19.1m											
• Side - >10m	• Side - >10m	• Side - >10m											
<p><u>Clause 5.16.2</u> Development to be in accordance with Schedule 11, No. 2 and the associated plan of subdivision</p>	<p>Only sub-provisions 4 and 5 are relevant to the proposal. These are as follows:</p> <p><u>Provision 4 (20m low fuel radius maintained around all buildings)</u></p> <ul style="list-style-type: none"> • The proposed carports are non-habitable structures and will be constructed of non-combustible materials (corrugated zincalume and steel). • The proposed patio effectively ‘hugs’ the perimeter of the existing dwelling to the south-west. As such, the existing 20m low fuel radius which was created for the existing dwelling is sufficient to accommodate for the proposed development without increased risk to bushfire. 												

Scheme Requirement	Assessment Comments
	<ul style="list-style-type: none"> • Horizontal clearance from the carport to the nearest existing vegetation is approximately 10m. Whilst this represents a variation to this Provision, the proposal is exempt under planning legislation from requiring any accompanying Bushfire Management Plan ('BMP') or Bushfire Attack Level ('BAL') Assessment as the carports and patio are unenclosed and not considered habitable structures. <p><u>Provision 5 (Shire may require planting of 50 trees and maintenance for 2 year period)</u></p> <p>All proposed structures will not require the removal of any site vegetation as the carports will be erected on existing cleared portions of the site that already contains graded gravel, and the patio to be located in pre-cleared areas around the existing dwelling. Therefore, there is no sufficient nexus to require replanting of the site with additional vegetation.</p>
<p><u>Clause 5.16.3</u></p> <p>a) Development approval required for all development in Rural-Residential zone.</p> <p>b) Maximum 1 dwelling per lot.</p> <p>c) All trees shall be retained unless otherwise approved by the Shire.</p> <p>d) If the land is considered deficient, the Shire may require replanting of the site as a condition of any approval.</p> <p>e) Appropriate measures must take place to prevent noise, odour or dust from the keeping of animals.</p> <p>f) The Shire may take any action to prevent detrimental impacts such as overstocking or erosion due to the keeping of animals.</p> <p>g) The Shire may require provision for bush fire control measures in accordance with an adopted local planning policy.</p>	<p>a) A development application has been submitted seeking approval for the two proposed carport structures and a patio.</p> <p>b) There is one existing dwelling on the subject site.</p> <p>c) The proposal will not result in the removal of any existing trees on the site.</p> <p>d) See above assessment comments for Clause 5.16.2, Provision 4.</p> <p>e) N/A</p> <p>f) N/A</p> <p>g) See above assessment comments for Clause 5.16.2, Provision 5. Notwithstanding, the Shire does not have a separate adopted local planning policy regarding bushfire.</p>

Scheme Requirement	Assessment Comments
<p><u>Clause 5.16.4</u> When considering an application, the Shire will also have regard to the following:</p> <ul style="list-style-type: none"> a) the colour and texture of external building materials; b) building size, height, bulk, roof pitch; c) setback and location of the building on its lot; d) architectural style and design details of the building; e) relationship to surrounding development; f) other characteristics considered by the local government to be relevant. 	<ul style="list-style-type: none"> a) Materials of construction are colorbond roof sheets with steel posts which are considered to be “rural-compatible”. b) In summary, the proposed structures are sympathetic to the rural-residential character of the area and are of an acceptable scale. It is noted that all proposed structures are considered largely unenclosed. <ul style="list-style-type: none"> a. The dimensions of carport 1 will be 12m long x 6m wide. <ul style="list-style-type: none"> i. This equates to 72m² which is less than 0.1% of the total lot area and is insignificant. ii. Its height will be 4.0m (at its highest point) to provide adequate clearance to park recreational or farming specific vehicles. b. The dimensions of carport 2 will be 16m long x 6m wide. <ul style="list-style-type: none"> i. This equates to 96m² which is less than 0.1% of the total lot area and is insignificant. ii. Its height will be 4.0m (at its highest point) to provide adequate clearance to park recreational or farming specific vehicles. c. The overall area of the patio measures approximately 75sqm and similarly to the commentary above, is considered insignificant in contrast to the overall lot size and is sympathetic to the existing character in terms of bulk and scale. c) As previously mentioned, the proposed location of all structures will minimise its visibility from the street due to the orientation at the rear of the site. The carports are also of a low-pitch skillion design which assists in minimising visibility of the structure. d) The patio will attach to the existing carport connected to the dwelling. Its overall height and roof pitch are less than the existing dwelling which assists in minimising the visibility of the structure. As above, the carports incorporate low-pitch skillion roof designs to minimise any perceived bulk. e) Carport 1 and the Patio are to be located within the established development footprint of the site. Carport 2 is outside of the established development footprint, however is located in an area clear of native vegetation and is setback a significant distance from any lot boundary. f) The landowners have advised that the carport structures will provide shelter for vehicles and the patio will help to enhance the liveability of the existing dwelling. This is consistent with the Rural-Residential zoning of the site and its subsequent objectives.

Having regard to the above Scheme development standards, the proposed carport structures and patio is considered acceptable and furthermore, it is considered that public consultation is not warranted in this instance.

State Planning Policy 3.7 - Planning in Bushfire Prone Areas

The majority of the subject site is located within a bushfire prone area. However, in accordance with Schedule 2, Clause 78B of the *Planning and Development (Local Planning Schemes) Regulations 2015*, the proposal is exempt from the need to provide an accompanying BMP or BAL Assessment as the structures are not considered habitable buildings.

It is noted however that as the patio is within the bushfire prone area and will be attached to the house, Clause 3.2.3 of *Australian Standard 3959-2018 - Construction of buildings in bushfire-prone areas* requires that the patio is built to the relevant bushfire standard, which is to be demonstrated through a BAL assessment at the building permit stage.

Consultation:

Advertisement of the application is not required under the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Statutory Environment:

Planning and Development Act 2005
 Planning and Development (Local Planning Schemes) Regulations 2015
 Shire of Wandering Tocal Planning Scheme No. 3

Policy Implications:

Nil

Financial Implications:

Costs may be incurred by the Town if the landowner requests a review of the determination from the State Administrative Tribunal (SAT).

Strategic Implications:

The recommendations of this report are consistent with the Shire’s Strategic Community Plan 2018 - 2028.

Sustainability Implications:

- **Environmental:** Nil
- **Economic:** Nil
- **Social:** Nil

Risk Implications:

Risk	That an undesirable precedent will be set for the approval of structures located outside of prescribed building envelopes.
Risk Likelihood (based on history and with existing controls)	Unlikely (2)
Risk Impact / Consequence	Insignificant (1)
Risk Rating (Prior to Treatment or Control)	Low (2)
Principal Risk Theme	A precedent for other similar applications
Risk Action Plan (Controls or Treatment Proposed)	Accept officer Recommendation

Risk Matrix:

Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Medium (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it. An effect may be positive, negative or a deviation from the expected and may be related to the following objectives; occupational health and safety, financial, service interruption, compliance, reputation and environment. A risk matrix has been prepared and a risk rating of 3 has been determined for this item. Any items with a risk rating over 10 (considered to be high or extreme risk) will be added to the Risk Register, and any item with a risk rating over 17 will require a specific risk treatment plan to be developed.

Voting Requirements:

Simple Majority

Officer Recommendation:


That Council approves the application for development approval, submitted by Steven MacDonald to construct two (2) carports and a patio at Lot 107 (No. 608) Moramocking Road, Wandering, subject to the following conditions:

Conditions:

1. The development hereby approved shall occur generally in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of the Council.
2. All stormwater generated by the proposed development shall be managed and disposed of to the specifications and satisfaction of the Shire of Wandering.
3. Satisfactory buildings plans being approved by the Shire of Wandering.

Moved: Cr


Seconded: Cr



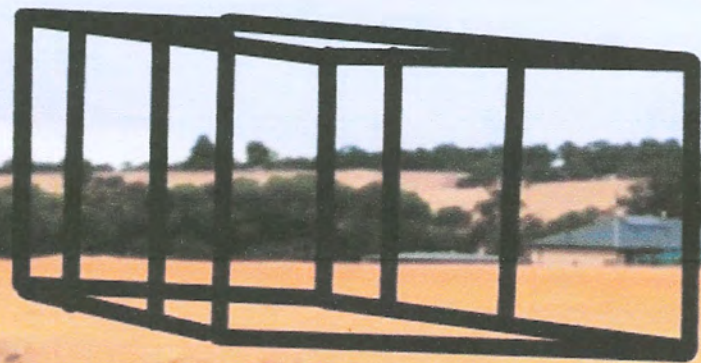
CARPORT 1 POSITION
AREA FOR CARPORT 1 IS 16M L X 6M W
TOTAL AREA OF CARPORT 1 IS 72 SQU METRES




SOUTHERLY VIEW CARPORT 1 POSITION



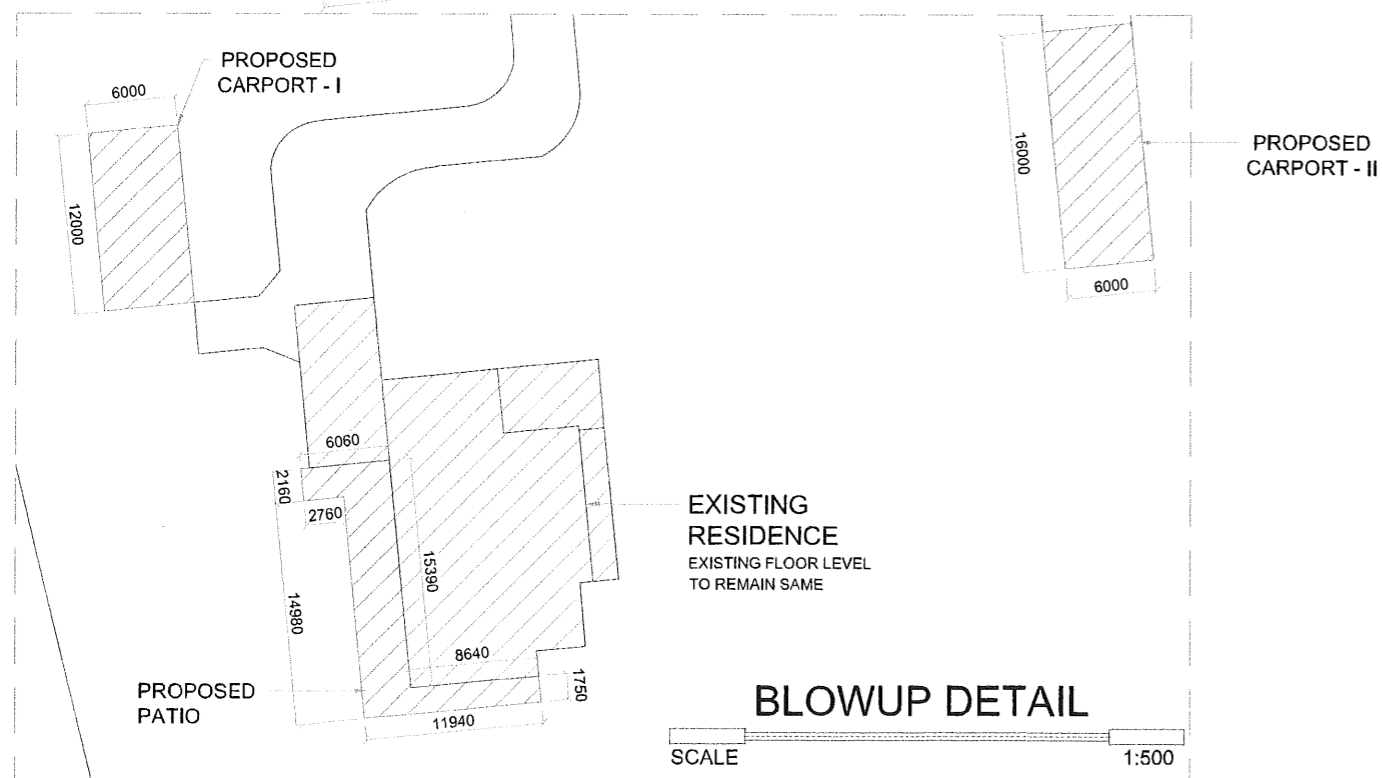
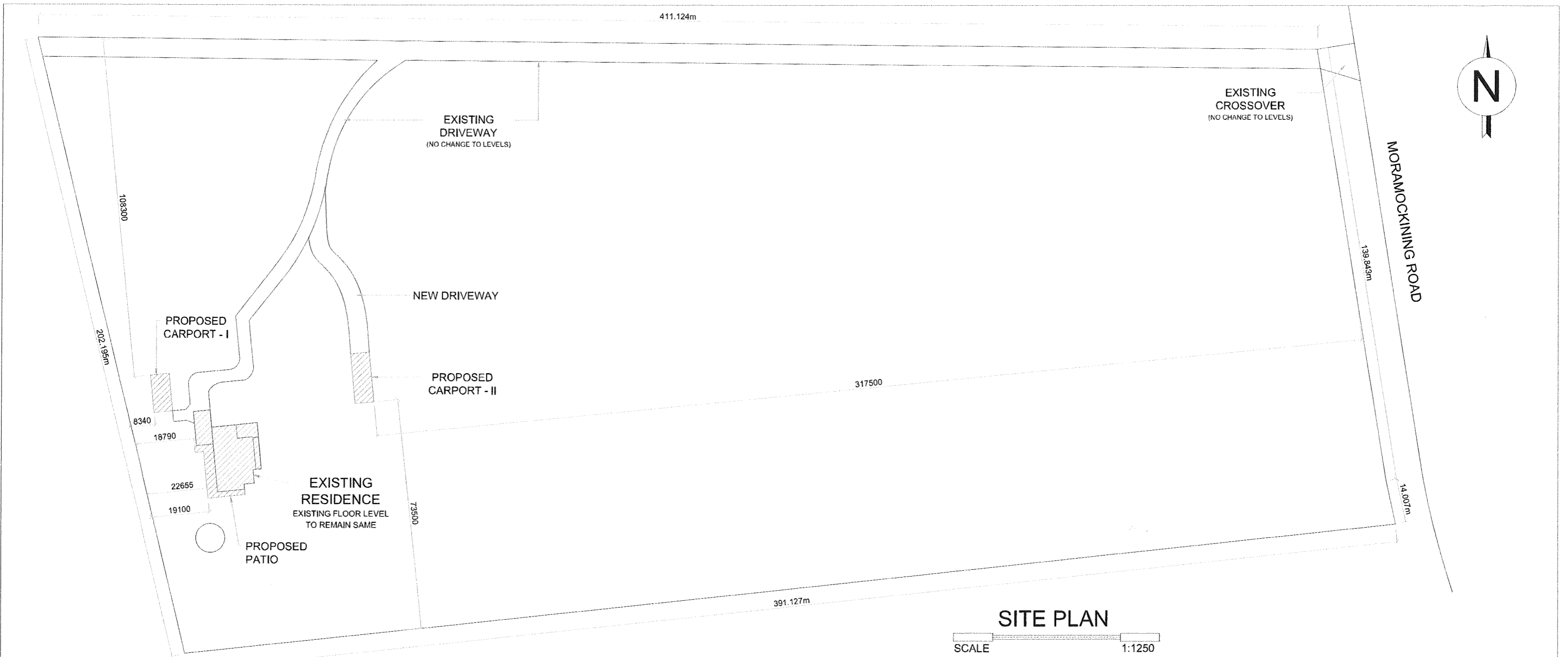
CARPORT 2 POSITION ON LEVELLED BLOCK 50ML X 40M
W
CARPORT AREA IS 16M X 16M
TOTAAL AREA OF CARPORT 2 IS 96 SQU METRES
SIZE IS 16M L X 6M W X 4 M HIGH
DRAWING DOES NOT REPRESENT ACTUAL CARPORT



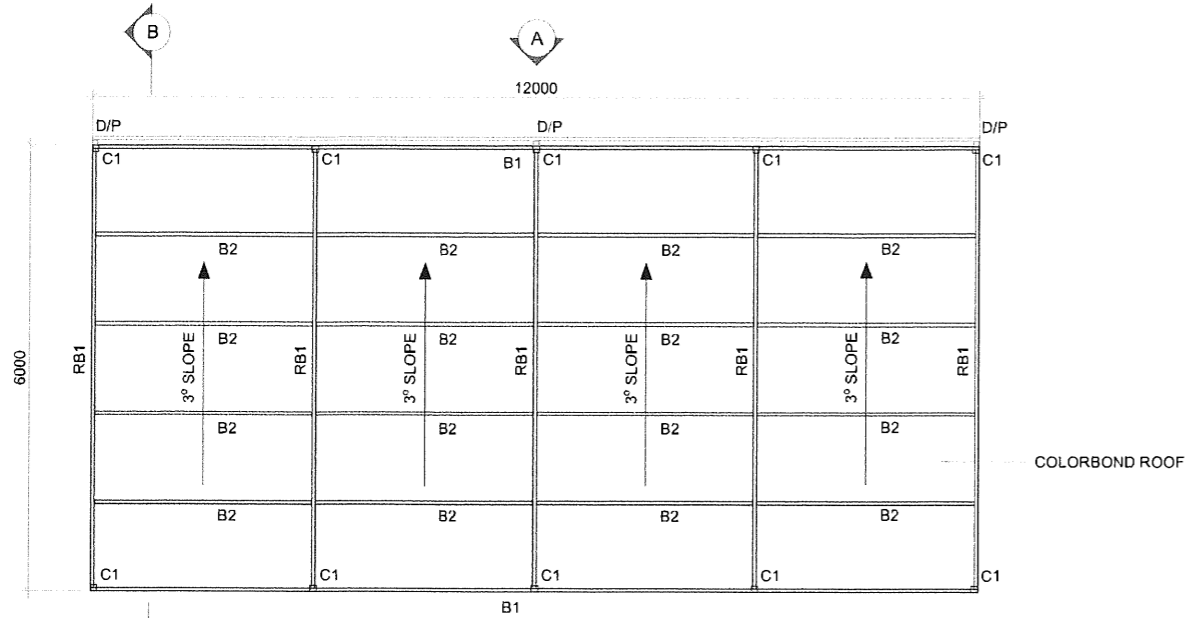
SHOWS CARPORT 2 POSITION ON LEVEL GROUND
50ML X 40MW
AREA OF CARPORT2 TO BE PLACED IS 16M X 16M
AREA TOTAL AREA OF CARPORT IS 96 SQU METRES
916M L X 6M W X 4 M H
THIS IS SHOWING CARPORT 2 FROM NORTHERN
SIDE OF PROPERTY



CARPORT2 SHOW POSITION FROM SOUTHERN
RND OF PROPERTY ON LEVELLED GROUND
SIZES OF AREA REFERE CARPORT 2 NORTHERN
END MEASUREMENTS

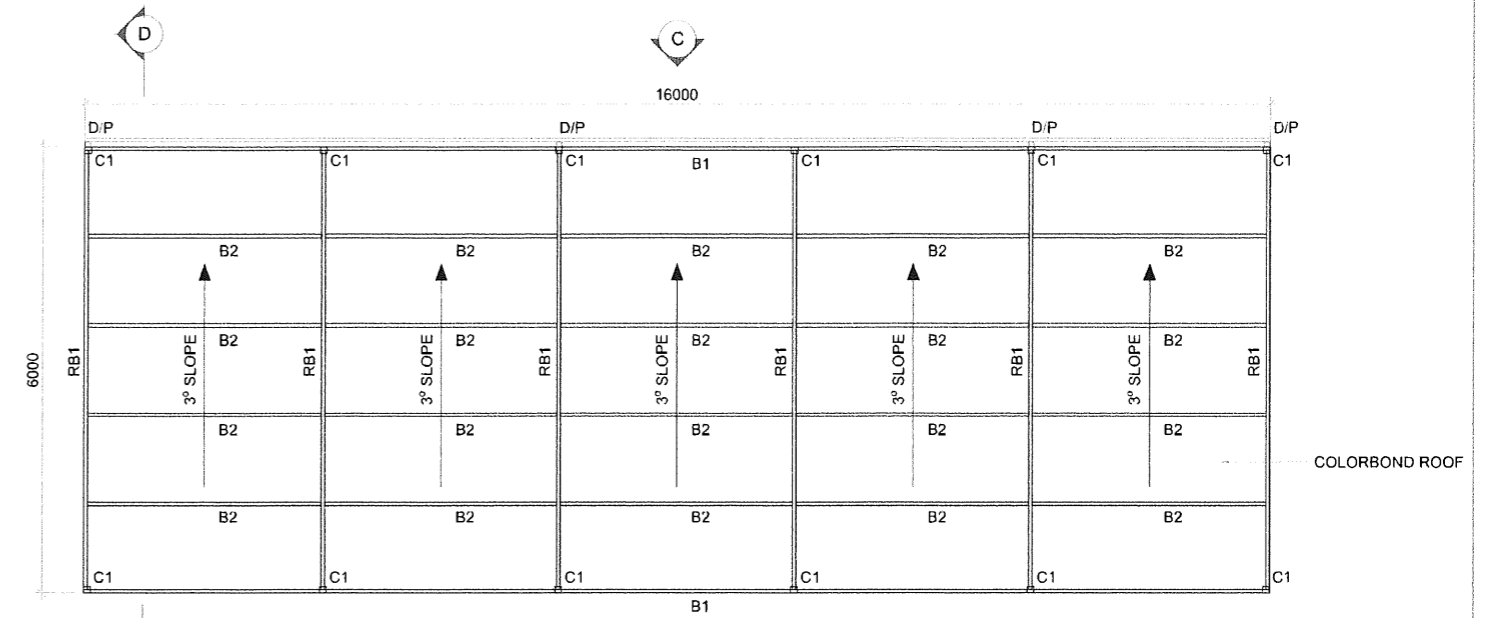


PROJECT NAME: CARPORTS & PATIO ADDITION	JOB NO: 211
PROJECT TITLE:	DRAWN BY : JK
	SCALE: AS SHOWN



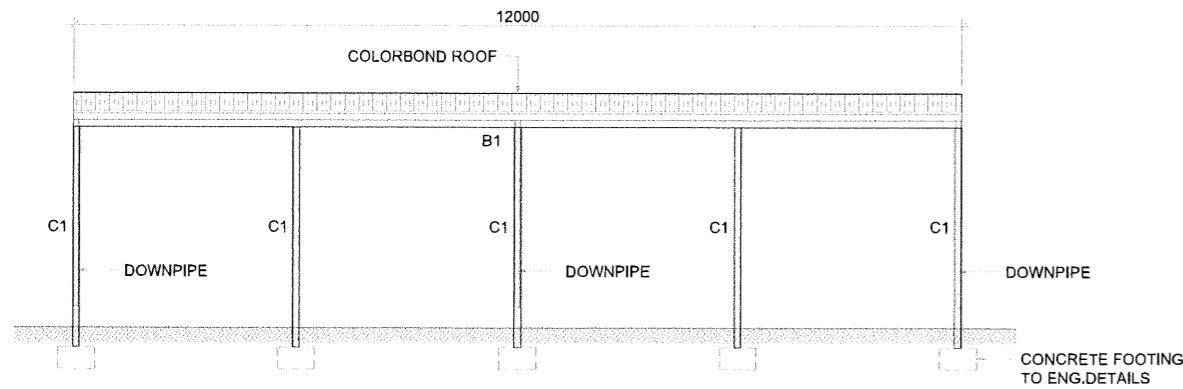
PROPOSED CARPORT - I PLAN

SCALE 1:100



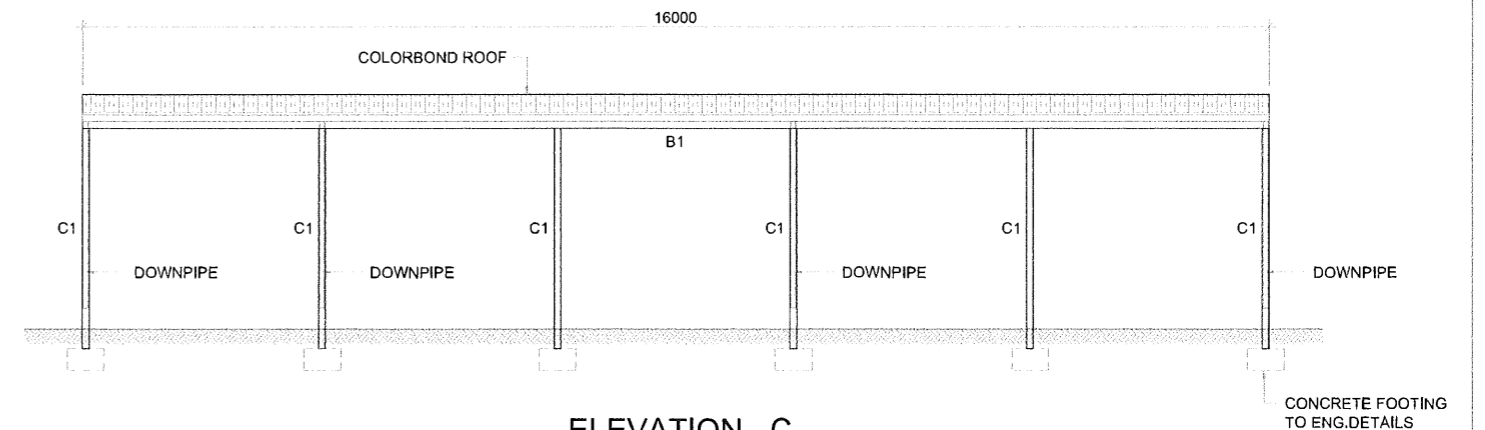
PROPOSED CARPORT - II PLAN

SCALE 1:100



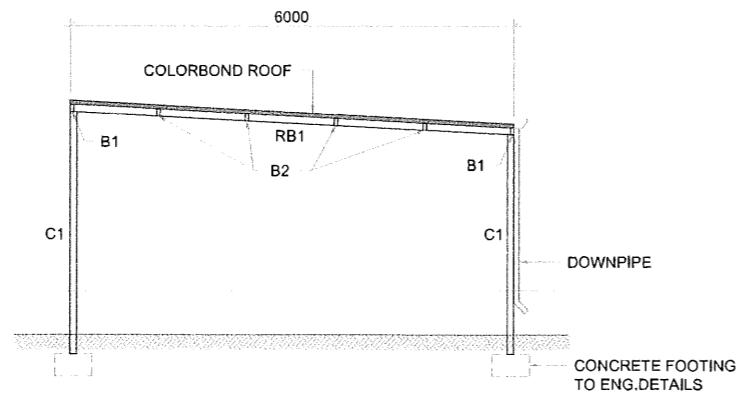
ELEVATION - A

SCALE 1:100



ELEVATION - C

SCALE 1:100



SECTION - B/D

SCALE 1:100

SCHEDULE OF STRUCTURAL FRAMING	
BEAM/ COLUMN TAG NO	SIZE
C1	TO ENG. DETAIL
B1	
B2	
RB1	

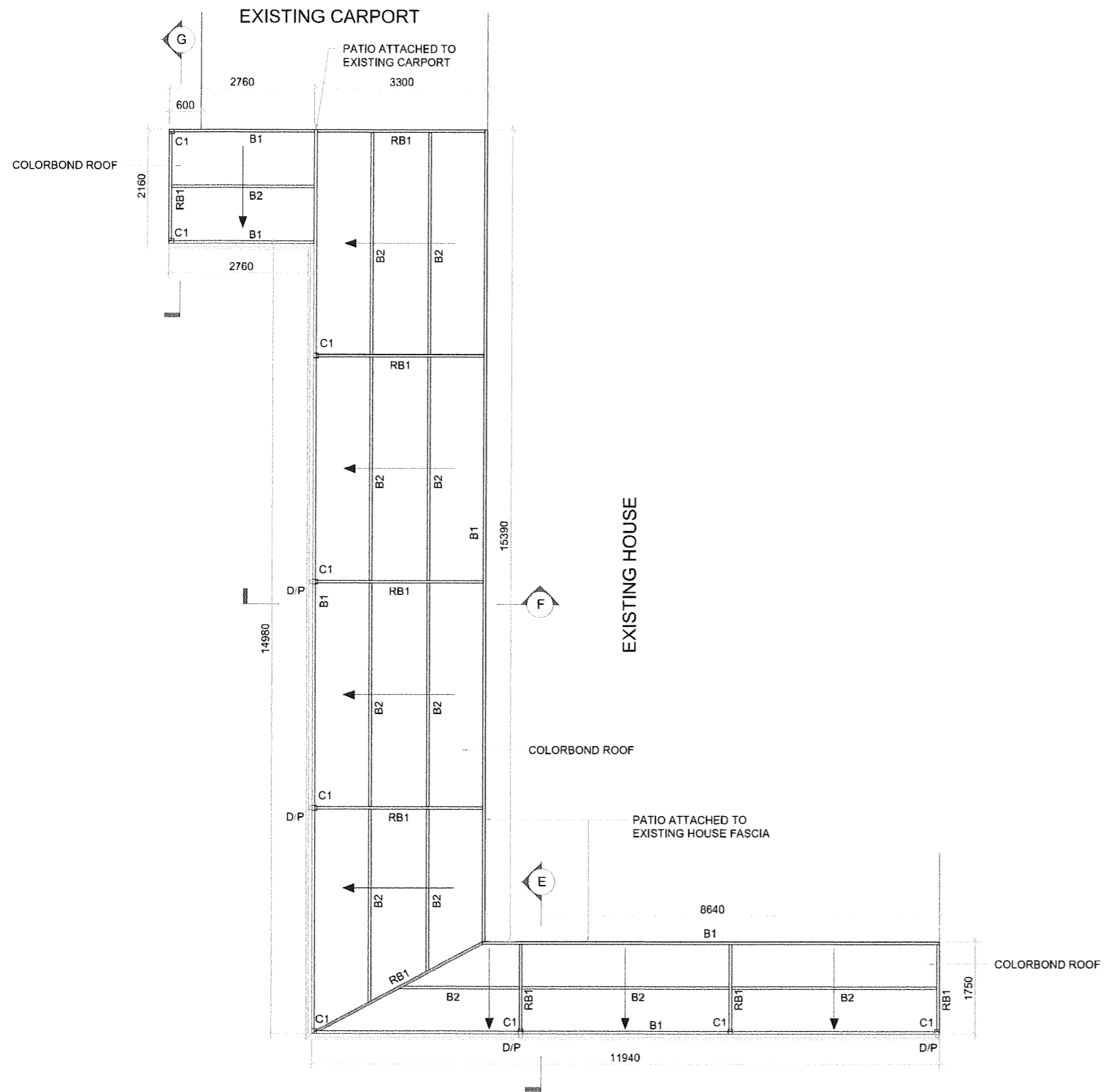
PROJECT NAME:
CARPORTS &
PATIO ADDITION

JOB NO: 211

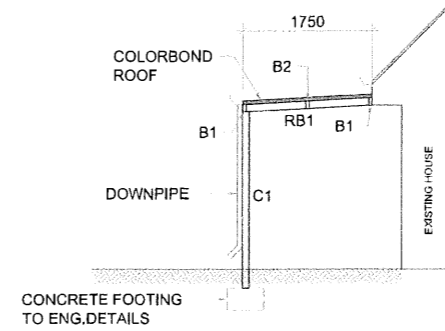
PROJECT TITLE:

DRAWN BY : JK

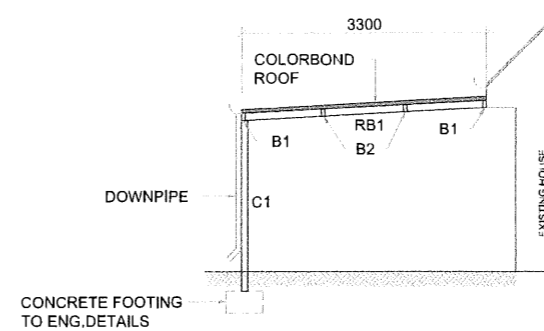
SCALE: AS SHOWN



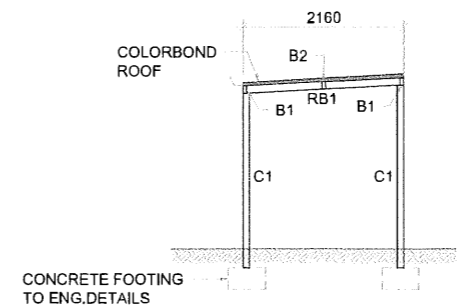
PROPOSED PATIO PLAN
SCALE 1:100



SECTION - E
SCALE 1:100



SECTION - F
SCALE 1:100



SECTION - G
SCALE 1:100

SCHEDULE OF STRUCTURAL FRAMING	
BEAM/ COLUMN TAG NO	SIZE
C1	TO ENG. DETAIL
B1	
B2	
RB1	

PROJECT NAME: CARPORTS & PATIO ADDITION	JOB NO: 211
	DRAWN BY : JK
PROJECT TITLE:	SCALE: AS SHOWN





CARPORT 1
POSITION IN
RELATION TO
PATIO

PATIO POSITION
MEASUREMENTS AS
PER DRAWINGS
PROVIDE
HEIGHT OF PATIO
FROM GROUND
VARIES FROM 3M
TO 2.65M
VIEW SHOWN
FROM SW OF
PROPERTY

PATIO ADDITION DRAWING

COTTAGE ENGINEERING SURVEYS
Licensed Surveyors

87-89 Gulhrrie Street, Osborne Park, Western Australia
Telephone: (08) 9446 7361 Facsimile: (08) 9445 2998
Email: perth@cottage.com.au Website: www.cottage.com.au
J/N: 452950 DATE: 13 May 19 SCALE: 1:200 DRAWN: B. Saliba

Builder: Plunkett Homes South West
CLIENT: MACDONALD
LOT 107 Moramocking Road, Wandering

SSA AREA
LEGEND
[TP 10.00] Top Pillar/Post
[TW 10.00] Top Wall
[TR 10.00] Top Retaining
[TF 10.00] Top Fence

SEC Dome
Power Pole
Phone Pts
Water Conn
Top Pillar/Post
Top Wall
Top Retaining
Top Fence

NOTE/BEWARE-ADVISE TRADES O/Head power lines
DISCLAIMER: HIGH TENSION POWER LINES. CHECK TITLE FOR EASEMENTS AND WESTERN POWER FOR SET-BACKS.

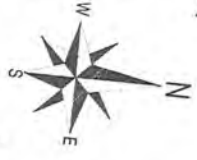
DISCLAIMER:
Lot boundaries drawn on survey are based on landscape plan only. Survey does not include title search and as such may not show easements or other interests not shown on plan. Title should be checked to verify all lot details and for any easements or other interests which may affect building on the property.

DISCLAIMER:
Survey does not include verification of cadastral boundaries. All features and levels shown are based on orientation to existing pegs and fences only which may not be on correct cadastral alignment. Any designs based or dependent on the location of existing features should have those features' location verified in relation to the true boundary.

DISCLAIMER:
Survey shows visible features only and will not show locations of underground pipes or conduits for internal or mains services. Verification of the location of all internal and mains services should be confirmed prior to finalisation of any design work.

DISCLAIMER:
Cottage & Engineering surveys accept no responsibility for any physical on site changes to the parcel or portion of the land shown on this survey including any adjoining neighbours levels and features that have occurred after the date on this survey. All Sewer details plotted from information supplied by Water Corporation.

LOT 107



PATIO
HEIGHT 2400mm

Latitude: 32°43'37"S Longitude 116°38'55"E
BEWARE: POSSIBLE SERVICE RUN IN & COST

NOTE:
WATER MAINS REFER TO SECTION 1.1 SEE DOCUMENT K-40136 IF RE: MANAGEMENT PLAN

LOT MISCLOSE
0.001 m

SOIL DESCRIPTION
Sand / Gravel / Clay(Poss) / Rock(Poss)
Refer to Survey

NOTE:
TELSTRA COMMMS. PIT NOT LOCATED ADJACENT TO LOT AT TIME OF SURVEY VERIFY AVAILABILITY WITH TELSTRA

Scale 1:800

SPECIAL E & OE
TYPE: 2: BULK SPECIFICATION LINE
MODEL N°
© COPYRIGHT SP01

Plunkett Homes

Unit 18, Block B, Homemaker Centre,
42 Strickland Street, Bunbury, W.A. 6230.
PO Box 6060, South Bunbury, W.A. 6231.
PH 08 9780 9300.
FX 08 9780 9399.
www.plunketthomes.com.au

Reg. Builder N° 2096 A.B.N. 98 069 290 373

REV	VO #	DRN	DATE	CHK
01	DOC#01	NH	20/09/19	SG

Sub-contractors to verify all dimensions on site.

WORKING DRAWINGS
THIS IS ONE OF THE DRAWINGS REFERRED TO IN THE CONTRACT.

DATED: 20/09/19

OWNER: _____ WITNESS: _____
OWNER: _____ WITNESS: _____
BUILDER: _____ WITNESS: _____

SHEET N° 2 OF 10
JOB N° 180269
REVISION 01 DATE 20/09/19

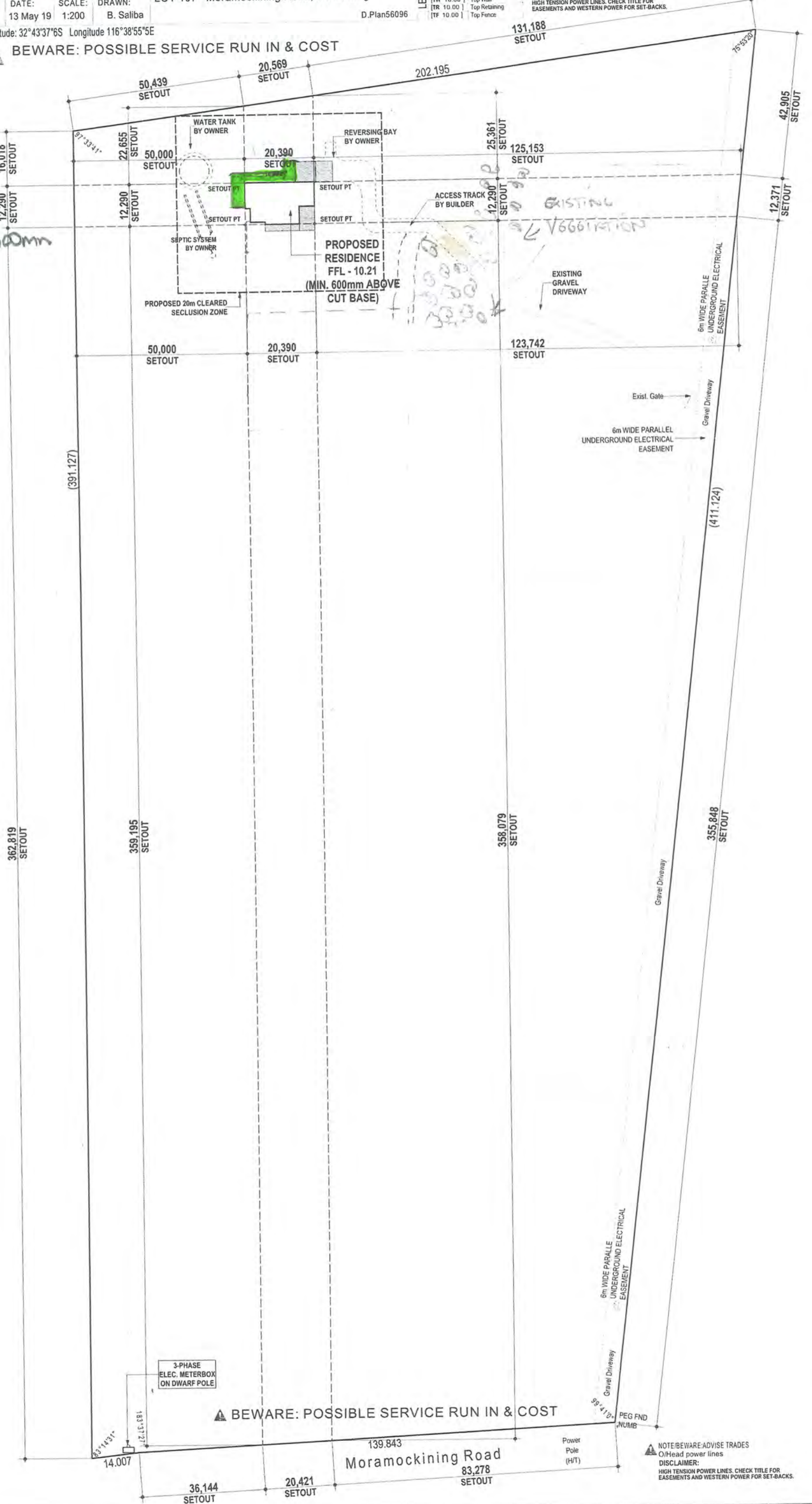
BUSHFIRE PRONE AREA - (BAL-12.5)
Dwelling complies to BCA 3.7.4 AND AS 3959.

NOTE:
STORMWATER DISPOSAL TO BE PIPED TO 5m CLEAR OFF FROM SANDPAD BY BUILDER.
LOCATION OF DOWNPIPES IS INDICATIVE ONLY & MAY BE CHANGED AT BUILDERS DISCRETION.
DO NOT SCALE FROM DRAWINGS.
PLANS TO BE READ IN CONJUNCTION WITH ADDENDA AND WORK ORDER. NOTIFY BUILDER OF ANY DISCREPANCIES PRIOR TO COMMENCING WORK.

SITE COVERAGE
ZONED R-RURAL
SITE AREA: 70,275m²
HOUSE AREA: 217,13m² (EXCLUDES AREA OPEN ON TWO OR MORE SIDES)

WIND CLASSIFICATION AS PER A.S. 4065:
N2 - FOR GROUND STOREY OF RESIDENCE

SITE SETOUT PLAN
1:800



BEWARE: POSSIBLE SERVICE RUN IN & COST

NOTE/BEWARE-ADVISE TRADES O/Head power lines
DISCLAIMER: HIGH TENSION POWER LINES. CHECK TITLE FOR EASEMENTS AND WESTERN POWER FOR SET-BACKS.

15. Elected Members Motions of Which Previous Notice Has Been Given

16. New Business or Urgent Business Introduced by Decision of the Meeting

New business of an urgent nature introduced by decision of the meeting. Best practice provides that Council should only consider items that have been included on the Agenda (to allow ample time for Councillors to research prior to the meeting) and which have an Officer Report (to provide the background to the issue and a recommended decision).

16.1 Elected Members

16.2 Officers

17. Matters Behind Closed Doors

18. Closure of Meeting

The Presiding Member to declare the meeting closed.